

“Creating a Passion for Learning”

Southport Christian School



Family Handbook 2017-2018

Celebrating 22 Years of Academic Excellence

Excellence in Education

Foundations in Faith

SOUTHPORT CHRISTIAN SCHOOL FAMILY HANDBOOK 2017-2018 SCHOOL YEAR

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NOTE Throughout this handbook, read every "he", "him", and "his" as "he/she," "him/her," and "his/hers." Additionally, read each "parent(s)" as "parent(s)/guardian(s)."

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Dear School Family:

We welcome you to our 22nd year for Southport Christian School. I am so excited to see what God has in store for us this upcoming school year. Our journey continues as we add high school to our academic program. God continues to bless this school's ministry as we strive to honor Him with excellence in all that we do. On behalf of our staff I want to thank you for partnering with us this year.

The tradition of Christian education and academic excellence continues at Southport Christian School. Our mission is for every child to thrive, grow and develop his or her gifts and talents. Our goal is that every student would develop a Biblical Worldview in which they view the world they live in, so they evaluate and measure everything through the lens of God's Word. Thank you for partnering with us this school year. We look forward to an amazing school year with great anticipation.

In His Service,

Lisa Kjome

Lisa Kjome
Principal

STATEMENT OF FAITH

Deuteronomy 6:4-9

“Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be on your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the door frames of your houses and on your gates.”

Southport Christian School's statement of faith strives to highlight the core biblical values of our common faith as followers of Jesus Christ. We do not seek to advocate or endorse any particular church or denomination but to simply communicate who we are as a school. As such, we present the following statements as the spiritual foundation upon which our school is based.

We Believe . . .

- that there is only one true and living God, who exists in the form of the Trinity; God the Father, God the Son, and God the Holy Spirit.
- that Jesus Christ was born of a virgin, lived a sinless life, was crucified for our sins. He rose from the dead on the third day, ascended into heaven and sits at the right hand of God the Father. Jesus is alive today, He is the only hope for our salvation and He will come again to judge the living and the dead.
- that the Bible, both the Old and New Testaments, is the inspired, infallible and authoritative Word of God. The Bible is the foundation of Christian education, values and ethics.
- that the model by which we are to live our lives is Jesus Christ as He is revealed to us in the Holy Scriptures.
- that prayer is a powerful tool available to all Christians to effect personal and corporate change and should be practiced regularly.
- that the value of each person is evident in that God created us in His own image, and in that Christ died for us. Therefore every person, regardless of race, gender, creed, economic condition, or nationality possesses dignity and is worthy of respect and Christian love.
- that the events taking place in the world around us should be viewed and understood in light of God's Word, as it is our supreme standard.
- that **JESUS IS LORD!**

MISSION STATEMENT

The Christian school is an extension of the home and church, and is established to educate students in the knowledge of God and the Scriptural way of life. By providing the highest standards for intellectual and spiritual learning, our goal is to equip each child with the necessary tools to effectively pursue the profession or vocation to which the Lord will lead.

PHILOSOPHY STATEMENT

The philosophy of Southport Christian School is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God. Our aim socially is to provide a Christian perspective on the total world view from which will come a balanced personality and a proper understanding and acceptance of a person's role at home, at work, at play, and at worship -- all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creativity and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his or her choosing, whether in college, university, or in vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. It must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone -- Scripture and Biblical truths must be woven throughout the total curriculum. While the education of children is the responsibility of parents, the school functions as an agent for parents and teachers to work cooperatively in every phase of each student's development and also to improve the overall process of Christian education.

Southport Christian School Quick Facts:

An independent interdenominational Christian School. We are currently located on the Beach Road Baptist Church campus on Long Beach Road.

Founded in 1996 by concerned parents and religious leaders desiring an alternative to the public school education and environment.

Member of the Association of Christian Schools International (ACSI).

Current grade range: 3 Year Preschool through High School.

Qualified, committed teachers: All are professing Christians who enthusiastically demonstrate and proclaim God's love.

Class size is limited to ensure personal attention.

Tuition for '17-'18: \$5650 plus registration fees. Discounts available for children of clergy, multiple-children families and children of staff members.

Uniforms are required.

Led by a Board of Directors consisting of members of the community.

ADMISSIONS POLICY

Southport Christian School (SCS) does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other administered programs.

Admission to our Preschool and Pre-Kindergarten program-Every child must be potty-trained.

Admission tests in math and reading will be administered to students beginning in grade 1. In order to be accepted into Southport Christian School at the intended grade level, a student must:

- Score no lower than 6 months below their entering grade on math and reading entrance tests.
- Demonstration of oral reading and comprehension commensurate with grade level.
- Show evidence of passing their last grade in their previous school, as well as achieving a passing year-end grade in the areas of math and language arts.
- Attend, with parents or legal guardian, an entrance interview with a representative of Southport Christian School. During the interview, the family's Christian experience and commitment, attitudes toward authority, willingness to submit to Biblical discipline, personal goals, and scholastic records will be discussed. Regarding readmission to SCS, the board reserves the right to admit/not admit a former student. Considerations of past behavioral issues and attitudes, public denunciations of school, defamatory statements, physical intimidation of children, teachers, and other parents and the best interest of the school will be used for readmission applications to SCS.
- In the course of the school year new students transferring from local schools will be not accepted after the beginning of the 2nd semester for that current school year. This is due to End of Year test requirements.

As attendance at SCS is a privilege and not a right, all students are accepted on a 30 day trial basis. The school reserves the right to dismiss any student who does not cooperate with the educational process or whose tuition has become delinquent for 45 days.

FINANCIAL POLICIES

FEES: The registration fee is due at time of enrollment or re-enrollment, and is non-refundable. A yearly fee is charged for administering the monthly payment plan by Smart Tuition, and is non-refundable.

TUITION PAYMENT POLICY

There are two payment options:

- Full payment by July 1 to receive 5% discount on the annual tuition rate.
- 10 monthly tuition payments July through April.

Full payment is made directly through the SCS Office. Cash, check or credit card.

Monthly tuition is invoiced or drafted through Smart Tuition at <https://parent.smarttuition.com>. Several payment options are available: mail-in check, automatic withdrawal, credit/debit card charges. Payment by mail means an invoice will be sent 20 days before the due date. The due date can be selected as the 1st, 10th, or 15th of each month. Smart Tuition does not accept cash payments. If the automatic withdrawal from your checking/savings account is used, you will receive an email 10 days before a withdrawal is made. If a credit or debit card is used, a 2.85% convenience fee will be assessed. Please see the Smart Tuition Frequently Asked Questions at the end of this handbook.

TUITION DELINQUENT ACCOUNTS

Smart Tuition payments are due on or before your due date. If your payment is not made by your due date, or you are carrying an outstanding balance, a follow up service fee will apply.

A bank fee will be applied to your account for any failed payment processed via auto-debit, phone, web or failed check payments. Your bank may also impose additional fees.

STUDENTS MAY BE DIS-ENROLLED if their tuition account is 45 days past due.

If a student withdraws during the school year, full tuition payment is due through the end of the month. Report cards and student records may be withheld if tuition and other fees are unpaid.

AFTERSCHOOL CARE PAYMENT POLICY There are two payment options:

- Pay-as-you-go due the Friday following each week of service.
- Monthly due the next Smart Tuition billing cycle.

Pay-as-you-go is made directly through the Afterschool Care staff or SCS office using cash or check. Pay-as-you-go credit/debit card or check payments may also be made through the ASC Buy Now link on the SCS website. If a credit or debit card is used, a 2.85% convenience fee will be assessed. Any outstanding balances will be added to your monthly Smart Tuition bill.

Monthly ASC fees will be invoiced or drafted through Smart Tuition at <https://parent.smarttuition.com> following the same payment and delinquency policies as tuition. ASC fees incurred through the 5th of each month will be added to the following month's tuition invoice. For example, ASC fees through September 5th will be added to the October tuition invoice.

AFTERSCHOOL CARE DELINQUENT ACCOUNTS

Students may be dis-enrolled from ASC if their fees are 30 days past due until outstanding balance is paid. The school reserves the right to withhold report cards and student records until fees have been paid in full according to the signed financial agreement.

BOARD OF DIRECTORS

The officers of the SCS School Board are the President, Secretary, and Treasurer. Other members of the School Board include the Pastor of Beach Road Baptist Church, SCS principal, a parent liaison, a Beach Road Baptist Church Representative, and other members as deemed necessary by the School Board. The goal of this Board shall be to govern by Godly wisdom, counsel, and consensus. A nominating committee from the Board shall make recommendations to the Board for new members.

ATTENDANCE

Student arrival: 7:45am – 8:05am

Tardy: 8:05 am
Excessive tardies will be monitored by the Board of Directors.
PARENTS MUST SIGN IN TARDY STUDENTS IN THE OFFICE.

If you walk your child to class, please depart from the classroom by 8:05am for the students to begin their day. After 8:05am all parents and visitor's must have a visitors pass from the office.

A student can only succeed in school if attendance is for the entire day on a regular basis. Our school calendar allows for 36 weeks of school. To receive credit for class work and to ensure instruction, correction, and testing, students must attend school. Also, as you are aware, there are state truancy laws that govern this area. In general, the following reasons for school absence are acceptable:

- Verified illness of student

- Death in family
- Verified medical appointments (Please try to schedule during non-school hours)
- Previously arranged trips (These should be discussed in advance with the teacher and arrangements should be made to make up work.)

REQUIRED MAKE-UP DAYS OF SCHOOL

Students are required to make up all missed assignments.

Once a student reaches a total of 5 unexcused days absent per semester, he may be **required** to serve In-School Suspension. Students are allowed 10 absences per school year.

Please notify the school by calling the office (457-5060) by no later than 7:45 AM on the days that your child will be absent from school. Students who are absent must present a note of explanation on the day of return. Students are expected to make up all work they miss during an absence.

TARDY POLICY

Tardy: 8:05am

When tardy: **The Parent must sign in the child in the office to receive a late pass. This will allow him to enter his class after 8:05am.** A child who is tardy to school negatively effects instruction for the ENTIRE class.

- 12 tardies per year are allowed, 6 per semester.
- The Board of Directors will monitor all excessive tardy situations

A child who is tardy to school negatively effects instruction for the entire class and will be dealt with by the principal on an individual basis.

Safe Place ARRIVAL AND DISMISSAL

ARRIVAL

SCS does not provide transportation.

Classes begin each morning at 8:00 am.

Doors will open at 7:45 am. Please do not let your children out on school grounds before this time.

Once students have been dropped off, parents should refrain from going into or staying in the classrooms. Their school day begins promptly at 8:00am. If a parent wishes to observe the class in session, an appointment should be made with the classroom teacher or through the school office.

If you walk your child to class, please leave classroom by 8:05am. After 8:05am, all parents and visitors must have a visitor's pass from the office.

EARLY ARRIVAL: is available from 7:30am – 7:45am at no charge.

DISMISSAL

PreK – 1st grade 2:30pm dismissal PLEASE NO pick-up between 2:00-2:30pm.

2nd grade – High School 2:45pm dismissal

It is extremely important that children are picked-up promptly.

- NO PARKING between 2:20pm – 2:45pm.
- Drive through the pick-up line to pick up your child. Do not get out of your car.
- Keep traffic moving. Traffic on the highway is very dangerous.
- Families with children dismissing at both times, pick them up at 2:45pm pickup. Younger siblings will stay in their classroom until that time.
- A \$10.00 late pick-up fee will be assessed to the following month's tuition for each day that your child is picked-up from school after 2:50 PM without notifying the school's office prior to the end of the school day. Your child will be sent to After School Care at 2:50 PM.

- **PLEASE REFRAIN FROM PICKING UP YOUR CHILD EARLY. CLASSROOM INSTRUCTION CONTINUES UNTIL SCHOOL DISMISSES.**

Each teacher will escort his class outside at dismissal and a designated staff member will remain with the children until they have all been picked up. Please make safety a priority during arrival and dismissal. At the beginning of the school year, each parent will be asked to fill out a form identifying other individuals who may pick up his child(ren) after school. If it is necessary for someone other than the parent or a person on this list to pick up your child(ren), a signed note (or a phone call) from the parent **must be** given to the teacher no later than the morning of the day in question. SCS will not release any child to any individual without such notification. Parents-please do not get out of your car at dismissal time. Drive through the pick-up area and a staff member will bring your child to you.

***Safe Place* DISMISSAL PROCEDURES AND POLICIES**

CAUTION:

The Sherriff's Department provides a voluntary officer during arrival and dismissal.

HOWEVER, this courtesy is subject to emergencies that may arise in our area.

BE AWARE: There may NOT always be an officer directing traffic.

1. Parents are to wait for children in their cars. The staff will assist students with buckling seat belts, if needed. This helps expedite dismissal in a safe and orderly manner. We will have approximately 150 students this year. Please make every effort to drive through for your child to be placed in your car. Also, we ask parents to refrain from cell phone use during drop-off and pick-up to assist in the safety of arrival and dismissal.
2. All teachers will bring their students to the front of the school, and have their children wait in line to be dismissed. Do not try to take a child before they have reached the front of the school and been dismissed.
3. If you have children that are dismissed at different times, please wait until the last dismissal time to take children.
4. The playground is closed to all children except those in Afterschool care or staff at 2:30. This is for safety and liability reasons.
5. If a child is not picked up by 2:50pm they will be taken to Afterschool care. They will be charged the \$10 daily childcare fee. If this occurs more than once, you will be assessed the \$25 registration fee for Afterschool care.
6. If you need to pick up your child early you must come to the office to sign them out. A staff member will go to the classroom to notify the teacher and student and bring them back to the office.
7. **Parents and all Visitors- you MUST sign in with the school office before entering any classroom or school grounds.** Visitor passes are available in the office. Parents are not permitted to visit classrooms without first checking in. Anyone not properly checked in will be asked to leave the school campus.
8. Visitors under the age of 18 must be accompanied by a parent or approved guardian at all times while on school campus.

Southport Christian School is a **Safe Place** School. This policy requires us to call the Sheriff's Department and go into *Lock Down* if our Parent/Visitor sign-in policy has been compromised. This is for your child's safety. We must make these policies a priority this school year. Thank you for your help and assistance.

INCLEMENT WEATHER

In case of ice, snow, hurricane or other inclement weather, SCS will generally follow the schedule of the **Brunswick County Schools**. On bad weather days, check local radio and television news reports to see what schedule is being followed by **Brunswick County Schools**. Parents are responsible for picking up their children promptly on days the school must close early. **Call the school phone number 457-5060 for updates and recordings for closings and openings.**

HEALTH INFORMATION

We care about each person in the school (children and teachers) and ask parents to please be conscientious about our health guidelines. If your child exhibits any of the symptoms listed below on arrival to or during the school day, he will be separated from his class and the parent will be called to take him home.

It is important for you to note that we consider all children who are healthy enough to be at school (no fever, etc.) as healthy enough to be out of doors. Fresh air is beneficial to the children's social-emotional, physical, and academic growth. The only exceptions to this policy will be with a Doctor's note.

To maintain good health in the school, **we ask you to keep your child home if he:**

- 1. Has a fever or has had one within 24 hours
- 2. Has a heavy nasal discharge
- 3. Has diarrhea
- 4. Is fussy, cranky, and not himself
- 5. Stomach ache
- 6. Rash (except allergies)
- 7. Has a contagious disease (including pink eye and head lice)
- 8. Vomiting
- 9. Persistent coughing
- 10. Inflamed throat
- 11. Ear ache
- 12. Swollen glands

The following is the exclusion period from school for specific contagious diseases:

- 1. Chicken Pox: usually 7 days after the onset of the rash
- 2. Ringworm: when the skin looks pink
- 3. Conjunctivitis: when redness and discharge has disappeared
- 4. Impetigo: when skin is dry and pink
- 5. Fever: when child has been without fever for a full 24 hours
- 6. Head Lice: The student must be treated and stay home for at least a 24 hour period. They must be rechecked by a school staff member before they are readmitted. The student must be nit-free after the required 24 hour treatment and waiting period.

Our desire is to protect all children and staff from exposure to illness. Please notify us if your child has a contagious disease.

DISCIPLINE

Our heartfelt desire is that all members of the school community including teachers, principal, service employees, and students have the opportunity to live and work in a climate that respects, protects, and enhances the dignity, welfare, and rights of each person. The Bible is clear in its teaching that discipline is a vital aspect of shaping the young life. Here at SCS we will strive to maintain discipline tempered with love and compassion. Behind every disciplinary measure will be a love and concern for the future of our students.

The first level of discipline is in the classroom where the teacher will establish class rules and administer discipline at his discretion within school guidelines. In cases of wrongdoing, a Biblical pattern of confession, repentance, restitution, and restoration of fellowship is followed whenever possible. Parents will be informed of major incidents involving their child and of the disciplinary measures taken in the form of a phone call, a Disciplinary Report Form, or both. The Disciplinary Report Form will outline the offense, its date and time, and the action taken by the principal and teacher. A signed copy of the report will be returned to the principal and kept on file in the child's folder.

The school rules listed in this handbook will be the standard upon which discipline is maintained. Should a teacher feel the infraction of rules is severe enough to go beyond ordinary classroom management, he has several options:

- **Principal Conference** Students who exhibit persistent or serious disciplinary problems will be referred to the principal who, in an atmosphere of Christian love and grace, will use a variety of individually-appropriate disciplinary measures in order to resolve the problem.
- **Parental Conference** Should a child's behavior become extreme, a conference with the parents may become necessary. We will try to give adequate advance notice if and when a conference is necessary.
- **1. In-School Suspension**
- **2. Out-of-School Suspension or Expulsion** The final step of disciplinary measures is suspension or expulsion. If the faculty and principal concur that an infraction is so extreme in its scope that usual class or school measures cannot be used.

The following infractions will lead to suspension or expulsion:

- Possession on school grounds of guns, knives, or explosives of any type.
- Possession or use of tobacco products, alcohol, illegal drugs, or pornography in any form.
- The repeated use of profanity or vulgarity. The willful destruction of school property
- Disruptive or disrespectful behavior towards a staff member or another student.
- Hitting, punching, slapping, kicking, or threatening any type of physical harm to any staff member or student may result in immediate suspension or expulsion from SCS.

The first suspension may be one to three days. A second suspension may be administered for five days. The third infraction may result in expulsion from SCS. The final decision concerning expulsion will be made by the faculty and administration of the school following a conference with the parents.

Disrespectful behavior exhibited by any student of SCS toward any adult associated with SCS may result in the following:

First Offense: In-school suspension

Second Offense: Out-of-school suspension

Third Offense: May result in expulsion from SCS

Disrespectful behavior includes refusing to do work assigned, talking back to a teacher or staff member, using inappropriate language or gestures towards a staff member, and other acts deemed inappropriate of an SCS student by a staff member or School Board member.

DRESS CODE (see separate list for middle and high school pp. 16-17)

All students should be dressed in a neat, clean and presentable manner. Clothing should not be too tight or too big/baggy. Extremes in hairstyles will not be permitted. Students are required to have their shirts tucked-in and shoelaces tied. Should a child's dress or grooming be in violation of the dress code, a notice explaining the violation will be sent home to the parents. No visible artificial tattoos.

Boys:

Hair: Hair is to be clean, styled neatly out of the eyes and **2 inches above the collar. NO Spiked Mohawk styles are allowed.** Styles that draw undue attention to the wearer are not acceptable. Boys are not permitted to wear earrings.

Girls:

Hair: Hair is to be clean and neatly cut. Hair style or coloring that draws undue attention to the wearer is not acceptable. **Long hair should be worn in a ponytail on PE days. Please wear shorts underneath dresses and skirts.**

Make-up: Make-up is not permissible at SCS, this includes false fingernails.

Dress Code Offenses Procedure:

1. Dress Code offense notice will be sent home.
2. Parent will be called to bring in uniform change of clothes.
3. The student will be sent home for the day.

UNIFORM POLICY-Elementary School

All Uniforms may be purchased from:

- Land's End 800-469-2222 School ID# 9000-3884-5
- Custom LogoWare, Wilmington 681-0888
- Any store selling uniform shorts, pants, and plain polo shirts without any logo other than SCS lighthouse logo. (NO CARGO STYLES ALLOWED)
- Girls' plaid items must be purchased from either Land's End or Custom LogoWare

SHIRTS: Navy, White, Red, Hunter/Evergreen polo shirts and turtlenecks. Short and long sleeved.

SLACKS, SHORTS, SKORTS, SKIRTS: Navy, and Khaki Uniform style. (No cargo styles)

GIRLS LENGTH of skirts, skorts, and shorts. No shorter than 4 inches above knee.

FRIDAY CHAPEL UNIFORM

Boys: Hunter/Evergreen polo shirt and Khaki shorts or slacks

Girls: Hunter/classic navy plaid skort, skirt or jumper from Lands' End or Custom LogoWare
Hunter/Evergreen polo shirt OR girls may also wear white peter pan collared shirts M-F.

Socks and Tights: Must be solid navy, red, green or white. No leggings or pants under jumpers/skirts.

PE Uniform:

Shoes: **Must wear tennis shoes to participate.**

Optional PE Shirt: **SCS logo t-shirt.** Navy, white, red, or green from Lands End or Custom LogoWare.

Must have school logo.

Girls with long hair must wear it in a ponytail for P.E.

Preschool and PreK students: Hunter green and Khaki must be worn to Chapel on Fridays.

DRESS DOWN DAYS –Usually held the 3rd Thursday of each month

- No tank tops, halter tops, or strapless tops (3 inch rule for strap applies)
- Tunic or tee shirt must cover modestly any tight leggings.
- Bermuda shorts are allowed-4" above the knee
- No sandals. Socks required with shoes.

Boys and Girls-Other:

Clothing: All clothing worn at SCS must follow our UNIFORM POLICY. The mandatory uniforms as outlined in the uniform policy must be worn each Friday for chapel and during other special days during the school year as designated by the staff or School Board. The parents of any student who is not in an approved SCS uniform will be notified to bring a uniform to school or to take their child home to put on a uniform before returning to class. Hats may not be worn indoors.

All sweatshirts, sweaters and vests must be plain in the front-no logos (except for SCS) or writing on them, and must be navy, white, red or hunter green **if worn in class.**

Shoes: Shoes and socks must be worn at all times.

- No heeled shoes are allowed. Soles must be flat bottomed, or less than ½" high.
- Sandals are not allowed.
- On P.E. Days: students must wear tennis shoes/sneakers to school. If not, they will not be allowed to participate in P.E. that day.
- **Straps on back of all shoes, with socks under them.**

SCHOOL RULES

CHAPEL

The chapel time should become a highlight of each week for the student as school assemblies will provide time for singing and listening to God's Word. Throughout the year the principal, faculty members, local pastors, as well as guest preachers and missionaries will speak in chapel. These services will be held each Friday at 8:30am.

Students at SCS may use the following Bible translations: King James Version, New King James Version and New International Version.

CHURCH ATTENDANCE

While we certainly cannot make church attendance a rule, here at SCS we do strongly urge that all students attend church regularly. The Christian School is only an extension of the home and church. Church attendance is a vital part of our success with each student.

CONDUCT

Part of the ministry of SCS is to develop in the students the mind and image of Jesus Christ as demonstrated by the fruits of the Spirit. These traits, listed in Galatians 5:22, are our standard of conduct for students. In the same way, as God desires to love His children and have them respond to Him, so we desire to have each student choose to do that which is right. Ideally, obedience to authority should be an act of will.

Students are expected to walk in the buildings, to use moderated voices, and to treat others with kindness and dignity.

- Any and all knives, guns and explosives will be prohibited on the SCS campus.
- The following items will be prohibited on the SCS campus unless approved for class use: IPOD, MP3 players, cell phones, radios, tape or CD players, videotapes, roller skates, scooters, toys or sporting equipment, and hand-held games.
- In order to safeguard and protect our school furniture, equipment, and carpeting, there is to be no chewing gum on school property.

STUDENT CONFERENCES

The principal is available during certain periods of the day to listen to student problems. You may call the office to schedule an appointment with the principal. Please be assured that the content of such conferences is kept in strict confidence. If a student reveals information that in the principal's opinion and discretion raises concerns for the safety and/or emotional stability of the student, that information may be revealed to appropriate officials and/or the parents.

MAINTENANCE OF PROPERTY

SCS belongs to God. The way our property is maintained will affect the school's testimony in the community. Each student, parent, and teacher is expected to help maintain the facilities God has provided for us. In the event of damage done through mischief or willful vandalism, the parent will be responsible for restitution.

PROCEDURES TO FOLLOW FOR CONCERNS OR COMPLAINTS

Requires parents to exhaust all avenues to resolve issues at the lowest level of authority.

Based on the Matthew 18:15-18 principle, three practices to control conflict are required:

1. Concerns are directed immediately to the person who is the object of the complaint.
2. If someone insists on filing a complaint, it is required that it be in writing, with a copy given to the principal.
3. Before anyone reviews the complaint, allow the person to compose a written response to go with it.

BIRTHDAYS

Students are welcome to bring in a birthday snack for the class on their birthday. This works well for lunch time, or snack time for PreK and K. The birthday snack is not to be a birthday party. A cake or cupcakes are sufficient. No gifts or party favors are to be handed out during this time.

Also, do not bring birthday invitations to school, unless every child in the class is invited. Thank you for your thoughtfulness and consideration.

HOMEWORK

Students can expect some homework at grades K-5 on Monday, Tuesday and Thursday evenings (approximately 10-15 minutes per grade in school-e.g. 10-15 minutes for first grade, 20-30 for second grade, etc.) If a student is not diligent at completing required daily assignments, make-up work to be completed at home may be quite heavy. The Upper School may be assigned homework Monday – Thursday.

LUNCH

Students are required to bring individually wrapped lunches. We encourage parents to provide nutritious lunches for the students- **NO SODA OR CANDY PERMITTED.**

All lunches must be sent to school in a lunch box. Parents should refrain from bringing lunches from fast food places, due to the importance of nutrition. Some lunchables are not acceptable-due to the candy and soda included. **Refrain from microwaveable lunches. Too many students bringing them does not allow your child enough time to heat their lunch and eat it in the designated 30 minute lunch schedule.**

PARENT – TEACHER COMMUNICATION

All elementary students will receive a class newsletter each week on Monday. It is VITAL that you read your child's newsletter each week to keep informed of classroom activities, projects, assignments and field trips. This is the only way teachers can communicate weekly with their parents. The Upper School students will use their Daily Planner for assignments and test dates.

Also, you will receive a School newsletter every Friday. This will include school-wide activities, schedules and other important information. Please read this newsletter each week to stay informed about special events and schedules.

One of the strengths in the total education of a student is the close cooperation between the school and the home. Both students and parents should feel free to meet with a teacher or teachers. Conferences may be necessary from time to time. When parents desire direct communication with a teacher, please telephone the school office and leave a message for the teacher, who will return the call. A faculty member and/or the principal may request conferences.

REPORT CARDS

Formal reports are sent home with students at the conclusion of each report period. Final report cards will be sent home. (See calendar for specific dates.) Each report period is approximately nine weeks in length.

CLASS FIELD TRIPS

Your child's class will take field trips each school year. A permission slip will be sent home for each scheduled field trip. Other trips may be added as needed, such as school rehearsals, trips to the library and other local museums or locations that become available on an individual basis. All field trip drivers must fill out the Field Trip Driver form to be approved to drive on field trips. Please respect your teacher's arrangements for field trips. We want every parent to have a turn to attend at least 1 trip per year. No siblings are allowed on class field trips, as they are planned for educational enrichment for the students and are age-appropriate for each class. **The teacher will limit the number of adults to attend each field trip. This greatly helps with student behavior. Refunds will only be allowed if a 48 hour Notice of Cancellation is given to the teacher, unless otherwise notified per specific trip destination.**

PIZZA LUNCHES

If Pizza Lunches are paid in advance, no refunds will be allowed after Wednesday of each week.

GRADING SCALES

Students will receive letter grades. Grades are also given for effort, conduct and work habits.

Kindergarten-Grade 2

O=Outstanding
G=Good
S=Satisfactory
N=Needs Improvement

Grades 3-high school

A=100-90 Superior
B=89-80 Above Average
C=79-70 Average
D=69-65 Passing

F=Below 65 Failing

Conduct / Effort: O=Outstanding; G=Good; S=Satisfactory; N=Needs Improvement

Notice of Unsatisfactory Work

SCS has a “no surprise policy”. If your child is having difficulty we will notify you at any point during the marking period. Parents should not regard a “No Surprises Report” as a mid-term report card, but rather as notification that their child’s grade(s) are slipping.

PROMOTIONS

Parents will be notified about progress and readiness for promotion. If there has not been adequate progress made by the fourth quarter, a conference will be held with the parents and the principal concerning possible:

1. Retention of the student
2. Summer tutoring options
3. Private tutoring
4. Dismissal to another school

Any student absent for more than 10 school days during the school year will be evaluated for possible retention.

TESTING

Each spring, a nationally standardized achievement test will be administered in grades 1-9. Additional testing may be done when individual evaluation is necessary. Parents will receive notification prior to the administration of all standardized or individual testing and will receive the results of all such testing.

SCS is a member of the Association of Christian School International (ACSI).

MIDDLE SCHOOL UNIFORM DRESS CODE

All students should be dressed in a neat, clean and presentable manner. Clothing should not be too tight or too big/baggy. Extremes in hairstyles will not be permitted. Students are required to have their shirts tucked-in and shoelaces tied. Should a child’s dress or grooming be in violation of the dress code, a notice explaining the violation will be sent home to the parents. No visible artificial tattoos.

Boys:

Hair: Hair is to be clean, styled neatly out of the eyes and **2 inches above the collar. NO Spiked Mohawk styles are allowed.** Styles that draw undue attention to the wearer are not acceptable. Boys are not permitted to wear earrings.

Girls:

Hair: Hair is to be clean and neatly cut. Hair style or coloring that draws undue attention to the wearer is not acceptable. **Long hair should be worn in a ponytail on PE days. Please wear shorts underneath dresses and skirts.**

Make-up: Make-up is not permissible at SCS, this includes false fingernails.

Dress Code Offenses Procedure:

1. **Dress Code offense notice will be sent home.**
2. **Parent will be called to bring in uniform change of clothes.**
3. **The student will be sent home for the day.**

SHIRTS: White, gray heather, maize (yellow), red, navy, and evergreen polo shirts and Turtlenecks. Short and long sleeved. **MUST BE FROM LANDS END.**

SLACKS, SHORTS, SKORTS, SKIRTS: Navy and khaki.

No Cargo styles OR Capri pants.

Please note that length of skirts, shorts, and skorts must not be shorter than 4' above knee.

Friday Chapel Uniform

Boys: Hunter/Evergreen polo shirt and khaki shorts or slacks from Land's End.

Girls: Hunter/Evergreen polo shirt or white Peter Pan collared shirt.
Hunter/Classic Navy Plaid OR ***Solid navy** skort or skirt. MUST BE FROM LAND'S
END.

Note: Girls may wear khaki pants on Fridays, December 1 – March 31 due to cold weather.

Socks and Tights: Must be solid-navy, white, everygreen/hunter green.

PE UNIFORM:

Shoes: Must wear tennis shoes to participate.

PE Shirt: Athletic Tee: Lands End color-white or *gray

PE Shorts: Boys/Girls Athletic Shorts: Lands End color-dark navy

Girls' hair: Long hair must be pulled back in ponytail.

High School Dress Code

Goals: To promote modesty, neatness and a culture of learning and growth

Tops:

With the exception of approved school issued t-shirts, students must wear a garment with sleeves. This is whether a shirt, blouse or dress.

The garment can be any color or pattern, but cannot be see-through.

Midriffs may not show.

Shirts and dresses with buttons must be buttoned to cover undergarments, including camisoles.

Sweatshirts, hoodies and jackets are allowed over the sleeved garment or school t-shirts.

Logos and designs are allowed on shirts. No inappropriate wording or graphics are permitted on clothing.

Bottoms:

Any color and patterned bottom is acceptable.

Shorts, pants, capris, etc. must have an inseam of at least 7" inches.

Athletic shorts, and sweatpants are not permissible.

Dresses, tunics and skirts must be as long or longer than 2" inches above the knee, even when wearing tights or leggings.

Jeans are allowed Monday-Thursday. They cannot be distressed, have holes or be too tight-no jeggings.

No sleeveless style dresses are permitted, even with a sweater.

Any type of shoe is permitted with the exception of bedroom slippers.

Hats are not permitted to be worn inside the school during school hours 8:00-3:00.

The SCS staff administration reserves the right to have any student change his or her clothing, jewelry, hairstyle, etc. if it is distraction or is deemed immodest.



Southport Christian School (SCS) does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other administered programs.

SCS is a member of the Association of Christian School International (ACSI).

Southport Christian School reserves the right to add, delete, or revise any statements in this handbook at any time during the school year. Written notice will be sent home to each parent to insert in the handbook.

SCS School Calendar 2017-2018

August

- 24 Open House 5:30-6:30pm
- 28 1st Day of School

September

- 4 NO SCHOOL-Labor Day
- 29 Progress Reports

October

- 6 NO SCHOOL-Parent/Teacher Conferences
- 9 NO SCHOOL-Columbus Day
- 27 End of 1st Marking Period

November

- 3 Report Cards Go Home
- 10 NO SCHOOL-Veterans Day
- 22-24 NO SCHOOL-Happy Thanksgiving

December

- 8 Progress Reports
- 19 Last Day of School

January

- 3 School Reopens
- 15 NO SCHOOL-Martin Luther King Day
- 19 End of 2nd Marking Period
- 23 NO SCHOOL-Staff Workday

February

- 2 Report Cards Go Home
- 19 NO SCHOOL-Presidents' Day
- 23 Progress Reports

March

- 23 End of 3rd Marking Period
- 29 Report Cards Go Home
- 30 NO SCHOOL-Good Friday

April

- 2-6 Spring Break
- 23-26 Spring Testing

May

- 4 Progress Reports
- 18 NO SCHOOL-Staff Workday
- 28 NO SCHOOL-Memorial Day

June

- 1 Last day of School

SMART TUITION Frequently Asked Questions.

General Information – FAQ's

Smart Tuition provides tuition management services for schools. Services for parents include online account access, tuition and fees invoicing, payment processing, and 24 hour customer service.

Whom should I contact if I have questions regarding my bill? The Parent Help Center is available 24 hours per day. You can access your account to check balances and make payments. You can call our parent call center at (888) 868-8828 and we will be happy to assist you. Our team of specialists is able to:

- ☑ Provide you with balance & account information
- ☑ Take a payment
- ☑ Review your payment history
- ☑ Update your payment information
- ☑ Update your personal & contact information
- ☑ Provide or change your online username and password
- ☑ Address concerns regarding your account

What credit cards does Smart Tuition accept?

Depending upon your school's policy, Smart Tuition accepts *Visa*, *MasterCard*, *American Express* and *Discover* credit and debit cards. Please note that a 2.85% convenience fee will apply. You can use your credit card to make

monthly recurring payments. **Visa Checkout™** virtual wallet is also available.

Can I pay by check?

If you would like to use your checking account to pay, you can do this by mailing a check, making a one-time payment online, calling in a payment by phone, or by setting up automatic monthly payments directly from your checking or savings account.

Can I pay using my bank's online bill pay service?

Yes, you can utilize your bank's online bill pay service to send payments to Smart Tuition. However, there are a few things to note regarding online bill pay. Online bill pay might not electronically transfer funds to Smart Tuition. Your bank may mail a paper check to us. We advise you to set up your online bill pay to occur at least 7 days prior to your due date to ensure the check is received and processed by your scheduled due date.

Why is my monthly amount different each month? Your total due may change month to month due to fees, discounts, and adjustments that have been made by your school.

What if I think an amount on my bill is incorrect? If you disagree with any of the amounts on your bill, you can contact our Parent Help Center. We will contact the school on your behalf to clarify the amount due. Smart Tuition is not authorized to modify the amount of tuition due or to arrange for alternative payment plans without your school's approval.

I just realized my tuition is due in less than two days. What is the quickest way to make a payment? Smart Tuition offers two immediate payment options including:

- Pay online at <https://parent.smarttuition.com>

- Pay over the phone 24/7, 365 days a week, by calling (888) 868-8828

Note: Payments made by phone and web are posted the same day they are received.

What is my school's late payment policy?

Payments are due on or before your due date. There is no grace period. If your payment is not made by your due date, or you are carrying an outstanding balance, a \$40 Follow Up Service Fee may apply. Smart Tuition will remind you of your upcoming payment to help you pay on time. We will also advise you when you have missed a payment to help you avoid any future fees.

Are there bank fees associated with payments that are not successful? A fee of \$30 will be applied to your account for any failed payment processed via auto-debit, phone, web or failed check payments. Your bank may also impose additional fees.

How can I setup new banking information to pay automatically each month? Changes to banking information MUST be made at least three business days before your next scheduled debit. You can update your banking or recurring credit/debit card information by logging in to your account at www.parent.smarttuition.com or you can call us directly at (888) 868-8828.

What can I do once I have logged into my Smart Tuition account online? On our parent website you can do the following:

- ☑ Make a payment
- ☑ Review payment history
- ☑ Change/edit your payment information
- ☑ Update your personal information

- ☑ View and print invoices (if you are not on automatic debit)

- ☑ See an itemized breakdown of tuition, fees and discounts billed to your account

Is there a way I can update my username and password? You can update your password directly from your Smart Tuition account at www.parent.smarttuition.com. Or you can call us at (888) 868-8828 and a representative will be able to update your user name and password.

Thanks for being a Smart Tuition Customer! If you have any questions or concerns, contact us at (888) 868-8828.