

***SOUTH AIKEN BAPTIST
CHRISTIAN SCHOOL***

*A ministry of South Aiken Baptist Church
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“SHARING THE TRUTH”

2022 - 2023

STUDENT HANDBOOK

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

Revised 7/16/2022

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PHILOSOPHY AND PURPOSE

Goal

“Train up a child in the way he should go: and when he is old, he will not depart from it.”

Proverbs 22:6

Mission

To prepare each child for God's calling on his life, the mission of South Aiken Baptist Christian School is to provide biblically-sound, Christian education in a traditional school setting according to the Luke 2:52 principle: wisdom (mentally); stature (physically); favor with man (socially); and, most importantly, favor with God (spiritually).

The people primarily accountable for achieving this mission are teachers; however, the School Board expects every participant in this school – custodian, secretaries, bus driver, volunteers, Principal, pastor, students, cafeteria workers, parents, grandparents, and community supporters – to support this aim.

Organization

SOUTH AIKEN BAPTIST CHRISTIAN SCHOOL: In 1975, the people of South Aiken Baptist Church authorized the formation of an educational branch of their ministry-- South Aiken Baptist Christian School. This was to be an educational institution in every sense of the word, teaching spiritually as well as academically. To implement this ministry, a School Board was elected.

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THE SCHOOL BOARD: The people of the South Aiken Baptist Church elect five (5) of their members to the School Board. Annually, the people of the church re-elect any current board members who wish to continue to serve and elect any new board member to the board to replace any member who chooses not to serve any longer. The School Board is primarily responsible for making the operating policies of the school and verifying that the policies are followed. The School Board hires a Head of School who is responsible for the operation of the school and who carries out the policies made by the School Board.

HEAD OF SCHOOL: The Head of School is responsible for the operation of the school and carries out the policies made by the School Board. He/she is responsible for directing and supervising the faculty while maintaining a high level of instruction and enthusiastic attitudes among teachers and staff in a Christian atmosphere within the policies established. The Head of School reports to the School Board and is responsible for overseeing all matters of the school.

LEAD TEACHERS: Lead Teachers are responsible for the operation of the school when the Head of School is absent or not available. Lead Teachers report to the Head of School and assist with day-to-day operations.

TEACHER: Each teacher's primary responsibility is to take charge of the classes assigned and provide excellent instruction in a well-disciplined and loving, Christian atmosphere. The teacher helps students learn by giving knowledge of, lessons in, or instruction about each subject. The teacher is responsible for compliance with board policy, the teacher handbook, student handbook, and directions from the Head of School and/or Lead Teachers.

SCHOOL OFFICE: The school office hours are 7:30 a.m. until 4:00 p.m., Monday through Friday. The office is closed on holidays. Summer hours are 10:00 a.m. until 2:00 p.m. Tuesday through Thursday and by appointment.

FINANCE MANAGER: The Finance Manager works with the Head of School on the financial matters of the school. He/she works closely with family accounts, budgeting, and ensuring that the school is financially responsible.

SOUTH AIKEN BAPTIST CHURCH PASTOR: The Pastor is readily available to the ministries of South Aiken Baptist Church. Although not a voting member of the School Board, the Pastor attends meetings and brings advice and counsel about school matters.

Purpose

SABCS exists to help parents train children to become effective Christian citizens of good character. An effective Christian citizen is one who can read intelligently, write legibly, compute accurately, and spell correctly. He is one who recognizes Christ as his Savior and strives to live a Christian life that honors God and country. He knows correct behavior and has a desire to act correctly. It is our purpose to give each child a well-rounded Christian education.

According to Southern Baptist tradition, the Church sponsors' ministries (i.e. school, daycare) by giving moral, spiritual and financial support necessary to establish these ministries. In turn, these ministries follow the guidelines established by the Church. These guidelines are as follows: to teach the Christian faith, maintain academic standards to make our students educationally competitive, to communicate with the parent church, and to strive to be financially sound. At no time should the school be considered as a separate entity: it is an arm of the church.

Statement of Faith

We believe the *Holy Bible* was written by men divinely inspired and is the record of God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth without any mixture of error for its matter. It reveals the principles by which God judges us and is, and will remain to the end of the world, the true center of Christian union and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the *Bible* is to be interpreted is Jesus Christ.

1. We believe Jesus Christ was born of Mary, the virgin, and is the Son of God, and God the Son.
2. We believe that Christ died for our sins according to the Scriptures, the just for the unjust, that He might bring us to God.
3. We believe that He rose from the grave the third day according to the Scriptures.
4. We believe that He alone is the Great High Priest, and we need not the intercession of any man, but that Christ ever liveth to make intercession for us.
5. We believe that Christ will come again in Person, bodily and visibly, to establish His Kingdom on earth.
6. We believe that in order to be saved the soul must be born again – “Ye must be born again.” (John 3:7)
7. We believe that every true born-again soul should declare his faith by the act of baptism (immersion in water), setting forth the Lord's death, burial, and resurrection. (Matthew 3:13-16, John 3:22-23, Matthew 28:18-20)
8. We believe that the church is a body of baptized believers whose mission is to preach and teach the Gospel of salvation to individual souls.
9. We believe that God wonderfully and immutably creates each person as male or female. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
10. We believe the term “marriage” has only one meaning: the uniting of one biological man and one biological woman, not transgender or non-gender conforming person, in a single, exclusive union, delineated in Scripture (Gen. 2: 18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7: 2-5; Heb. 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
11. We believe that any form of sexual immorality (including, but not limited to, adultery, fornication, homosexual behavior, bisexual conduct, transgender or gender non-conforming relationship; bestiality; incest, and use of pornography) is sinful and offensive to God. (Matt. 15: 18-20; 1 Cor. 6: 9-10)
12. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception, through natural death. We therefore defend, protect and value all human life. (Ps. 139)

ACADEMICS

Bible

Bible is a required subject at SABCS. From its pages beams forth a crystal clear light for life's pathway, and therein is revealed the only hope for the life to come. It enhances the study of other subjects such as English, history, and especially science. No other book can enrich the mind and heart and can prepare one for an effective life as this "Best Seller" of all times.

A Christian school is privileged to use this most important tool in the work of character building. This is perhaps the most necessary task of a school in laying a sure foundation of moral and spiritual leadership. Without a working knowledge of the Bible, a student can hardly be considered educated in the truest sense. Each student should have a *King James (KJV) or Christian Standard (CSB)* translation of the Bible for **memory work**. Other approved translations may be used for Bible study. Examples: New King James, NIV, ESV, New American Standard, etc.

Chapel

All students attend weekly Chapel service in the church sanctuary. Parents are welcome to attend Chapel and should report to the School Office to sign in as visitors for Chapel. Students and parents should dress appropriately for Chapel; no caps or hats are to be worn, and the attitude should be one of reverence with a desire to worship and praise God. Elementary Chapel services are usually 20-30 minutes. High School Chapel services are usually 40-50 minutes.

Pledge to the American Flag:

I pledge allegiance to the flag
of the United States of America;
and to the republic for which it stands,
one nation under God, indivisible,
with liberty and justice for all.

Pledge to the Christian Flag:

I pledge allegiance to the Christian flag
And to the Savior for whose kingdom it stands:
One Savior, crucified, risen and coming again
With life and liberty to all who believe.

Pledge to the Bible:

I pledge allegiance to the Bible, God's Holy Word.
I will make it a lamp unto my feet,
a light unto my path,
and I will hide its words in my heart
that I might not sin against God.

Curriculum Overview

SABCS primarily uses the *ABeka* and *Bob Jones University (BJU) Press* curriculums and textbooks. We believe these to be the best Christian, traditional education programs available in America today. They are built on more than 30 years of practical, common sense and educational know-how. These programs have been tried and proven in every region of the United States.

Teachers strive to have all students master the curriculum goals for each grade. The same curriculum content is presented to all students. Teachers have the discretion to vary student assignments according to individual needs.

More individual attention is provided to students at SABCS because of smaller classes and discipline control. However, the resources available to the school do not allow for a separate program for exceptional children. The school has no provisions for a Remedial Program or for a Talented and Gifted Program and takes the position that our teachers cannot be expected to provide a separate program for exceptional children who may be assigned to their classes. While SABCS can meet the needs of almost all children, it is not the place for every child.

The Curriculum Policy of SABCS places the responsibility for presenting curriculum upon its teachers and maintains that parents must be supportive of their child(ren)'s teachers and the school. School policy does not allow for unnecessary interruptions of the teacher's time with his/her students. Parents or guardians should not visit or engage the teacher in discussions during the school day without permission. Meetings with teachers after or before school should be set up in advance. This part of the policy does not prohibit teachers from initiating parent's visits to their classes nor the use of parents as volunteers.

Programs/Activities

Students will participate in school programs and activities during the year. Parents are notified well in advance of the programs and are expected to have their child(ren) take part in these school activities. Appropriate attire is required by parents/chaperones.

Textbooks

Textbooks that are lost will be replaced at the student's expense, and charges will be assessed when textbooks are carelessly damaged. Students are encouraged to have covers for hardback and reusable books. The student must furnish other materials such as paper, pencils, and notebooks.

High School

Adding/Dropping Course

Permission from the Head of School is required for a student to drop or add a course after enrollment. No full-year course may be added or dropped after the second (2nd) full week of school; no semester course may be added or dropped after the first (1st) full week of

course. After this date, a student dropping the course will receive a grade of “F” in that course. There are no refunds on class fees if the course is dropped.

Advanced Placement (AP)/Honors Status

All courses offered at SABCS are taught at a minimum of a college-prep level. **Honors-level classes are offered in the following courses:** English I, II, III, IV; Algebra I and II; Geometry; Foreign Language III; and Pre-Calculus. **AP** weighting is earned by successfully passing the course and taking the AP Exam.

Classification of Students

- Grade 9 (Freshman) – A student will be classified as a 9th grader during his/her first year in high school after having met the requirements of grade eight for 9th grade placement.
- Grade 10 (Sophomore) – A student will be classified as a 10th grader provided he/she has earned at least five (5) units toward graduation, including one unit each in Language Arts and Mathematics.
- Grade 11 (Junior) – A student will be classified as an 11th grader provided he/she has earned at least twelve (12) units of credit toward graduation. Included in the 12 units must be two (2) in Language arts, two (2) in Mathematics, and two (2) in Science.
- Grade 12 (Senior) – A student will be classified as a 12th grader provided he/she has earned at least nineteen (19) units. Included in the 19 units must be three (3) in Language Arts, three (3) in Mathematics, and two (2) in Science.

College Visit Days

SABCS encourages its students to visit various colleges and allows each junior two college visit days and each senior four college visit days. Pre-approved college visit days do not count against the student’s attendance requirements. Each school-led college visit trip (no matter the length of the visit) accounts for one college visit day.

- College visit days must be **approved in advance** by submitting the College Visit form to the Guidance Office.
- Upon return, proof of the student's visitation must be provided.
- Each visit must be to a different college.
- At least one parent/legal guardian must accompany the student on the college visit.

Course Requirements for High School Diploma

- For students in 9th-12th grades, our school utilizes South Carolina college entrance requirements in establishing diploma standards.

SUBJECTS:	
Bible and other electives	4*
English/Language Arts	4
Mathematics	4
Science	4 (3 lab)
U. S. History	1
Economics	.5
American Government	.5
Other Social Studies	2
Foreign Language	2**
Physical Education	1
Computer Applications	1
Fine Arts	1
Personal Finance / Elective	1
TOTALS:	26

*Bible is required for each year of high school attendance.

**Requires at least two years of the same foreign language. Some colleges require three years of the same foreign language.

Dual Enrollment

Juniors and Seniors may take college courses for college credit.

- Any course considered for dual enrollment must be on the University Transfer List and have the prior approval of the Head of School.
- Graduation requirements must be met on the SABCS campus. DE credit is “above and beyond” the SABCS graduation requirements and is entered in the transcript. Exceptions may apply as approved by the Head of School for courses not offered at SABCS..
- Upon successful completion of a course found on the, the student will receive AP/Dual Credit weighting.
- Tuition and other college course fees shall be at the expense of the individual student or his parent(s) and/or legal guardian(s).

Reimbursement for tuition costs only is possible if the following criteria are met as follows:

- 1) the student is a senior;
- 2) the student makes a grade of “B” or higher in that course;
- 3) the course must be listed on the University Transfer list;

- 4) there is a tuition-only maximum reimbursement of \$250 per course for up to four courses per school year (total yearly reimbursement of \$1000)(August – May)
- 5) Reimbursements are made at the end of each completed semester if and only if the student provides a copy of the grade report and a copy of the paid tuition bill; and
- 6) all ministry accounts must be current.

Exams

All students taking high school courses must take the first semester exam. A student who is taking a year-long course and who has a final yearly average of 90 may exempt the 2nd Semester exam if the student has not had more than 5 unexcused absences within that semester. A student who is taking a semester-long course during the second semester and who has a semester average of 90 may exempt the 2nd semester exam if the student has not had more than 5 unexcused absences within that semester. Refer to the section on Absences (page 20) for the definition of excused.

Rank Policy

- Class Rank is determined by the student's overall Grade Point Average (GPA).
- SABCS uses the SC Uniform Grading Scale to calculate a student's GPA.
- Class rank is calculated at the end of each academic year for 9th,10th, 11th, and 12th Grades.
- GPA'S are used to rank students from highest to lowest.
- In instances of equal GPAs by more than one student, the GPA will continue to be calculated until rank is established.

Graduation

Valedictorian/Salutatorian:

- The class Valedictorian is the graduating senior with the highest GPA.
- The class Salutatorian is the graduating senior with the second highest GPA.
- A student must be enrolled as a full-time student at SABCS for at least 6 semesters to be named as Valedictorian or Salutatorian.
- The student must be fully enrolled at SABCS.

Honor graduates are graduating seniors with a cumulative GPA of 4.0 or higher according to the South Carolina Grading Policy.

Part-time Students

Part-time students may contract with SABCS to take up to **four** courses. A student cannot be “enrolled” at SABCS and another school (private, public, or home school) simultaneously. Therefore, Part-time students are not considered to be “enrolled” at SABCS.

- Part-time student applications may be submitted beginning the first Monday in February, when enrollment is opened to the Public. Entrance into a class is based upon space availability and is on a first-come, first-serve basis.
- Full-time enrollment always takes precedence over part-time enrollment.
- Part-time students must meet the same entrance requirements, comply with all policies and procedures, including those outlined in the Student Handbook, and are held to the same standard as full-time students.
- Students will participate and attend scheduled field trips pertaining only to the course in which he/she is enrolled. Additional fee(s) may be required for field trips.
- Off-campus Dual Enrollment does not count toward four course requirement.
- Entrance Evaluation Required

Part-time students, taking four SABCS courses, are eligible to participate in:

- Specialized testing (PSAT, PreACT, SAT, ACT, ASVAB, etc.)
- Sports/athletic programs or other extracurricular activities
- Prom
- Academic Competitions (Spelling Bee, Math Competition, etc.)
- College and Career Services

Part-time Tuition and Fees:

- | | |
|---------------------|--|
| · Application Fee | Paid only one time- at time of entrance evaluation |
| · Re/Enrollment Fee | Paid at time of Enrollment/re-enrollment |
| · Book Fee | Cost of school furnished books, materials, and fees (i.e. Lab fees, technology fees, etc.) |
| · Course Fee | 1/6 of current high school tuition rate per course |

Retaking Courses

Retaking courses for reasons other than previous failure requires permission from the Head of School. Grades for all courses taken in 9th grade and above will appear on the student's transcript. A student who has taken a course for a Carnegie unit prior to his or her 9th grade year may retake that course in 9th grade regardless of the grade he or she has earned. Only the higher of the two grades will show on the transcript.

Student Automobiles

It is a privilege to be able to bring a car to school. All students who use cars for transportation to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of the entire student body.

1. Each driver should be an example of courteous, careful driving habits.
2. All drivers must adhere to the 7 mph speed limit upon entering and exiting.
3. Students must park in the designated student parking area.
4. Cars are to remain parked until students leave for the day.
5. Student drivers must be on time for school.
6. Cars are not to be occupied during school hours, nor are students to sit in parked cars while waiting for school to begin.
7. Loud music is not permitted on school property.
8. Students must register each vehicle to be parked on the school campus and obtain a Student Parking Permit for the school year. There will also be a charge to replace lost permits. The Student Parking Permit must be displayed in the vehicle at all times while on campus.

Summer School

SABCS discourages Summer Courses except for the following reasons:

- Getting a transfer student caught up with his/her class.

A transfer student may take a maximum of two classes through a SABCS-approved source for the purpose of getting that student to grade level.

- Credit Recovery

Courses taken for credit recovery must be taken the following summer. Credit for English or Math will be given only if the student passes the course **and** passes a SABCS proficiency test.

The Credit Recovery is just that, to recover the "credit" and will be entered as Pass/Fail on the transcript upon completion. The grade earned during the year will remain and be calculated into the GPA.

All summer school courses must be approved in advance by the Head of School.

Transfer Credits

Courses from a previous high school transcript will be transferred to the SABCS transcript. However, in calculating Grade Point Average (GPA), only those courses listed and approved on the SABCS Course Requirements for High School Diploma are applied to the GPA.. Other courses taken will transfer in as high school credits but the grade will not be included in the calculation of GPA.

Online Learning

A student may enroll to take an online course only through an SABCS-approved online program and must have permission from a parent and prior approval from the Head of School. Such courses are “above and beyond” the requirements for graduation. Courses required for graduation must be taught by SABCS instructors. Exceptions may apply for scheduling conflicts, courses not offered at SABCS, and/or courses necessary to get the student up to grade level. The student is responsible for any additional fees that may be incurred for the online course(s).

Homework

Academic success is a cooperative effort between the student, parent(s), and teacher(s). We believe that homework is an integral part of the school program and a vital link between home and school. It should serve as a basis for communication between each child’s parents and teachers. Homework is given for several purposes:

For drill - We believe that most students require solid drilling to master material essential to their educational progress.

For practice - Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

For remedial activity - As instruction progresses, various weak points in a student's grasp of subject matter become evident. Homework, following instruction, is given to overcome such difficulties.

Based on the diversity of the curriculum between grade levels and the diversity of personalities of the classes on each grade level, each teacher is responsible for establishing his/her own homework procedures and communicating those procedures to the child and family. *Each student is expected to complete the homework assigned by the teacher in full.*

Homework Guidelines

- Students in K5-5th grades will have no homework assigned on Wednesdays.
- Homework should be an extension of class work. The amount given will be limited to what it takes to accomplish the objectives listed above and no more. It does not necessarily have to be written paper-and-pencil type work. It can consist of other activities such as reading, studying, reviewing material, completing

- special projects, or engaging in discovery activities.
- Homework assignments should be done regularly and promptly. Assignments are to be written down daily in *assignment pads* as a part of the written lesson. Elementary parents should sign or initial the assignment pads when the homework is completed.
 - Questions as to teacher expectations, a child's work habits, and other possible considerations should be communicated to each teacher as each concern arises. Written notes, phone calls, and conferences should be a natural process of communication between the teacher and the parent.

Cheating/Plagiarism

Plagiarism will not be tolerated. Plagiarizing the work of others, submitting another's work as one's own, taking answers from other students or answers from the internet, or downloading term papers or essays from the internet to submit as one's own work is dishonest and illegal.

- On the first offense, a student caught cheating or plagiarizing in such a manner using any means will receive a "0" grade for the work submitted and will have a parent notified. This may make a student ineligible for membership in student honor societies, clubs, and athletic teams.
- A second offense could result in the student's name being sent to the School Board for suspension/expulsion."

Promotion/Retention

- A kindergarten student must have a score that shows proficiency in both numbers and phonics and a teacher recommendation.
- Students in grades 1-8 must pass a minimum of four academic subjects including English (Phonics) and Mathematics (Numbers).
 - a) In order for a 7th grade student to be considered for placement into Pre-Algebra, the student must have a final grade average of 90 or above in Math 6, have a teacher recommendation, show proficiency on an end-of-year placement test, and place in the 80th percentile on the achievement test.
 - b) In order for an 8th grade student to be considered for placement into Algebra I, the student must have a final grade average of 90 in Pre-Algebra, have a teacher recommendation, and must also show proficiency on an end-of-year placement test, and place in the 80th percentile on the achievement test.
 - c) In order for an 8th grade student to be considered for placement in English I, the student must have a final average of 90 in 7th grade English, have a teacher recommendation, show proficiency on an end-of-year placement test, and place in the 80th percentile on the achievement test.

- d) Currently, some of our 8th grade students have the opportunity to earn high school credits in Algebra I, English I, and/or Computer Applications. However, for credit to be earned, the following criteria must be met:
- 1) English I: Credit is earned with a final average of 85 or above.
 - 2) Algebra I: Credit is earned with a final average of 85 or above.
 - 3) Computer Applications: Credit is earned with a final average of 80 or above.
 - 4) The student must not have missed more than 10 class periods for the year.

Standardized Testing

Standardized tests are administered to students in grades 1 through 11 on an annual basis to determine school performance and placement of students. We utilize the following tests:

Iowa Achievement Test: Grades 1-8
CoGAT (Student Ability Test): Grades 3, 5, 7.

Students in our upper grades are required to take the following tests:

PSAT: Grades 8, 9, 10, & 11
PreACT: Grades 10 & 11
SAT/ACT: Grades 11 and/or 12

Student Progress and Recognition

Awards not Granted by SABCS

SABCS reserves the right to recognize or not to recognize in a public manner any award a student receives from any organization other than SABCS.

Credits and Award Recognitions for Transfer Students

Although credits for high school courses are generally accepted from another school for a student transferring into SABCS, any awards or medals recognized by the previous school may or may not be recognized at SABCS. SABCS reserves the right to recognize or deny any recognition of any award won while the student was at another school.

Grading Scale

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

Honor Roll

SABCS will publish two academic Honors at the end of each 9-week reporting period for students in grades 1 and above. In addition, the yearly Honor Rolls will be presented on End-of-Year Awards Day.

- "A" HONOR ROLL: To qualify for quarterly Honor Roll, a student must have ALL "A's" in the core academic subjects for the 9-week reporting period. To qualify for the year-end "A" Honor Roll, a student must have a yearly average of "A" in each academic subject. Note: Bible is an academic subject.
- "A/B" HONOR ROLL: To qualify for quarterly Honor Roll, a student must have ALL "A's" and /or "B's" in the core academic subjects for the 9-week reporting period. To qualify for the year-end "A/B" Honor Roll, a student must have a yearly average of "A" or "B" in each academic subject. Note: Bible is an academic subject.

**** Core courses are those courses in Bible, English, Language Arts, Fine Arts, mathematics, science, social studies, computer science, foreign language and high-school level PE.**

Perfect Attendance

Perfect Attendance is recognized on a quarterly basis for all grades.

To qualify,

- Students in K3-5th grades must have no absences during the nine-week period and have no more than five unexcused tardies within the semester.
- Students in 6th-12th grades must have no absences in any class during the nine-week period and have no more than five unexcused tardies in any class within the semester.

Report Cards

The purpose of our reporting system is to give parents and students an indication of the progress, or lack of progress, being made. The child's performance is compared to the standards of the grade to which she/he is assigned.

Although grades may be viewed anytime in the FACTS Family Portal, students in grades K5 - 5th will receive a paper copy of the report card on a 9-week basis.

Students in grades 6th-12th will access grades/report cards through the FACTS system.

Year-End Awards

Year-end awards shall be based on yearly averages. Year-end awards include:

- Bible – Student must have a final average no less than "A."
- "A" Honor Roll – Student must have a yearly average no less than "A" in each academic subject. Note: Bible is an academic subject.

- “A/B” Honor Roll – Student must have a yearly average no less than “B” in each academic subject. Note: Bible is an academic subject.
- Perfect Attendance: A student in K3-5th grades must have no absences during the school year and no more than five unexcused tardies within a semester. A student in 6th-12th grades must have no absences in any class during the school year and no more than five unexcused tardies in any class within a semester.

GENERAL POLICIES

Admission

SC State Law requires public school children for K5 or 1st Grade to be five or six years of age, respectively, on or before September 1. In 1995, the School Board voted to comply with this law.

Application does not constitute acceptance. Admissions are open first to current students who are in good standing with the school. Current students should be making satisfactory progress academically and have a good disciplinary record based on our Standard of Conduct. Parents must have shown full cooperation with the school and its mission.

Brothers and sisters of current students and children of active members of South Aiken Baptist Church receive priority and may apply during the current students timeframe.

New students are accepted based on the date of application, entrance evaluation, disciplinary record, and an interview with the Head of School to discuss previous schooling, present needs, and future goals.

SABCS, as a private institution, reserves the privilege of setting and maintaining its own standards of student conduct, dress, cleanliness, and scholarship. The school reserves the right to refuse admittance to anyone it so chooses and to suspend or expel any student who violates the standards set down by the school. Any student or family who does not agree with the purpose and program of the school will be asked to withdraw.

SABCS admits students of any race, color, and national or ethnic origin. Due to the limited resources available, we are not equipped to accommodate special needs students.

To enroll, an application must be turned in to the office with the non-refundable application fee, and the parent/guardian shall agree to a time for evaluating the prospective student. Upon acceptance of the new student, parents must be prepared to pay the enrollment fee to hold the student's place in class.

Continuing students are given the opportunity to re-enroll in January for the next school year before enrollment opens to the public. Additionally, children enrolled in South Aiken Baptist Christian Daycare, siblings of current students, and members of South Aiken Baptist Church and/or their children may enroll during January. Beginning February 1, registration is opened to the community. The re-enrollment or enrollment fee must be paid at the time of re-enrollment/enrollment to hold the student's seat.

The Book Fee must be paid by June 1 to continue to hold the student's place in a class.

Assignment of Students to Classes

Requests for a particular teacher are not permitted. Not allowing parents to choose teachers for their children is not an arbitrary decision. It is based upon sound educational and administrative principles. These principles are as follows:

- Parents contract with the school for educational services, not with the teacher.
- The school cannot predict in advance how teacher assignments will be made from year to year. As demands for classes change, teachers retire or leave and administrative decisions are made as to where a teacher is best suited, it becomes impractical to attempt to have student assignments made by anyone other than the professional staff of the school. Giving parents the choice of teachers places the teacher in a position of being subjected to a popularity contest. Professional staff hired by SABCS should not be subjected to this.
- Assigning students to classes is a lengthy process. Several factors including boy/girl ratio, student behavior and personality, academic capabilities, and others are considered when assigning students to classes. Many hours are spent on this very crucial task to ensure optimum benefits for students, teachers, and the school.

Statement of Cooperation

In making application to the school, the parent/guardian and student understand that:

- Being admitted as a student is a privilege and not a right. If at any time the student's conduct, academic progress, or cooperation or the Parent's cooperation and support with the school's authorities and mission is not in keeping with the standards of SABCS, the school reserves the right to dismiss the student and/or family.
- Cooperation is expected in (a) regular and timely tuition payments, (b) practical help, (c) faithful prayer, and (d) support for the purpose and programs of the school. If at any time my conduct or cooperation with the school's authorities is not in keeping with the standards of SABCS, the school reserves the right to dismiss my child and family.
- Attendance and punctuality are important components in the educational process. It is the parent/guardian's and student's intention for the student to be in school and arrive on time unless due to illness or special circumstances.

- The student will attend activities & programs scheduled for the class (i.e. graduation, field trips, and concerts). Such activities and programs are not optional.
- No refunds are made on the Application Fee or Enrollment/Re-Enrollment fees.
- The parent/guardian intends to have the student complete the school year at SABCS and understands that there is a **\$500 withdrawal fee charged for any student who is withdrawn after the enrollment or re-enrollment fee has been paid.**
- One day constitutes a full month when calculating remaining tuition due for student withdrawals.

Arrival/Departure

The School Day (Policy 140)

Please have your child arrive no earlier than 7:40 a.m. and remain no longer than fifteen (15) minutes after the dismissal time. Any child coming before 7:40 a.m. or staying 15 minutes past the regular dismissal time will automatically be placed in daycare, and a charge will be assessed. Students are not allowed to wait in the school office.. For your child's safety, we do not allow lingering on the sidewalks at any time. Students are not allowed to walk home from school unless written authorization has been received and approved by the Head of School.

The Daycare Center provides extended care for those wishing this service. Please contact the Daycare Director for further information and rates. The Daycare Center number is 648-7872.

The School Day

3K -- 4K	8:00 a.m. - 11:45 a.m.
5K – 7th Grade	8:00 a.m. - 3:00 p.m.
8 th Grade - 11 th Grade	8:00 a.m. - 3:15 p.m.
Seniors	8:00 a.m. - 11:40 / 12:00 (W)
Daycare Center	6:00 a.m. - 6:00 p.m.

Attendance

Absences (Ref. Policy 406)

Absences are classed as Excused or Unexcused. For an absence to be excused it must either be a death in the immediate family (ex: mother, father, grandparents, sister, brother, aunt, uncle), court appearance, illness with a doctor’s excuse. There will be no exceptions to this policy, and no Administrative discretion will be allowed.

Absences in excess of 10 (unexcused) per year could place the student's promotion in jeopardy.

K-5th GRADES: Student attendance will be recorded on a **daily** basis. To be counted present for the day, the student must attend at least half of the school day (8:00-11:30).

6th GRADE AND UP: Attendance is taken in each class. Please note: To qualify for Perfect Attendance, a student must have no absences in any classes. To be counted present for the class, the student must attend at least half of the class.

Following the student's return to school from any absence, **a written note** of explanation from the parent, guardian, physician or health provider must be submitted. **If after five (5) days upon the student's return to school and no written excuse is provided, the absence will be marked as "unexcused" and will not be changed after this time.**

Intervention for excessive absences will occur at three different points:

Intervention 1: After the Fifth (5th) Unexcused Absence

- Hold an intervention meeting with the parent(s), attendance clerk, and Head of School. Complete the Intervention Form with signatures / copy to parents.

Intervention 2: After the Tenth (10th) Unexcused Absence

- Hold an intervention meeting with the parent(s), attendance clerk, and Head of School. Inform the parent(s) that medical excuses are required for **ALL** further absences.

Truancy: A report will be sent to Truancy once an 11th absence has occurred.

Intervention 3: After the Fifteenth (15th) Unexcused Absence

- Hold an intervention meeting with parents(s), attendance clerk, and an administrator. Parent(s) will be required to complete the *Authorization for Disclosure of Health Information Form* which gives the school permission to contact the physician to determine if the student should be referred for homebound status.

a) If the doctor warrants the absences and the student is maintaining appropriate grades and work, no action is required. School will continue to monitor attendance.

b) If the doctor does not warrant the absences or if the student does not maintain appropriate grades/work, the student will be referred to truancy and may be dismissed from the school.

PLEASE NOTE: It is the parent's responsibility to cancel lunch orders by 9:00 am for any student who is absent. Lunches are canceled in the FACTS Family Portal. Lunches not canceled before 9:00 a.m. will be charged to your student. The cafeteria staff will not automatically cancel orders.

Assignments and Make-Up Work

Parents may call the school office and request assignments if their child is absent. Parents must call **prior to 10:00 a.m.** in order to receive assignments for the day. The schoolwork will be available for pick up in the school office at 3:30 that afternoon unless other arrangements are made.

It is the student's responsibility to obtain/turn-in all make-up work, including homework, from/to his teachers. Failure to obtain/turn-in make-up work is no excuse for not doing work missed.

- For **excused** absences (see definition of excused absences on page 19), the student will have one day extra for each day absent in which to turn in any missed work. The student will have up to three days to do makeup tests and quizzes or have worked with the teacher to make a scheduled plan for makeup tests and quizzes.
- For **unexcused** absences and school activities, the student should request his/her work in advance and the work is due upon return.
- Failing to turn in work can lead to failure if the situation is not remedied immediately.

Tardies

Promptness is always expected. Being punctual is a facet of being organized. What one does with his time is important to God and to society. Students who are tardy to class or school interrupt instruction, distract other students, and miss part of the instruction. Tardiness is both an attendance issue and a discipline problem.

Students may enter the classroom at 7:40 a.m. **Classes begin promptly at 8:00 a.m. and students should be in the classroom before this time.** The classroom doors will shut and instruction begins. Any student who is not in the classroom at class start bell must report to the office to obtain a tardy slip prior to entering the classroom.

The following consequences will apply to unexcused tardiness to school:

- After **five** unexcused tardies have occurred, a letter will be sent from the Attendance Clerk appealing to the parents to assist in improving the child's punctuality. A copy of the letter must be signed by the parent and returned to the attendance clerk the following day.

Reminder: five UNEXCUSED tardies will automatically prevent the student from obtaining perfect attendance for the quarter in which the fifth unexcused tardy occurs and, therefore, for the year.

- On the **tenth** unexcused tardy, a letter will be sent from the Head of School notifying of the imposed monetary fines beginning with the **tenth** unexcused tardy.
- The tenth unexcused tardy will impose a fine of \$10, with a \$25 fee

- charged to the Family Account for each subsequent unexcused tardy after the tenth.
- Any tardy fine that has not been paid within 10 days of the offense will result in a day of out of school suspension (ref policy 405).

Behavior, Conduct, Expectations

Student Expectations and Behavior

Students will respect the authority of all adults and the rights and property of others. Disrespect toward fellow students, teachers or other staff in attitude, words or actions will not be tolerated. Blatant disrespect resulting in the student being dismissed from the classroom or a school activity will result in a parent phone call.

Students will maintain academic and personal integrity as previously described.

Gum chewing is strictly prohibited.

Students will adhere to the student dress code at all times, while on campus and while representing the school (i.e. school related events)

No food or drinks, with the exception of water, will be allowed in the classroom except during approved periods.

Lying, cheating, or stealing will not be tolerated. This includes the taking and hiding of another student's belongings.

Horseplay of any kind is prohibited.

Students should be punctual to class, arriving with all necessary materials.

Foul and abusive language and fighting in any form is not acceptable.

Use of profanity, vulgarity, or obscene body language is not acceptable.

Use of physical force or verbal intimidation will not be tolerated.

Leaving school property without permission is strictly prohibited.

Defacement of school property or the personal property of another student is not acceptable and will be at the parents' expense.

Misuse of school technology (i.e. lab Chromebooks, classroom projectors, teacher Chromebooks, etc.), cell phones, or personal devices in a way that is unauthorized or deemed inappropriate (i.e. instant messaging, cheating, viewing sexually explicit material, bullying, etc.) is prohibited.

Unnecessary items (toys, games, etc.) are not to be brought to class and should be left in book bags or lockers. Items that disrupt the class may be confiscated by the teacher and returned at the end of the school day to the parent/guardian.

Public displays of affection of any kind between students, including, but not limited to, kissing, hand holding, and embracing are not allowed.

Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of SABCS are not acceptable.

Possession on their person, in their backpack, desk, or locker or car any kind of weapon, fireworks, drugs, drug paraphernalia, tobacco products, vapes, alcohol, or pornography will not be tolerated.

These same guidelines are expected of students at all SABCS sponsored events and field trips.

At the beginning of each school year, all Secondary School students and parents will be required to sign a SABCS Code of Conduct Agreement.

Conduct Violation System

Progressive Infraction Levels: Infractions are grouped into four levels based on the severity of the infraction

- Level 1 — Uncooperative/Noncompliant Behavior
- Level 2 — Disorderly Behavior
- Level 3 — Disruptive Behavior
- Level 4 — Aggressive or Injurious/ Harmful Behavior

Conduct Violation System

Level 1 (L1) Conduct Violations

L1 conduct violations include chewing gum, minor class disruption or talking while in class. L1 discipline violations will result in 1 day of lunch detention.

Level 2 (L2) Conduct Violations

L2 conduct violations include horseplay, extreme disruption, lying, violations of the student dress code, disrespect, foul or inappropriate language, misuse of technology, and public displays of affection. L2 conduct violations will result in 1 day of lunch or after school detention, parent notification, and administrator referral. If the offense is particularly serious or is continued after the first violation, the student will be given 1 day of In School Suspension. Three Level 2 violations may result in a referral to the School Board pending the input of Administration.

Level 3 (L3) Conduct Violations

Level 3 Conduct violations include cheating, plagiarism, damage of personal or school property, fighting, and possession or use of tobacco products. L3 conduct violations will result in 2 days of Out of School Suspension, parent notification, and administrator referral. Two Level 3 infractions may result in a referral to the Board.

Level 4 (L4) Conduct Violations

Level 4 conduct violations include possession or use of controlled substances which includes drugs and or alcohol (on or off campus), possession of a firearm or deadly weapon on campus, criminal misconduct (on or off campus), sexual misconduct, theft, assaulting a staff member, and bullying/harassment. L4 conduct violations will result in 5 days of Out of School Suspension and possible expulsion from SABCS. In cases deemed necessary, local law enforcement will be called to respond to ensure the safety of all other students.

Detention

Lunch Detention: Lunch detention will be served the day of violation or the following day if detention is given after lunch. After a student has received 5 lunch detentions, they will also be issued 1 day of After School Detention.

After School Detention (ASD): ASD will be for one hour and run from 3 – 3:40 PM for grades k-7 and 3:20-4:00 for grades 8-12 on Wednesdays only. A student will serve their detention on the Wednesday following the day it was issued. It is the responsibility of the student to have his/her parent(s) sign the ASD notice and return it the next day.

Attendance in ASD is mandatory and supersedes any other school activity or event such as athletic practices or games, rehearsals, etc. A detention may only be rescheduled for medical appointments with a doctor's note. If a student fails to appear for a scheduled detention, an additional detention period will be issued. After a student receives 3 ASD's, there will be a conference with the student's parents and the student will be issued 1 day

of Out of School Suspension. **The student will be counted absent for this day and work will need to be made up dependent within one day of return from the suspension date. Failure to do so will result in a zero for the assignment(s).**

In School Suspension: ISS will be served on the next school day after it is issued. If a student is given ISS, they will complete their school work while in ISS.

Out of School Suspension: OSS will be served on the next school day after it is issued. Absences will accrue for each day. The student will be counted absent for this day and work will need to be made up dependent within one day of return from the suspension date. Failure to do so will result in a zero for the assignment(s).

All detentions will be documented.

Dismissals

SABCS reserves the right to dismiss a student at any time during the school year at the discretion of the board. Any student who persistently neglects work, who fails to meet academic or other standards or qualifications, who exercises poor citizenship, who fails to cooperate, or whose parents/guardians fail to cooperate, may be dismissed from enrollment (expelled). The board will administer dismissal. A student who has lost the privilege to attend SABCS is not permitted to attend school related events and will be escorted from the premises.

Harassment Policy

SABCS does not tolerate or condone any type of harassment of or by our students, parents, or employees. Conduct, whether intentional or unintentional, that subjects another student or teacher to unwanted attention, comments or actions because of race, national origin, sex, physical characteristics or disability, robs the student or teacher at whose expense these comments or actions are made of dignity and is not permitted. It includes, but is not limited to, any or all of the following:

Verbal harassment: Verbal harassment is defined as derogatory comments, statements, or jokes; threatening words spoken to another student

Physical harassment: Physical harassment is defined as unwanted physical touching of a non-sexual manner, assault.

Visual harassment: Visual harassment is defined as derogatory drawings, writings, cartoons, or gestures and actions.

Sexual harassment: Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and comments, statements, jokes, drawings, writings, cartoons, or obscene gestures or actions of a sexual nature.

Electronic/Cyber harassment: Electronic or cyber harassment includes any of the above forms of harassment communicated in electronic fashion via text, email, instant message, or through social media formats.

Any student who believes he or she has been subjected to any form of harassment should report these statements, comments, or actions immediately to a teacher or administrator. Each report will be given serious consideration and investigated thoroughly in a prompt and confidential manner. Should an accused party be found in violation of this policy, that party will be subject to full disciplinary action up to and including dismissal from enrollment. Students or parents found to have filed false or frivolous accusations of harassment will also be subject to disciplinary action or expulsion from the school.

Bullying Policy

In His Word, Christ has called us to love one another with the same love He has shown us (John 15:12). SABCS's Bullying Policy exists not to create victims, but to instead foster an atmosphere among its students that emulates this principle of selfless love. SABCS does not tolerate bullying of any kind. The following actions in any ongoing form may be considered forms of bullying:

Physical

-punching, kicking, biting, scratching, threatening gestures, etc.; Damaging a person's property/possessions, taking them without permission, or taking and hiding them (this will also be considered stealing).

Verbal

-including putdowns, insults, name calling or racial/sexually explicit remarks, spreading rumors, sending inappropriate notes or pictures.

Social

-Intentional exclusion from activities or friend groups, blatantly unfriending and alienating others

Psychological

-The setting up of humiliating experiences.

Cyber

Causing hurt by using informational communications such as social media and through the use of electronic devices to spread written, verbal, or electronic messages that contain threats, putdowns, gossip or slandering

From time to time, conflict and offense can occur. As part of living in a sinful world, when we don't always relate to others as we should or when we try to exert power and influence over others, bullying can result.

SABCS recognizes that not all behaviors should be considered bullying or willful violations of this policy. Behaviors will be assessed by the teacher and administrator and addressed according to the following procedures:

All parties involved will be spoken to. The victim, accused and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. All parties will be asked to give a verified account of what has happened in order to complete a whole picture of the incident in question.

All incidents will be documented and written reports will be kept on the behavior.

Pertinent staff will be informed about the incident so that they may be aware of any issues between students.

Any investigations into bullying allegations will be undertaken in a timely manner and will be carried out in such a way as to minimize escalation.

Parent(s) of victim and student accused of bullying will be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.

All incidents of bullying will be followed up in writing to parents/caregivers of the victim(s) and bully. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily.

It should be noted, any bystanders who did not act to intervene on the behalf of a student who is being bullied or failed to report instances of bullying may be considered complicit in the incident and may subject that student to disciplinary action as well. Also, any instances of retaliation will be handled with serious disciplinary action.

First offenses to this policy will be handled according to classroom disciplinary action and a parent notification will be made. Second offenses will result in a conference between student, parent, and administrator. Further instances that have been deemed

bullying will be considered a violation of the harassment policy and will subject the party to the aforementioned disciplinary actions. Extreme incidents and instances of bullying may be initially considered harassment at the first offense and will be handled accordingly. Cyber bullying will also be considered under the parameters of this policy.

In order to prevent bullying or to ensure that a student that is being bullied is given justice the following responsibilities have been outlined for students, parents, and staff:

Students

Students should ask the offending student to stop their behaviors.

Students being bullied should report it to staff, parents, or another adult.

Students who are aware of bullying should report it to the teacher.

Students should take appropriate steps to discourage or prevent bullying.

Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

Parents

Parents are to report any concerns of bullying to the teacher first.

Parents must accept that the whole story may be quite complex and trust the school to resolve bullying matters.

Parents not satisfied with the action may refer to administration if the need arises.

At no time should a parent seek to handle instances of bullying at school themselves.

Parents should be willing to allow the school to act as mediator in order that the situation may be resolved in a fair and balanced manner.

Staff

Non-teaching staff are instructed to refer all allegations of bullying to the teacher then to the administrator (in that order).

Teaching staff are instructed to establish whether an alleged incident is isolated or an ongoing pattern of behavior (bullying).

Teaching staff are instructed to report to the administrator any allegations/incidents of bullying.

Teaching staff are instructed to follow up on instances of bullying and to monitor students involved to ensure the incident is resolved satisfactorily.

Guns and Weapons Policy

SABCS does not allow guns, knives, weapons or other facsimiles on campus. Violations of this policy will result in the immediate dismissal of the participating student or students with the exception of facsimile, which may result in suspension (discretion of administrator) or dismissal at the discretion of the board.

Electronic Communication Device (Cell Phone, Smart Watch) Policy

In an effort to create a distraction free learning environment, SABCS has adopted a zero-tolerance policy for electronic communication devices during school hours. Student devices should be turned off and stored in the student's locker or vehicle and should not be visible at any time during the school day, from 7:40 AM until students are picked up. If a device is brought to class or the device rings during class, disciplinary action will be taken and the device confiscated. Forgetting to turn off the device is not an excuse for violation.

Use of devices during a test for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken. No taking of photographs or other use of phone cameras is permitted on school property. No devices are permitted in restrooms at any time and any violations of this prohibition will result in serious disciplinary action as outlined below.

Parents should not consider their student's device as a means of contacting their student for any reason during the school day. All student phone calls, incoming and outgoing, should be made through the school office.

Disciplinary consequences for violations of any part for any reason of the electronic communication devices policy shall be as follows:

First offense:

The device will be confiscated from the student and held in the school office until a parent comes to pick it up. The student will serve an after-school detention. The offense will be documented in Renweb.

Second offense:

The device will be confiscated from the student and held in the school office until a parent comes to pick it up. The student will receive 1 day in-school suspension. The offense will be documented in Renweb.

Third offense:

The device will be confiscated from the student and not returned until the school year ends. The parents will be contacted. The student will receive 2 days out-of-school suspension.

Fourth offense:

The student will be referred to the School Board for disciplinary action and/or dismissal due to willful disrespect and disobedience.

Electronic Communication/Social Media/Online Presence Policy

As members of the SABCS community, students, parents, and staff are ambassadors of the school and more importantly ambassadors and witnesses of Jesus Christ. This same ambassadorship applies to online communications both at home and at school. This includes but is not limited to, email, chat, instant-messaging, video calls, texting, gaming, and social networking sites (Instagram, Facebook, Twitter, Snapchat, etc.). In all of our online communications, whether they be with our peers, classmates, teachers, or otherwise we will treat others with love, grace, and respect as Christ commands us to. Any illegal, disrespectful, obscene, sexually explicit, inflammatory language or media, ethnic or racial slurs, bullying, harassment, defamation, or other similar content posted or sent online will result in disciplinary action up to and including expulsion.

Social networking sites such as the ones listed above are not allowed at school, no exceptions. However, the school realizes that many students do have access to these sites outside of school. Students and Parents/Guardians are reminded that regardless of where their posting originates, be it home or otherwise, any text, photographs, or videos they put on these sites or similar that are obscene, sexually explicit, derogatory to the school or the school community, demean or bully students or faculty is prohibited and will be reported to the appropriate 'report abuse' section of the network site and, if needed, may be referred to local law enforcement agencies. The school will also expect that any student or parent/guardian remove such posts and comments immediately. Any further instances may result in the student losing the privilege of enrollment at SABCS.

Recording Device Policy

Students may not use any recording devices on the school grounds at any time. This includes transmitting images, taking photographs with phones, cameras or other recording devices, or using any electronic device on an audio or video record setting.

Exceptions to this policy apply only to SABCS students that have been approved for the use of a camera or video camera to record images for curriculum or school related projects or purposes or a limited purpose with approval and direct supervision.

Additional Policies

Areas Off Limits

The following areas are considered off limits to students:

- Restrooms designated for the opposite sex.
- Staff offices, workrooms, or work areas without permission.
- South Aiken Baptist Church property not in use by the school without permission.
- All parking lots and roadways during school hours without permission.
- Hallways before 7:40 a.m. and after 3:30 p.m. without teacher permission.
- Closets or storage areas without permission.
- Kitchen in the Cafeteria without permission.

Search and Seizure Policy

In order to maintain an ordered and disciplined learning environment, and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student vehicles under the circumstances outlined below and may seize illegal, unauthorized or contraband materials discovered in the search. SABCS reserves the right to invite local law enforcement or an appropriate narcotics search group to visit at any time during the school year to search for drugs. Any alcohol, drugs or drug paraphernalia found in backpacks, lockers, vehicles or other items under student's control will be considered possession.

A student and/or personal effects (i.e. purse, back pack, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized/prohibited materials. Students may be asked to empty their pockets, purses, wallets, backpacks, etc. without the parent's permission or the student's permission. Enrollment of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is

required (as per the safety of that student or any other student) then the parents will be called and must come to the school to perform the search. If the parents fail to come to the school to perform the search within one (1) hour of the phone call, and/or the student refuses to empty their pockets or remove from their person what is suspected, then the student's privilege to attend SABCS will be revoked immediately and they will be dismissed from enrollment. If a phone is confiscated, SABCS reserves the right to review the phone's content for any reason.

Parents should use the following *chain of command in order to not bypass the teacher*:

1. Teacher
2. Lead Teacher
3. Head of School

SABCS expects full cooperation from both the student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student/family may be requested to withdraw. Also, if the student's or parent's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of SABCS, whether or not there is any definite breach of conduct, he may be requested to withdraw / transfer.

Gum, Snacks

Gum is NOT ALLOWED. Students are not to chew gum at any time while on the school campus property. This includes before, during, and after school hours.

An elementary student is allowed to bring a snack to eat DURING RECESS or at a teacher appointed time. Snacks should remain unopened until the student is on the playground. Trash is to be placed in the trash can located on the playground. During times of inside recess, a student must be seated at his/her desk or table while eating. Trash is to be placed in the trash can.

Except during the appointed lunch period, a *middle or high school student* may not eat any type of food or snack. Teacher-led classroom activities and projects that involve food are exceptions only when the teacher has obtained permission from the Head of School.

To help with a student's thirst during the school day, a student may carry a clear, non-colored, transparent water bottle containing only water (no additives or substitutes).

Dress Regulations

SABCS is a mission and extension of South Aiken Baptist Church. Our students are expected to dress in a manner which glorifies God and exemplifies them as His children. Parents are asked to help students maintain the school's standard of dress and, more

importantly, to understand its Christian concept. Any questions regarding the dress regulations or student clothing should be directed to the Principal or his/her designee.

- For chapel and off-campus events (such as field trips, spelling bee, math meet, etc.), students in grades K3-5th grades MUST wear a *collared shirt* with the school name/logo.
- For Chapel and Academic competitions, Students in 6th – 12th grades are required to wear the following...
 - Boys are to wear long pants and a collared shirt.
 - Girls are to wear dresses or pants with blouses.
 - No T-shirt or shorts are allowed
- At the end-of-the-year Awards Day, 5K – 12th grade,
 - *Boys are to wear dress pants and collared shirts.
 - *Girls are to wear dresses or dress outfits with blouses or collared shirts.
 - * No t-shirts, jeans or shorts.
- All clothing worn must be in the student's appropriate size. Tight, oversized, form-fitting, or baggy clothing is not permitted. Clothing should be clean and in good repair.
- Pictures and writing are permitted on shirts and jackets but must be proper for a Christian setting. Specifically prohibited are sayings/statements in bad taste, violence, ghosts, witches, Halloween themes, and alcohol, drug, and/or tobacco product logos.
- Shoes must be worn at all times. Cleats and flip-flops are not allowed. K3-7th grade students must wear shoes that have an enclosed heel or heel strap due to recess. It is suggested that socks or hosiery be worn with footwear. *Students in K5 and up are required to wear tennis shoes during PE class. No street shoes are to be worn on the basketball court in the gym: separate tennis shoes which have not been worn outside must be used.*
- Girls' dresses, skirts, and skorts should not, at any point, be shorter than four inches (4") from a kneeling position. In kindergarten and lower elementary grades, girls are encouraged to wear shorts under dresses and skirts.
- Pants are to be worn at the natural waistline at all times (this may require a belt) and fit loosely around the thigh and leg. Pants should be neatly hemmed, not touching the floor, and without holes, tears or writing.
- Leggings are **not** considered to be pants.
 - For girls in K-2nd grades, leggings must be covered by a shirt or dress that is long enough to cover her bottom.
 - For girls in 3rd -12th grades, the leggings must be covered by a skirt or

dress that is no shorter than four inches (4") from a kneeling position. Form fitting "pants" must be covered by a finger-tip length tunic or blouse.

- Shorts are to be hemmed to no shorter, at any point, than six (6") from a kneeling position. No cutoffs, tight, or spandex shorts are allowed.
- No midriff should show when a student leans over or raises his/her arm.
- Tank tops, halter-tops, and sheer, form-fitting, or low-cut, or sleeveless blouses and shirts are not permitted at any time. Double shirts or over shirts are allowed if they fit within the dress guidelines. (K3/K4 Amendment: *Due to the designs of young children's clothing and being sensitive toward their needs, sleeveless shirts or dresses are permitted for K3 and K4 students. Modesty must still prevail. All other dress code standards listed in the student handbook still apply. This is only for K3 and K4 students.*)
- Clothing should **not be TOO** anything: not too low, too high, too tight, too loose, too transparent, etc. Students must remember that they are representing their Savior, their families, and their School and should wear only what would constitute a positive, wholesome, Christian witness.
- Hats (and any other forms of head coverings), hoodies worn on the head, and outdoor clothing (e.g., jackets) are not to be worn inside the building.
- Hair must be clean and well groomed.
 - Boys must keep their hair cut in such a way that it is not bushy and does NOT come over the top of the eyebrow, over the top of the ears, or over the top of the collar.
 - Facial hair for a boy is limited to a neatly-trimmed mustache and side burns no longer than the end of the ear lobe.
 - Girls must keep their hair cut and styled in such a way that it does not cover their face or eyes.
 - No fad coloring or styling is allowed for boys or girls. Such extreme fads or colorings would include, but not be limited to, shaved sections of the head unless it is considered a high and tight haircut, ponytails for boys, man-buns, Mohawks, rattails, mullets, attached or clipped-in feathers, and colorings that clearly are not natural hair colors.
- Body piercing is not allowed (with the exception of up to two ear piercings for girls). Earrings are not allowed for boys.
- No exposed tattoos or wearable art are permitted. No writing on skin, hands, arms, etc.
- Avoid excessive makeup.
- The school frowns upon extreme appearances of any kind. The school administration reserves the right to initiate policies on new fads and changes in style throughout the school year.

DRESS VIOLATION CONSEQUENCES:

1st Offense	Handbook is used to give the student a verbal warning. Parent is contacted and the specific violation is reviewed. Documented in FACTS. (Extreme violation-parent to bring a change of clothes.)
2nd Offense	Written warning to student and call home to discuss the specific violation. Dress Code form is sent home for parental signature. Documented in FACTS. (MS/HS=Lunch Detention) (Extreme violation may warrant for the parent to bring a change of clothes.)
3rd Offense	Parent is called. The student will wait in the office for the parent to bring a change of clothes. Conference is held with parent and student to discuss the violation. Dress Code form is signed by the parents. Documented in FACTS. (MS/HS=Afterschool Detention)
4th Offense	Parent is called to pick up the child + next day In School Suspension
5th Offense	2 days out-of-school suspension and referral to the School Board for dismissal of student. Document in FACTS.

Special Occasions: (Formal Occasions, Homecoming, Banquets, etc.)

As representatives of the Lord and of SABCS, all participants are to dress modestly by using the following guidelines:

a) Ladies:

- “Tea length,” formal length, or regular “dressy” dresses are acceptable.
- Mini-skirts or mini-dresses are NOT acceptable. Length of dress should adhere to school policy (should not, at any point, be shorter than 4” from a kneeling position).
- The style of the dress shall not be of the variety so as to be considered “form fitting,” and “see-through” material must be avoided.
- Dresses/gowns shall not descend lower than below the shoulder blades in the back and shall not descend in front to where it is considered immodest.
- Selection of gowns/dresses should be in keeping with minimum school requirements of neatness, deference, and modesty, realizing the occasion is a formal Christian school social event.

b) Gentlemen:

- Suit or dress pants, dress shirt with tie, sports coat, and dress shoes.

c) Guests:

- All guests must comply with the above-mentioned dress regulations.

- Guests who are not students of SABCS are required to complete the recommendation form. Age requirement for non-SABCS guests is 9th grade through 19 years old.

Administration reserves the right to have a student or guest sent home if he or she is dressed inappropriately.

Electronic Devices/Toys Brought to School (Policy 47)

Students are not to bring cameras, cell phones, toys, games, or electronic devices (i.e., beepers, iPods, AirPods, etc.) to school unless specific permission has been given for a definite purpose. Smartwatches will be removed during testing or other activities as requested by the teacher.

Cell Phones

All 6th through 12th grade students will be allowed to bring cell phones to school as long as the cell phones remain in student lockers, turned off, at all times during school hours. Students hold the responsibility over anything that may happen to their cellular devices while on school property. The School will not be responsible for loss or damage to cell phones. Cell phones are prohibited in classrooms, library, cafeteria, gym, restrooms and in all other school premises or their person/personal belongings except their individual locker during school hours. This policy allows students to utilize their cell phones **“after”** school when they have a change in their schedule or need to contact their parents.

All students in grades 1 through 5 may bring cellphones to school as long as the student has a written request from their parent as to the reason why student must bring cell phone to school. These phones must be turned in, to the school office, in the off position.

No student, in any grade, may have a cell phone on their person at any time during school hours (7:40-3:30 pm)

To sustain discipline on the new cell phone policy the following infractions will be administered:

First offense:

The device will be confiscated from the student and held in the school office until a parent comes to pick it up. The student will serve an after-school detention. The offense will be documented in Renweb.

Second offense:

The device will be confiscated from the student and held in the school office until a parent comes to pick it up. The student will receive 1 day in-school suspension. The offense will be documented in Renweb.

Third offense:

The device will be confiscated from the student and not returned until the school year ends. The parents will be contacted. The student will receive 2 days out-of-school suspension.

Fourth offense:

The student will be referred to the School Board for disciplinary action and/or dismissal due to willful disrespect and disobedience.

THERE ARE NO EXCEPTIONS TO THIS POLICY.

Cameras

Students who are on the yearbook staff and have been assigned to provide pictures for the yearbook meet the definition for permission above ONLY with a school camera and with the yearbook advisor's approval. Yearbook staff should display the appropriate identification. Unauthorized items will be collected by the teacher and may not be returned until the end of the year.

DEVICES

School Owned Devices

The use of digital devices at SABCS is a privilege that carries with it ethical, legal, and behavioral expectations. Students are required to agree to the SABCS Device Use Policy by completing a permission form. Students who are in violation of the Acceptable Use Policy, may be subject to disciplinary actions in accordance with the student handbook. In addition, the device may be confiscated, and content removed if deemed necessary. In such cases, the student retains the responsibility for completing all assignments.

Personal Laptop/iPad

At the teacher's discretion, a high school student (Grades 9-12) may use a personal laptop, Tablet, iPad, or some other similar device to take notes in class, but that device, while on campus, is subject to search and is brought to campus at the student's own risk. SABCS is not responsible for any loss or damage. Any inappropriate use of such a device while on campus will result in the device being confiscated, and the student will not be allowed to bring any other such device to school again.

General Expectations

Students are expected to respect other students' persons. This is defined as keeping hands to oneself (NO hugging, patting, tickling, holding hands, or any other similar body contact.) Students are expected to respect other students' personal belongings. This is defined by not going in another student's locker, gym bag, book bag, and/or purse.

Expectations
Seeks permission before speaking.
Respects others by keeping hands, feet, etc. to him/herself.
Seeks permission before leaving seat.
Follows directions.
Respects teachers by paying attention.
Honors God by using appropriate language.
Reflects self-control in all areas.
Remembers to have tests/papers signed and returned.
Remembers to have assignment pad signed.
Is prepared for class with all materials/supplies.
Is diligent about completing and returning homework.
Shows respect to all adults and fellow students.
Is diligent in completing seatwork.
Uses appropriate travel and voice in all areas of school.
Follows playground rules.

Playground Rules

1. No student is allowed back in the building during recess without permission from the teacher on duty.
2. Line up quietly, immediately, and in a straight line when the teacher blows the whistle. Walk to join the class line - no pushing or shoving.
3. Fighting/wrestling is not allowed.
4. Rocks, sand, sticks, pinecones, pine straw, toys, etc., are not to be thrown. Only playground items that are meant to be thrown, such as Frisbees and balls, are allowed to be thrown.
5. Only one person at a time is allowed on the slide. Do not climb the ladder until the person in front of you is down and off of the slide. No pushing or cutting in line.
6. Go down the slide on your bottom only. Be careful that your coat is buttoned and belted to prevent accidents.

7. Do not stand up in or jump from the swings. Do not twist or swing sideways or swing on your stomach.
8. Do not play or walk between or in front of the swings. Do not climb on the poles.
9. Do not pull on tree limbs, leaves, berries, or the playground fence.
10. Do not put sand, toys, etc., in the water fountain or wash off items in the fountain.
11. Wait your turn at the water fountain. No cutting, pushing, or shoving in line.
12. Do not spit in the fountain or splash water in the fountain or on others.
13. All litter must be placed in the trashcans.
14. Playing in and digging sand is allowed in the sandbox area only. Do not dig sand from around the building or playground equipment
15. The climber is for climbing, not for sitting.
16. There is to be no climbing on top of the tunnel on the “fort.” Allow others who want to climb the opportunity to do so.
17. Do not dig holes, or throw sticks, pine straw, or dirt.

Suspension

In-School Suspension (ISS) and Out-of-School Suspension (OSS) restricts the student from attending class or participating in any form of extracurricular activity. All missed work during an OSS must be completed upon the student’s return.

Carline/Parking Information

- There is a **7 mph speed limit** in all carlines. For the safety of our children, please adhere to this speed limit while on school/daycare/church property.
- Please refrain from using your cell phone during carlines and while driving on school/daycare/church property.
- Parking is **NOT ALLOWED** alongside the curbed areas or sidewalks during the hours of 7:40-8:00 a.m., 11:30 a.m.-12:00 p.m., or 2:45-3:45 p.m., as this will the carline traffic will be impeded.
- Do not park in area businesses – your vehicle **WILL BE towed**.
- During special events (grade-level Chapel programs, school-wide parties, etc.),

you may park in the grassy area along the fence line near the elementary playground, in the Daycare parking lot, or in the Gym parking lot.

- Please be **COURTEOUS** and follow the instructions on the carline papers.
- **All carlines form two lanes and alternate turns to form one lane. Do not block the additional lane; keep to the right or the left – not in the middle.**
- Drop your child off and pick your child up at the designated area.
- If all family members are dismissed at the same time, carlines are based on the youngest child in the family; otherwise, younger siblings will report to a designated location waiting for the later dismissal time.
- **Parents may not walk up to the carline to pick up a student.**
- Safety Patrol students will open the car doors and assist arriving students from 7:40 to 8:00 a.m. Please remember that these are students volunteering to serve. If you have a question or concern, please do not address it to the Safety Patrol student; address it to the school office.
- Your child's name, placed on a large piece of paper, is to be visible in your car windshield when picking up your child (ren). This practice is to be continued throughout the school year.

Dismissal/Withdrawal

A student or family may be dismissed from school at any time if he is found to be out of harmony with the rules and practices of the school and when it is necessary for the general welfare of the students and teachers. Any student or family who is not in good standing or who does not agree with the purpose and program of the school will be dismissed.

Student withdrawals from school must be made through the school office. Parents are required to fill out the proper paperwork. One day constitutes a full month when calculating remaining tuition due for students withdrawing. Any remaining tuition balance and the Withdrawal Fee of \$500 must be paid in accordance with the signed Financial Contract turned in at the time of enrollment. Students must return all school-owned materials to the teacher who issued these items. In the event that school-owned materials are returned damaged or are not returned, a fee will be imposed. No records will be released until all school and/or daycare accounts are clear.

A student who is not withdrawn but quits attending will have his account kept in an active status, and the person responsible for that account will still be responsible for paying the remaining tuition in accordance with the signed Financial Contract turned in at the time of enrollment. Students must return all school-owned materials to the teacher who issued these items. In the event that school-owned materials are returned damaged or are not returned, a fee will be imposed.

Early Release

Half-Day / Early Release Schedule

K3 - K4	Dismiss at 11:30 a.m.
K5 - 7 th Grades	Dismiss at 12 noon
8 th - 12 th Grades	Dismiss at 12:20 p.m.

Inclement Weather

In most, but not all, cases, SABCS will follow the decision about closings, early dismissals, or delayed openings as the Aiken County Public Schools for weather or other community emergencies. However, SABCS reserves the right to make our own determination in these matters. Many public school closings are based on transportation issues such as buses, and this mode of transportation would not affect our students.

We will make every effort to place early dismissals for school closing due to weather or other community emergencies on our School website and Email (if possible) as well as announced on KICKS 99, WBBQ, WAFJ 88.3 and SUNNY 105 radio stations and Channels 6, 12 and 26 in Augusta GA, with specific information.

Student Sign-Out

When it becomes necessary for the parent to take the child out of class for any reason during the day, release of the student must be made through the school office. Except in an emergency, *it is expected that the student will bring a written request from the parent for the student to be excused from class at a specific time.* Teachers cannot be expected to stop instruction and prepare a student for early dismissal. When the teacher knows ahead of time that the student will be leaving early, he/she can make sure that the student is properly prepared for dismissal and has all needed work and assignments. Hopefully, early releases of students will occur during a time when instruction is not in progress such as recess, lunch, etc.

Student Release Forms are completed in Renweb at the time of enrollment. The form will contain the names of persons, including parents, who are permitted to pick up students after school or during the day. *Students will not be released to anyone whose name does not appear on this form without a written request or notification signed by a parent or guardian.* Any person picking up a child must be prepared to present a driver's license. These forms can be updated at any time during the year and it is the parents' responsibility to update these forms.

Unless legal papers are on file in the school office indicating otherwise, the school cannot deny pick-up privileges to either parent or step-parent.

Field Trips

Field trips are encouraged. They will be planned by the teacher and approved by the Principal. Field trips will be educational in nature, planned well in advance, and well chaperoned. Dress Code and school rules apply during all field trips. (Misconduct at school can result in not being allowed to attend.) Attendance/participation in a field trip is expected and is therefore mandatory.

Teachers are responsible for obtaining their own chaperones. Chaperones are defined as those persons who at any point during the trip have a personal responsibility for one or more children, whether in a personal vehicle or at any destination during the field trip. Any person wanting to be a chaperone for an SABCS field trip must undergo a personal background check, and any chaperone transporting a child other than his own will be subject to a Driving Record check. Chaperones are not to bring their child's siblings on field trips. Parents not designated as chaperones may be permitted to go on the field trip; however, they must provide their own transportation. All chaperones and parents going on the field trip must be approved by the teacher **in advance** of the trip; **parents are not to show up at the last minute and expect to go on the trip**. Some field trips may have a limit requirement. Parents and students must be appropriately dressed.

High school students are not allowed to drive on field trips.

Students in 3k - 5th should wear the school approved red polo shirt on field trips and other off campus activities. However, due to the nature of some field trips, teachers may request a different field trip attire.

CAR SEATS:

SABCS will follow the South Carolina Child Passenger Restraint Law on all field trips. Following is a synopsis of that law (as copied from the SC Dept. of Public Safety website):

1. Children from birth to 1 year old, or who weigh less than 20 pounds, must be secured in a rear-facing child safety seat.
2. Children 1 through 5 years old weighing 20 to 40 pounds must be restrained in a forward-facing child seat.
3. Children 1 through 5 years old weighing 40 to 80 pounds must be secured in a belt-positioning booster seat.
4. Children under the age of 6 are not required to be in booster seats if they weigh more than 80 pounds or if they can sit with their backs against the car's seat and bend their legs over the seat edge with slouching.
5. Children under 6 may not sit in the front passenger seat. However, this restriction does not apply if the vehicle has no rear passenger seats or if all the other rear passenger seats are occupied by children less than 6 years old.
6. This law does not apply to taxis, church, school and daycare buses, or commercial vehicles.

Illness and Medication

Fever and Illness

Strict adherence must be paid to our policy of “**UNMEDICATED fever-free AND/OR UNMEDICATED symptom-free** for 24 hours before returning to school.” This is not only for your child’s health and welfare but also for the health and welfare of all.

Definition of a Fever:

1. Temperature of 100.4° F or higher
2. Temperature of 100° F or higher when accompanied by other indicators of illness, e.g.:
 - known exposure to communicable illness
 - headache
 - nausea, vomiting, and/or abdominal pain
 - symptoms of upper respiratory or other infection

If your child is absent and you know he has something contagious, please call the school office or school nurse and let us know so we can let others know to watch for symptoms. The school nurse may contact you if your child’s temperature is elevated but under 100° F to advise you that the child is not feeling well and has visited the nurse’s station. However, it is not mandatory that students be sent home unless they are exhibiting fever of 101° F and/or symptoms that disrupt the classroom or may expose others to a possible illness.

A student may be sent home even if he does not have a fever. Fever is not the only indicator of a contagious infection or illness. Student illness that disrupts the classroom can result in the student being sent home. If we err, we do so with the best interests of our children in mind and to ensure the health and well being of our children, staff, and faculty.

Medications

No student is to have on his possession medications of any type, over-the-counter or prescription. All medications must be turned into the school office, over the counter or prescription. Exceptions may be made for a student who has a severe allergy and needs to have on his person an EpiPen (a doctor’s note is required for this exception to be granted).

Any student caught with **prescription or over-the-counter** (OTC) medication found on his possession (possession includes, but is not limited to, in his book bag, in his pocket, in a locker) will receive a 3-day, out-of school suspension (OSS).

An Epipen or Inhaler will be allowed under the following conditions:

- A doctor's note is required for this exception to be granted.
- 3K – 5th grade should leave it with their teacher to be transferred to other teachers since these students do not carry book bags throughout the day (lunch, recess, exploratory, etc.)

Non-prescription Medication

Non-prescription medication must be furnished in the original container with the manufacturer's recommended dosing chart clearly legible.

With appropriate parental authorization, SABCS will provide and administer the following over-the-counter medications according to the manufacturer's dosage chart:

- Non-aspirin products (Acetaminophen or Ibuprofen)
- Topical antibiotic ointment (Neosporin or Bacitracin)
- Topical hydrocortisone 1%
- Calamine lotion
- Antacid product (Mylanta or Tums)
- Anti-nausea product (Emetrol)
- Baking soda
- Cold formula (Equate Cold-Decongestant, Expectorant, Cough Suppressant)
- Benadryl
- Cough Suppressant (Equate Tussin)
- Throat lozenges

Prescription Medication

Prescription medication must be furnished in the original, labeled pharmacy container. The label must include pharmacy name and address, prescribing physician's name, name of medication, strength, dosage, and directions for use (frequency, duration, and mode of administration). Prescription medication will be destroyed if it is not picked up within one week following termination of the order or one week beyond the end of the school term. The school must be notified immediately if the medication is discontinued or if the dosage is changed.

Information to Be Handed Out at School

Any information (including party invitations) to be handed out in class or at school by a parent or student must be cleared by the office. Party invitations will only be handed out in class if everyone in the class receives an invitation. SABCS reserves the right to limit or restrict participation in outside programs.

Lost and Found

A garment rack is located in the hallway outside of the school office. Any lost or unclaimed articles of clothing are hung or placed at this rack. Jewelry, glasses, or other items are kept in the school office. Students may claim items by coming to the school office or checking the garment rack. Be sure your child inquires about any missing item. Articles not claimed will be given to a needy family or some benevolent ministry. **Every student's name should be placed in his/her personal items so that they may be easily identified.**

Lunch Program

Full-day kindergarten, elementary, and upper school students may bring lunches to school or purchase sandwiches, drinks, or hot lunches through the School Lunch Program.

Due to the number of students and the limited lunch times, we cannot heat items brought in for or by individual students.

All lunch orders are placed through FACTS Family Portal. We ask that you order for the whole week by 9:00 a.m. Monday of every week. When you place your order, you have the ability to make a payment via a credit card at that same time. This is our preferred method of payment. If you choose not to pay by credit card, you will need to send a check to the school on a weekly basis for the food ordered for that current week. If you wish to order extra food during the week or decide to order on a day that you have not ordered, these orders must be placed by 9:00 a.m. as well. If for some reason your child is absent or will not be at school for lunch, you must cancel the lunch by 9:00 a.m. to avoid being charged for the lunch.

If your child does not have lunch, he/she will be sent to the office. An order will be placed **only** if he/she has brought money to pay for the lunch or the parent approves the charge via a phone call. If the student does not have money to pay for lunch, or the parent cannot be contacted, he/she will be provided an alternate lunch. The parent's account will be charged and the money should be turned in the next day.

Parent-Teacher Conferences

Parents are encouraged to ask for conferences at any time they feel it is necessary. The teachers welcome such opportunities. We require, however, that any visit to the classroom be made in advance with the teacher and that visit be scheduled at a convenient after-school hour. All visitors must sign in at the school office upon arrival. Parents should always use the following chain of command when they have a concern or

need to discuss specific issues regarding their child, classroom procedures, or the teacher:

1. Teacher
2. Lead Teacher
3. Head of School

Parent-Teacher Fellowship

We encourage all of our parents to participate in and support all of the Parent-Teacher Fellowship (PTF) events. Periodically, the PTF plans fund-raising projects. We urge our students and parents to participate in these endeavors. Funds provided through the PTF are used for the purchase of equipment and improvements to the school that benefit our students and teachers.

PTF meetings are held periodically throughout the school year. Meetings are held in the church sanctuary or gymnasium. We encourage all parents to attend these important meetings as they afford parents the opportunity of having an active voice in the PTF process. Dates of these meetings are listed on the school calendar at www.sabcschool.org under the Parent Portal tab. We also publish a school newsletter with these important dates.

Safety Procedures

Our students' safety is of great concern to all of us. For this reason, please adhere to the following procedures.

- All visitors to the school must report to the office immediately to sign in and obtain the proper identification badge.
- The daycare entrance may be used only when dropping off or picking up your child from daycare, paying your daycare bill, or dropping off K3/K4 students for early arrival.
- Students arriving between 7:40-7:55 a.m. must report directly to their classroom or designated early arrival location.
- Parents are not allowed to wait with their child in the designated early morning arrival locations.
- When dropping off in the mornings, make sure the school is open before you leave. [We have had students dropped off on teacher workdays and during Spring Break when the school is closed. These students luckily found their way safely to the daycare.]
- A student arriving before 7:40 a.m. must be enrolled in Daycare and must enter

through the Daycare entrance as the school is not yet open.

- Any student remaining fifteen minutes past the regular dismissal time will automatically be placed in daycare and will be assessed a charge.
- Watch your speed – stay alert – do not pull forward or back up without first looking all around.

School-Wide Class Parties and Student Birthdays (Ref. Policy 150_)

Parties should be kept simple and should not become elaborate affairs. All themes and activities for each holiday identified above shall focus on its Christian purpose and meaning. Off-campus parties require prior approval from the principal.

Birthdays may be celebrated by the "birthday child" bringing cake or cupcakes to be shared with classmates during the *regular snack* or *lunch period*.

After-school birthday party invitations cannot be given out in class unless ALL children are invited.

Social Networking

Students are not allowed to communicate with teachers using any social-networking site such as Facebook, Twitter, MySpace, etc.

Students and Teachers will be held accountable for their online behavior and conduct, including conduct occurring after the school day or away from campus. Online communications which are slanderous, lewd, defaming or profane will not be tolerated by SABCS, especially when they are directed at another student or our school in general. Such behaviors will be addressed by the Head of School and may warrant immediate disciplinary action by the school. Parents should be mindful of their child/children's online behavior and activities, and alert them to the dangers of the internet. Student access to any social networking site during regular school hours is prohibited unless a teacher requests it as part of a classroom activity. Those who choose to violate this policy may face disciplinary action.

Telephone Usage

Students are not allowed to use the telephone during school hours. All arrangements for rides in the afternoons should be made in the mornings before school. In cases of extreme emergency, the office staff will make calls for students.

Tuition and Finances

If financial obligations are not met, the school reserves the right to withhold grades or transcripts. Unpaid financial obligations could cause the student to be dismissed from the school.

Late Fees and Delinquent Accounts (Ref. Policy 210)

Accounts ten (10) days past due will be charged a \$15.00 Late Fee per student. The person financially responsible for the delinquent account will be contacted and reminded of the past due amount when the account is fifteen (15) days past due.

A letter or telephone call reminder will be sent or made when an account is thirty (30) days past due.

A letter will be sent when an account is forty-five (45) days past due stating the School Board policy requiring immediate payment of past-due amounts or for special arrangements to be made. If payment is not received or if special arrangements are not made before the account is sixty (60) days overdue, the child will not be permitted to attend class, and the student's name will be withdrawn from the class rolls.

Accounts thirty (30) and sixty (60) days overdue will be reported at monthly School Board meetings.

At the board's direction and discretion, accounts over sixty (60) days past due may be processed for collection.

Return Check Fee

There will be a \$35.00 charge for any check returned for insufficient funds. Only cashiers' checks, money orders, or cash will be accepted after two returned checks.

Tuition Payment Plans

All tuition and school fees are due on the scheduled dates as indicated on the rate sheet.

Monthly payments are due on or before the first day of each month and one day attendance in a month constitutes a full month. Payments are made directly to the school office, drop box outside the office, or by mail. ***Monthly statements/invoices are not sent out***; however, the school does send out Late & Delinquent Account notices (see Late Fees & Delinquent Accounts). No refunds are made on tuition because of absences or holidays.

ADDENDUM A

Student Protection Policy

All policies concerning teacher-student interaction will be clearly communicated to parents and students as well as teachers. Twice a year the policy will be sent out in an email to parents and teachers, and students will be reminded twice a year as part of an assembly.

All staff members (including substitutes) and volunteers who have direct and regular contact with students will have national criminal background checks, reference checks, and Principal interview as part of the hiring process prior to beginning work. Notes will be taken and kept as part of the personnel file concerning reference checks over the phone or in person.

To avoid even the appearance of inappropriateness, all interaction between students and staff members/volunteers should take place in areas that are both **observable and interruptible**.

Staff members/volunteers are never to be with individual students in private or secluded areas (e.g. cars, office, behind closed doors, in classrooms after or before school, secluded areas of the campus, etc.)

Staff members/volunteers should never use phone calls, texting, social media, emails, or similar technology to have one-on-one private communication with students.

If a staff member/volunteer needs to contact a student (e.g. illness, injury, missing work, etc.), all communication must go through the parent.

All student journals used in classes must have prior administrative approval and must be regularly sent home for parent review and available for administrative/department chair review at any time.

Staff members/volunteers should not be transporting students except with Principal approval for school-related events (i.e. basketball games, volleyball games, golf matches, etc.).

Staff members/volunteers should not be counseling students about sensitive issues. Those sensitive issues should be referred to the Principal and/or the Dean of Students.

Coaching sessions should always have at least two players or two coaches present and never be one-on-one.

All of these same concerns for adults and child should be taken into account when allowing older students to be alone with younger students.

Staff members/volunteers/students are required to inform the Principal, Dean of Students, and Board Chairman (Board Chairman to be notified through School Board Liaison) of any violations of the above policies and regulations that they observe.

Staff members/volunteers who are involved in or accused of child sexual abuse will immediately be removed from any contact with our students. Per state law and school policy, any evidence or accusations of child sexual abuse will be immediately reported to appropriate authorities (ADPS, Aiken County Sheriff's Office, DSS) as well as reported to the Principal, Dean of Students, Board Chairman (Board Chairman to be notified through School Board Liaison), and Senior Pastor.

When we notify the appropriate legal authorities, we will share with them that our employee chose not to follow guidelines set up to protect our students.

The reason for termination in the personnel file will state that the employee was terminated for violation of our student protection policy. The specific rules that were violated will be indicated. It will be shared that despite the policy being clearly communicated and a warning issued, the employee continued to engage in acts that violated our policy.

ADDENDUM B

Parent Code of Conduct

The purpose of this policy is to set out for all involved within the SABCS community, the way the school requires parents to conduct themselves when visiting the campus, participating in school activities and communicating with members of the school community including students, staff and other parents and other caregivers.

Parent Expectations and Behavior

Parents are expected to dress modestly and appropriately at all on campus, off campus, and school related events and field trips.

Parents are expected to be respectful of school staff and students and display Christ-like behavior and speech that is edifying. Any school related concerns should be addressed according to the Matthew 18 principle and should be voiced only to those concerned.

Parents are responsible to know and adhere to all school policies and procedures.

At the beginning of each school year, students and parents will be required to sign and return within 5 days the SABCS Acknowledgement found on the last page of this handbook.

Section 1

When Visiting a School Parents are required to:

- Comply with all safety policies and procedures in place at the School;
- Only enter a classroom or attend a school sanctioned event with permission from a staff member. All items which need to be delivered to the classroom for any reason will be delivered by staff members or with the help of staff members
- Listen respectfully when attending any kind of school assembly, activity, presentation, class event, or sporting event; and
- Treat others with courtesy and respect.

Parents must not:

- Use verbal or physical violence of any kind at any time;
- Use language that could be deemed as offensive or inappropriate;
- Disparage the School's Christian teaching or act otherwise in a manner which is disrespectful or contradictory to the School's Christian beliefs;
- Interrupt or disrupt a teacher while classroom instructions or learning activities are taking place;
- Spread gossip or slander about any member of the school community;
- Bully or harass other people; or
- Attend the School while intoxicated or under the influence of illicit drugs.

Section 2

When Communicating with Staff

The School conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling. If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the school office. Parents should avoid contacting staff members at home or outside of school hours unless prior agreement has been made with the parent or staff member that contact out of hours is acceptable. Parents are encouraged to use the preferred method of communication, which is school email and Renweb. Parents should note, however, that as a general rule, staff members are not obligated to respond to contact by parents (emails, phone calls etc.) outside of school hours.

Parents are required to:

- Treat all faculty and staff with courtesy and respect at all times;
- Ensure that all communication is conducted in a courteous and acceptable manner;
- Raise all concerns using the correct procedures, channels and personnel. The chain of command for classroom questions concerning instruction and procedures are as follows:
 1. Teacher
 2. Principal
 3. School Board
- Use constructive feedback rather than negative; and

- Respect the privacy of staff.

Parents must not:

- Approach a member of staff in a confrontational manner or act in a violent, aggressive or threatening manner;
- Use verbal or physical violence of any kind at any time;
- Raise their voice when speaking to staff;
- Spread gossip or slander about any member of the school community;
- Speak to staff in a derogatory or offensive manner; or
- Intimidate, undermine, threaten, bully or harass staff.

Section 3

When Communicating with Other Students and Parents

Parents are required to:

- Speak to other students and parents with courtesy and respect;
- Contribute to a Christian, positive and friendly culture within the School community;
- Support and encourage the values, activities and beliefs of the School; and
- Respect the privacy of other students and parents.

Parents must not:

- Approach a student or another parent in a confrontational manner or act in a violent, aggressive or threatening manner;
- Approach a student to discuss a complaint without the student's parent being present;
- Use verbal or physical violence of any kind at any time;
- Raise their voice when speaking to other students and parents;
- Speak to other students or parents in a derogatory or offensive manner;
- Spread gossip or slander about any member of the school community;
- Intimidate, undermine, threaten, bully or harass other students or parents; or
- Disclose the personal details of a student or parent to another person without consent.

Section 4

When Using Social Media

Parents are required to:

- Respect a person's professional and personal environment;
- Be respectful to staff, contractors, volunteers, other parents, and students.

Parents must not:

- Use social media to voice grievances about the School;
- Harass other people online;
- Reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and students at the School;
- Spread gossip or slander about any member of the school community;
- Post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the School. This includes not disparaging the

School's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the School's Christian beliefs.

Section 5

When Making a Complaint

Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the School, however, these issues and concerns should always be raised with the right person with the correct communication channels being followed in accordance with the School's policies and procedures. If a parent has a complaint about an issue, this should be directed to the teacher responsible for the particular area of activity. If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns. When communicating concerns, it needs to be recognised that complex issues may take time to resolve and that staff may need appropriate time to investigate and manage particular issues.

Section 6

When Dealing with Disciplinary Matters Relating to Students

The School expects students to comply with its rules and not engage in behavior which is harmful to others or is contrary to the School's Student Code of Conduct Policy or philosophy of the School. Parents are expected to support the School in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the School will be the arbiter of what took place and what is a fair punishment. School Management will not engage in debate with parents about the details of the conduct or the appropriateness of the punishment. In relation to more serious disciplinary matters which may result in suspension or expulsion the School will inform parents of the matter and will deal with it in accordance with the School's disciplinary policy. While parents will be consulted, the final decision will be the School's.

Consequences of a Failure to abide by this Parent Code of Conduct may result in a restorative conversation and in extreme circumstances, in the interest of duty of care, a sanction by the Principal or their delegate or the School Board of one of more of the following:

- The parent may be directed to leave the School grounds immediately;
- Contact may be made with appropriate authorities, such as the Police;
- The parent may be excluded from the School premises or events;
- The parent may be required to provide an apology; and
- The parent may be required to meet with the Principal or School Board to discuss potential termination of enrollment of child/ren at the School as a result of the behavior.

Abiding by this policy places the parent/family in "Good Standing" with the school and the School Board. Failure to abide by this policy may result in a mandatory meeting with school administration and/or School Board. The parent/family might be deemed "Not in Good Standing" and appropriate actions will be taken, including revocation of enrollment.

Acknowledgement of Understanding

(Sign and Return this page to School within 5 days.)

All parents should read the SABCS Student Handbook (www.sabcschool.org) in order to be familiar with the ministry of the school as well as the policies and procedures of the school.

Students in upper elementary, middle, and high school grades are required to read the SABCS Student Handbook in order to be familiar with the ministry of the school as well as the policies and procedures of the school.

We understand that some of our students are too young to read and understand the Student Handbook; however, we expect that each parent makes sure his/her child understands the school's policies and procedures.

Failure on the parent's part or the student's part to read and familiarize himself with the Student Handbook and/or any policies or procedures contained herein is not an excuse for failure to adhere to or comply with the school's policies and procedures.

Revisions to any portion of the Student Handbook will be provided to all current students and/or families of SABCS.

All parents/guardians of students must provide the following information, sign, and return this page to the school office or to your child(ren)'s teacher(s) within one week from the first day of class for the current school year.

Name(s) and Grade(s) of child(ren) currently enrolled at SABCS:

_____	_____
_____	_____
_____	_____

We, the undersigned, have read and agree to abide by the policies set forth in this Student Handbook.

Student Signature

Date

Student Signature

Date

Student Signature

Date

Parent/Guardian Signature

Date