



Upper School
Academic Handbook
18-19

Mission Statement

To develop the whole person to the Glory of God

Graduation from SCPS involves fulfilling both academic and nonacademic requirements. Effective planning of an academic program necessitates an understanding of all requirements, including the school’s credit system. To this end, students work closely with their advisors on long-range planning and specific course selection.

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Requirements for Graduation

Students are required to earn a minimum of 24 Units in order to graduate from SCPS. The academic program is designed to provide students with prerequisites necessary to meet the admission requirements of most colleges and to prepare students for an academically successful college experience. Students must remain on track to graduate with their classes.

Content Area	Required Credits
Bible	1
English	4
Mathematics *	4
Sciences *	4
Social Sciences	4
Foreign Language (required: 2 years of the same language)	2
Health	½
Physical Education	½
Electives	4
Minimum Credits Required for Graduation	24

Applicable Pre-AP and/or Advanced Placement classes may be substituted for some courses.

* Students who complete algebra I or geometry in 8th grade and/or physical science, will be required to take 4 math classes in the upper school.

- A student must have earned 5 credits to enter the 10th Grade.
- A student must have earned 11 credits to enter the 11th Grade.
- A student must have earned 17 credits to enter the 12th Grade.

Transcripts will reflect a grade for each semester of every high school course a student completes. If a student repeats a semester of a course due to failure, both the failing grade and the passing grade will be reflected on the transcript and calculated into the GPA. The student will receive credit for the repeated semester.

SCPS does not rank (except to determine graduation honors of Valedictorian and Salutatorian). We do not believe class rank accurately reflects students' ability in our college-preparatory program. Many competitive colleges, universities, and scholarship programs abide by the non-ranking approach because it more accurately reflects applicants' academic performance. However, if more exact comparative data is required, the school will provide the additional information to the college, university, or scholarship program.

Seniors who have not met **all** requirements for graduation in May will not march with the class in the ceremony. Seniors may take 2 units in summer school to receive their diplomas in August. Seniors who need more than 2 units to graduate at the end of the school year will not receive their diplomas in August.

Graduates who have an overall Grade Point Average of 3.5 or above, and who have not dropped yearly courses at the semester, will graduate with honors as follows:

Summa Cum Laude	A cumulative GPA of 4.0 + is required
Magna Cum Laude	A cumulative GPA of 3.7 – 3.9 is required
Cum Laude	A cumulative GPA of 3.5 – 3.6 is required

To qualify for valedictorian or salutatorian consideration, a student must have been a full time student beginning his/her sophomore (10th Grade) year at SCPS. A student who takes 2 same subject dual enrollment (2 math, 2 English, etc.) classes in a given year, will only be credited with 1 GPA weight for the purpose of determining Valedictorian/Salutatorian.

Academic Course Levels and Placement

Placement into Levels

Faculty evaluate current Savannah Christian students in grades 8-11 at the end of each school year (and at other times if needed) to make placement decisions for the next fall. Students will be counseled to take courses commensurate with their ability, interests, and future plans for postsecondary schooling. All classes are offered based on sufficient enrollment, teacher availability, and consideration of other circumstances that may warrant change.

The decision of the next year's level involves the following:

- Successful completion of pre-requisite courses;
- the department chair's input;
- grades in the current course;
- and standardized test scores
- writing samples for all English classes (beginning Fall 2019).

Each of the levels offered at Savannah Christian prepares students for a wide-range of colleges and universities.

College Preparatory Courses

College Prep courses are the standard college preparatory work offered to Savannah Christian students. Teachers provide structure and guidance, emphasize mastery of skills, and differentiate instruction to meet the needs of a variety of learners. Students who successfully complete CP level course work at Savannah Christian will be prepared to continue the study of each discipline at the college and university level. They will have excellent critical reading, writing, thinking, and computation skills.

Pre AP Courses

Pre AP courses differ primarily in emphasis and depth and are intended for advanced, ambitious students who are willing and able to do more assignments independently, in greater depth, and with more analysis and critical thinking. Students who are successful in the Pre AP track at Savannah Christian often culminate the progression of their study in each discipline by taking AP coursework or sitting for SAT Subject tests.

Advanced Placement Courses

Enrollment and completion of all Advanced Placement courses require students to meet certain criteria. AP Courses are taught on a college level and are designed to prepare students for the AP Exam. Success on the AP Exam can enable a student to receive college credit.

AP Students are required to take the National AP Exam in the spring. An additional fee is charged in the spring for each exam. The testing fee is in accordance with the national fees charged by College Board. Any student who chooses not to take the AP Exam for a course he/she enrolls in will have the quality point removed from each semester course. In addition, the student may be required to sit for a 2nd semester exam.

Dual Enrollment Courses

Enrollment and completion of all dual enrollment courses require students to meet certain criteria, often assigned through a partnership with a SACS accredited university. Dual Enrollment Courses are college level classes designed to prepare students for their future career in college.

All AP and Dual Enrollment Courses have prerequisites listed in the course descriptions. In addition, teacher approval is required. Both conditions must occur for admittance to an AP or Dual Enrollment course. The only accommodations offered to students in AP or Dual Enrollment courses are those approved by the College Board or the participating University. Because of their curricula and difficulty, Advanced Placement and Dual Enrollment courses receive an additional increase of 1 quality point and PreAP courses receives an additional .5 quality point. While these increases appear on transcripts and used for GPA calculation, students need to know that most colleges and universities refigure these points when recalculating GPAs. All

transfer students who have passed Advanced Placement courses will receive the grade given by their previous institution. Transfer credits awarded is at the discretion of the SCPS.

Academic Prep

Academic Prep Period is a designated time during the day where a student does not have a scheduled course under direct supervision of a teacher. During this time period, a student may participate in the following:

- a) Completing of assigned work from class;
- b) Study for tests, quizzes, assignments;
- c) Work on projects, assignments, and essays; Collaborate with other students concerning assignments from a class (peer tutoring);
- d) If a teacher is available, a student may schedule a teacher tutoring opportunity. A teacher's availability is defined as having no assigned class AND agreeing to tutor at such time.;
- e) Student opportunity to meet with counselors, administrators, or other staff members as needed.

ACADEMIC PREP time is considered as a "class" and all attendance expectations and policies apply.

During Academic Prep, students should report to The Academic Resource Center, the courtyards, or a teacher's classroom with permission and no class in attendance.

Failure to abide by the expectations or failure in any class can result in a loss of "PREP" time privileges for a specified period of time, or suspension based on the type, severity, and conduct history of the student at the discretion of the administration.

Summer School & Credit Makeup

The final grade of a yearly course must be 70 or above to receive one credit. If the final grade is 69 or below, the failed semester(s) will have to be repeated in summer school to receive a credit. If summer school is not attended, the whole course (both semesters) will have to be repeated the following year. This option may pose problems with total credits required for college admission.

Any student who fails a semester course may make it up in summer school or the following school year. Students needing to make up a failed upper school course must complete an accredited summer school program approved by the SCPS Administration or SCPS' summer school program. A transcript of all completed credits must be received by August 2 prior to the start of the next school year. No student may take more than **2 credits** during a single summer.

No student may take more than **6 total credits** of summer school courses and still graduate from SCPS. To be eligible for SCPS Summer School a student must be re-enrolled.

- No credit can be given, or accepted, for tutoring by an individual acting privately or a tutoring business offering credits.
- A student who fails 3 yearly subjects both semesters may not be allowed to return to SCPS the following year.
- A student who fails 4 or more total credits at the end of the school term may not be allowed to return to SCPS the following year.

Grades Earned in Summer School – Grades earned in summer school do not replace grades earned during the school year when computing your GPA. The courses are averaged with all of the other grades on your transcript. **Each semester course taken in summer school must be passed. For example, if you take both semesters of Algebra I, you must pass both semesters. We do not average the two semester grades except for the HOPE report.**

Grading

Grading Scale

- A = 90 – 100
- B = 80 – 89
- C = 73 - 79
- D = 70 – 72
- F = 0 – 69

Grade Weighting

All upper school classes follow the same weighting procedure. Assessments equals 60% of the semester grade and classwork equals 40% of the semester grade.

Averaging Semester Grades (*SCPS rounds up from 0.5*)

- | | | |
|--------------------------|----------------------|---------------------------|
| Freshman and Sophomores: | Semester Grade (85%) | Final Semester Exam (15%) |
| Juniors and Seniors: | Semester Grade (80%) | Final Semester Exam (20%) |

Please note, averaging semester grades are based on the class, not the classification of the student. For example, if a sophomore student takes a junior level class, the class grade will be weighted as a junior. All AP and Dual Enrollment classes are junior and senior level classes.

Averaging Yearly Grades *(SCPS rounds up from 0.5)*

1st Semester (50%)

2nd Semester (50%)

Transcripts will show a student's semester grades for each course taken and the student's final grade for yearly courses. Students and parents are reminded that colleges and universities receive only copies of transcripts.

General Academic Policies

Athletic Eligibility

Athletic Eligibility Requirements: The student must have passed 5 courses the previous semester and currently be enrolled in 5 classes. In addition, the student must meet all other Georgia High School Requirements for eligibility.

Academic Honors

Placement on honor lists is determined by semester grade point averages as listed on the report card. Requirements are as follows:

Headmaster's List:	96 average or above with no grade below 90
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High Honor Roll:	90 average or above with no grade below 80
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Honor Roll:	87 average or above with no grade below 80

Honors – Academic Honors are awarded each spring during an academic awards program. Special awards are presented by the administration and faculty to recognize outstanding achievement in specific areas.

Makeup and Late Work Policies

The expectation is that all students submit assignments on time. However, when this does not occur, we need to encourage students to show responsibility for their learning by completing the assignments. Students absent due to legitimate reason (illness or emergency situation) or an approved school activity are allowed one day for each day absent to make up classwork that was issued during the absence. Students absent more than five (5) days must make arrangements with their teachers and Grade Level Coordinator for making up the work missed within one week (5 school days) after their return to school.

Students are expected to make up work missed while they were absent. Immediately upon returning to school, the student must contact teachers concerning arrangements for making up work. When an absence occurs, it is the student's responsibility to inquire about, complete, and return assignments. The student will earn full credit for work turned in on time. Any makeup work, research papers, projects, or tests turned in or completed after the allotted time will be graded in the following manner:

Days Late	Maximum Score
1 day	90
2 days	80
3 days	70
4 or more days	0

Students absent on the day of a scheduled test are expected, within 2 days of an absence and at the teacher discretion, to take the test. Students absent on the day before a scheduled test are expected to take the test on the scheduled day unless new material was covered.

When serving an in-house suspension, no extra days are given for makeup work. Students are expected to complete assignments that day.

Students who leave school early due to a school-sponsored athletic, arts, or academic events are expected to meet with teachers of the classes to be missed. Students are expected to submit all assignments, get the assignments for that day, and, if possible, complete any scheduled quizzes or tests before leaving campus for the event. At the latest any such test or quiz must be taken the following school day.

Non Discrimination

Savannah Christian Preparatory School is a co-educational, non-denominational, independent day school for students in grades prekindergarten through twelve. In addition, a Day Care and Pre-School program is available. SCPS admits students of any race, color or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school-administered programs.

Release of Records

SCPS must have written consent from a student's legal guardian before disclosing any information about a student. If the student is 18, his written consent is acceptable.

Schedule Changes

Schedule changes must be made within the first ten days of the semester. After ten days, a student may switch to a college prep course from a Pre-AP or Advanced Placement course (except when no regular course exists for the specific Pre-AP or Advanced Placement course). Written permission from the student's parent is required, along with the recommendation of the course teacher and counselor. All seniors are required to take at least 6 classes during the first semester. Teacher changes are not allowed.

Senior Exemptions

Senior exemption from final exams in May is a senior privilege, not a right. Any senior may be rewarded with exemptions from their final exams if the following criteria are met for the school year:

1. The student must earn a final average of 90% or higher for both semesters and a 90% or higher as a final grade.
2. The student may not accumulate more than four absences from the class in the second semester. Approved school related absences do not count against a student's exam exemption status.
3. The student must be clear of textbooks, library fines, and any financial obligations to be exempt.
4. If a student has a major discipline referral the student may not be eligible for exam exemption in any course.
5. The class is a full year, two semester class.

Students will participate in reviews for final exams even if exempting. Papers or projects that replace a traditional final exam may not be exempted. Students will be notified by each teacher of their exemption status the day prior to the first day of final exams. Absences will be counted through that day.

A student who meets the exemption requirements for a class may choose to take the exam regardless of his/her grade in a particular class. However, if he/she takes the exam, the grade will be counted and averaged with the semester grades in order to determine the final course grade. A student taking a dual credit or Advanced Placement course shall take final exams in accordance with course guidelines and scheduling.

Parents have the option of choosing not to have their child exempt from final exam(s).

Summer Reading

Summer Reading is required of all upper school students. Teaching units and/ or tests based on the summer reading will be a part of the beginning activities of the school year.

Transferring Students

Students transferring to SCPS during their high school program are still required to meet all SCPS requirements for graduation. Previous course work will be reviewed and credit given where and when applicable.

Transfer of Grades and Credits: SCPS accepts grades and credits from other institutions as presented on official transcripts, including credits and grades earned at the middle school level. SCPS does not apply weights received for AP and advanced courses at SCPS to the grades presented on the transcripts from other institutions. If a student chooses to repeat a course that was taken at the Middle School level or at another institution, the grade and credit earned at SCP Upper School will replace the grade and credit when computing the student's grade point average.

Transfer students' middle school grades are subject to review by the Administration and award for high school credit will remain with the discretion of the SCPS Administration. Middle School students who take Physical Science, Algebra I or above in mathematics, or French I, Spanish I or above in foreign language and received high school credit may be granted a high school credit at SCPS. The grade in these courses will count toward the student's high school GPA if credit is awarded; however, they do not count toward HOPE.

Georgia's HOPE Program & Eligibility Information

Georgia's HOPE Program offers scholarships to Georgia Colleges and Universities at two levels. The Zell Miller Scholarship awards full tuition to state colleges and university for students with a minimum 3.7 GPA calculated by the Georgia Student Finance Commission (GSFC) calculation on a 4.0 scale, and \$3600 for in-state private colleges and universities. The HOPE scholarship awards financial assistance to students with a 3.0 GPA on the HOPE 4.0 scale at a percentage of prior year rates. The exact amount of the scholarship is determined each year by the state legislature. More information about the Zell Miller Scholarship and the HOPE Scholarship can be found at the Georgia College 411 website.

The HOPE (GSFC) calculation is an average of all un-weighted grades received in mathematics, science, English, social sciences, and foreign languages, CONVERTED to the state's 4.0 scale with a ½ quality point added for AP courses. (HOPE does not add the ½ point to A grades). All grades earned in eligible coursework during 9th through 12th grades, which satisfy core curriculum graduation requirements, are equated to a grade on the 4.0 scale and then averaged.

HOPE rigor:

There are classes students take at SCPS for graduation requirements that count as rigorous for HOPE: Chemistry, Physics, 2nd year of foreign language or higher, 4th year of Math. Students must pass at least 4 academically rigorous courses to receive a HOPE scholarship.

Examples of classes that meet the HOPE rigor requirements:

- Advanced Algebra and Trigonometry/Algebra III
- Advanced Science (Biology II, Chemistry, Physics, Advanced Biology or higher)
- AP courses in core subjects
- Advanced foreign language courses (2nd year and above)

HOPE 4.0 Scale

90-100	A	4.0
80-89	B	3.0
73-79	C	2.0
70-72	D	1.0
0-69	F	0.0

Advanced courses will not receive additional weight in this calculation and converted grades will not exceed 4.0. Student grade information is sent electronically to the GSFC in mid-February by SCPS' Counseling Department. Final Grades are posted with the state by the end of June. Graduating seniors should create an account with GSFC through the website: <http://www.GaCollege411.com> to apply for the scholarship and to designate their college choice.

Zell Miller Scholarship

Grade point average of at least a 3.7 (as calculated by GSFC)

Must achieve at least 1,200 combined SAT critical reading score and math score (single administration) or a score of at least 26 on the ACT.

HOPE ELIGIBLE classes include:

Department of Bible

Life of Jesus
Old Testament
Understanding the Times
Methods of Bible Study
Christian Worldview and Leadership

Department of English

AP Language and Composition
AP Literature and Composition
Pre AP English 9 Introduction to Literature
Pre AP English 10 World Literature
Pre AP English 11 American Literature
Pre AP English 12 British Literature
Composition
Creative Writing
English 9 Introduction to Literature
English 10 World Literature
English 11 American Literature
English 12 British Literature
Dual Enrollment English

Department of Foreign Language

French I
French II
Pre AP French III
Pre AP French IV
Spanish I
Spanish II
Pre AP Spanish III
Pre AP Spanish IV

Department of Mathematics

AP Calculus
Pre AP Calculus
Algebra I
Algebra II
Algebra III
Geometry
Dual Enrollment

Department of Science

AP Chemistry or Dual Enrollment Chemistry
AP Physics I
AP Physics II
Advanced Anatomy and Physiology
Biology
Biology II
Chemistry
AP Biology
Physics
Environmental Science
AP Physics C

Department of Social Science

AP American Government
AP European History
AP United States History
AP World History
Pre AP World History I
American Government
World History I
Economics
Psychology
Sociology
United States History
World History II

Department of Business

Standardized Testing

All 9th, 10th, and 11th Grade Students will take the PSAT at Savannah Christian Preparatory School during the month of October. The PSAT establishes basic skills and ability and assists in measuring student aptitude toward college level classes utilizing the AP Potential. The PSAT scores are used with previous teacher and counselor recommendations to help assess correct placement for Advanced and AP Courses.

All students are encouraged and expected to take the SAT and the ACT as part of their application process for college. Both tests are accepted by the majority of colleges and universities. The SAT measures the critical thinking, mathematical reasoning, and writing skills that students need to do college-level work. The ACT assesses high school students' general educational development and their ability to complete college-level work.

Learning Support Center

Overview

The primary goal of the Learning Support Center (LSC) is to offer support to students who learn differently so that they may develop into successful, independent, life-long learners. When students experience success in the classroom, it builds self-confidence and develops a love of learning. The goal of LSC is therefore, two-fold: (1) to provide support so that (2) academic independence can be attained. In the LSC, this is accomplished through a framework of support.

The Learning Support Center at Savannah Christian Preparatory School was implemented to address the needs of students with specific, documented Learning Differences and/or Attention Deficit Disorder and to help these students learn academic strategies to enhance their educational experience. The LSC is designed to provide academic support to the student and teacher through a collaborative approach guided by the expertise of a learning specialist.

Qualifications

Students are required to meet the following qualifications to be considered for the Learning Support Center:

Currently be enrolled in Savannah Christian Preparatory School. New and returning students who are referred to the program must meet this requirement. Applicants to the Learning Support Center must first meet the standards of admission and be accepted into the school before being considered for the Learning Support Center.

Have an educational/psychological evaluation that is no more than three years old at the time of acceptance into the Learning Support Center. This evaluation must be administered by a private licensed psychologist or by a school psychologist in the public school system and contain

academic recommendations outlining what the students' needs to be successful in the classroom. School staff will review the student's testing results and recommendations in the educational/psychological evaluation to determine if the student will be best served in the program.

Enrollment in LSC

Parents must sign a contract committing to a minimum of one semester. Information about fees is available from the Director of Admission, the school's Guidance Counselor, or the Business Office.

Implementation

The LSC teacher implements the directives recommended in the required comprehensive educational/psychological evaluation in accordance with school policies. The LSC teacher meets with the students five days a week during a specified LSC elective class period. The LSC provides Savannah Christian Preparatory School flexibility to work with students who need support. The goals of the LSC are reached by focusing on accountability, study skills, test-taking skills and class review. Students enrolled in the LSC are expected to adhere to all standards set forth by Savannah Christian Preparatory School, as well as meet the individual expectations set forth by teachers.

Learning Support Teachers serve students by:

- Teaching students their individual learning styles
- Teaching students' self-advocacy skills
- Teaching accountability
- Teaching test-taking strategies
- Teaching study strategies and time management
- Assisting with testing accommodations
- Interpreting educational evaluations for parents and teachers
- Maintaining communication with classroom teachers
- Providing updates to parents

Educational Accommodations

SCPS does not offer students an alternative curriculum. Parents are made aware of this at admissions. However, SCPS does offer a select number of educational accommodations. In order to apply for these educational accommodations at SCPS, students and parents must follow these steps:

1. Parental Application
2. Provide a copy of the psychological evaluation/ psychoeducational report which must meet the qualifications listed below:
 - a. Report must be up to date (completed within the past three years)
 - b. Report must contain a DSM diagnosis which demonstrates an impact on the student's educational achievement
 - c. Report must contain cognitive and academic testing results** that were used to determine this diagnosis
 - d. Report must contain recommendations for educational accommodations that would benefit the student
 - e. Statement of examiner's professional credentials
3. Meeting with the counselor following the review of the report

Upon receipt of these items, the LSC committee (consisting of principal, SSD coordinator, and LSC staff) will meet to review the evaluation/report and to determine what accommodations the student will qualify for at SCPS. Our accommodations may include:

- Up to 50 % extended time on exams and oral/written tests
- Extra breaks
- Low distraction for tests (small group setting, quiet place). Counselors and LSC staff can assist with proctoring.
- Assistance finding a volunteer partner for note taking
- Assistance in obtaining a study partner
- Preferential seating
- Oral directions and written directions for all assignments

With counselor assistance, the student may also apply to College Board and/or ACT for accommodations on standardized testing.