



2022-2023

Parent-Student  
Handbook

[www.southpointechristianschool.org](http://www.southpointechristianschool.org)

Main Campus (Preschool-Grade 3): 28981 Hwy. 9

Mills Campus (Grades 4-12): 701 E Cato Street

Mailing Address: PO Box 188

Pageland, SC 29728

843-672-2760 (*main line*)

843-672-3913 (*fax*)

Note: Information highlighted in yellow denotes changes made.

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# 1 INTRODUCTION

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## 1.1 PURPOSE OF HANDBOOK

It is the purpose of this handbook to explain to the parents and students at South Pointe Christian School our basic philosophy of education and discipline, as well as the policies directing our relationship together throughout the year. If any problems or situations arise which are not discussed in this handbook, the administration and faculty will determine the course of action necessary to address the problem. We trust that this handbook will provide you with the information that will lead to a successful school year.

## 1.2 MISSION STATEMENT

The mission of South Pointe Christian School is to provide a quality, comprehensive, academic program with a Christian worldview in a loving Christian environment for children of all ages.

*To them God has chosen to make known among the Gentiles the glorious riches of this mystery, which is Christ in you, the hope of glory. He is the one we proclaim, admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ. - Colossians 1:27-28*

## 1.3 PURPOSE OF THE SCHOOL

The ultimate goal and purpose of South Pointe Christian School is to lead boys and girls to a personal relationship with Jesus Christ, to train them in the knowledge of God, to encourage a Christian lifestyle, and to offer them an excellent education with a Christian worldview. Our desire is to work with the parents in bringing up the child in the nurture and admonition of the Lord, thus equipping him/her to identify, evaluate, and relate properly to life's opportunities and challenges.

## 1.4 PHILOSOPHY OF SCHOOL

Wisdom and knowledge come from God; therefore, man's education is complete only when God and His Word are at the center of all learning. (*The fear of the Lord is the beginning of knowledge. Proverbs 1:7*). In Christian education we are concerned with the total person: his intellectual, spiritual, physical, and social being. We believe the needs of the total person can only be met as approached from a Christian or Biblical philosophy. *But to us there is but one God, the Father, of whom are all things, and we in him; and one Lord Jesus Christ, by whom are all things, and we by him. I Corinthians 6:8*

### 1.4.1 The Student

- Created by God and in His image, he is of inestimable worth, possessing an eternal soul that shall inherit everlasting life or everlasting damnation.
- Born a sinner, he is unable to reach God. His nature is totally depraved, and foolishness is bound in his heart (Proverbs 22:15).
- Professing faith in Christ Jesus as the only way of establishing a right relationship with God. Reality in life's purposes and values can be ascertained in and through Christ alone.

### 1.4.2 The Curriculum

- God is the source of all wisdom, and He has revealed Himself specifically in the Bible. Thus, God's Word is the basis of all our studies and should be correlated with all experiences that the child has under the auspices of the school.
- Christian education should aspire to train a child in such a way that he/she will have a sound, practical working knowledge of the Word of God and be able to evaluate every circumstance of life from a Christian viewpoint.
- The home and church, being ordained of God and being charged with the responsibility of training and teaching children (Deut. 6:6, Matthew 28:20), should work together with the Christian school in promoting the student's total growth.



### 1.4.3 The Teacher

- Must, of necessity, give evidence of knowing Christ as personal Savior.
- Must be wholly committed to following and obeying Christ, thus being wholly committed to a life of service to man for Christ's sake.
- Must possess academic and professional learning necessary to perform his/her task.

## 1.5 DOCTRINAL STATEMENT

South Pointe accepts the Holy Scriptures as the inspired Word of God and the sole authority in matters of faith and practice. Our understanding of Christian truth is herein contained in the following Declaration of Faith.

- We believe that the Bible is God's Word. It was written by men divinely inspired, and that it is the supreme, infallible authority in all matters of faith and conduct.
- We believe in God the Father as being perfect in holiness, infinite in wisdom and measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, He hears and answers prayer, and He saves from sin and death all who come to Him through Jesus Christ.
- We believe Jesus Christ, is the eternal and only begotten Son of God. He was conceived of the Holy Spirit, born of a Virgin, sinless in life, and made everlasting atonement for the sins of the world by His death. We believe in His bodily resurrection, His ascension, and His visible, pre-millennial return to the world according to His promise.
- We believe in the Holy Spirit. We believe in the power of the Holy Spirit to convict us of sin. We believe in the presence of the Holy Spirit to direct us in righteousness. He grants sanctity and comfort to all who believe in Jesus Christ.
- We believe that all men by nature and by choice are sinners, but that *God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life (John 3:16)*. We believe that those who accept Christ as Lord and Savior will rejoice forever in God's presence, and those who refuse Christ as Lord and Savior will be forever separated from God.
- We believe in the church - a living spiritual body of which Christ is the Head, and of which all regenerated people are members. We believe that a local church is a company of believers in Jesus Christ, immersed upon a credible confession of faith, and associated for worship, work and fellowship. We believe that to these local churches were committed for perpetual observance, the ordinances of baptism, and the Lord's Supper. We believe God has laid upon these churches the task of proclaiming to a lost world the acceptance of Jesus Christ as Savior and the enthroning of Him as Lord and Master. We believe that all human betterment and social improvements are the inevitable by-products of such a Gospel.
- We believe that every human being is responsible to God alone in all matters of faith. Each church is independent and autonomous and must be free from interference by any ecclesiastical or political authority. The church and state must be kept separate as having different functions, each fulfilling its duties free from the dictation or patronage of the other.

## 1.6 SPIRITUAL AND EDUCATIONAL OBJECTIVES

- To lead students to a saving knowledge of Jesus Christ.
- To teach the Bible as God's inspired Word and develop attitudes of love and respect toward it.
- To develop a desire to know and follow the will of God.
- To develop the mind of Christ in each student and a passion for righteousness.
- To encourage the development of self-discipline and responsibility.
- To instill in each student a love and honor for home and parents and country.
- To provide each student an opportunity to develop skills necessary to make a living and the confidence to pursue their dreams.
- To give our students a solid academic foundation in the fundamentals of learning, for the average and above-average student, along with Christian training taught from a Biblical point of view.

## 1.7 PLEDGES

SPCS students are given an opportunity to demonstrate their love and appreciation for our country, our Savior, and the Bible. The recitation of the words of the pledges given below is a consistent and continual reminder of the honor and privilege we have as American citizens and Christians. Therefore, it is essential that every student view reciting these pledges as his/her responsibility.

### *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 hide its words in my heart that I might not sin against God.

### *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 for all who believe.

### *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.

## 2 ADMISSIONS

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### 2.1 STATEMENT OF NONDISCRIMINATION

South Pointe Christian School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at South Pointe Christian School. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, athletics, and other administered programs.

### 2.2 ENROLLMENT PROCEDURES

4K, Kindergarten and 1st Grade Age Requirement:

- The student must be age four (K4) or five (K5) no later than September 1st and must meet all the admission requirements as stated in the general information section of the parent/student handbook.
- In order to enter the first grade, the student must be six (6) years old no later than September 1st (unless they have successfully completed SPCS's K5 program) and must meet all admission requirements as stated in the general information section of the handbook.

We recommend that interested parents schedule a tour. Once parents decide to begin the admission process, the following steps are required:

All students applying to South Pointe Christian School must pay the registration fee (\$200) and submit the following information:

1. Completed application with signed agreement statement
2. Copy of birth certificate
3. Copy of social security card
4. Updated immunization record
5. Copy of any special testing (academic, physical etc.)
6. Copy of past achievement tests
7. Copy of the most recent report card
8. Copy of an official transcript (grades 6th-12th only)

Once the above items are returned to the office, the administrator will set up an appointment to interview the student and parents. Following the interview, parents will be notified via phone or mail regarding acceptance.

The administration reserves the right not to define criteria whereby a student may be accepted or denied as a student at South Pointe Christian School. The school also reserves the right to place a student in a lower grade if deemed necessary. Students may be required to take a grade equivalency exam (\$40).

All new students are admitted conditionally with a nine weeks' trial period. If the child fails to make acceptable progress or does not adjust to our program, the parents will be asked to find a school better suited to meet the needs of their child.

The records of students presently enrolled at South Pointe Christian School will be reviewed on an annual basis to determine the re-enrollment status of individual students. Students will be re-admitted only based on a satisfactory record in academic subjects, conduct, and spiritual growth.

## 2.3 REGISTRATION

Registration for new students will be processed in the main campus school office after a student has been accepted.

Pre-registration for currently enrolled students begins in February. Completion of the re-enrollment form and payment of the registration fee will ensure a place for the child during the next school year. Parents risk the possibility of losing a place for their child for the new school year by delaying in the pre-registration process.

All parents who enroll their children in South Pointe Christian School are to sign the "Parent Statement of Cooperation Agreement," indicating their willingness to support the school policies. During the time of enrollment, we must know that we have the parent's confidence and support. Should there come a time that your support can no longer be given, we would ask that you withdraw your child/children from the school.

**By signing the "Parent Statement of Cooperation Agreement" (last page of the SPCS Handbook) parents will ensure that their child will abide by the school's standards and not intentionally break the rules as out lined in the Parent/Student Handbook.**

## 2.4 WITHDRAWAL/DISMISSAL FROM SCHOOL

Withdrawals from school must be made through the school office. Students attending one or more days of the month will be responsible for the full month's tuition. Written notice in advance of a withdrawal is expected so that transcripts may be prepared. There is a \$150.00 fee to withdraw during the school year. **No records will be transferred while there still is an outstanding balance on the student's account.**

**Any assigned detentions must also be completed prior to the transfer of records.** Students who choose to withdraw from South Pointe Christian School either during, or at the conclusion of a school year, may not be accepted back at a future date. They may, however, make application for re-enrollment.

South Pointe Christian School expects full cooperation from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be asked to transfer to another school. **If the student's behavior or attitude indicates an uncooperative spirit or one that is at odds with the spirit or standards of the school, whether or not there is any definite breach of conduct, he/she may be requested to transfer.**

A student may be dismissed from school when 100 demerits are accumulated or when he/she is found to be at odds with the rules and policies of the school. School administration will reserve the right to dismiss any student for disciplinary reasons. Students who are dismissed from South Pointe Christian School will not be considered for re-enrollment for the period of one year. Parents and the student must meet with the administration before re-enrollment will be considered. Students who finish the school year with 100 demerits but are permitted to complete the year under special arrangement may not be enrolled the following year.

## 3 FINANCES

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### 3.1 FINANCIAL POLICIES

The following policies are set forth by South Pointe Christian School.

- Students will not be allowed to attend class if tuition becomes past due by more than 30 days.
- Should your account become 30 days past due, your child(ren) will be withdrawn from South Pointe Christian School automatically. To reenroll with SPCS, your account balance must be paid in full and you will be required to pay a \$100 reenrollment fee. All absences resulting from withdrawal due to nonpayment will be marked unexcused. (Unexcused absences will affect exam exemption status for students in grades 7 through 12.)
- Registration, book and supplies and tuition fees are **non-refundable**.
- All fees must be current to register for the next school year. A student will not be allowed to return to SPCS if there are any financial obligations remaining from the previous school year.
- Transcript, diploma, or other school information shall not be issued until all financial obligations have been met in full
- Due to general expenses and staff commitments, no reduction can be made in tuition due to absenteeism, closing due to inclement weather, closing due to emergency situations, scheduled days closed for holidays, teacher workdays, etc.
- Extended care is a separate charge and is not included in tuition payments.
- A fee of \$30 will be charged to your account for returned checks
- A fee of \$50 will be charged for late payment after the 10<sup>th</sup> of each month and an additional \$25 after the 15<sup>th</sup>.
- For students in K5 through 12<sup>th</sup> grade: A fee of \$150 will be charged if a student withdraws during the school year. No records or information will be released until the fee is paid.

All financial information is either sent home in student's weekly folder or mailed to the address of the student's residence. It is the enrolling parent/guardian's responsibility to provide this information to the financial secretary.

### 3.2 FUND-RAISING

We are grateful for our equipment and facilities; however, there is much more we would like to provide for our students. Since our tuition is low, it is imperative that we have fund-raising campaigns. Knowing that you have a keen interest in your child's education and in this school, we invite you to participate in the projects as they are announced. *Every fundraiser has a minimum goal for each student qualifying him/her to receive prizes or awards. If you prefer, you may make a cash donation equivalent to our profit to qualify your child for prizes and awards. All donations are tax-deductible.*

The major fundraisers for the 2022-2023 school year include: Fall-BBQ and **Spring BBQ (tentative)**. No flyers, advertisements, or literature of any kind are to be passed out in the school without the advance approval of the administrator. There will be no sale of items without the administrator's approval.

### 3.3 INSURANCE

Our policy provides secondary coverage for your child while at school and will pay "in excess over any family or employer group insurance which must contribute their maximum first."

Our insurance plan is subject to review and change as we attempt to continue to provide a better protection plan. Although insurance is provided, South Pointe Christian School does not assume liability for an accident or sickness beyond our control.

Any student who is required to be in Extended Care but is not in the assigned Extended Care location will not be covered by school insurance.

*SPCS Parent-Student Handbook, revision 8.13.2022*

### 3.4 FEES

Registration and/or re-enrollment begin in early February. Registration fee is due in mid-March. Registration fee helps to approximate enrollment numbers for the upcoming school year and assists the administration in planning for staff.

Books and supplies fee is due in April. Books will not be ordered for your child until this fee is paid in full.

- Registration and Book and Supply fees are non-refundable.
- For specific dates, please refer to the current Fee Schedule found in the main campus office and on the school webpage.

No reservation will be held for any child whose registration and book fees are not paid in full by July 1. After this date, if vacancies exist, applications will be accepted on a first-come, first-served basis in grades with openings.

Annual tuition is divided into 11 monthly payments for convenience, July 1 through May 1.

The entire tuition amount must be paid whether the child is in school or not. No exemption will be made for sickness or any other cause. This pertains to the pre-school classes as well as elementary, middle, and senior high classes.

## 4 CONDUCT AND DISCIPLINE POLICY

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### 4.1 CONDUCT

South Pointe Christian School expects students to live above reproach showing respect to God, country, family, faculty, and fellow students; therefore, lying, cheating, theft, and profanity will not be tolerated. Attendance at South Pointe Christian School is a **privilege**, not a right. Anyone who refuses to cooperate spiritually, morally, or scholastically will be dismissed.

Disorderly conduct is not conducive to the educational process. Therefore, students must follow these three fundamental rules:

- **No student will be out of his seat without permission.**
- **No student will speak out in class without permission.**
- **Students will always address and reply to teachers with the utmost respect.**

*\*SPCS is a private institution and as such, has the right to set and maintain its own standards of acceptable conduct, dress, and scholarship for those who ask to join its student body and faculty.*

### 4.2 DISCIPLINE

#### 4.2.1 General Information

- The Bible teaches respect for authority (Colossians 3:20, Romans 13:1a, and Hebrews 13:17a), and it requires discipline for children (Proverbs 6:23, Proverbs 13:24, Proverbs 29:15, 17).
- Parents and teachers must cooperate fully with one another. Anything said or done which tears down respect and confidence for either will harm the child. When there is a misunderstanding, the parent should take it immediately to the teacher. Often a conference or even a note will clear up the situation. Should the problem remain after this has been done, the parent should feel free to consult with the administrator. Whenever possible, conferences should be arranged during a teacher's regular working hours. Parents should avoid calling teachers at home to discuss student problems unless the teacher has given you the freedom to do so.
- Students found to be at odds with our school's philosophy of work and lifestyle, or who display a continuing rebellious and disagreeable attitude toward them shall be required to withdraw for the general welfare of all concerned. However, that student may be reconsidered for reapplication during another school year.

- Students who violate the conduct/discipline policies and/or dress standards may receive any of the following corrective measures: verbal warnings, written assignments, notes or phone calls to parents, demerits, parent-teacher-administrator conferences after school, detention hours, work detail hours, or In-School-Suspension (ISS).
- Students repeatedly presenting a conduct or discipline problem will be put on probation, receive Out-of-School-Suspension (OSS) or expulsion. Students not working up to their ability may also be put on probation. Some reasons for probation or suspension that could lead to expulsion include:
  - A continued deliberate disobedience and/or an attitude of disrespect either verbally or via social networking sites
  - A rebellious spirit continuing after extended effort by the teachers and administration to correct it
  - A continued negative attitude and bad influence upon other students
  - An insufficient academic progress
  - A serious breach of conduct inside or outside of the school
  - A failure of the parents to comply with the disciplinary procedures of the school
  - A failure of the parents to get recommended professional help

*\*Students may be expelled without previous warning.*

#### 4.2.2 Off Campus Conduct and Discipline

- The conduct of a student off campus, whether in person or online, is just as important as his/her conduct on campus. Therefore, any student involved in any of the following, on or off campus (whether in person or online), may or may not be retained as a student, depending upon their involvement: use or possession of tobacco, e-cigarette, vape/vapor for smoking, alcohol, or drugs; involvement in immoral acts, including pornography and any other sexual activity; any criminal acts which may or may not cause the student to be imprisoned; disrespectful acts or intimidating acts toward any faculty member; gambling; stealing; attending any parties where alcohol or drugs are present. Any student involved in any of the above may be expelled any time before graduation and will not receive a diploma, even if all work has been completed.

### 4.3 DEMERIT SYSTEM FOR GRADES 1-12 – ALL SCHOOL FUNCTIONS

#### 4.3.1 General Information

In the interest of effective, efficient, and fair discipline at South Pointe Christian School, we have adopted the demerit system for grades 1-12.

All students begin each quarter with no demerits. Students will be given varying numbers of demerits depending upon the type and severity of the infraction. A list of offenses and their demerit penalties follows. Demerits may also be given at the discretion of the administration in certain irregular cases not covered by the list. The number of demerits given for a specific offense may be doubled, tripled, etc., for successive violations of the same code. Consequences of discipline referrals are subject to the discretion of school administration.

A student who accumulates a total number of demerits in a nine-week period may suffer the following or other penalties (such as corporal punishment with parental permission) as determined by the administration:

20 demerits	2 hours detention
40 demerits	4 hours detention
60 demerits	1 day Out of School Suspension (OSS) and 6 hours detention
60+ demerits	Disciplinary action taken as determined by administration.

***Detention:*** *Students complete detention hours afterschool, beginning at 3:25 PM. In some cases, detention hours may be assigned on Saturdays, and/or holidays. Parents will be notified of detention in advance so that arrangements may be made. Detention may include light custodial or clerical work on campus. **Parents will be charged \$10 for each detention hour assigned.***



- Each parent and student will receive digital access to a copy of the dress code and discipline policies during the first week of school. Parents and students are responsible for reading the policies, signing the policy agreement, and returning the form to his/her homeroom teacher. Enrolling at South Pointe Christian School implies a willingness to comply with these policies.
- All students having to serve school detentions will be notified by a form in their folders, by telephone, or by email.
- Students may not miss an assigned detention without permission from the administrator. Students may not miss any detention because of athletic practices. Students who miss detention because of previously scheduled doctors' appointments must bring a note from his/her parent in advance. Detentions may be served on Saturday or during school holidays at the discretion of the administration.
- If the administration feels that demerits (and the punishment associated with them) are not changing a student's behavior, the administration may use other means in lieu of demerits, including, but not limited to, corporal punishment, work detail, Saturday detention, or OSS.
- Although a student may not have enough demerits to warrant suspension or expulsion, the demerit record weighs heavily in the decision whether or not to re-admit the student for the next school term.

#### 4.3.2 Demerit Code

<b>Offenses</b>	<b>Demerits</b>
Violation of classroom rules (i.e., missing required classroom supplies, eating in class, sleeping in class, disrupting class, tardy to class, etc.)	after initial warning 3 or more
Tardy (8-8:10)	3
Tardy after 8:15 am	5
Gum (anywhere/time on campus)	5
Disrupting class	5 or more
Dishonesty	10 or more
Tardy (8-8:10)	10 or more
Broadcast of unapproved publications/music on school property	10
Disrespect toward faculty (includes, but not limited to rolling eyes, back-talking, sighing, mumbling, etc...)	10 or more
Cell phone use w/o faculty permission	See Cell Phone Policy
Public display of affection	10 or more
Inappropriate language /Profanity	10 or more
Skipping class	20
Cheating (includes but is not limited to giving/receiving answers, copying homework, etc...)	40+ a zero on the assignment
Fighting*	60 or more
Theft/Vandalism*	60 or more + restitution
Sexual Harassment*	60 or more
Possessing a dangerous weapon on school property* (knife with blade greater than 2 inches, brass knuckles, gun, etc.) OR using or threatening to use by showing any instrument considered a weapon such as a knife, blackjack, chain, etc.	Immediate suspension + recommended expulsion + notify appropriate authorities
Possession of drugs/tobacco/alcohol, illegal substances (including vaping paraphernalia)	Immediate suspension/expulsion

All 20, 40, and 60 demerit penalties will be issued after consultation with the administrator.

\*Any 60+ demerit infraction is a potentially expellable offense.

Any student who is a member of the Beta Club or ACHS will be suspended from the honor society for 18 school weeks upon committing a 40 or more-demerit offense. Committing a 40-demerit offense will also prevent a student from being inducted into an honor society until the next year's induction.

An athlete accumulating 60 demerits could be dismissed from the team.

*SPCS Parent-Student Handbook, revision 8.13.2022*

#### **4.4 VANDALISM**

Students who are found to abuse school equipment or property will receive demerits and must pay full restitution. This policy also includes damage to property in motels on athletic trips.

#### **4.5 BULLYING, HARASSMENT, AND INTIMIDATION**

South Pointe Christian School is committed to being a community that demonstrates the love of Christ, one to another, in all circumstances. Christians are admonished to be “kind one to another, tenderhearted, forgiving one another, even as God for Christ’s sake hath forgiven you” (Eph. 4:32).

Bullying, harassment, and intimidation are defined as repeated physical, verbal, or emotional abuse towards a victim that produces fear, harm or damage. Harassment may include but is not limited to sexual or racial abuse. Bullying, harassment and intimidation may take various forms and behaviors: verbal (making derogatory or racist remarks, teasing, threatening, spreading rumors, sending inappropriate [violent, sexual, malicious] texts or pictures, whether in person or online); physical (pushing, damaging the victim’s property, locking a person in a room, making rude gestures); psychological (acts that instill a sense of fear or anxiety); or any act that insults or demeans a person in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Bullying, harassment, and intimidation are not tolerated at South Pointe Christian School. Any student who bullies, harasses, or intimidates is subject to discipline, including possible expulsion and referral to the appropriate authorities where arrest and/or prosecution is possible. Students or parents should report suspected acts of bullying, harassment, and intimidation to school personnel.

#### **4.6 WEAPONS**

Weapons and explosives of any kind must not be brought to school. Note that this includes firecrackers and pocketknives with a blade greater than two inches. *In accordance with South Carolina law, all violators **must** be reported to law enforcement authorities.* Violators are subject to expulsion.

#### **4.7 CHEATING**

Cheating (includes but is not limited to giving/receiving answers, copying homework, etc.) is particularly offensive to God, to honest students and to well-prepared teachers. A pattern of this type of deception could result in suspension and denial of credit for tests, quizzes, homework, and projects.

#### **4.8 SUBSTANCE ABUSE**

South Pointe has a ZERO TOLERANCE drug policy. Students in grades 7-12 may be tested for drug use at any time. Random drug testing during the year will be done on an as needed basis. Any student who tests positive for illegal drug usage will be expelled. Such students may request an additional more sophisticated test be done. Reasons for testing include but are not limited to behavior generally indicative of drug use and/or reported drug use.

Any student found to be in possession of an illegal substance (alcohol, marijuana, etc.) ON or OFF campus will be immediately suspended, pending an expulsion hearing before the SPCS school board.

No student will be retained at South Pointe Christian School who experiments with or regularly uses tobacco, alcohol, or unlawful drugs of any form.

#### **4.9 STUDENT DRESS CODE**

At South Pointe Christian School, we strive to teach students the value of a disciplined life. Self-discipline will set the stage for proper learning. Part of self-discipline is "dressing for success." Students learn that there is one



standard of dress for school/work and another for play. As these standards are maintained, productivity, achievement, and self-control will become evident in our students. A high standard of dress includes neatness, cleanliness, and modesty.

**Since "fads and fashions" are constantly changing, the administration reserves the right to determine what is acceptable in attire, hairstyles or accessories worn. Anything, which in our judgment is likely to distract or disturb other students and compromise the educational environment we desire to encourage in our school, will not be permitted.**

#### **4.9.1 General Attire Standards for Boys and Girls**

- A. Nose rings, tongue studs, gauges/plugs, and other visible body piercing (other than traditional earrings for girls) are not allowed.
- B. Visible tattoos are not allowed.
- C. Due to safety concerns, shoes must be worn at all times. Dress shoes, tennis shoes, or sandals with ankle straps may be worn. Shoes with laces must be laced and tied.
- D. Hats and caps are **NOT** to be worn as part of school attire on the school campus during school hours unless during special permission days.
- E. Fad clothing and other clothing and/or articles and hair styles which identify with the rock, rap, or, country music culture and film stars are **NOT** appropriate for school.
- F. **SHIRTS**
  - i. Loose fitting
  - ii. Sleeves must extend to shoulders
  - iii. Opaque material
  - iv. Modest neckline
  - v. Fully cover the back, midriff and all undergarments
- G. **SHORTS**
  - i. Loose fitting
  - ii. Undergarments must be covered
  - iii. No shorter than the width of a dollar bill above the knee
  - iv. Grades 7-12 – no athletic shorts except during PE or afterschool athletic events.
- H. **PANTS**
  - i. Opaque material
  - ii. Jeans, khaki, or dress slacks are acceptable
  - iii. No visible undergarments
  - iv. No visible skin above the knee
  - v. Grades K2-6 - Athletic pants/leggings are not preferred, but loose-fitting top must cover bottom
  - vi. Grades 7-12 – Athletic pants/leggings are not preferred, but loose-fitting top must come mid-thigh
  - vii. Grades 7-12 – no joggers
- I. **DRESSES AND SKIRTS (including slits) LENGTHS:**
  - i. K3, K4, and K5 – underpants must not show
  - ii. Grades 1-12 – no shorter than the width of a dollar bill from the top of the knee
  - iii. Grades 1-12 – no shorter than mid-thigh when worn with leggings
- J. **SCHOOL PROM**
  - i. **ALL PROM DRESSES MUST BE APPROVED ONE MONTH BEFORE THE PROM,** including the dresses of young ladies who are guests.
  - ii. Dress styles must meet the school dress code length.
  - iii. Modest neckline (See prom coordinator for details.)
  - iv. No sheer see-through look on any part of the dress.
  - v. If a girl comes to the prom in an inappropriate dress, she will be asked to return home to change.
  - vi. No jeans (unless preapproved by prom coordinator)

#### 4.9.2 AFTER SCHOOL DRESS

- Athletes:
  - Follow athletic sport dress code.
  - Appropriate footwear should be worn. (All footwear with cleats should be removed *before* entering the gym or classrooms.)
- Non-Athletes:
  - Students attending SPCS sponsored functions after school and/or on weekends must adhere to the standard dress code.
  - Those not appropriately dressed may be asked to go home and change. *If SPCS students bring friends who are not SPCS students with them to programs or events, the students are asked to encourage their friends to comply with our dress code.*

#### 4.9.3 AWARDS CEREMONIES

- Boys: Dress pants, collared shirts
- Girls: Dress, skirt and blouse, or dress pants and blouse (dress/skirt length must follow Girls' Dress Code)

#### 4.9.4 DRESS CODE VIOLATIONS

**It is the parent's responsibility to see that the student abides by the dress code.**

- Dress code violations will be dealt with as follows:
  - Parent will be called to bring appropriate clothes or appropriate attire will be provided. The student may wait in the office until the parent arrives. If parents are unable to provide a replacement outfit, students may be given a school t-shirt and athletic shorts to wear for the remainder of the day.
  - Certain attire privileges may be revoked for students repeatedly or intentionally dressing out of code.

#### 4.10 HAIR STANDARDS

- Hair is to be clean and well groomed. Dyes in unnatural colors or patterns are discouraged and will be addressed as needed. Designs, initials, partially shaven hairstyles are NOT appropriate and will be dealt with on an individual basis. Extreme or fad hairstyles are not acceptable.
- It is the student's responsibility to always follow the hair standard, and he/she should not have to be reminded. When a student fails to maintain the hair standard, he/she *will be given 5 school days to correct the problem.*
- Students participating in any SCACS related program (i.e., athletics, fine arts, etc.) will be required to follow the SCACS hair guidelines.
  - Girls and boys – natural hair color only
  - Boys' hair should be neatly trimmed, cut above the ears, eyebrows, and collar. Faddish hairstyles are not acceptable (mohawks, shaved sections, large afros, etc.).

## 5 GENERAL SCHOOL REGULATIONS, POLICIES, AND INFORMATION

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### 5.1 ABUSE AND NEGLECT

If your child shows signs of injuries or emotional damage which could be the result of abuse or neglect, South Carolina law requires school employees to file a report with the Department of Social Services (DSS). DSS will investigate to determine if there is abuse or neglect. If so, DSS will work within the legal system to help your family find solutions that protect your children from further harm.

*SPCS Parent-Student Handbook, revision 8.13.2022*

## 5.2 ACCESS TO RECORDS

We publish information about our students in the yearbook, programs for various events, newspapers, and other publications unless the parent protests in advance in writing. We will issue press releases, sometimes including photographs, for honor rolls, honor societies, competition winners, sports participants, and other various newsworthy events. Your child's information (name, address, grade level, school of record, and years of attendance) will be included as appropriate unless we have written instructions otherwise. Confidential information such as specific grades, test scores, and discipline records is released only with parental permission or that of your child if he/she is 18 or older.

## 5.3 ATTENDANCE POLICY

### 5.3.1 General Information

- There is probably no factor more important to successful school progress than regular school attendance. Excessive school absenteeism precedes grade failure, loss of interest, and may result in students withdrawing from school.
- **South Pointe Christian School reserves the right to retain any student who accumulates more than 10 absences (including excused and unexcused) in year-round courses and 5 absences for block courses. Time missed in excess of those limits may be made up during afterschool attendance recovery. A fee of \$10 per hour will be charged for these make-up days.**
- **Absences:** Students will be counted in attendance only if they are actually present or are engaged in a school-approved educational activity that constitutes a part of the instructional program.
- **A student's absence may be approved if the parents go out of town and the student must go with them. A note must be brought *in advance* for administrator and teacher approval. All work is to be completed within the time specified. Approved absences also count toward the limit of 10 total absences in grades K-5 to 12.**
- The following are the only acceptable reasons for student absences: student illness (must bring a note from parent/guardian), medical appointments (must bring note from doctor), death in the family (must bring a copy of the obituary), school-sponsored events or activities previously approved by the school.
- All absences not listed above are **unexcused**. This includes any absences where no written notice is received within **five (5)** days after the absence. Vacations and business trips will be considered unexcused unless approved by the administration ***in advance***.
- The following reasons will be **unexcused** for school absences:
  - A foreseeable absence that was not pre-excused by the administrator
  - All non-emergency absences or absences for the sake of convenience to the parent (example: skipping school, staying home to baby-sit, sleeping late after returning from athletic trips, etc.)
  - Any high school student missing school because of illness and then reporting to a regular job on that day
  - A student's returning to school without a written notice from parents
  - **A student missing all day for a doctor's appointment that takes only an hour or so. *It is suggested, for the benefit of the student and teacher that appointments are made after school. If this is not possible, the student should only be out of class for the required time of the appointment. If several appointments are needed, please work to see that the same class/subject is not missed each time.***
- Parents of absentee students will be called to verify the absence and reason. **When the student returns to school, he/she must submit a written notice from a parent /guardian stating the specific reason for the absence.**

- An extended illness (more than 3 days) or a contagious illness will require a doctor's statement regarding the nature of the illness upon returning to school.
- If a student is absent from school, he/she is not to show up on campus for practices, social events, ball games, or just to visit. *An absence means the student is not on campus at all.*
- **Tardy:** All students, including students in K4 and K5 are expected to be on time. Entering a classroom after class has started disrupts the teacher and the students. Any students (1<sup>st</sup> -12<sup>th</sup> grade) arriving after 8:00 AM but before 8:15 AM will be marked tardy and issued 3 demerits. Students arriving after 8:15 AM will be marked tardy and issued 5 demerits.

### 5.3.2 Grades K-6

- **Students in grades 1 to 6 coming to school after 11:30 am or leaving school before 11:30 am will be considered absent for one-half a day. Students leaving after 11:30 am but before the end of the regular school day will receive an early out.**

**Early Out:** *Students who accumulate more than three (3) early outs within a nine-week period will have to make up the time at the convenience of the teacher.*

### 5.3.3 Grades 7-12

- Attendance will be taken on a period-by-period basis in grades 7-12. Students who are continually late to school and miss portions of the first period will be counted present for the day but could possibly lose credit for the first period class. **A student must be in a class for at least 2/3 of the class period** to be considered present unless a valid excuse is presented to the teacher. Students leaving a class early will receive an early out (see “Early Out” note above). Regardless of the number of excused absences a student may have, **no credit** will be given for classes where the student has missed more than 10 hours of instructional time during the school year.
- All high school parents are responsible for calling the Main Campus office before 8:00 a.m. on the day their child is absent stating the reason for the absence. A student will not be admitted back to class without a note or a call from the parents *stating the reason* for his/her absence. *It is the policy of South Pointe Christian School to **not** allow the student to make up work missed due to an unexcused absence, unless ruled otherwise by the administrator or teacher.*
- College Day- Juniors/Seniors may be pre-approved for two absences for college campus visits. The administrator must be notified at least one week before desired visits. The student must obtain a form from the guidance counsellor at least two days prior to the absences. This form must be signed by a representative of the college and include the name of the college, the date visited, and the representatives phone number. College days cannot be taken on exam days, field day, jog-a-thon day, or awards day.

## 5.4 BOOKS AND EQUIPMENT

The school supplies all texts (except the student's personal Bible) as part of the Book and Supply Fee. Many of these texts, especially on the lower level, are consumable workbooks.

The safekeeping of books is the responsibility of the student to whom they belong.

Students will pay for any damage to rental textbooks beyond normal wear. If a text is lost or destroyed, the student must pay the total replacement cost.

## 5.5 CLASS MATERIALS

Students are expected to have in their possession and bring to class all necessary class materials and tools including notebooks, paper, pens, pencils, rulers, compasses, protractors, flash drives, etc. Demerits may be

issued and/or a written assignment will be given if a student does not have the necessary supplies for class. Borrowing or loaning should not take place. This also includes clothing, personal property, and money.

## 5.6 SCHOOL SAFETY

### 5.6.1 Emergencies/Inclement Weather

SPCS maintains a complete emergency plan. This plan addresses severe weather, fire, serious injury, and other emergencies requiring lockdown or evacuation. SPCS ensures its staff and students are well trained in following appropriate procedures in case of an emergency.

SPCS uses Parent Alert, a rapid messaging system, to notify parents via text, voice and/or email in case of emergencies and school closings.

School Closings - Snow or other severe weather conditions may require school cancellation and/or delays. The decision to cancel or delay school will be made as soon as possible.

- Days missed due to inclement weather will be made up if the administration feels that the instructional time has been compromised due to excessive missed days of school.
- Grades 7-12 students will be responsible for all pre-assigned work.

Occasionally, extreme weather develops during the day. We monitor local weather information and will close school early if conditions are becoming hazardous. You will be called to pick up your child if we decide to close early.

### 5.6.2 Visitors

*Visitors may be limited at various times in the school year depending on COVID-19 status.*

- Parents are always welcome at SPCS and should feel free to visit the school and classrooms; however, all visitors (including parents/guardians) MUST report to the Main Campus office to receive a visitor badge. Visitors will be required to present a valid driver's license for a security screening prior to receiving a visitor badge. It is not possible for us to be well acquainted with all of the parents who have students in our school, and we do not allow strangers to be in the building during school hours unless they are escorted. If there is a safety concern administration may deny entry to any visitor.
- Visitors MUST wear the visitor badge signifying to our faculty and students that all guests are registered in the Main Campus office.
- We do request that any visitor to a classroom make an appointment with the administrator in advance. Parent-teacher conferences should be scheduled with the classroom teacher at a convenient hour. If you walk your child to class, please leave the classroom by 7:50 a.m. If you arrive with your child after 7:50 a.m., please allow him/her to go to class by him/herself. Please be considerate of your child's teacher and allow him/her to start class on time at 8:00 a.m.

## 5.7 ELIGIBILITY REQUIREMENTS FOR HOLDING OFFICE (GRADES 7-12)

For a student to be eligible to serve as an officer of an official school organization a student must have at least a "C" average and no "D" & "F's". The basis for eligibility will be the most recent quarter grades at South Pointe Christian School. Students holding office must also have approval of the school administration. Only students who have been enrolled in SPCS for at least one year (two full semesters) and no more than 10 demerits per quarter may hold office.

## 5.8 EXTENDED CARE

### 5.8.1 Before School

- All students in K4-3<sup>rd</sup> grade who arrive between 6:00 AM and 7:30 AM are to report to the Main Campus cafeteria. All students in 4<sup>th</sup>-12<sup>th</sup> grade who arrive between 7:00 AM and 7:30 AM are to

**report to the Mills Campus brick building.** When permission is granted for them to go to their respective classrooms, they must go directly there and be seated in their own chair or desk.

### 5.8.2 After School

- After the conclusion of dismissal, all students **must** be under the supervision of a teacher (help class, sports practice, in detention, or with a parent). Unsupervised students remaining on campus after 3:15 PM will be placed in extended care or a supervised study hall and students' accounts will be charged accordingly (see current Fee Schedule). If children in extended care are not picked up by 5:30 PM, there will be an extra charge for the time the child is left.
- **Extended Care Hours (grades K-8 only):** 3:15 PM – 5:30 PM (Mills Campus students will be transported to the Main Campus at 3:25 PM.)
- **Late Pick-up Fee (after 5:30 PM):** \$20.00 every half hour (per child)
  - Daycare/Afterschool program closes at 5:30 PM. Therefore, if late pick-up occurs more than 3 times all afterschool privileges will be revoked. If your afterschool privileges are revoked, this means that your child must be picked up between 3:00 PM and 3:15 PM (K5-3<sup>rd</sup> grade) or 3:10 PM and 3:25 PM (4<sup>th</sup> -8<sup>th</sup> grades), daily.

## 5.9 FACULTY

SPCS faculty members should meet academic, moral, and spiritual standards set by the SPCS School Board.

The foremost requirements for teachers at SPCS are an unselfish dedication to Christian education, a sincere love for children, and a complete devotion to the Lord Jesus Christ. Our faculty members are expected to be active members of Bible-believing churches.

All of our teachers in grades 1 to 12 are required to have bachelor degrees or be working toward their completion. We require active pursuit of certification by the American Association of Christian Schools (AACCS) and/or the SC Department of Education.

## 5.10 IMMUNIZATIONS

Pursuant to Regulation 61-8, the South Carolina Department of Health and Environmental Control (SC DHEC) has declared the following schedule of required vaccinations, screenings, and immunizations necessary for a child to be admitted to any public, private, or parochial school, grades kindergarten through twelve (K-12), or child development program under the control of the State Department of Education.

Minimum Requirements:

- Four (4) doses of any combination of DTP, DT, DTP-Hib, DTaP (Diphtheria, Tetanus, Pertussis), or Td vaccine with at least one (1) dose received on or after the fourth birthday.
- Three (3) doses of any combination of oral (OPV) or inactivated Polio vaccine (IPV) with at least one (1) dose received on or after the fourth birthday.
- Two (2) doses of Rubeola (Measles) vaccine with both doses received on or after the first birthday and separated by at least one month.
- One (1) dose of Rubella (German measles) vaccine received on or after the first birthday.
- One (1) dose of Mumps vaccine received on or after the first birthday.
- Three (3) doses of Hepatitis B (Hep B) vaccine.
- One (1) dose of Varicella (Chickenpox) vaccine received on or after the first birthday or positive history of disease for all children admitted to kindergarten through 12th grades.
- Beginning with the 2013-14 school year, all students entering seventh grade must receive or have already received a dose of **Tdap** vaccine on or after their seventh birthday to protect them from pertussis (whooping Cough).

If your child is transferring from an out-of-state school, his/her health certificate information must be transferred to a South Carolina form, according to state law. You can take your out-of-state certificate to a South Carolina



doctor or clinic or to the Chesterfield County Health Department in Chesterfield, SC, to have the appropriate form completed.

### 5.11 LEAVING CAMPUS /EARLY SIGN-OUT

A parent or designated adult must sign out any student leaving campus for any reason during the school day in the Main Campus office.

For students on the Mills Campus, once the parent/designated adult has signed out the student from the MAIN CAMPUS OFFICE, they will then pick-up the student from the Mills Campus. The school secretary will call the Mills Campus to request the designated person (administrator/staff) to escort the child to the vehicle. If a student returns in the same day, a parent must notify the secretary in the Main Office.

ONCE A STUDENT ARRIVES ON CAMPUS, HE/SHE IS CONSIDERED TO BE IN SCHOOL. Leaving campus without permission, even before school officially starts, or at the end of the day before dismissal time, will be considered skipping.

Written permission must be given by the student's parent for a student to leave with another student other than a person in whose vehicle he/she has obtained permission to be a passenger. If a student drives and must leave before 3:10 PM, he/she must have written permission from a parent, also approved by the administrator.

### 5.12 LOST AND FOUND

Objects left in the school rooms and on the school grounds should be turned into the school office. All coats and sweaters should have the student's name written on the label with indelible ink so that misplaced items can be returned to the owner. At the end of each grading period, unclaimed items will be sold or donated.

### 5.13 LUNCH PROGRAM

Meals are available for grades K5-12 but are not included in the monthly tuition fees. Meals are provided by Mickey's Restaurant. The daily lunch cost is \$4.00. Drinks are not included. Grades 4-12 may purchase drinks from the vending machine.

- Lunch forms are sent out to students in the Thursday folder. **Forms should be completed and returned along with the appropriate lunch money on Friday. Please send correct amount as we are not always able to make change. No lunches will be billed.**
- Seniors are allowed to leave campus for lunch as long as there is a permission form on file.
- Students leaving campus may not bring back food for other students.
- Parents delivering lunch to their child(ren) must sign-in to the Main Campus Office to receive further instruction.
- Lunchbox guidelines:
  - Pack lunches that your child can manage with minimal help.
  - Include any items that your child may need or want (spoon, plate, napkin, straw, cup, etc.)
  - Send food and drink that needs refrigeration in insulated bags with a frozen ice pack. These packs will keep food and drinks cool until lunchtime.
  - Do not send frozen drinks. They do not thaw in time for lunch.
  - Do not send foods that must be put in the freezer.
  - Do not send glass bowls, cups, or bottles, etc.
  - Do not send carbonated drinks.
  - Do not send canned items that must be opened with a can opener.
  - Do not send foods that may leak in a plastic container, for example: soups, and juice. If you think it may leak, please put the container in a Ziploc bag.
  - If the food item needs to be warm, use containers made to keep food warm and heat before packing. **Students are not allowed to use the microwaves on the Main Campus.**
- Elementary students are not permitted to use the drink machines except to purchase water or juice.

*Please keep in mind that your child's teacher must also eat lunch during the 30 minute lunch period; therefore, he/she does not have time to help each student individually prepare a lunch brought from home.*

## 5.14 MAKE-UP WORK

It is the **RESPONSIBILITY** of the student with an **excused** absence or tardy to obtain and complete the missed assignments. It is also the responsibility of the student to obtain any missed class notes. The student will have as many days to make-up the work as he/she was absent. Students will be expected to take pre-assigned tests or quizzes on the day they return to school.

If the absence is **unexcused** the student will be given a zero for each graded assignment. Parents/Guardians will have five school calendar days after the absence to provide a written excuse.

## 5.15 MATERIALS NOT ALLOWED AT SCHOOL

iPods, iTouches, mp3s, radios, and other electronic devices are not to be brought to school without the permission of the administrator (exception: athletes on game day). Also, games, trading cards, weapons, knives, playing cards, and immoral or questionable reading material are not to be brought on campus or taken on school trips. Normally, there is no need to bring periodicals of any kind on campus unless the teacher has assigned articles in the periodical. The student's English teacher must approve supplemental reading books brought onto our campus.

No chewing gum will be permitted on the school premises — before, during or after school except while playing sports. Food and drinks are not to be consumed in the halls or classrooms unless approved by the teacher/s.

## 5.16 PARENT INVOLVEMENT (VOLUNTEER PROGRAM)

There are numerous volunteer opportunities available at SPCS. Parents can be involved whether they have an occasional hour to give or several hours per week. SPCS desires for every parent to help in any way at any time. Refer to our **Volunteer Handbook** for more information (available in the office).

## 5.17 COMMUNICATION

SPCS uses a variety of communication methods to keep parents, students and staff aware of events. All communication should be respectful and in the spirit of cooperation. Open, honest, biblically based communication is strongly encouraged.

### 5.17.1 [www.southpointechristianschool.org](http://www.southpointechristianschool.org):

- Homepage: links to calendar, resources and latest news
- Faculty, staff and administrative photos and email addresses
- Academic planning information
- Much more!

### 5.17.2 Thursday Folders (Grades K5-6)

To communicate regularly with parents, folders are sent home with students in grades K5-6 every Thursday. These folders contain information of interest including graded papers, lunch menus, calendars, receipts, and announcements. Some of these papers will require a parent's signature or action; some of the documents may be time sensitive. It is the parent's responsibility to review and sign folders. It is the student's responsibility to take the folder home, give it to his/her parents, and return the folder on Friday.

### 5.17.3 G-Suite For Education

- All students receive a school email account and access to school network locations and online storage.
- For more information see Appendix A.



- Accounts, including your school issued email addresses along with any documents created in any of the Google apps, will be permanently deleted upon withdrawal.

#### **5.17.4 FACTS (formerly known as RenWeb)**

FACTS is used to record contact information for each family. Mailed letters, emails, text messages, and phone calls sent from the school will utilize mailing addresses, email addresses and phone numbers provided by each family during registration. Please be sure to notify the office if you move or if your contact information changes so that, in case of an emergency, we will be able to reach you as quickly as possible.

#### **5.17.5 FACTS Family Portal (ParentsWeb)**

FACTS Family Portal allows parents to view their student's attendance, grades, behavior, homework, assignments, and announcements.

#### **5.17.6 Parent-Teacher Conferences**

- The faculty and administration encourage parents of our students to remain actively involved in their child's education. Parents should feel free to contact their child's teachers to discuss progress. If a problem occurs parents are welcome to set up an appointment to meet with the teacher.
- Drop-in/unscheduled conferences are strongly discouraged as teachers are responsible for instructing and supervising students during the academic day. A conference with the teacher can be scheduled before or after school, or during the teacher's planning period by sending a note or e-mailing your child's teacher.
- In the morning during arrival time (7:30-8:00) and during dismissal (3:00-3:15) is not a good time to conference with a teacher. Please refrain from trying to do this. If you walk your child in for the first few weeks of school, simply walk your child in, drop him/her off, and leave. We appreciate your cooperation in this matter!

#### **5.17.7 Parent Teacher Fellowship (PTF)/Parent Nights**

Throughout the year parents will be invited to attend an informational meeting with the administrator and teachers. These events are designed to keep you abreast on your child's progress and events happening within our school. Student performances and guest speakers will also take part during these scheduled events.

#### **5.17.8 Problems**

Occasionally there are problems, disagreements, or grievances that arise. When these occur, we address them by following Biblical guidelines as described in Matthew 18:15-17. First, address the problem with the person involved. Second, contact the appropriate teacher. Third, contact the administrator.

### **5.18 PARTIES**

A list of party days, times, and things to provide will be sent home by the child's teacher as appropriate. Please remember that the school does not display anything having to do with witches, scary jack-o-lanterns, leprechauns, bunnies, Santa Claus, or any other icons that would take away from the true meaning of the holidays. It is our desire for children to learn the true meaning of these holidays.

If private party invitations are to be distributed at school, please send an invitation for every student in that class. The office will provide a class list for you. *If you do not wish to invite all of the students in your child's class, please do not send any invitations to school.*

### **5.19 PHONE USAGE**

School phones are for business use only and are not to be used by students unless an emergency arises, and permission has been obtained from a teacher.

## **5.20 CELL PHONE/ELECTRONICS POLICY**

Cell phones may not be used while on school property or on school sponsored field trips. If you feel your child must have a cell phone/electronic device, it must remain in their backpack, powered OFF while on school property. Periodic searches will be made by the staff. If a cell phone is found on his/her person, in a pocketbook, or in any other bag/container other than his/her backpack, the cell phone will be confiscated, 10 demerits will be given, and the student will not be permitted to have a cell phone on campus for the remainder of the year. Repeat offenses may include additional demerits and in-school suspension/detention.

Smartwatches/devices and other electronic devices are no longer allowed on campus. If smartwatches/devices are found on a student, they will be confiscated, 10 demerits will be given, a parent must retrieve the device from the school office, and the student will not be permitted to have the device on campus for the remainder of the year. Repeat offenses may include additional demerits and in-school suspension/detention.

## **5.21 POLICY ON SECULAR MUSIC**

Any use of secular music for any school activity, such as photo slide shows, pep-rallies, and the like must be approved by administration at least two-weeks in advance.

## **5.22 PROM**

The prom is a social event sponsored by the school for the 9<sup>th</sup>-12<sup>th</sup> grades and their guests. Any SPCS high school student may attend and are allowed only one guest of the opposite gender; however, their guest must be in at least ninth grade and cannot be older than twenty. *See Student Dress Code section for the prom dress code.*

## **5.23 PUBLIC DISPLAY OF AFFECTION**

Kissing, holding hands, physical contact, and/or other public displays of affection between boys and girls are not permitted on the school grounds, in the buildings, on the buses, or at **ANY** school functions, on or off campus.

## **5.24 RESTROOM USAGE**

Teachers in grades 5K-6 schedule regular restroom breaks accommodating the needs of most students. Students on the Mills Campus in grades 7-12 are permitted to go to the restroom between classes. However, tardies to the next class will result in demerits or written assignment. Students who go to the restroom during classes are unsupervised; therefore, students will not be excused from class unless it is an extreme emergency. Parents should submit medical documentation if they feel their child has medical problems making him/her an exception to this policy.

## **5.25 SCHOOL HOURS**

### Daily Schedule – Main Campus (Kindergarten-Grade 3)

7:30-8:00 Drop off student at end entrance doors

*NOTE: Early drop off will be available if needed, beginning at 6:00.*

8:00 Class begins (*Students arriving after 8:00 are considered TARDY and must be signed in by a parent.*)

3:00 Dismissal

### Daily Schedule – Mills Campus (Grades 4 through 12)

7:30-8:00 Students report to gym

*Early drop-off (7:00-7:29) students will congregate in the brick building on the Mills Campus.*

8:00-8:10 Assembly in the gym

*NOTE: Students arriving after 8:00 AM are marked tardy. Students arriving after 8:10 are considered TARDY and must report to the brick building on the MILLS Campus to sign in. Demerits will be issued for tardies.*

**3:10** Dismissal (Seniors dismiss at 12:45, unless taking an elective. See student schedule via FACTS Family Portal.)

The school office, located on the Main Campus, is open from **7:30 AM to 4:00 PM** during the regular school year. Summer office hours will be posted. There is a payment box on the outside wall of the main office for your convenience. Students having business with the school office should arrange to visit the office before or after school hours. Students should come to the window and ask the secretary's permission before entering any office.

Early dismissal and ½ day dismissal is at 11:30 AM.

## **5.26 SEARCHES**

According to South Carolina law, school officials have the right to search any person on the premises of any school in the state. This includes, but is not limited to, a student's desk, purse, cell phone, school locker, gym locker, gym bag, backpack, pockets, or car.

## **5.27 JUNIOR/SENIOR TRIP**

Juniors and seniors are encouraged to take part in a school sponsored trip in the spring of each school year. In the past we have traveled to New York City, Washington DC, San Antonio, Florida, and Philadelphia. The location varies year to year. The trip usually lasts five days.

The purpose of the trip is to expose students to a different culture, open their minds to a new and awesome world, build deeper relationships, and create lifelong memories. However, a majority of students must participate in order for the trip to be feasible. Students will be made aware of the destination of the trip and given deadlines for their payments. Several fund raisers will be organized to help the students off set their personal cost for the trip.

## **5.28 SEXUAL IMMORALITY**

South Pointe Christian School is a uniquely religious, educational institution that seeks to provide a quality education in a distinctive Christian environment. One of the goals of SPCS is to work with parents and guardians to train Christian young men and women to be salt and light in their communities. SPCS believes that the Bible is the inspired Word of God, and as such sets forth the moral standards by which all Christians should live. SPCS requires and expects that both students and those in authority over them fully support the school in this distinct mission and in its Biblical beliefs and standards. Relying on the teachings of Scripture, we believe that the Bible prohibits sexual immorality of any type, including, but not limited to, pornography, homosexuality, adultery, sex outside the bonds of marriage (one man and one woman), or alternative gender identity (1 Thessalonians 4:3). On those occasions in which a particular student, parent, or guardian is participating in any immorality that is contrary to God's Word or displays opposition to the standards and beliefs of SPCS (as stated in this handbook) the school administration reserves the right to refuse admission to an applicant and/or require that the individual(s) withdraw from the school.

## **5.29 SPIRITUAL EMPHASIS**

Chapel services are held each week on both campuses. Various speakers and/or faculty will lead the services. From time to time there will be special musical and educational programs. Parents are encouraged to visit any chapel service.

### **5.30 SUPPLIES**

Students will receive a list of necessary classroom items not supplied by the school during the summer mailing. The office also has a list of grade-appropriate supplies on file. Parents can also find these items on the school Facebook page and the school website.

### **5.31 TRANSCRIPTS**

Transcripts are maintained through our Renweb software, and a copy is kept in each high school student's permanent folder. Transcripts are furnished upon request only if all fees and payments are current and if all detentions are served.

### **5.32 YEARBOOK PICTURES**

Parents are encouraged to submit pictures of school events/activities for publication in the yearbook. Pictures must be clear with sharp contrast. All pictures need to be emailed to Ben Fur: benfurr.spcs@gmail.com.

## **6 SICKNESS, INJURY, AND MEDICATION**

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### **6.1 SICKNESS OR INJURY**

Students are not to come to school if they are running a fever (99.6 degrees or higher) or are too ill to maintain their daily schedule. Students who become ill while at school will be sent to the school office (Main Campus students) or to the brick building office (Mills Campus students) where they will remain until the parent arrives. If a student suffers a serious injury at school, SPCS will call for immediate medical assistance and then attempt to notify the parents. For minor injuries, an attempt will be made to reach the parents first for their instructions.

### **6.2 COMMUNICABLE DISEASE POLICY**

South Pointe Christian School desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness, which arises as a result of a specific infectious agent, transmitted either directly or indirectly from a susceptible host or infected person or animal to other persons.

If a teacher or administration official reasonably suspects that a student or employee has a communicable disease, the administrator shall immediately be notified.

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, SPCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. South Pointe Christian School reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

Communicable diseases include (but are not limited to): Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, Animal Bite of Humans only by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiaasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immunodeficiency Virus (HIV), Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (rubella), Meningitis, Meningococcal Disease, Mononucleosis, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever R. Rickettsia, Rubella (including congenital), Salmonellosis, Schistosomiasis,

Shigellosis, Smallpox, Syphilis Tetanus, Toxoplasmosis (acute), Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio, Cholera, Vibrio Infections, Yellow Fever.

## 6.3 MEDICATION

South Pointe Christian School **will not** administer over-the-counter medications or prescription drugs to students without a completed **STUDENT MEDICATION FORM** (available in the Main Campus Office). The Student Medication Form must be signed by a parent and explain dispensing procedures (includes over-the-counter medicines) and any anticipated reactions of the student to the medicine.

Students **MUST** bring their own medication which will be stored and locked in the office (Main Campus, grades K5-3) or brick building office (Mills Campus, grades 4-12) along with the signed **STUDENT MEDICATION FORM**. **ALL** medicines must be turned into the office with the completed **STUDENT MEDICATION FORM**. Students cannot keep **ANY** medications on their person, in their backpacks, purses, gym lockers, cars, etc.

Prescription medicines must be in the original container and labeled with the child's name.

Students who complain of headaches or other occasional aches and pains **cannot** call parents and get permission for a staff member to administer over-the-counter products.

The school cannot assume responsibility to see that medication is taken at the proper time or in the prescribed manner. Students requiring close attention in this area should remain under the parent's supervision.

# 7 ACADEMICS

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## 7.1 GENERAL INFORMATION

This section provides the parents and students of South Pointe Christian School information regarding course offerings and the school's academic requirements for graduation. The administration understands that the academic program of SPCS cannot match the number of course offerings of its public counterpart, but it does strive to excel in the thoroughness of its presentation of the material taught in the classroom. Students who are willing to apply themselves and do what is required of them by the teacher can expect to do well at SPCS and should satisfactorily make the transition to college.

Our courses have been carefully developed to prepare our students for entrance into college. With a strong commitment to the Bible and solid coverage of language, math, and the sciences, we feel that our students should be adequately equipped for a challenging future. We remind our parents and students that we teach all classes in light of the Word of God, and we do not apologize for such a commitment. We believe the Bible gives a scriptural admonition to ... *train up a child in the way he should go* ... and that ...*The fear of the Lord is the beginning of wisdom* ... These convictions affect the academic orientation of all classes taught at South Pointe Christian School.

It is our desire that each student, with the encouragement of his/her parents, works hard and does his very best to complete the task that has been set before him/her.

### 7.1.1 Elementary

SPCS primarily uses the ABeka curriculum and textbooks, supplemented with Positive Action for Christ and BJU Press. The main emphasis is placed upon reading, math, and grammar. Bible is taught as a specific graded subject with a strong emphasis placed upon the student's individual responsibility to a holy God.

### 7.1.2 Middle and High

SPCS primarily uses the ABeka curriculum and textbooks, supplemented with Positive Action for Christ (grades 6-12), Prentice Hall mathematics (grades 7-12), and Alpha Omega Life-Pacs are used for some electives. Bible is taught as a specific graded subject with a strong emphasis on Christian lifestyle and worldview.

*SPCS Parent-Student Handbook, revision 8.13.2022*

## 7.2 GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59 Failing
I	Incomplete
P/F	Pass or Fail
NC	No credit (usually due to absences)
S+	Excellent
S	Good
S-	Satisfactory
N	Poor
U	Unsatisfactory

## 7.3 GRADING/REPORT CARDS

### 7.3.1 Kindergarten

- Kindergarten work is not graded until the second nine-week period. The grading of the child's work may take many forms: a comment, a check mark, a sticker, or by an actual letter grade. Each method is recorded in the grade book and will be used in determining the child's report card grade.
- The K5 report card is based on the same scale as grades 1-12 but uses letter grades only. Social and developmental skills are also graded by letter on the K5 level.

### 7.3.2 Grades 1-12

- Grades will be issued at the end of each quarter. At that point, the subject area teachers will assess each student's ability, attitude, and application of skills. All incomplete work at the end of a grading period must be made up within 3 school days after the beginning of the new grading period, or the grade will be changed to an "F."
- Progress reports will be emailed to parents of all students during the middle of each grading period. The purpose of this report will be for parents to evaluate their child's grades and to take whatever action necessary to make improvements. Parents who wish to discuss the progress of the child are encouraged to schedule a conference with the teacher.
- Report cards are issued at the end of each grading period at PTF or via Thursday folder.
- These reports give parents and students accurate information regarding the progress or lack of progress being made by the student. Final report cards will be handed out on Award's Day for 1<sup>st</sup> through 6<sup>th</sup> grades. For students in grades 7-12, the final report card will be mailed to their home address. All account balances must be paid in full before final report cards or transcripts will be issued.

### 7.3.3 Grade Point Average (GPA)

- Class rank and grade point averages are computed for all students at the end of each semester. SPCS uses the **Uniform Grading Policy (UGP)** adopted by The SC State Board of Education in December 2016 for use in all SC public schools.

<u>Average</u>	<u>Grade</u>	<u>CP/TP</u>	<u>Honors</u>	<u>Advanced Placement / Dual Credit</u>
100	A+	5.000	5.500	6.000
99	A+	4.900	5.400	5.900
98	A+	4.800	5.300	5.800
97	A+	4.700	5.200	5.700



96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A-	4.200	4.700	5.200
91	A-	4.100	4.600	5.100
90	A-	4.000	4.500	5.000
89	B+	3.900	4.400	4.900
88	B+	3.800	4.300	4.800
87	B+	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B-	3.200	3.700	4.200
81	B-	3.100	3.600	4.100
80	B-	3.000	3.500	4.000
79	C+	2.900	3.400	3.900
78	C+	2.800	3.300	3.800
77	C+	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C-	2.200	2.700	3.200
71	C-	2.100	2.600	3.100
70	C-	2.000	2.500	3.000
69	D+	1.900	2.400	2.900
68	D+	1.800	2.300	2.800
67	D+	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D-	1.200	1.700	2.200
61	D-	1.100	1.600	2.100
60	D-	1.000	1.500	2.000
59 and below	F	0.900	1.400	1.900

## 7.4 EXTRA CREDIT

Extra credit is given at the teacher's/supervisor's discretion and can only be used to raise a grade before the end of the grading period. Extra credit will not be given to students that have a low grade as the result of not turning in homework, projects, etc. No extra credit may be done to raise a grade already earned and reported on the report card.

## 7.5 PROMOTION REQUIREMENTS

### 7.5.1 Grades 1-8

- For a student in grades 1-8 to be promoted to the next grade, he/she must have successfully passed all academic subjects. If the student fails grammar, language (or phonics), mathematics, or reading, he/she will be retained. If a student fails both science and history, he/she will be retained. If a student fails one subject and does poorly in another, he/she may be asked to repeat the grade or be required to be successfully tutored for the summer. If a child nearly fails a particular grade or several subjects, and displays a distinct lack of maturity for his/her age, he/she may be asked to repeat the grade or attend summer tutorial.

## 7.5.2 Grades 9-12

- Students in grades 9-12 who receive a final grade of "F" in any required subject must repeat the subject and receive a passing grade in order to be eligible for promotion or graduation. Summer school may be offered, but only at the discretion of the administrator. An hourly fee or fee per subject will be charged for summer school attendees.
- For a student in grades 9-11 to be promoted, he/she must earn the required credits for the next year's classification:

### To enter grade:

10  
11  
12

### Must have earned:

6 credits (including English 9)  
12 credits (including English 10)  
18 credits (including English 11)

## 7.6 TESTING

### 7.6.1 Achievement Testing Program

South Pointe Christian School has a detailed testing program designed to measure student's abilities and progress. The results of this testing are used to aid the teachers and administration in improving the curriculum. Standardized tests compare a student's ability or achievement to a national group of students the same age or the same grade level. Tests can be very useful in planning your child's education, but they are only one way of evaluating your child's performance or needs.

You can help your child's testing performance in several ways:

- Be sure your child gets a good night's sleep the night before testing.
- Feed your child a good breakfast to get the day off to a good start.
- Encourage your child to listen closely to the testing directions.
- Encourage your child to use all of the time allowed for each section.
- Be sure your child has #2 pencils and any other required supplies.
- Be sure your child arrives at school on time on test day.
- Avoid scheduling dental or medical appointments on testing days.
- Recognize the importance of the test, but do not make your child nervous about taking it.

#### 7.6.1.1 IOWA Achievement Assessments and COGAT (grades 5K-8)

Students in grades 5K-8 take the IOWA Achievement Assessment and COGAT in March/April.

#### 7.6.1.2 PSAT (grades 8-11)

Students in grades 8-11 are required to take the PSAT exam in October. The purpose of the PSAT is practice for the SAT, and for juniors who do extremely well may qualify for scholarships through the National Merit program.

#### 7.6.1.3 SAT (Grades 11-12)

Juniors and seniors are encouraged to take either the SAT (Scholastic Aptitude Test) or the ACT (American College Test) before graduation. Preferably students should take both to ensure adequate information for college admissions. These tests are given on Saturdays several times a year, at different high schools and universities. They are used to help predict academic performance in college. Most colleges and universities require either the SAT or the ACT as a requirement of admission.

#### 7.6.1.4 Examinations (Grades 7-12)

Mid-term and final exams are administered to 7<sup>th</sup> through 12<sup>th</sup> grade students in each academic class. These exams are weighted and calculated into the second and fourth quarter grades.

Students who meet the following requirements may exempt mid-term exams:

- An A average in the class for quarter one



- An A average in the class one week prior to first scheduled exam.
- no more than 5 demerits for 1st and 2nd 9 weeks.
- no more than three absences in the class

Students who meet the following requirements may exempt final exams:

- An A average in the class for quarters one, two and three
- An A average in the class one week prior to first scheduled exam.
- no more than 10 demerits for the year
- no more than five absences in the class

## 7.7 FIELD TRIPS

Age-appropriate field trips enrich the academic experiences offered in the classroom. Field trips help to make students aware of the lifelong learning experiences available to them in formal settings like museums, exhibits, plays and also in informal settings like orchards and farms.

Field trip guidelines:

- An itinerary will be sent home to parents allowing ample time for questions and answers.
- Campus departure and return times will be adhered to as closely as possible. When a delay is unavoidable, the office will be notified immediately, and parents will be informed as soon as possible.
- **All students will ride the bus on the way to the activity.** (For small children, the bus ride *is* part of the field trip.) **Students may return home with their parents** after the field trip activity is concluded. (Please let the teacher know when you are leaving with your child.) If space permits, and the teacher agrees, parents may ride the bus with their children. School liability prohibits students from riding in a vehicle with parents other than their own without specific written consent.
- Students may bring audio/video devices, including cell phones, on field trips at the teachers' discretion. The school is not responsible for any lost or damaged items.

Notes to parent chaperones:

- Although a teacher plans a field trip for his/her group of students, the teacher is responsible for the entire group that attends. **Please do not bring brothers, sisters, or friends with you**, as the teacher needs to be able to focus on the children in his/her class without being distracted.
- **Please be sure that your attire is in compliance with our school dress code** (see Student Dress Code section).
- Please keep in mind that field trips are school-sponsored trips. The teacher is still in charge. He/she sets the agenda for the day. You are there to enjoy the trip with your child. If you want to set your own course and pursue your own interests, please do so on a return trip.
- **Please make your child follows the rules.** The teacher in charge has to be fair to **all** of the students in his/her care. If the teacher corrects your child, please support the teacher.

## 7.8 HOMEWORK

### 7.8.1 General Information

South Pointe Christian School believes that homework is vital to the student's academic development. It stimulates independence and self-direction. It reinforces school learning through practice and provides an opportunity to spend extra time on worthwhile school activities or projects. Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. As a parent, support the teacher's efforts by ensuring that your child completes homework assignments. The responsibility for doing the homework belongs with your child. Failure to do homework will result in lower grades.

The amount of time needed to complete homework varies from day to day. You can help your child with homework by:

- providing a good place for homework with a well-lighted table or desk
- setting aside a regular time for homework

- serving as a consultant about problems, but not doing your child's homework
- asking the teacher if you do not understand why the homework was assigned or what it should accomplish

Homework is assigned:

- For reinforcement: We believe that most students require solid drilling to master material essential to their educational progress.
- For practice: Following the classroom explanation, illustration, and drill on new work; homework is given so that the new material will be mastered.
- For remedial activity: As instruction progresses, various weaknesses in a student's grasp of a subject become evident. Homework following classroom instruction allows these weaknesses to be quickly identified.
- For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that will be given as homework assignments.

Homework assignments must be completed and handed in on the day designated by the teacher. Students are required to write their assignments in a notebook provided for that purpose. Parents should check to see that all homework is completed and all appropriate books are returned to the classroom.

All teachers will limit homework on Wednesday nights, in order to promote participation in local church services and activities.

Student athletes are held to a higher standard and will not be granted concession due to away games or practices.

### **7.8.2 Kindergarten**

Homework for K5 students begins the second nine weeks. Homework starts with simple phonics review and writing practice two (2) nights per week. Reading assignments start in December, one (1) night a week. A homework assignment sheet is placed in the book bag. It should be signed and returned after the homework is completed. Teachers expect homework to be completed when assigned. Parental help is the key to the success of the child.

## 7.9 HONOR ROLL

Students who earn straight "A's" during a grading period will be listed on the All-A Honor Roll.

- Students who earn all "A's" and "B's" during a grading period will be listed on the A/B Honor Roll.
- Students who earn all "A's", as final grades, will receive an "All-A medal". Students who earn all "A's" and "B's" will be given an A/B certificate. Medallions, trophies, and/or certificates will be handed out during the school's awards ceremony in the spring.

# 8 TRANSPORTATION

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## 8.1 CHANGE IN TRANSPORTATION

IF SOMEONE WHO DOES NOT TYPICALLY DO SO IS PICKING UP YOUR CHILD DURING OR AFTER SCHOOL — FOR ANY REASON — PLEASE NOTIFY THE SCHOOL IN WRITING OF THIS CHANGE. IF AN EMERGENCY ARISES, PLEASE CALL, IDENTIFYING YOURSELF AND THE PERSON WHO WILL BE PICKING UP YOUR CHILD. A PHOTO ID WILL BE REQUIRED OF THE PERSON PICKING UP THE CHILD IF WE DO NOT KNOW THIS PERSON.

## 8.2 MAIN CAMPUS (HIGHWAY 9) GRADES K5-3

### 8.2.1 Morning Drop-Off Procedures

- **(7:30-8:00 A.M.)**
- Parents should pull up to the furthest orange cone at the entrance to Usher Street to drop off their child(ren). Students should exit the car on the passenger side and walk to the end entrance door where a staff member will be on duty to greet the child(ren). This will allow us to unload five to seven cars at a time which will save you time in line. In other words, you should not wait until your car is directly in front of the end entrance door to let your child out of the car (unless we are experiencing heavy rain).
- Please do not pass any car in the car drop-off line unless directed to do so by a staff member on duty.
- Students arriving after 8:00 A.M. will be counted tardy and must be signed-in by a parent/guardian at the front office.
- **If you come inside to drop-off your child, please park in the middle or side parking lots. Do not block the drive thru or park in front of the building.**

### 8.2.2 Afternoon Pick-Up Procedures

- **3:00-3:15 P.M.**
- During Open House, parents will be given a large white index card. In large print, please write your child's first name, last name, and grade level on this card. Display it on the dash or window of your vehicle.
- Cars are lined up in a double line. The first car in line needs to pull forward to the furthest orange cone at the entrance to Usher Street. Pull as closely to the car in front of you as possible. Usually, five to eight cars are loaded at a time.
- At 3:00 P.M. dismissal begins. A staff member will call your child's name from the car line on the walkie-talkie. Your child will exit the end door and walk to his/her car. Children are to load on the passenger side only. Please be extra patient the first week as our new students get acclimated to the procedure.
- \*DO NOT let the traffic back up onto Highway 9. If you notice that there is no room for you to enter the pick-up line, we ask that you cut the block a number of times until there is room for you to enter the line.
- Do not exit the school grounds until the car in front of you has done so. *Stay in line.* All cars should exit onto Usher Street. *It is dangerous to make U-turns out of the line in order to exit onto Highway 9.*
- Parents, please stay in your car and do not walk to the end door to pick-up your child. The procedure we have in place is for the safety of your child and all of our children.

- Do not give the teachers money or forms during this hectic time.
- Children not picked-up by 3:15 P.M. will be sent to Extended Care. Standard daycare rates apply.
- No daycare or extended care children will be dismissed from the end doors.
- **If you come inside to pick up your child, please wait at the service window where office staff will be able to assist you. Please park in the middle or side parking lots. Do not block the drive thru or park in front of the building.**

## 8.3 MILLS CAMPUS (CATO STREET) GRADES 4-12

### 8.3.1 Morning Drop-Off Procedures

- Students may be dropped off at the Mills Building (brick building) between 7:00 A.M. and 7:30 A.M. From 7:30-8:00 A.M., students must be dropped off at the gym. Students entering the gym after 8:00 A.M. will be counted tardy.

### 8.3.2 Afternoon Pick-Up Procedures

- During Open House, parents will be given a large white index card. In large print, please write your child's first name, last name, and grade level on this card. Display it on the dash or window of your vehicle.
- Cars may enter one of the incoming lanes of traffic from Cato Street and are to follow the marked lanes to the end or to the back of the car in front of you. Cars are lined up in a double line. Pull as closely to the car in front of you as possible.
- At 3:10 P.M. dismissal begins. A staff member will call your child's name from the car line. Your child will walk to his/her car.
- The inner most car line will be called first and dismissed, followed by the second line of vehicles. Usually five to eight cars are loaded at a time. Please be extra patient the first week as our new students get acclimated to the procedure.
- To keep the pick-up safe and efficient, please advance only as the car in front of you advances. Do not switch lanes and do not pull around to get in front of another vehicle unless directed to do so by a staff member on duty. This is very important in order to prevent accidents and keep your children safe. Please wait patiently for your child to be sent to your vehicle. **Do not exit your vehicle to get your child, and do not motion for your child to come to you.**
- Dismissal ends at 3:25 P.M. Any students in grades 5-8 remaining at school after 3:25 P.M. and not involved in sports will be transported to the Main Campus for Extended Care. Standard daycare rates apply. There is no Extended Care for grades 9-12.

## 8.4 STUDENT DRIVERS AND PASSENGERS

Student drivers are required to complete the SPCS Driving/Riding Permission Form before driving privileges are granted. The form must be signed and dated by the parents. Students that ride with classmates must also complete the SPCS Driving/Riding Permission Form. If this form is not on file, permission will not be granted to ride as a passenger. Both the driver and the passenger must have the corresponding name on their respective permission forms.

Students will be assigned parking spaces during the first week of school. **Students must pay a parking fee (see tuition and fees sheet) and display a parking placard from their rearview mirror.**

- Cars must be parked at the designated area upon arrival at school. Permission shall be obtained from the administrator for each authorized use of a car during the regular school day.
- Student drivers must file a record of their driver's license and insurance coverage (and names of regular riders if any) with the office.
- Students must have full insurance coverage to drive cars or motorcycles to school.
- Students must observe all posted speed zones and follow regular traffic patterns.
- Students may not be in or go to cars in the parking lot during school hours without permission.

- Students may not sit in their cars with other students before or after school. Students must leave the campus after school.
- Students violating school regulations regarding the use of automobiles may be denied permission for car use.
- Students may not play loud offensive music in their cars on campus.
- Students should always lock cars parked on the school grounds. The school is not responsible for stolen or damaged items.
- Any report of reckless driving will result in the loss of driving privilege.
- Speed limit on Main/Mills Campus is 10 mph.

Violation of any of the above requests may cause a student to lose his/her driving privileges for up to one full semester and may also result in disciplinary action.

**\*ADMINISTRATION RESERVES THE RIGHT TO SEARCH ANY CAR AT ANY TIME ON CAMPUS.**

## 9 MIDDLE AND HIGH SCHOOL DIVISION

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### 9.1 MIDDLE (GRADES 7-8) AND HIGH SCHOOL (GRADES 9-12) COURSE REQUIREMENTS

#### *Special Notes*

- All students while enrolled at South Pointe Christian School are required to take Bible classes. Students who fail these classes must retake them in the summer session before being promoted to the next grade level or being awarded a diploma graduation.
- **All under classmen (grades 7-11) are required to take seven classes per year.** Seniors must take at least five classes. (*Schedules from year to year may change, causing minimum number of required classes to change.*)
- Students who drop out of a class during the course of the year will receive no credit for that class.
- Requirements for graduation begin in ninth grade. For each full-time, annual course that is successfully completed during the school year, one credit will be awarded. Completion of a semester course will receive one-half credit. A minimum grade of a "D-" is required to receive a unit of credit.
- Any student receiving an "F" can receive credit toward graduation by successfully repeating that subject the following year. Another alternative is to take a correspondence course from an approved academic institution. Such a course must correspond closely to the subject failed and be approved by the administration.
- All courses attempted are included in the computation of a student's grade point average (GPA), including failed courses where no credit is issued. This does not include dual enrollment or college credit.
- It is the student's responsibility to see that all courses are satisfactorily completed in order to graduate. Although student records will be checked frequently to make sure that all graduation requirements are being met, South Pointe Christian School cannot be held responsible for any student who is deficient in credits at the end of his/her senior year.
- Seniors will not be permitted to march in the commencement exercises if they lack more than one credit for graduation. Also, arrangements must have been made to earn their credit in an approved summer or correspondence school program before the student can march. South Pointe Christian School cannot be held responsible for the inconvenience caused by a senior's failing courses during the last days of school.
- Seniors will not be permitted to march in the commencement exercises if they have detentions they have not served. South Pointe Christian School cannot be held responsible for the inconvenience caused by a senior's accumulating demerits necessitating detentions during the last days of school.

### 9.1.1 Credit Transfer

- Students are required to furnish the school office with any transcripts of work completed in other schools as soon as possible. These credits will not be counted until an official transcript from the school is in our office.

### 9.1.2 Drop/Add Regulations

- A student must have the approval of all the teachers involved and the approval of the administrator to drop or add a course. No student may drop a class without written permission from his/her parents.

### 9.1.3 Graduation Course Requirements

#### South Carolina

Minimum Requirements		University/College Requirements	
Credits	Subject	Credits	Subject
4	English	4	English
4	Mathematics	4	Mathematics
3	Science*	4	Science*
3	Social Studies**	3	Social Studies**
1	Foreign Language	2	Foreign Language –some universities require 3
1	Computer Science	1	Computer Science
1	Physical Education	1	Physical Education
<u>7</u>	<u>Electives</u>	5	<u>Electives</u>
24	Total	24	Total

#### North Carolina

Minimum Requirements		University/College Requirements	
Credits	Subject	Credits	Subject
4	English	4	English
4	Mathematics	4	Mathematics
3	Science	3	Science*
3	Social Studies**	3	Social Studies**
1	Physical Education	2	Foreign Language –some universities require 3
2	Foreign Languages	1	Physical Education
<u>6</u>	<u>Electives</u>	8	<u>Electives</u>
21	Total	25	Total

## South Pointe Christian School

Graduation Requirements		
Credits	Subject	
4	English	*Three (3) lab sciences are required for college entry, physical science which is not a lab science but is required to graduate from a South Carolina high school.  **One/half (0.5) credit in Economics, one/half (0.5) credit in Government, one (1) credit in U.S. History, and one (1) credit in other social studies courses.
4	Mathematics	
4	Science*	
3	Social Studies**	
2	Foreign Language	
1	Fine Arts	
1	Computer Science	
1	Physical Education	
5	Electives	
25	Total	

An elective is any class that is not serving the purpose of satisfying another graduation requirement. Students should not assume that there is any less amount of work associated with these classes.

### 9.1.4 Honor Courses

- Honors classes, which extend and deepen the opportunities provided at the high school level, are designed for the students exhibiting superior abilities in the particular content area. The honors curriculum places emphasis on critical and analytical thinking, rational decision making, and inductive and deductive reasoning.
- Students who choose to take these classes for "honors" credit must have approval from the subject teacher, guidance counselor, and the administrator. The students must maintain at least an 84 average during the course of the year in order to receive the honors' credit. Honors courses are designed for students who have strong motivation and are **willing to do a substantial amount of work on their own**. Students pursuing honors credits must adhere to the standards outlined in the course syllabus. **Course assignments will greatly differ from those given in college preparatory (CP) courses. Additionally, the level at which the student is expected to perform will far exceed that which is maintained on the CP level.**

#### Honors (H) credit offered:

- Anatomy
- Chemistry
- Biology
- Physical Science
- Psychology
- Algebra 1,2
- Geometry
- Probability/Statistics
- English 1, 2, 3, 4
- U.S. History
- World History
- Government/Economics
- Spanish 1, 2

### 9.1.5 Dual Enrollment

- Students interested in dual enrollment must seek approval from SPCS guidance/administration. If course needed is not offered at SPCS, the student may choose dual enrollment at any accredited technical college. Dual enrollment/college credit **outside of the dual enrollment/college credit courses offered during the school year through SPCS's partnership with Columbia International University,** will



not count toward the student's GPA for SPCS. ALL SUBJECTS taken at a technical college must be preapproved by SPCS guidance/administration.

- High school students involved in college credit or dual enrollment classes must maintain regularly assigned work as a priority before engaging in additional course work.
- SPCS has secured a partnership with Columbia International University. See Appendix C – Columbia International University Dual Enrollment Agreement for additional information. Students will receive dual credit for preapproved CIU courses taken during the regular school day.

## 9.2 GRADUATION HONORS

- Graduates who are members in good standing of the Beta Club or American Christian Honor Society (ACHS) will graduate with honors.
- The valedictorian and salutatorian from the graduating class will be chosen on the basis of the academic record alone. The valedictorian and salutatorian must have been students at South Pointe Christian School during the **entire eleventh and twelfth grades**.
- *Beta Club or ACHS honors are the only honors permissible to be worn as part of graduation attire. GPA for determining marshals for graduation is calculated at the end of 1<sup>st</sup> semester.*

## 9.3 NATIONAL HONOR SOCIETIES

- *NATIONAL JUNIOR BETA CLUB* is open to students in grades 6-8.
- *NATIONAL SENIOR BETA CLUB* is open to students in grades 9-12.
- *THE AMERICAN CHRISTIAN HONOR SOCIETY* is open to students in eleventh through twelfth grades

A student inducted into the Beta Clubs must have a minimum cumulative average of 90 (excluding PE and Music) with no “D” or “F” averages on his report card, demonstrate good character, and show evidence of a good testimony. Students are subject to faculty approval prior to being invited to join the Beta Clubs.

A student inducted into The American Christian Honor Society must meet the requirements of the Beta Club with a minimum grade average of 95 (PE, music, and electives are **not** included in the average).

If an honor society member commits a 40-demerit or greater offense, or is suspended from school for any reason, the student will be suspended from the honor society for 18 weeks. No student who has been suspended from the honor societies may hold office while he is suspended. Seniors who are suspended from the honor societies within 18 weeks of graduation will not graduate with honors and will not wear the Beta stole or the ACHS cords. **No outside honors will be acknowledged, with the exception of Military Honors.** Only Beta Club and ACHS honors will be recognized at graduation.

## 9.4 CLASS REPRESENTATIVES

Students who are elected as class representatives (president, vice-president, secretary, treasurer) must have at least a “C” average, with no “D” or “F” for semester grades. They must have attended South Pointe Christian School for one complete year (2 complete semesters). They are subject to faculty approval. Students who have accumulated 40 or more demerits in a year will not be eligible to hold these positions.

## 9.5 PHYSICAL EDUCATION AND ATHLETIC PROGRAMS

Physical education stresses physical activity, not as an end in itself, but as a means toward fulfilling one's personal potential in all phases of life. Physical education is a planned program of personal movement experiences that develops the body and fosters intellectual and creative growth.

### 9.5.1 Goals

- Health and fitness - care of the body in order to serve God and others
- Motor proficiency - use of human movement to meaningfully serve God and others



- Intellectual – understanding of the human body in action

For the Christian, play is natural. It is a gift. Play is both the process and product in physical education.

While the Bible states that bodily exercise has no relationship to our need for salvation (I Tim. 4:8), our bodies are the vehicles in and through which we serve God and others in life. Physical education allows the student to develop according to Luke 2:52.

### 9.5.2 Dress

- Standard dress code applies. However, students in grades 7-12 may change into athletic shorts that meet all other dress code standards for shorts.
- Athletic shoes are required. Failure to “dress out” on required days causes a drop in grade, as well as the possibility of other discipline as the instructor sees fit.
- Students should not wear expensive jewelry to school. Teachers are not responsible for holding such items. Anything brought into the dressing room (including jewelry) is the student's responsibility. No jewelry is to be worn during P.E. class or when any sport is played. Girls should put jewelry in their purses and not leave it loose or hanging in the locker.

### 9.5.3 Excuses

- For minor difficulties, a note from the parents is required. A student should bring a note from home stating the date, grade, student's name, and the length of time and reason he/she is to be excused. Phone calls are not acceptable. If a student **does not** have a written excuse, points will be taken off his/her grade.
- Students are required to dress out for class even though they may be physically unable to participate. They will be used to assist the teacher as needed, thus maintaining their participation grade. If any student is physically unable to participate in the regular physical education activities for a period of more than three consecutive classes, he or she must secure a medical excuse from the doctor. This excuse will need to be specific so that the teacher will know what the student is capable of doing in class. If a student in grades 4-8 is medically excused from the class for a period of time, he/she must do written reports during this time of non-participation in order to maintain a passing grade.
- If a student is to be excused permanently from physical education, he/she must obtain a medical excuse from his/her physician. This procedure must be cleared with the Administrator. Any student with a medical problem or disability needs to tell the teacher by the end of the first week of class. The teacher needs to know if the student cannot participate in certain activities or if he/she may be limited in an activity.
- Students will not be excused from P.E. classes to make up work in other classes.

### 9.5.4 Grading

- In grades 5-8, objective grading will take into consideration sports, skills tests, rules tests, notebooks, attendance, tardiness, dress, reports, completing assignments and physical fitness tests. Subjective grading will take into consideration participation in class activities, including sports, using skills in game situations, social and personal qualities, neatness, leadership, effort, initiative, sportsmanship, conduct, etc.

### 9.5.5 General Information

- Students will be given strict instructions as to care and maintenance of the gym floor covering. All use of the gym must be cleared by the administration.
- Excuses will not be written for students who take too long to change. Students should remember not to waste time, and to be prepared for the next class. P.E. students may not leave the gym until they are dismissed from class.

- Horseplay and any other conduct unbecoming to a young man or lady regarding the standards of the school will not be tolerated.
- Do not abuse the equipment.
- Keep the floor, walls, and water fountains clean.
- Exercises for the entire year must be done correctly or extra work will be given.
- Students are expected to use and express good manners at all times.
- Report any injuries to the instructor immediately.
- The equipment room and the coaches' office are off limits. Students may enter only with permission from a teacher.
- Students and unauthorized personnel are not allowed at the score table.

### **9.5.6 Athletic Program**

- Students wearing a SPCS uniform represent our school, and their conduct reflects on the student body as a whole. Athletes must watch every aspect of their behavior during play, while traveling, and/or in the stands. Fighting, abusive language, or poor conduct will not be tolerated and will subject the athlete to immediate removal from the team. Listed below are a few rules:
  - Athletes are to be picked up within 10 minutes after practice or after a game.
  - Injured players are to stay with their team and are not to loiter around school.

#### **9.5.6.1 Interscholastic Activities**

- South Pointe Christian School maintains an active interscholastic sports program competing in major sports through membership with the South Carolina Association of Christian Schools. All students participating in any interscholastic sports must have a current sport's physical each year of participation.

#### **9.5.6.2 Student Participation in Sports**

- The spirit of the school's policy, with regards to academics, is to ensure that South Pointe Christian School maintains academic excellence and at the same time fulfills contracted games we obligate ourselves to play. Our ultimate purpose is to train the child to prioritize and to honor their commitments.
- Participants that fail to maintain passing grades in all classes will be subject to a two-week probation, pending a conference with the athletic director, administrator, subject teacher, and parents. The result of the conference will determine student's eligibility.
- A 75 average plus a passing grade in Bible is required to maintain eligibility in any sport.

#### **9.5.6.3 Sports Fees**

- Our sports activities are not funded by tuition so we must have some means of generating an income to defray the expenses that ticket sales and fund-raisers do not cover. These items include uniforms, equipment, insurance, official's fees, transportation, and miscellaneous expenses.
- We currently charge each student who participates in sports a participation fee of \$80.00 per sport played. Fees are non-refundable and are due at the beginning of the sport season.
  - There are no charges for archery.

# APPENDIX A – TECHNOLOGY GUIDELINES AND USE AGREEMENT

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The purpose of technology use and network account access at South Pointe Christian School is to aid students and faculty with research, communication and other educational goals set by SPCS. All technology use and Google account access should follow Scripture’s mandates and SPCS’s expectations. SPCS’s highest concern is that students develop Christ-centered thinking in relation to Internet use and technology.

## **SPCS G Suite for Education Accounts**

- Every K5-12 grade school student will have access to Google’s G Suite for Education. This includes a school issued email account, Google Classroom, Google Meet, and additional G Suite for Education tools.
- Each student (and parent) should memorize his credentials. Students are not to use another person’s account. For security reasons, passwords must be changed every 90 days. Students keep the same email account from year to year.
- Parents/Guardians of new students will receive set up instructions via email prior to the start of school.
- Parents may request technical help (e.g., for a forgotten password or an account that was locked because the user did not reset the password by the required date) by emailing Mrs. Griffin. Please allow 24-48 hours for account changes to take effect.

## **Computer/Network Policy – Love God and others**

1. All SPCS network users should be guided by the principle of love for God and others as the highest motive for the use of technology (Matt. 22:37–40). A student’s conduct online and offline reflects on God, on him or herself, and on our school.
2. Communication with others should be edifying (Col. 4:6; Eph. 5:19–21, 29). Students should endeavor to build up others through encouragement toward godliness, honesty, thanksgiving and grace-filled speech.
3. Students should be responsible stewards of all SPCS technological equipment. They may not modify, repair or otherwise tamper with any SPCS device.
4. Students should not violate copyright laws, license agreements, etc., on images, software, audio files or documents.
5. Students should not place any software on the SPCS network that could harm the network or attempt to “hack” into the network. Unauthorized access to any SPCS network is strictly forbidden.
6. Students should not access, store or disseminate any inappropriate material (Eph. 5:1–6). Inappropriate material includes, but is not limited to, any slanderous, divisive, sensual, worldly, hateful, sacrilegious or obscene content in any form.
7. Students should not post photos, quotes, etc., of any SPCS employee or student without the individual’s permission.
8. Each student should always let his conduct on the SPCS network be above reproach (Eph. 4:1–3).

## **Personal protection**

1. Because of the corrupt nature of humanity, Christians must be watchful for evil activity (1 Pet. 5:8) and not be naïve (Prov. 27:12) about the dangers in any area of technology. SPCS assists students by providing accountability and protection on the SPCS network. (Parents are to assist students by providing accountability and protection while using G Suite for Education, and other networks, during Distance Learning.)
2. A student should never share any personal information online with any individual or company with which he or she is unfamiliar. Personal information includes items such as photos, addresses, phone numbers, full name, Social Security number, account names, account numbers or passwords.
3. A student should never share his or her SPCS network username and password with anyone except his parents/guardians or SPCS teachers (for use if the student forgets the password).
4. A student should immediately contact a teacher/parent if he accidentally receives a message that he or she feels is inappropriate or makes him or her feel uncomfortable in any way.

5. SPCS Mills Campus network has an active filtering system to protect students from much of the danger on the Internet. It also catalogs the sites visited and time spent at each location. Users shall have no expectation of privacy on the SPCS network. (Main Campus students do not have unsupervised technology access, or the freedom to navigate to other sites/applications.)
6. Students should not attempt to bypass or disrupt the filter in any way.

## **GOOGLE ACCOUNT AGREEMENT**

South Pointe Christian School recognizes that technology and Internet resources offer a wide variety of educational opportunities and tools that can enhance learning. G Suite for Education is one of the important tools utilized by teachers and students to help students succeed. Use of G Suite is at the discretion of the classroom teacher and will only be used when appropriate for the student's grade level and learning objective. We are very excited about the possibilities that G Suite offers students and teachers in the classroom as we strive to provide our students with 21st Century skills.

This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience. The following Google services will be available to each student and hosted by Google as part of South Pointe Christian School's online presence in G Suite for Education:

- Gmail: A private email address that can only be used to send and receive email for specific teacher directed projects and communication.
- Drive: A secure online space where students will store all of their digital work. In Google Drive students can create Google Docs, Google Sheets, Google Sites, Google presentations using Slides, Google Drawings and they are all stored on the web. Anywhere that students have access to the internet, they can access their work. Students will be able to work on projects at school and at home. Applications in Google Drive can be shared for collaboration.
- Calendar: An individual calendar providing the ability to organize schedules, daily activities, and assignments.
- Classroom: Classroom is designed to help teachers create and collect assignments paperlessly, including time-saving features like the ability to automatically make a copy of a Google Document for each student. It also creates Drive folders for each assignment and for each student to help keep everyone organized. Additionally, Classroom now has the capability to provide real-time video sessions through Google Meet.
- Selected Apps: Selected apps will be available to students when requested by teachers and when safe, and appropriate.

Student use of G Suite for Education is governed by SPCS's Technology Safe Use Agreement and the SPCS Student-Parent Handbook. Students are responsible for their own conduct at all times when using G Suite for Education, just as they are when they use any technology resources the school offers.

Students retain the intellectual property rights of any work that they create and store on the Google Drive. There are no ads in G Suite for Education. Google will not sell data to third parties nor will they share information in G Suite with third parties except if required to do so by law.

SPCS encourages all parents to share in the G Suite for Education experience by logging in with your child to see the types of activities and educational experiences that are offered.

For additional information about privacy and safety, Google's "Trust" site provides an excellent guide to staying safe and secure online. The guide can be accessed at <https://www.google.com/edu/trust/>

By signing the Student/Parent Agreement, I confirm that I have read and understand the following:

- G Suite for Education runs on an Internet domain purchased and owned by South Pointe Christian School and is intended for educational use only.
- By default, advertising is turned off for the school's G Suite for Education domain.

- No personal student information is collected for commercial purposes.
- Students have no expectation of privacy on the G Suite system. School staff and administrators have access to student email for monitoring purposes.
- Access to and use of G Suite for Education is considered a privilege and is at the discretion of South Pointe Christian School.
- SPCS maintains the right to immediately withdraw access and use of G Suite for Education when there is reason to believe violations of law or school policies have occurred.

By signing the Student/Parent Agreement, I confirm that I have read and understand the guidelines for the responsible use of G Suite for Education by students:

1. **Official Email Address.** Students will be assigned a username@southpointechristianschool.org email account. This account will be considered the student's official South Pointe Christian School (SPCS) email address until such time as the student is no longer enrolled with SPCS. When leaving the school, students have 7 days to transfer any files or emails from their G Suite account to their personal storage. After the 7-day grace period ends, the student's entire account, including all files and emails, is permanently deleted. Neither SPCS nor Google has the ability to restore files once the account has been deleted.
2. **Conduct.** Students are responsible for good behavior just as they are in a traditional school building. Students are not permitted to use obscene, profane, threatening, or disrespectful language. Communication with others should always be school related. Students should never say anything via email that they wouldn't mind seeing on a school bulletin board or in the local newspaper. Students should notify the teacher of anything that makes them uncomfortable or is inappropriate. Bullying will not be tolerated, and the privacy of others should be respected at all times.
3. **Access Restriction.** Access to, and use of, student email is considered a privilege accorded at the discretion of South Pointe Christian School. The School maintains the right to immediately withdraw the access and use of these services, including email, when there is reason to believe that violations of the law or School policies have occurred. In such cases, the alleged violation will be referred to a building administrator for further investigation and adjudication.
4. **Security.** SPCS cannot, and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place for email, the School cannot assure that users will not be exposed to unsolicited information.
5. **Privacy.** SPCS and all electronic users should treat electronically stored information in individuals' files as confidential and private. Users of student email are strictly prohibited from accessing files and information other than their own. The School reserves the right to access the user's Google account, including current and archival files of user data, at will or when deemed appropriate by administrators.

## APPENDIX B – LOCKER USE POLICY

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Lockers are made available for 7<sup>th</sup> through 12<sup>th</sup> grade student use in storing school supplies and personal items necessary for use at school. However, lockers are not to be used to store items which cause (or can reasonably be foreseen to cause) an interference with school purposes or an educational function, or items which are forbidden by state law or school rules. A student who uses a locker that is the property of the school is presumed to have no expectations of privacy in that locker or the locker's content.

The student's use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials such as weapons, illegal drugs or alcohol, or any other material forbidden by school rules.

### LOCKER RULES

In order to implement the school policy concerning student lockers, the school has the following rules and regulations:

1. **LOCKS:** The school will retain access to student lockers by keeping a master list of combinations or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials, nor may they exchange locks with another student. Unauthorized locks may be removed without notice and destroyed. *All lost or damaged locks will be replaced by the school, and students will be charged \$40.00 for their replacement.*
2. **USE OF LOCKERS:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause (or can reasonably be foreseen to cause) an interference with school purposes or an educational function, or items which are forbidden by state law or school rules. Students will be expected to keep their lockers clean and orderly. There are to be no stickers affixed to the lockers, either inside or out. Students are not to write on the inside or outside of the lockers with any writing instrument, whether permanent or nonpermanent. Parents will be responsible to pay for any damage caused to the lockers by their child.
3. **AUTHORITY TO INSPECT:** The school retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of item 2. The principal or a member of the staff designated by the principal shall conduct all inspections of student lockers.
4. **INSPECTION OF INDIVIDUAL STUDENT LOCKERS:** The inspection of a particular student's locker will not be conducted unless the principal or designee has a reasonable suspicion to believe that the locker to be inspected contains items which cause (or can reasonably be foreseen to cause) an interference with school purposes or an educational function, which are forbidden by state law or school rules, or which pose an imminent and serious threat to health and safety necessitating the general search of part or all of the lockers, as set forth in item 5 of this policy. Before a particular student's locker is inspected, the student, if present on the school premises, shall, where practicable, be contacted and given the opportunity to be present during the conduct of the inspection unless circumstances require that the inspection be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student's locker has been inspected under this rule without the student's presence, the principal or designee shall notify the student of such inspection as soon as practicable thereafter.
5. **INSPECTION OF ALL LOCKERS:** An inspection of all lockers in the school may be conducted if the principal believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of an interference with school purposes or an educational function, a physical injury or illness to any person, damage to personal or school property, or a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are when the school receives a bomb threat, when evidence of student drug or alcohol use creates a reasonable belief of an unusually high level of student use, at certain times of the school year to check for specific school supplies or equipment, or when there is a reasonable belief that weapons are stored in the lockers. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be



examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

6. **STUDENT MATERIAL:** When conducting an inspection pursuant to these rules, the inspector shall take care to avoid disrupting the contents of the locker or intruding unnecessarily into any student's written material located in the locker. In addition, as to written materials, the inspection will be kept to the minimum level necessary to determine that such material is not contraband or being used to conceal contraband.
7. **DISPOSAL OF CONFISCATED CONTRABAND:** All contraband confiscated from lockers may be disposed of by the principal or her designee as he or she deems appropriate. Options include return to the proper owner or place (unless it poses a threat to health or safety), use as evidence in a student discipline proceeding if possession of the contraband constitutes a ground for suspension or expulsion, delivery to the appropriate law enforcement officials for prosecution purposes if possession of the contraband constitutes evidence of a crime, or destruction.
8. **INVOLVEMENT OF LAW ENFORCEMENT OFFICIALS:** The principal or designee may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required to identify substances which may be found in the lockers or to protect the health and safety of persons or property (such as to aid in the discovery and disarming of bombs which may be located in the lockers). The principal may cause a locker inspection to be performed for school purposes if information supplied by law enforcement officials gives rise to a reasonable suspicion that a locker contains contraband.
9. **LOCKER CLEANING:** Nothing in these rules shall affect members of the custodial staff, who at the direction of a supervisor, clean out lockers from time to time in accordance with a general housekeeping schedule or clean out the locker of a student no longer enrolled in the school.

**By signing the Student/Parent Agreement, I confirm that I have read and understand the South Pointe Christian School Locker Policy and have carefully studied the specific standards. I hereby agree that, in consideration for the privilege of my child attending SPCS as a student, I will be bound by the terms of the rules and regulations. I will give SPCS my complete support and cooperation in upholding, applying, and enforcing these standards.**



# APPENDIX C – COLUMBIA INTERNATIONAL UNIVERSITY

## DUAL ENROLLMENT AGREEMENT

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### Dual Enrollment Agreement

Columbia International University, 7435 Monticello Road, Columbia, SC  
South Pointe Christian School, 28981 HWY 9, Pageland, SC

*Affirmed: June 2022*

*To Be Reviewed: January 2023*

**PURPOSE:** The purpose of this Dual Enrollment Agreement (DEA) is to establish the terms and conditions under which South Pointe Christian School (SPCS) will function in relation to Columbia International University (CIU) in the 2022-2023 academic year.

This agreement will allow SPCS students to enroll in any 1000 or 2000 level course at CIU. SPCS students taking these courses will earn a grade on the permanent CIU transcript as well as the SPCS transcript.

#### GRADE SHARING

CIU will issue a grade report for any student from SPCS at the end of each academic term for which the student is enrolled. Upon execution of this agreement, CIU agrees to submit final grades for any dual enrolled students from SPCS at the end of each term. Requests for specific student information should be made to the Office of the University Registrar ([registrar@ciu.edu](mailto:registrar@ciu.edu); (803) 807-5059).

#### STUDENT PAYMENT

Student payment is typically made individually (see section below). However, if SPCS wishes to make full payment for their students, they may do so. Upon request, CIU's Accounting office will provide a listing of all SPCS student account balances for payment by SPCS.

#### STUDENT EXPECTATIONS

**CIU Resources and Services:** CIU will provide access and support to students and faculty in order to ensure quality education.

- **Textbooks:** Students will be enrolled in CIU's free textbook rental program through CIU's bookstore, Slingshot. Physical textbooks will be mailed directly to the student's home address 3-5 business days after the student registers for classes. Physical textbooks are rentals and must be returned with the label provided at the end of the course. Digital textbooks are accessed by selecting Bookstore on the Quick Links menu of MyCIU, selecting Log In on the top right of the bookstore webpage and entering in their MyCIU username and password.
- **Academic Services:** Disability accommodations, advising, tutoring, and all academic services are available to dual enrolled students. Any accommodations specific to CIU courses must be approved by CIU's disability coordinator (Director of Academic Success).
- **Academic Calendar:** Students follow CIU's academic calendar and the professor's syllabus for assignments.
- **Student Privacy:** The Family Educational Rights and Privacy Act (FERPA) governs the access to educational information in higher education institutions. This applies to any educational record, including the dual enrolled student. CIU

encourages students desiring parental access to their information complete a “Permission to Access Records” form designating parents (or any specified individuals) to access their financial, academic, or student life information.

- **MyCIU Portal** – Students will use their MyCIU login to access and complete the following:
  - **Student Registration**  
SPCS students are welcome to enroll in any 1000 or 2000 level course offered by CIU provided that the student can meet at the scheduled times of the course. Students will self-register at the Academic tab of MyCIU after they are admitted.
  - **Canvas Student Class Portal**  
Students will access their classes and grades through Canvas. Students will login to MyCIU and have access to Canvas at the top of MyCIU 1 day after they are registered.
  - **Student Payment**  
Students will pay CIU tuition of \$100 per credit hour and may have additional course expenses depending on the course. Statements are available for payment on MyCIU two months prior to classes starting.
- **CIU Email**  
Students will be assigned a CIU email one day after they register. The CIU email is the official method of communication to the student from CIU faculty and staff once the student is enrolled. The CIU email may be access at the top of MyCIU. Students are encouraged to forward their CIU email to a personal email address to ensure regular monitoring.

### **Student Admission**

Rising high school sophomores, juniors and seniors may apply to enroll in lower division undergraduate courses as part of CIU’s high school dual enrollment program. Applicants applying for admission into the high school dual enrollment program provide the following to the Admissions Office:

- Online application
- High school seniors
  - Official high school transcript with minimum cumulative GPA of 3.0 on a 4.0 scale (unweighted).
- High school juniors
  - Official high school transcript with minimum cumulative GPA of 3.0 on a 4.0 scale (unweighted).
- High school sophomores
  - Official high school transcript with minimum cumulative GPA of 3.5 on a 4.0 scale (unweighted) on completed 9<sup>th</sup> grade year.

Students that do not meet the minimum GPA or test score requirement may be considered for admission with submission of a letter of recommendation from the high school guidance counselor or principal.

CIU will accept high school students to be part of CIU’s high school dual enrollment program independent of their faith. It is CIU’s desire that all high school students who may not be Christians when they take course(s) at CIU, will be introduced to Him and come to accept Him as Savior.

### **TRANSCRIPTS**

While students typically submit transcripts individually as part of the application process, SPCS may choose to submit all transcripts directly to CIU upon request. These may be sent in batch

to CIU's Admission office.

**ADDITIONAL PARTNER BENEFITS – TUITION DISCOUNT**

Students who participate in this program may be eligible for a renewable Partnership Discount each semester if they are enrolled full-time in CIU's residential undergraduate degree seeking programs or enrolled at least part-time in CIU's online undergraduate or online graduate degree seeking programs.

Prospective students should contact the Admissions Office for details. Current students should contact the Financial Aid Office to ensure continued eligibility for the Partnership Discount.

**AUTHORIZATION**

\_\_\_\_\_  
Jessica J. Griffin  
Principal  
South Pointe Christian School

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. James E. Lanpher,  
Provost and Dean of the College of Arts and Sciences  
Columbia International University

\_\_\_\_\_  
Date

# STUDENT/PARENT AGREEMENT

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South Pointe Christian School believes the above policies must be agreed on and understood between the school, the student, and the parents. By signing below, I am indicating that I have read this handbook, discussed it with my student, and accepted the stated policies. I will give SPCS my complete support and cooperation in upholding, applying, and enforcing these standards.

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**Parent Signature**

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**Date**

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**Student Signature**

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**Date**