

**PARENT-STUDENT HANDBOOK
2021-2022**

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PARENT-STUDENT HANDBOOK 2021-2022

This handbook was written to give students and parents an outline of the philosophy, goals, and rules of our school. Familiarity with the contents of this book will eliminate much uncertainty and answer most of your questions. This handbook is not intended to create, nor does it create, a contract between you and First Baptist School. Nothing in this handbook binds First Baptist School to any specific procedures or privileges. **Students and parents must read this handbook and return the signed sheet from the front of the handbook to the main office or homeroom teacher at their respective campus**

First Baptist School Administration

Head of School
Dr. Justin Mitchell

Lower School Principal (K2-8th Grades)
Mrs. Susan Brooks

Middle School Administrator
Mr. Will McCombs

Interim High School Principal
Dr. Leonard Kupersmith

Lower School Admissions Director (K2-8th Grades)
Mrs. Debbie Mack

Director of Advancement and Upper School Admissions (9th-12th Grades)
Mrs. Beth Switzer High School

Business Office Manager
Ms. Melissa Clark

Marketing/Communications
Mrs. Kristen Schwiers

Campus Numbers

Downtown Campus 843-722-6646
James Island Campus 843-410-1606

A full list of email addresses can be found on the school website
<https://www.fbschool.org/faculty-and-staff-directory>

First Baptist Board of Directors

Mrs. Shelley Clark Glidwell
glidewell@knology.net

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Robert.Dempsey@ice.dhs.gov

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Mrs. Rosa Oswald
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Mr. Kenneth Wiland
kenneth@kennethwiland.com

Ex-Officio (non-voting members)
Dr. Justin Mitchell, Head of School

MISSION STATEMENT

Academic excellence with a Christian perspective

STATEMENT OF BELIEFS

1. God is the source of truth.
2. The primary academic responsibility of FBS is to provide a college preparatory education with academic excellence in a Christian setting.
3. The highest level of Christian integrity must characterize all we do.
4. A Christian perspective sees all of life as a part of God's creation, accepting the principles of the Bible as the standard established by the Creator.
5. The development of spiritual, intellectual, artistic, physical, and social values promoted in a nurturing Christian environment provides meaning and direction for life.
6. Education with Christian spirituality gives life divine direction, gives perspective to knowledge, and leads students to seek God's leadership in their lives.
7. The spiritual responsibility of FBS is the preparation of young people for a life of Christian discipleship.
8. The value of learning Biblical truths along with other disciplines makes spirituality a natural part of students' lives.
9. Christian ethics with spiritual motivation are invaluable to the individual and to society.
10. Students are challenged to fulfill their God-given potential in a safe, nurturing environment.

STATEMENT OF GOALS

1. To seek God's will continually in planning for the future of FBS.
2. To encourage and assist each student to develop a personal relationship with God.
3. To demonstrate Christian teachings in every aspect of FBS curricular and extracurricular activities.
4. To provide the highest level of academic excellence that encourages students to achieve their complete potential in all endeavors and to meet the ever-changing demands of contemporary society.
5. To provide an encouraging, caring environment which attracts and maintains a qualified faculty and staff committed to the mission of FBS.
6. To encourage continued spiritual and professional growth for all faculty and staff of FBS.
7. To provide financial, professional, and personal support for the faculty and staff in fulfillment of the mission of FBS.
8. To provide a variety of curricular and extracurricular activities for the development of the whole person, preparing students for college and "real-life" experience.
9. To provide increasing levels of service to students, families, and the community.
10. To provide a safe and physically comfortable environment where students' learning can occur.

A BASIC PHILOSOPHY FOR FIRST BAPTIST SCHOOL

First Baptist School was established in 1949 as an educational ministry of the First Baptist Church. It was decided that a day school program would provide an opportunity for the church to increase the teaching of the Bible and to enhance character development in the lives of young people within the church and the community. Accepting God's Word that "the fear of the Lord is the beginning of wisdom," the church believes that students should be provided with the opportunity to develop a better understanding of the Bible and thereby develop a personal relationship with Christ.

The educational program is founded in Christian teachings and is presented from a Christian perspective. First Baptist School seeks to develop multiple aspects of student growth including: physical, mental, social, and spiritual. Additionally, the First Baptist School experience aims to develop four fundamental life-long relationships: to God, to one's self, to others, and to one's environment. The fundamental life-long relationships are integral to the teaching and learning at First Baptist School. We seek to lead every student to an awareness of the love of God in Jesus Christ. As students grow in their understanding of God, we hope that they will respond in faith to Jesus Christ. Growth in this response process leads to the fulfilling of God's purpose to understand, shape, use, preserve, and enjoy God's creation in a life of service to God and to all of humanity.

GENERAL SCHOOL INFORMATION

RENWEB and GOOGLE CLASSROOM: <http://www.renweb.com>

- RenWeb will remain our main platform of communication to parents which includes student records, grades, lesson plans, attendance, and behavior while Google Classroom will be a virtual classroom for the students.(**note 1**)
- Parents should view RenWeb regularly
- Information in RenWeb is updated weekly.
- Parents and students can access a wealth of information including the school calendar, school news, and guidance information

Note 1: Teachers contact parents one time each 9 weeks by phone or email when a student's grade drops to a "D" or below or if they notice a significant decline in academic performance. Teachers will also contact parents of students in danger of failing for the year. All other contact is through the RenWeb Parent Portal unless the parent contacts the teacher. As always, we strongly encourage parents to follow Renweb closely and reach out to teachers with any grade or class concerns.

WEBSITE ADDRESS: <http://www.fbschool.org>: Our website contains news about school life for prospective parents seeking information and important information for current families.

RE-ENROLLMENT: During the third quarter, FBS issues re-enrollment contracts. The school, in its sole discretion, reserves the right to deny re-enrollment to any student, particularly for academic, behavioral, or financial reasons.

WITHDRAWAL ACTIONS:

- The parent must notify the school of the pending withdrawal
- The school office provides the family with the withdrawal form
- The parent writes a letter with a date and reason for withdrawal to request release from the Enrollment Contract for the remainder of the school year. This letter must be sent to the Head of School prior to official withdrawal. *A formal request does not guarantee a release from the financial contract obligations.*
- The student returns all school materials
- The school notifies the family of its decision concerning release from the contract. Transcripts will not be released unless tuition for the time the student was enrolled is current

GRADE REPORTS:

K2 & K3 will receive reports at the end of the year.

K4 & K5 will receive report cards at the end of each semester.

1st-6th Grade will be able to access and print their report cards via RenWeb at the end of each quarter.

7th-12th Grade students will be able to access and print their report cards via Renweb at the end of each semester.

Parents will be notified when report cards are available on Blackbaud

Quarter and Semester Dates

1st nine weeks ends-October 13, 2021

2nd nine weeks/1st Semester ends-December 17, 2021

3rd nine weeks ends-March 9, 2022

4th nine weeks/2nd Semester ends-May 20, 2022

****Parents /teachers may ask for a conference at any time it is felt there is a need.

PERSONAL COMMUNICATIONS: Teachers will communicate personal information about their students by the means identified in the course syllabus or as agreed upon between the teacher and parent. Parents must contact the student's teacher before contacting administration. Email is the preferred method of contact, as it is generally more efficient than phone calls. Please remember that the teachers are teaching during the day and will respond within 24 hours unless it is a weekend. If you need to get a message to a student please email or call the main office. ***Please refrain from texting your child during the school day.***

COMMUNICATION WITH FAMILIES NOT LIVING IN THE SAME HOUSEHOLD (divorce or separation)

- First Baptist's first obligation is to its students regardless of the relationship of parents to each other. We believe that a healthy partnership among the school and both parents is in the students' best interest. In case of separation and divorce, we continue to communicate with both parents unless we are presented with a court order barring one parent from associating with his or her child. This means that both parents will receive report cards, interim reports, and general mailings, regardless who is paying the bills. It is the responsibility of each parent to make sure the school has his or her current address, phone numbers, and email addresses. It is the parents' responsibility to provide the division principal with up-to-date contact information and to provide the Head of School with all records of court decisions. Given the unique legal situation of each family, the school may make exceptions to this policy (e.g. to comply with a court order).
- When an important issue necessitates short notice, we will attempt to reach both parents.
- The school wishes to stay out of marital conflicts and settlements; we ask parents not to pull teachers or administrators into the middle of such disputes.
- Any information sent out as a whole school will be sent to both parents, as mentioned above including field trips, class newsletters etc. When the parent(s) initiate communication with a teacher or administration, it is their responsibility to include all related parties or communicate the information discussed with all related parties.

Information on potential threats to the school and its students or staff should be reported immediately. The anonymity of the reporting person will be respected if asked. The employee will report immediately to the administration about the situation.

The student's or parent's privacy will be protected while the information is investigated. As stipulated by law, reportable activities will be communicated to the appropriate authorities by an administrator.

PARENT ORGANIZATIONS:

- **Parent Teacher Organization:** Membership of this organization shall draw upon all parents of students currently enrolled in FBS. Annual dues are established and collected in the manner established by the organization.
- **Parent Ambassadors:** The FBS Parent Ambassador program provides parents and guardians with an exciting opportunity to utilize their skills and talents while supporting parent and family engagement and the academic success of FBS students. In addition to positively promoting FBS in the community, Ambassadors also act as mentor families to new FBS families and volunteer at school events and functions, such as Open House, Back to School Night, parent events, fundraising events, and more.
- **Hurricane Association:** The Hurricane Association is an organization established for the parents of students involved in interscholastic sports, but its membership is open to all families of our school. Annual dues are established and collected in the manner established by the Hurricane Association Council. A copy of the by-laws will be posted on the school website under Athletics.

FUNDRAISERS: All fundraisers must be officially approved by administration using the *Fundraiser Request* form. All funds must be processed through the Business Office.

FEES: All fees and tuition must be current before the school releases a report card or transcript. Balances can be

viewed and paid online using SmartTuition.

SCHOOL IMPROVEMENT TEAM (SIT): This team is comprised of administration and teachers. Its purpose is to initiate and review school policy, to review recommendations submitted by stakeholders, and to act or comment on those recommendations. SIT will be the lead committee for maintaining accreditation. Any parent may access the SIT through the administration.

SCHOOL HOURS: 7:30 am to 3:30 pm (both campus locations), Monday through Friday. Students are expected to remain in school attire during these times.

INCLEMENT WEATHER: FBS will closely monitor inclement weather. All available means to notify parents of any closings will be used. Children will be supervised until a parent arrives to pick up their child.

LUNCH: Students may bring bag lunches to school or buy hot lunch through our vendor. Lunch information can be found on the Parent Portal. **No outside food deliveries are permitted (Domino's, Grubhub, Doordash, UberEats, etc.)**

SCHOOL VISITORS: Visitors are to report directly to one of the administrative offices for a pass. Non-FBS students are not permitted to be on campus without prior administrative approval.

STUDENT HEALTH

III Student on campus:

- Student reports to class and is sent by the teacher to the Nurse's Office
- Nurse determines if a parent needs to be contacted and will call the parent
- Nurse informs the main office that the student is ill and has parental permission to leave
- Student will sign out before departing or stay with nurse until a parent arrives

Returning to School from illness:

Please keep your child home 24 hours after a fever (oral temperature of 100.4 or greater) or diarrhea. Please keep your child home if they have open wounds that drain or cannot be covered, rapidly-spreading rash, difficulty breathing, unusual lethargy, or irritability in young children.

During flu season please keep your child home if you suspect them to be ill and with a fever of 100.4 or greater (without fever reducing medication) and until you can confirm it is not influenza or Covid-19.

***COVID-19 return-to-school protocols are outlined in the FBS COVID-19 policy document.

MEDICINE AND IMMUNIZATIONS: There are State and Federal regulations that each school must follow concerning medication at school and immunizations. The school nurse will monitor applicable regulations and advise parents of requirements. Parents are responsible for keeping the required immunizations current for school entry and remaining in school. All immunizations must be recorded by a physician or the local Health Department on the South Carolina DHEC form. Updated certificates must be sent to school at the time the vaccines are given to the student. By law, students without the updated certificate on the DHEC form cannot be allowed to remain in school. Violation of these rules by the institution is punishable by law.

Medication Procedures:

- Prescription medicine that is sent to school should be in the original container with the dosage information still intact.
- The student will take prescription medicine to the nurse's office. She will check the medicine in and will dispense the required dosage stated on the prescription.
- The school has a supply of *Tylenol* and other permissible over-the-counter medications that can be given to a student when necessary. Students should not bring this medication to school.

- All medication must be picked up on the last day of school by parents. Any medications left in the nurse's office will be properly disposed of by the nurse.

Head Lice:

If your child has crawling lice or nits (eggs) the student will be sent home immediately. After the first treatment with an approved lice removal product, if there are no active lice on your child's head, he or she may return to school. At First Baptist, the student is required to check in with the nurse for screening upon return to school after the initial treatment. A letter with instructions will be sent home. In the lower grades, this letter will go to all parents in the child's class. Each case is treated confidentially. If the lice are found at home, please call the nurse's office so that teachers and parents may closely monitor the other students. According to the DHEC standard for re-screening of head lice, students who were identified with head lice and excluded should be rescreened at 7-10 days after the initial treatment.

Communicable Diseases/Conditions:

Other communicable diseases (like influenza, strep throat, Covid-19, etc.) or medical conditions (like impetigo, ringworm, pinworm, conjunctivitis, etc.) should be addressed as recommended by your healthcare provider.

We ask that parents contact the principal or school nurse with any medical condition that can affect a child's performance at school or is contagious to students, faculty, or staff. All medical information will be treated with discretion and the information used to manage optimal health in the classroom.

STUDENT DROP OFF AND PICK UP : Supervision by school employees does not start until 7:30 AM(Downtown) and 7:45 AM (James Island). Students are not permitted to be on campus or dropped off prior to supervised times. Once a student is dropped off on campus he/she may not leave until the end of his school day without parental permission and signing out through the office. Non-driving students leaving early must be picked up by an adult from the office. Specific drop off/pick up procedures for each campus will be communicated by the administration.. **Rideshare, such as Lyft, Uber, etc. is not permitted for any student at any time.** For downtown students, if there is no sign in the window of a car and the teacher did not receive a note from home, the driver will have to park and call the parents to have their identity verified. **If we do not recognize the person designated by the parent to pick up their child, they will be asked to show some form of identification before a child is released.**

BUS TRANSPORTATION: The school offers limited area bus service to families at an additional cost. The need for safety makes it imperative for each family to insist that the student adhere to the following rules:

Each student must be at his or her designated stop five minutes before the scheduled pick-up time. All school related behavioral expectations apply to students riding in buses.

The Facilities and Transportation Director establishes bus routes. Any change to a route must be worked through and approved by the Director. Once a stop has been established for a student, he/she may not get off the bus at a stop other than his regular designated stop, or change his usual manner of transportation unless written permission from the parent is signed by the school bus coordinator and the driver.

EXTRA-CURRICULAR ACTIVITIES: The School Board, administration, and faculty of First Baptist believe that extracurricular activities are intrinsic to a well-rounded education. Through participation in sports, clubs, and other school-sponsored, non-academic programs, the student is given the opportunity to develop talents that sometimes are not cultivated in the normal classroom setting. Extra-curricular activities are beneficial for student growth and development; however, overextending one's extra-curricular involvement may result in a decline of academic performance. The administration reserves the right to restrict a student's involvement in extracurricular activities if it inhibits the student's academic success.

INTERSCHOLASTIC SPORTS: Interscholastic sports competition is offered to students from lower to upper school.

- A student may participate in two sports within the same season as approved by the Athletic Director.

- Athletes and parents may receive written team rules. General athletic guidelines will also be listed in the Athletic Department Handbook.
- Athletes must meet all SCISA rules for participation.

STUDENT ORGANIZATIONS: The following organizations are available to the students. Each individual organization has its own rules governing membership and annual fees:

John R. Rhodes Junior Honor Society (JNHS): Membership is by invitation for students in grades 7 - 9.

Mary A. Brodie Chapter of the National Honor Society (NHS): Membership is by invitation for students in grades 10 through 12.

Student Government Association (SGA): Membership is for grades 9 through 12 by election. The officers are elected by the student body. Representatives are elected by each homeroom. Class presidents also participate in SGA as voting members.

Student Council: Middle School Membership for grades 7-8. The officers are elected by the student body. Representatives are elected by each homeroom.

Hurricane Pride: The Squad is an extension of SGA. Students are not required to be a member of SGA to participate. Membership is open to all students in grades 9 through 12 upon approval of the SGA and SGA Advisor.

Fellowship of Christian Athletes: The school campus can be one of the most strategic mission fields with many youth passing through this portal. FCA focuses on equipping, enabling, empowering and encouraging student-athletes, coaches and adult leaders to impact and influence their campus for Christ.

ACADEMIC COMPETITIONS: The following competitions are offered for students in the grades specified and are sponsored by the South Carolina Independent School Association.

Spelling Bee: Students in grades 4 through 8 are eligible to enter the SCISA Spelling Bee. Preparation requires outside study of extensive word lists and team practices prior to the competition.

Quiz Bowl: Students in grades 7-8 are eligible to participate in the MS Quiz Bowl competition. Students will sign up through their elective courses and final selection of competitors will be chosen through testing and preliminary performance.

Middle School Math Team: Students in grades 6 through 8 are eligible for the preliminary stage of the team preparation. Final selection is done through testing, teacher nomination, and preliminary team performance.

High School Math Team: All students in grades 9 through 12 are eligible for the preliminary stage of the team preparation. Final selection is done through testing and preliminary team performance.

High School Academic Team: All students in grades 9 through 12 are eligible for participation on the Academic Team. Final selection is done through preliminary team performance.

*Availability of these programs are contingent on student involvement and availability of team sponsors

ATTENDANCE POLICY

Tardy Policy (Grades K2-6)

**A student's tardiness creates a disruption in classroom instruction.*

Students in K2 through 4th grade will be considered tardy if arriving after **8:00 am**. Please make sure your child is at school on time. Students are given instruction early and miss important information if they are late.

*If arriving after the gates are closed then the student must report to the office for a tardy slip before being let into class.

If a child has more than **5 tardies**, he/she will be asked to fill out a reflection with their parent/guardian and return to school the following day. For grades 4-6, students will be required to make up seat time with an after-school detention.

Tardy Policy (7-12)

*A student's tardiness creates a disruption in classroom instruction. It is impolite to the teacher and classmates to come to class late. As a result students will incur the following disciplinary actions:

- 3 Tardies= Detention
- 6 Tardies= Second Detention
- 9 Tardies= In-School Suspension

**Please see detention expectations found in the behavior portion of the handbook

Student Actions:

- A student experiencing personal discomfort must receive a pass from a teacher to visit the bathroom or school nurse. If this occurs between classes, the student is to report to the next class to seek help from the teacher.

Excessive tardies (5+ per semester) will preclude a student from exemption of exams.

ABSENCES

All absences, excused and unexcused, are required to be documented by the main office for safety and liability reasons. Administration reserves the right to determine if an absence is excused or unexcused.

A student missing more than 10 days in a given subject within the school year, excused and unexcused, will not receive credit for that subject or be required to make up seat time in summer school.

All students in grades K2-6 must be in attendance until 11:30 am to be counted present for the day or arrive at school by 11:30 am.

All students in grades 7-12 must be in attendance for two consecutive blocks to be eligible for participation in that day's extracurricular activities pending written documentation which must be approved by the building administrator. For events taking place on Saturday this rule will apply on Fridays.

An unexcused absence is any absence not documented by a note from the student's parent the day after the absence. An excused absence is any absence documented by an explanatory note from the student's parent the day after the absence.

Parents are encouraged to notify the office and teachers in advance of any planned absence.

Student Actions:

- Deliver a parent's note to the office upon return to school. Students without notes must return to the office the next day with a parent note or receive an unexcused absence.
- Responsible for determining school work missed and making up this work within the time specified by the teacher.

- Planned Absence: In the event of a planned absence, parents must contact the classroom teacher and building administrator in advance.
- Graded material missed on the day of an unexcused absence may not receive full credit.

Early Departures: Written parental permission is required for a student to leave school early. The written excuse must be delivered to the administrative office before the student reports to class in the morning. Students will report to the office at the excusal time to wait for their rides and sign out.

Homework/Testing Missed Due to Absences: All makeup homework and tests for any excused absence will be completed as scheduled by the teacher with the student as explained in their syllabus. School work missed for a planned absence (school event, vacation, etc) must be coordinated with the teacher **PRIOR** to the absence. The student is responsible for collecting all missed assignments upon return to school unless the teacher provides them prior to the absence. The teacher may require the work to be turned in before the absence. See information under Planned Absence.

- Late to school, all due homework will be turned in the same day or the student will receive a “0”.
- Absent one day: student is responsible to comply with the syllabus.
- Absent for 2 or more days: students have 1 day per excused absence to make up work.
- Absent for more than 5 days: students will be required to schedule a timely make-up schedule with teachers, which will then be approved by either the administration or an appointed teacher.

Homebound Instruction: Students who require homebound instruction are expected to complete all work successfully and on time. These days will not count towards the ten missed. Parents must contract with a school approved instructor and the instructor must use the school’s curriculum objectives, tests, and finals.

Chapel

Chapel schedules will be set by each campus administrator and communicated to school families. Chapel is mandatory and attendance is required.

First Baptist School Dress Code

K5-12

Administration reserves the right to review and determine that any particular style of attire and hairstyle is inappropriate and does not meet the standards of First Baptist School.

*****Being out of the Dress Code will result in disciplinary action.**

1. Warning- If the infraction is not correctable on site the student is sent to office to get in dress code
2. Detention

If a student is out of dress code, he/she may be required to leave campus and return in dress code. Work missed will be considered as an unexcused absence/tardy and credit may not be received. The office may have extra shirts/shorts for students. The clothing must be returned to the office before departure from school. A \$30 fee will be charged for unreturned shirts.

Male Attire

- A. Shirts: Long or short sleeve polo shirts in white, black or purple with school logo or button down white Oxford shirts are available for purchase at Read's Uniforms or Land's End Catalog. T-shirts are not allowed. Undershirts must be white or the color of the shirt; no writing should be seen through the oxford shirt.
- B. Pants: Only khaki colored long pants or shorts are allowed. Pants with belt loops require a belt, and pants will be worn at the waist. Shorts can be no shorter than 3 inches above the knee and no longer than 1 ½ inches below the knee. No jeans or athletic pants will be worn unless authorized by administration. Khaki colored attire does not have to be purchased from Read's Uniforms or Land's End.
- C. Belts: A leather or cloth belt with a buckle with no inappropriate logos, symbols, or slogans must be worn at all times with pants designed and manufactured with belt loops.
- D. Shoes: All shoes that have a heel strap or covered heel are acceptable.
- E. Headwear: Hats and hoods are not to be worn in the school building.
- F. Hair: Students should reflect the same standard as dress; neat, clean, and unexaggerated. (including colors)
- G. Accessories: Ear and body rings, piercings, tongue studs, makeup, and fingernail polish are not allowed.
- H. Outerwear: (Jackets/Coats/Rain Gear): ***Non-First Baptist outerwear like coats, rain coats, cold weather gear is permitted on campus while moving from building to building, he or she must remove such items and be in dress code while indoors. FBS outerwear is permitted inside the classrooms.***
- I. Tattoos: No visible tattoos.
- J. Not permitted: turtlenecks over school shirts, long sleeve t-shirts over school shirts, hoodies underneath school shirts, athletic pants, and sweatpants.
- K. Sweatshirts/Hoodies/Sweaters: The only sweatshirts/hoodies/sweaters that are allowed are First-Baptist affiliated and include an approved school logo. Collared school shirts must be worn under sweatshirts/hoodies/sweaters.

**Team issued athletic apparel may only be worn with administration approval.*

Female Attire

- A. Shirts/Blouses: Long or short sleeve white blouses, purple, white or black polo shirts with school logo are available for purchase at Read's Uniforms or Land's End Catalog. Shirttails will be worn according to the fashion and will not expose a bare midriff regardless of the student's activity. Undershirts must be white or the color of the shirt; no writing should be seen through the oxford shirt. Undershirts must be tucked in.
- B. Pants: Only khaki colored shorts, capris, and pants are allowed. (Pants that are deemed too tight will be addressed by the administration). Shorts can be no shorter than 3 inches above the knee. No jeans or athletic pants will be worn unless authorized by Administration. Khaki colored attire does not have to be purchased at Read's Uniforms or Land's End Catalog.
- C. Skirts, skorts and dresses: Skirts/skorts may be black, khaki, or herringbone. Purple dresses may be purchased through the Land's End School Account. All skirts, skorts and dresses should be no shorter than 3 inches above the knee.
- D. Belt: A cloth or leather belt with a buckle with no inappropriate logos, symbols, or slogans must be worn at all times with pants designed and manufactured with belt loops.
- E. Shoes: All shoes that have a heel strap or covered heel are acceptable. Heels may be no higher than 2 inches.
- F. Hair: Students should reflect the same standard as dress; neat, clean, and unexaggerated. (including colors)
- G. Accessories: No excessive earrings. Body rings/piercing and tongue studs are not allowed.
- H. Outerwear: (Jackets/Coats/Rain Gear): ***Non-First Baptist outerwear like coats, rain coats, cold weather gear is permitted on campus while moving from building to building, he or she must remove such items and be in dress code while indoors. FBS outerwear is permitted inside the classrooms.***
- I. Tattoos: No visible tattoos.
- J. Not permitted: turtlenecks over school shirts, long-sleeve t-shirts over school shirts, hoodies under school shirts, athletic pants or sweatpants
- K. Sweatshirts/Hoodies/Sweaters: The only sweatshirts/hoodies/sweaters that are allowed are First-Baptist affiliated and include an approved school logo. Collared school shirts must be worn under sweatshirts/hoodies/sweaters.

**Team issued athletic apparel may only be worn with administration approval.*

“DRESS UP” Attire

With administrative approval, students may “dress up” for special campus events. All “dress up” attire must meet school dress code regulations for appropriate length, fit, and style. The administration has the final say on what is deemed appropriate/inappropriate.

Male guidelines:

Collared, button-up shirt (tucked-in) with optional necktie/bowtie, dress pants (no denim) with belt or suspenders. Dress shoes. Blazers/suits are acceptable. Shorts are not considered appropriate for “Dress Up” days. No kilts.

Female guidelines:

Dresses of the appropriate length and fit or dress shirt and slacks that fit appropriately. Any top without sleeves must be covered with a sweater or other cover. Low cut dresses and blouses are not appropriate.

Approved PE Uniform:

-PE K5-8th: On PE days, students in K5-8th grades may wear approved P.E. uniforms all day. PE uniforms are defined and approved by the Athletic Director/Department and are available only through Lands' End Catalog. The current PE uniform consists of black/gray shorts, and gray, purple, or white T-shirts, and gray or black sweatpants and sweatshirts. Team-issued First Baptist athletic apparel is approved for use in PE. **PE shorts do not have to be from Lands End but must be mesh shorts and the appropriate length and color.

-PE High School: Students may wear t-shirts that do not contain inappropriate graphics or verbiage. Athletic shorts and shoes are required. FBS athletic team gear is acceptable but not required. All PE gear must meet the dress

code guidelines for appropriate fit and length. HS students will not be permitted to remain in PE gear all day; they must be prepared to change into school dress.

ORDERING

*****To order from Lands' End:**

1. Go to LandsEnd.com
2. The home page will be displayed. At the top of the page click on “School Uniforms.”
3. A new box will come up. Click on “Look Up Your School.” This will be under **FIND**.
4. An informational box will appear and at the top of this box you will see “Search By School Name” or “Preferred School Number.” Click on “Preferred School Number.”
5. A box will appear to enter our school number-**900056987**.
6. Another informational box will appear. Click on “Shop Using This Dress Code.”
7. The FBS page will appear, welcoming you to Land’s End. Click on “View Approved Dress Code Items.”
8. Order according to your needs.
9. On the Lands’ End Homepage scroll to the bottom and sign up for “Get Exclusive Offers and News.”
10. Lands’ End phone number is 1-800-469-2222.

*****To order from Read's Uniforms:**

1. You may order school uniform shirts and the black skirt listed in our Dress Code from this venue.
2. You may order directly from the store which is located at 946 Orleans Rd, Charleston, SC.
3. The phone number is 843-852-7878. Or online at <https://shop.readsuniforms.net/GroupLogin>
 - Enter school code: FBSSC

**Discipline Policies, Procedures, and Behavior
Code
Grades K-12**

Behavior Code

THE FIRST BAPTIST SCHOOL ADMINISTRATION RESERVES THE RIGHT TO MODIFY FROM THE RECOMMENDED DISCIPLINE DEPENDING ON THE SEVERITY OF THE OFFENSE

Our objective is to provide a learning environment for each of our students that is safe, orderly, and conducive to learning. As we fulfill our mission by promoting Christian virtues, we partner with parents to promote good citizenship. It is a privilege to attend First Baptist School, and we expect the students to represent us favorably wherever they may be in the community.

CONSEQUENCES GLOSSARY - ALL SCHOOL

Suspension:

A student is not permitted to attend classes or participate in school activities but must complete academic work in coordination with administrators and teachers.

- In-school: A student remains in isolation and under administrative supervision on school grounds during school hours.
- Out-of-school: A student is not permitted on school grounds during school hours. NOTE: In either case, a suspended student may not participate in organized school activities.

Dismissal from School:

A student is no longer enrolled, effective immediately; a student is eligible to reapply after a minimum waiting period of 365 days. During that waiting period, a dismissed student is not permitted on school grounds during school hours and is not permitted on school grounds or at school-sanctioned events outside of school hours without special dispensation from a FBS administrator.

Expulsion

A student is no longer enrolled, effective immediately, and is not eligible for re-admission. After being expelled, a former student is not permitted on school grounds during school hours, and is not permitted on school grounds or at school-sanctioned events outside of school hours without special dispensation from a FBS administrator, until such time as that student's original anticipated date of graduation from FBS.

At the discretion of the school administration, the School will communicate the facts of significant disciplinary matters to the student body and school community in order to address potential misinformation, to advise on future conduct, and to illustrate school values and potential consequences. In these communications, the School will not reveal the names of students who are suspected and/or punished.

Detention

When it has been determined that a student must be detained in detention, the student or parents will be notified by phone and/or email to schedule the detention. It then becomes the responsibility of the parents to provide the student with transportation home upon the completion of detention. A \$25 detention fee will be billed to the students account. Students must attend detention on the date assigned or an additional detention will automatically be assigned. Missing another detention will result in ISS. If the parent has transportation concerns, only the parent may call the office to request that the day be changed. Detention dates will not be changed for extra-curricular practices or tryouts. A student who habitually fails to report to detention will be recommended to the administration for action and/or expulsion.

DISCREDIT/ELASTIC CLAUSE

It is important for students to recognize that at all times, they are members of the FBS community. For that reason, FBS reserves the right to punish with penalties from suspension to expulsion any student who is involved in an activity on or off campus that reflects in a negative way on the school. The administration reserves the right to enforce disciplinary measures when, in its judgment, the health, welfare, and/or reputation of an individual student or the community are best served. In that spirit, any conviction in court subjects a student to possible disciplinary action, including dismissal or expulsion.

Disciplinary Policy and Procedures: Preschool and Kindergarten

Each kindergarten teacher is the first line of authority and has a classroom management plan approved by the administration. These disciplinary measures are put in place to support a safe and academically productive school environment.. At this age, we realize that students are learning how to behave in a classroom environment. **Teachers are trained to help support and teach children when minor behavior issues occur. If these behaviors continue, the teacher will contact the parents and then administration to come up with a behavior plan.** To establish guidelines for major student discipline at FBS in the preschool and kindergarten and as a protection for your child and others, the following behaviors are unacceptable in FBS classrooms:

- Disobedience
- Interrupting class continuously
- Throwing objects
- Horseplay
- Running in hallways
- Hitting, punching, kicking, or other inappropriate uses of hands and/or feet
- Offensive language (i.e. name-calling, teasing etc.)
- Spitting
- Any distraction that causes a teacher not to be able to teach or a student not to be able to learn
- Acting out aggressively when corrected or when playing with other children

Consequences for these behaviors are as follows: **These are put into place when the teacher notices that the classroom management plan is not working for the child or if it is a major offense such as acting out aggressively, using physical force, etc...**

- 1st offense- Teacher conference with the child and parents. Teachers are continually talking with the children about being good friends and using kind words. When these things are not working, the parents will be contacted.
- 2nd offense- Loss of privilege and parents contacted
- 3rd offense- Write up and conference with administration
- 4th offense- In-school **Cool off Day where the child will not be permitted into the classroom setting**
- 5th Offense- Day out of school to reset and start fresh the next day

*In extreme circumstances, the parent(s) will be called, the child sent home, and not be allowed to return until the following day. This is for the child to have a cool off/reset day and start fresh when they return. A conference will be held upon return to school.

* If we do not see improvements with the behaviors after implementing a behavior plan and consequences, a meeting with administration will be requested and possible withdrawal from school will be requested.

Disciplinary Policy and Procedures:

Lower School

1st-4th

FBS disciplinary policies are put in place to support a safe and academically productive school environment. We will partner with each family to promote Christian virtues and support the whole child. As small children, it is impossible to “do as needs to be done” without the aid of the structure set forth by the teacher and school rules. Also, rules are made to aid us in our development and to provide an orderly environment for learning where students are safe physically and emotionally. In order to instill good behavior patterns and to enhance growth in self-discipline, the following elementary disciplinary aids will be administered in grades 1st-4th. Each teacher is the first line of authority in their classroom and will have a classroom management plan that is approved by administration.

Types of offenses: Please note this is not an exhaustive list of offenses and FBS administration has the discretion to determine appropriate consequences for students who engage in inappropriate conduct.

1. Minor Offenses- Handled by the classroom teacher and written in RenWeb after the first warning. Loss of privileges may include but are not limited to; silent lunch, loss of device, loss of participating in an activity.
 - a. Excessive talking
 - b. Interrupting another student/teacher in class
 - c. Excessive noise in the hallways, bathrooms, or any other common areas
 - d. Horseplay or not keeping hands, feet, or objects to themselves
 - e. Other minor offenses
 - f. Continual minor offenses will result in a parent conference with the teacher and administration.
2. Major/Severe Offenses- These types of offenses are sent directly to administration. Consequences may include loss of a privilege, detention, In school suspension, or a cool off day at home.
 - a. Cheating, lying, or forging
 - b. Fighting or unnecessary roughhousing
 - c. Destruction or defacing school property or the property of another student.
 - d. Bullying or harassing. **see description of bullying below
 - e. Rudeness or inappropriate language (written or spoken)
 - f. Not an all inclusive list and not limited only to those listed

Disciplinary Policy and Procedures: Intermediate/Middle School

FBS disciplinary policies are in place to support a safe and academically productive school environment. Disciplinary consequences for violations of these policies and procedures may range from minor sanctions to expulsion from school. In cases involving suspension, dismissal, or expulsion, students will be given notice of the alleged misconduct and an opportunity to meet with appropriate FBS administrators to discuss the allegations and consequences.

Disciplinary Protocol: Behavioral expectations at the Intermediate and Middle School focus on the four core values: **Character, Community, Excellence and Service.** Just as students learn academics, educators will explicitly teach behavioral expectations to our students. Students will have opportunities to learn how to live by these values and participate in the application of these skills. While these expectations are in place, we recognize that part of educating the whole child is to make this an opportunity for growth as habits children begin to develop at this age can determine the character that they will carry into adulthood. Our intermediate and middle school students experience a tremendous period of growth; therefore, we partner with families to create a positive atmosphere that fosters individual maturation and a sense of community.

The Role of the Teacher: Every faculty member in the intermediate and middle school plays a vital role in communicating and upholding disciplinary expectations throughout our environment. In the classroom setting teachers will have a behavior management plan in place and will communicate their expectations to students, parents, and administrators. If a child is having difficulties within the classroom environment, a teacher will **first** address the student. While individual plans may vary, they all will fall under the umbrella of the First Baptist Behavior expectations and our policies as outlined in this Handbook. If a child is assigned a consequence for a specific behavior, a parent will receive communication from the teacher via RenWeb.

Types of offenses: Please note this is not an exhaustive list of offenses and FBS administration has the discretion to determine appropriate consequences for students who engage in inappropriate conduct.

1. Minor Offenses- Handled by the classroom teacher and written in RenWeb after the first warning. Loss of privileges may include but are not limited to; silent lunch, loss of device, loss of participating in an activity.
 - a. Excessive talking
 - b. Interrupting another student/teacher in class
 - c. Excessive noise in the hallways, bathrooms, or any other common areas
 - d. Horseplay or not keeping hands, feet, or objects to themselves
 - e. Acceptable Use policy violation
 - f. Other minor offenses
2. Major/Severe Offenses- These types of offenses are sent directly to administration. Consequences may include loss of a privilege, parent conference, detention, In school suspension, disciplinary probation, suspension, or expulsion.
 - a. Repeated minor behaviors
 - b. Cheating, lying, or forging
 - c. Fighting or unnecessary roughhousing
 - d. Destruction or defacing school property or the property of another student.
 - e. Bullying or harassing. **see description of bullying below

- f. Rudeness or inappropriate language (written or spoken)
- g. Insubordination
- h. Honor Code violations
- i. Acceptable Use policy violation
- j. Not an all inclusive list and not limited only to those listed

Intermediate and Middle School Phone Policy:

Students are not permitted to have phones during the school day. Middle School students will place their phones in a phone holder when they arrive at school. All phones must be turned off. Intermediate students must keep their phones turned off in their book bags. After the first warning, phones will be collected and picked up by a parent or guardian at the main office.

Suspensions: If a student is given an “In School Suspension” or “Out of School Suspension,” any missed work must be completed during the suspension period and turned in at the end of the day or when they return to school. All work not completed results in a “0.”

Disciplinary Probation/Contract: A student may be placed on disciplinary probation by the administration. This designation will be assigned to a student for excessive and/or continued behavioral infractions, tardies, or disrespectful behavior toward faculty and/or school rules. Students placed on disciplinary probation will attend a conference with their parent/guardian, administration, teachers, and coaches to discuss ways to help the student improve behavior. *Disciplinary probation may include the permanent or temporary exclusion from the National Honor Society/Junior National Honor Society (NHS/JNHS) and will include the loss of exam exemption privilege for the year. This probation can stipulate that further behavioral problems may result in expulsion or loss of re-enrollment privilege. Disciplinary probation will remain in effect as stipulated by letter. The administration will write a contract addressing behavioral and academic requirements of the student. The contract must be signed by the student and parents in order for the student to remain enrolled. **If any part of the Behavior Contract is broken, the student will be expelled or asked to withdraw.**

**Subject to NJHS/NHS guidelines and the FC/HRB.*

Disciplinary Policy and Procedures: Upper School (Grades 9-12)

DISCIPLINARY POLICIES AND PROCEDURES UPPER SCHOOL FBS disciplinary policies are in place to support a safe and academically productive school environment. Disciplinary consequences for violations of these policies and procedures may range from minor sanctions to expulsion from school. In cases involving suspension, dismissal, or expulsion, students will be given notice of the alleged infraction and an opportunity to meet with appropriate FBS administrators to discuss the allegations and consequences. Each teacher is the first line of authority and is responsible for maintaining decorum in the classroom. Breaches of decorum will be addressed by the teacher. When disruptive behavior persists, the teacher will contact the appropriate building administrator. FBS recognizes that it cannot have rules regarding every kind of misconduct. The school is committed to courtesy and justice and will promote civility at all times.

It is important for students to recognize that at all times they are members of the FBS community. For that reason, FBS reserves the right to discipline any student who is involved in an activity on or off campus that reflects in a negative way on the school or any activity that may have a direct and detrimental effect on, or seriously threaten, the discipline, educational environment, safety, or general welfare of students, faculty, staff, and/or administrators of FBS. The administration reserves the right to enforce disciplinary measures when, in its judgment, the health and welfare of an individual student or the community are best served. Engaging in criminal conduct at any time, on or off campus, subjects a student to possible disciplinary action, including expulsion.

The following list of infractions and consequences is not meant to be an exhaustive list. Members of the FBS administration have the discretion to determine appropriate consequences for students who engage in inappropriate conduct on or off campus.

1. Disciplinary Referrals:

Teachers are expected to report behavioral infractions in RenWeb so that the building administrator can maintain an overview of students who repeatedly misbehave in class. The building administrator may choose to address repeated misbehavior reported in RenWeb through meetings with the misbehaving student and/or his or her parents. Any action taken by the building administrator will be confidentially reported to the teachers who submitted the original documentation of misbehavior.

Actions that could prompt a referral include, but are not limited to, the following:

- A. Tardiness (see revised policy pertaining to excessive tardiness)
- B. Dress code violation
- C. Disruption of classroom activity, including unauthorized use of a personal electronic device
- D. Disrespectful behavior, including inappropriate language

2. Detentions:

Detention will be assigned as an appropriate disciplinary action for minor violations of school regulations or policies. Lunch detention may include separation from peers, though students will have an opportunity to eat lunch. Failure to report to detention will result in additional disciplinary action. After serving five lunch detentions, a student will be assigned a Tuesday after-school detention of one hour in duration (2:50-3:50). On the eighth lunch detentions, a student will serve an additional Friday after-school detention. If a student reaches twelve lunch detentions, he or she will serve a day of in-school suspension

(ISS). All detentions will be recorded, and parents/guardians will be notified of repeat offenses. Lunch detention totals will carry over from first semester to second semester.

3. Suspensions:

Students who engage in more serious inappropriate behaviors as determined by the Upper School administration will be subject to suspension from school.

The following infractions will result in suspension:

- A. Improperly leaving campus
- B. Cutting class
- C. Pattern of repeated referrals that have not resulted in behavioral improvement.

If a student is given a suspension, any missed work must be completed during the suspension period and turned in at the end of the day or when they return to school. All work not completed results in a “0.” After ISS is imposed, further accumulation of infractions will incur escalating penalties ranging from additional detentions to out-of-school suspension to expulsion.

DISCIPLINARY PROBATION

This designation will be assigned to a student for excessive and/or continued behavioral infractions, tardies, or disrespectful behavior toward faculty and/or school rules. Students placed on Disciplinary Probation will attend a conference with their parents/guardians, the Principal, their advisor, teachers, coaches, and sponsors as appropriate to plan for improved behavior, including possible loss of privileges or discontinuation of participation in extracurricular activities. A student who is on Academic Concern or Probation, on Disciplinary Probation, or on Honor Probation is not eligible to run for a representative school-wide leadership position.

DISCLOSURE OF HONOR CODE AND DISCIPLINARY INFRACTIONS TO COLLEGES

FBS reserves the right to report any incidents of Honor Code or disciplinary violations that result in probation, suspension, dismissal, or expulsion, regardless of the grade level in which the incident occurred, when such information is requested by colleges and universities in the college application process. Students are advised and expected to disclose such Honor or disciplinary incidents on all college applications that ask for a student's Honor or disciplinary history (including the Common Application). Moreover, a senior who receives an Honor Code violation or a suspension after his/her college applications are submitted is obligated to report the change of disciplinary record to those colleges that request such disclosure on the application. Students should consult with the College Counseling Office to determine the appropriate procedure for notifying colleges.

Harassment or Assault: Harassment or assault of a teacher, student, or group of students will not be tolerated. The student will be suspended pending an investigation and conference with the Head of School. Verified incidents may result in the student being recommended for expulsion from school or receiving mandatory counseling.

Sexual Harassment: Peer sexual harassment is strictly forbidden at this school, on its premises, and during its programs and activities. Peer sexual harassment is any unwelcomed physical or verbal conduct of a sexual nature, such as touching, grabbing, or sexual comments, directed at a person because of his or her sex. Students are expected to treat their fellow students with dignity and respect at all times. Disciplinary action will result from violations of this anti-harassment policy. Violations of this policy may be reported to teachers or administrators. The school strongly encourages students to report sexual harassment immediately. This school will take prompt and fair action to investigate any report and to stop the harassment.

Weapons: Knives (of any size), guns, any explosive device, and weapons of any kind are prohibited. This includes “defensive” weapons such as pepper spray. The police will be contacted if appropriate. The student will be

suspended pending an investigation and conference with the Head of School. Guns may not be stored in cars parked on campus grounds.

SUBSTANCE USE POLICY

First Baptist School is committed to an alcohol, tobacco, and drug-free campus. FBS takes the firm position against the use of mood-altering chemicals. FBS strives to develop a strong partnership of administrators, faculty, staff, students, and parents/guardians with the goal of encouraging lifelong healthy and responsible decision making.

I. GENERAL RULE

First Baptist School students shall not possess, use, consume, deliver, sell, distribute, or be under the influence of alcohol, illegal drugs, prescription medication **not** prescribed by a physician to the student, under the following circumstances:

- Any time students are on FBS property;
 - Any time students are participating in a FBS-sanctioned activity, whether on or off school property.
- A. FBS students shall not abuse (i.e., violate prescription dosage) or distribute over-the-counter medications under the following circumstances:
 - Any time students are on FBS property;
 - Any time students are participating in a FBS sanctioned activity whether on or off school property.
- B. FBS is a tobacco-free campus. Any vaping or drug paraphernalia are also prohibited. Students found in violation of this portion of the policy will be subject to disciplinary action determined by the Upper School or Middle School administration.
- C. Vaping, inhaling any substance from an electronic cigarette or similar device, and student possession of tobacco in any form are prohibited on campus and at off-campus school functions. Inhaling from an electronic vaporizer while on campus or participating in a FBS-sanctioned activity will be considered a full violation of this Substance Use Policy.
- D. FBS adheres to the following South Carolina statutory law and case law precedents:
 1. S.C. Code of Laws, Section 20-7-8920: Purchase of beer, ale, wine, malt or other fermented beverages: "It is unlawful for a person under the age of twenty-one to purchase or knowingly possess beer, ale, wine, or similar malt or fermented beverage. Possession is *prima facie* evidence that it was knowingly possessed. A person violating this section is guilty of a misdemeanor and, upon conviction, must be fined not less than twenty-five dollars or more than one hundred dollars."
 2. S.C. Code of Laws, Section 44-53-370(c): "It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless the substance was obtained directly from, or pursuant to a valid prescription or order of, a practitioner while acting in the course of his professional practice, or except as otherwise authorized by this article."
 3. Opinions written by the S.C. Supreme Court in Marcum v. Bowden, Op. No. 26035 (S.C. Sup. Ct. filed August 29, 2005) regarding liability of an adult social host for knowingly and intentionally serving alcohol to a person under 21 years of age if that minor is subsequently injured or killed while under the influence of alcohol and Barnes v. Cohen Dry Wall Inc., Op. No. 26036 (S.C. Sup. Ct. filed August 29, 2005) regarding liability of a social host for knowingly and intentionally serving alcohol to a person under 21 years of age if that minor subsequently injures or kills a third person while the minor is under the influence of alcohol.

II. PRESCRIPTION MEDICATIONS

Unless otherwise granted permission by authorized school administrative personnel, all FBS students shall store all prescription medications with administrative personnel in the Lower School, Middle School, or Upper School Office. Such medications shall be stored in a container labeled with the following information: name of student, name of drug, prescribing physician, dispensing pharmacy, dispensing instructions, and purpose of medication.

No medication (including acetaminophen and ibuprofen) will be given to students in the Lower School without permission from a parent/guardian. All medicine must be checked in with the School Office and will be administered by the office staff or Health Room volunteers. It is the responsibility of the parent/guardian to notify the School Office of any chronic or special medical problem.

III. SEARCHES

- A. FBS faculty, administrative personnel, and security staff may, in their discretion, at any time and without notice, search the following:
 1. Any area or part of the FBS campus including, but not limited to, all buildings located on the campuses of the Lower, Middle, or Upper School; all vehicles owned by FBS; all equipment and storage areas on FBS property; and all property loaned to students of FBS, including, but not limited to, lockers, electronic devices or storage mediums, and the like.
 2. The person of, or personal property of, any FBS student while on FBS property or off FBS property while the student is participating in a FBS-sanctioned activity. Property subject to search includes, but is not limited to, automobiles, packages, parcels, purses, handbags, briefcases, book bags, and toolboxes.
- B. Searches defined in Subsection (A), above, may be conducted at random if the faculty or administrative staff person(s) performing the search have a reasonable suspicion that the person being searched is under the influence of or possesses, or the property being searched contains, illegal drugs, alcohol, weapons, or the personal property of others.
- C. Students shall cooperate with the faculty or administrative personnel conducting a search or an interview under this Section.

IV. DRUG SCREENING

- A. The requirements of this Section shall apply to all FBS students who meet the criteria defined in Section I., Subsections (A) and (B).
- B. Any time a FBS student's conduct or behavior causes a reasonable suspicion that the student is under the influence of alcohol or drugs, the faculty or administrative staff of FBS may, in their discretion, require the student to be tested for the use of drugs.
- C. The student may be required to submit to testing by urinalysis, hair follicle, breathalyzer, or blood alcohol screening. The test or tests required shall be determined by the administrative staff of FBS.
- D. The cost for drug testing shall be borne by the student's parent(s) or guardian(s), or by the person responsible for paying the student's tuition to FBS.
- E. Any student who refuses to cooperate under this Section is subject to disciplinary consequences including dismissal or expulsion from FBS.

V. PROCEDURES AND CONSEQUENCES

Lower/Middle School Violations

All matters regarding the violation of the Substance Use Policy will be adjudicated by the Lower/Middle School Administration.

Upper School Violations

One of the following consequences will be administered for a violation of the Substance Use Policy. (Expulsion and dismissal for the balance of the year are decisions made in consultation with the Head of School):

1. Expulsion from the school. FBS reserves the right to expel any student under any violation of this policy including, but not limited to, the following:
 - a. If a student is in possession of an amount or type of drug considered to be a felony under S.C. law.
 - b. If a student is found guilty of selling or distributing drugs (illegal or prescription) or alcohol.
 - c. If a student commits a second violation of the Substance Use Policy.
 - d. If a student does not cooperate with administration in determining how drugs or alcohol were brought onto school property or to a school-sponsored event, whether or not the event was on school property.
 - e. If the student's actions in violating this Substance Use Policy have resulted in negative consequences or have produced significant embarrassment to the school or student body.
 - f. If the student's overall record indicates an unwillingness or inability to comply with FBS rules.
 2. Dismissal from the school for the remainder of the year, with the opportunity to be readmitted the following year. The student may be considered for the next grade level or the same grade level from which the student was dismissed depending on an evaluation of academic readiness.
 3. Suspension from school for a period of one week with disciplinary probation for at least 8 weeks, depending on the timing within the school calendar. Probation shall include suspension from all extracurricular, fine arts, and formal athletic activities. During this probationary period, a student shall fulfill all other requirements of probation as outlined in subsections of this Section.
- F. A student found guilty of substance use violation must:
1. Resign from a leadership position for the balance of the school year.
 2. Undergo a professional assessment to determine the risk of chemical dependency as a condition of returning to school or as a condition of fulfilling any probationary period. In order to obtain the most thorough evaluation possible, the student's parents and/or guardians may also participate in the assessment process. FBS will provide the student and the family with a list of approved professionals in chemical dependency assessment, and a specialist from this list must be used. The cost of the assessment will be borne by the student's parent(s), guardian(s), or the person(s) responsible for paying the student's tuition. The Counselor shall be provided a follow-up report after the assessment.
 3. Following the assessment outlined above, the student and, when applicable, the parents/guardians will follow all advice and recommendations of the assessment. FBS accepts that recommendations may include, but not be limited to, inpatient drug and/or alcohol treatment; intensive outpatient treatment; mental health counseling; or drug abuse education counseling. The cost of any treatment will be borne by the student's parent(s), guardian(s), or, or the person(s) responsible for paying the student's tuition. The Counselor shall be provided periodic updates on the status of the student's treatment, and FBS will be supportive of the student's treatment if support can be provided without jeopardizing the welfare of the larger school community.
 4. Concurrent with any other consequence applied under this policy, the student must meet

with the appropriate school Counselor. The Counselor shall coordinate all communication between the school and any professionals or institutions chosen to carry out the directives of a student's probation. The student and the student's parent(s) or guardian(s) shall sign a release of information in order to allow the Counselor and any other appropriate school personnel to communicate regarding all matters involved with a student's probation. As deemed necessary by the Principal or the Counselor. The Youth Pastor will be available for pastoral care and support to the student and parent(s) or guardian(s) of the student.

If for any reason a student must withdraw from FBS to attend a residential treatment program or any kind of inpatient treatment facility for substance abuse issues, FBS, in its discretion, may require the following as a condition of returning to FBS as a student:

- I. The student or the student's parent(s) or guardian(s) must present written certification that the student has successfully completed an appropriate treatment/rehabilitation program;
- II. The student and the student's parent(s) or guardian(s) must commit to adhere to any aftercare program recommended by the treatment/rehabilitation program or any professional engaged to recommend an aftercare program thereafter;
- III. The student and the student's parent(s) or guardian(s) must provide a copy of a written aftercare plan to the Principal for review;
- IV. The Counselor or Youth Pastor will monitor the student's and the parent(s) or guardian(s) compliance with any recommendations for aftercare and the student's reintegration to the school community.

NOTE: In the case of a Middle School student, the Middle School Administrator will perform the same tasks as the Upper School Principal in student cases.

Bullying: Bullying is a behavior which is subject to the school's discipline policy, regardless of whether it occurs on or off campus. Bullying takes many forms such as verbal, physical, or written threats. It can occur in a variety of places such as school, neighborhoods, online (including social media) and texting.

The following definition will be used as a guideline to determine if a behavior is considered "bullying." This is not an exhaustive definition, only a framework.

"Bullying is unwanted, willful behavior that involves a real or perceived threat(s) and/or intimidation."

Three questions will assist in determining if a behavior is considered "bullying":

1. Is it repeated, persistent, and/or pervasive?
2. Was there an intentional display of force, intimidation, or humiliation (real or perceived)?
3. What is the level of disruption in the orderly operation of the classroom and/or school environment?

Honor Code: I commit to love my neighbor as myself and to:

- Not lie, cheat, plagiarize or steal nor knowingly assist another student in doing so
- Treat my fellow students with dignity and respect at all times
- Refrain from inappropriate physical or verbal conduct
- Hold myself accountable to this code

The student will be asked at the beginning of the school year to pledge himself to upholding this code. Any student **suspected** of violating the code will be investigated, parents will be contacted by his teacher, and may be referred to the administration for action. Any student **violating** the code will be referred to the administration for appropriate actions. Academic infractions such as plagiarism and cheating will be addressed by the teacher and forwarded to the

administration for action. This could include the student meeting the Faculty Council/Honor Review Board (FC/HRB).

Electronic Devices: The use of personal electronic devices are permitted for instructional purposes only and only with permission of the instructor. **If a device is used inappropriately, the staff/faculty member will confiscate the device and issue a behavior warning. The device will be returned to the student – either by the teacher or by the office – at the end of the school day (see school hours). Repeated violations will result in the requirement of the parent to pick up the device from the office.**

***High School Phone Policy:** The use of phones in the classroom is up to the discretion of each classroom teacher. Teachers will allow phones to be used for instructional purposes or recreational benefit, during non-instructional time of the class.

Disciplinary Probation/Contract: A student may be placed on disciplinary probation by the administration. ***Disciplinary probation may include the permanent exclusion from the National Honor Society/Junior National Honor Society (NHS/JNHS) and will include the loss of exam exemption privilege for the year.** This probation can stipulate that further behavioral problems may result in expulsion or loss of re-enrollment privilege. Disciplinary probation will remain in effect as stipulated by letter. The administration will write a contract addressing behavioral and academic requirements of the student. The contract must be signed by the student and parents in order for the student to remain enrolled. **If any part of the Behavior Contract is broken, the student will be expelled or asked to withdraw.**

***Subject to NJHS/NHS guidelines and the FC/HRB.**

Additional Notes:

The school attempts to distinguish between academic and behavioral violations. In that light, disciplinary consequences will reflect the category of misbehavior. Hence, behavioral violations will typically not entail academic punishment. Students who are suspended may not participate in extracurricular activities of any kind during the period of suspensions. Sponsors, coaches, and the like have latitude to determine the terms of re-entry to the activity including whether the student is eligible to return.

The school reserves the right to withhold a re-enrollment contract from a student whose behavior and/or academic performance is deemed by senior school leadership to be unworthy of remaining in the school community.

Technology and Social Media Policy: (Grades K-12)

Technology and Social Media Policy

Acceptable Use Policy “AUP”

Definition of Use: The use of any FBS network resource constitutes use whether or not the user has a network account. FBS has a local network of computers with Internet access. Use of the FBS network is a privilege dependent on agreement to and compliance with this **Usage Agreement**. Any known abuse of the network should be reported to Network Administration.

I. Appropriate Network Activity

- A. The purpose of the network is to enhance the educational environment. Appropriate activities include electronic mail, Internet browsers and other resources. All users are expected to use these resources in a manner that is respectful of others and in accordance with all laws governing electronic communications.
- B. Gaining access to or attempting to gain access to resources or files, which are not for public access, is prohibited. Gaining access to or attempting to gain access to remote systems as an unauthorized user is prohibited.
- C. Mailing, viewing, downloading, uploading, copying, forwarding, creating, storing, or sending any inappropriate material is prohibited. **Inappropriate materials** includes but is not limited to: pornographic or obscene material; material insulting to ethnic, religious or other groups; personally insulting or disrespectful material; material which threatens a person's well-being or safety; false or misleading statements or documents; and chain letters.
- D. Malicious mischief is prohibited. This includes but is not limited to:
 1. Damaging equipment
 2. Modifying any workstation setup
 3. Spamming the network - flooding the system or a user with unwanted data
 4. Intentional introduction of viruses
 5. Spoofing mail - faking the true origin of a mail message
 6. Destruction, appropriation or modification of another's data
 7. Cracking or learning another's password by any method
 8. Downloading any program(s) without permission of the Network Administration

II. FBS Network Administration

- A. All users should be aware that the Network Administration cannot absolutely guarantee the confidentiality of a user's files or communications. Extremely sensitive material should not be stored on the system.
- B. FBS and the Network Administration are not responsible for the loss of data due to system failure, either hardware or software. It is recommended that important data be stored off line for backup (a jump drive).
- C. All network activities may be audited by the Network Administration.
- D. All files on the FBS system may be viewed, executed, deleted, copied, restricted or compressed by the Network Administration.

- E. The Network Administration has the right to grant or deny access to network computer resources depending on system requirements, memory space needed, school policy and history of past activities by the user.
- F. There may be a storage quota imposed on an account. It is the responsibility of the user to know and maintain the limit.

III. Passwords

- A. Every account will have a username and a password. Account owners have responsibility for all use of their accounts.
- B. Passwords are for the security of the owner of the account. They may not be divulged to any other person. They should not be written down nor stored on any shared system.
- C. Users should be aware of current guidelines for the creation and maintenance of secure passwords.

IV. Off Campus Usage

- A. Parents and their children are responsible for online content that has been made public and reflects negatively on the school or employee, or poses a threat to another student or employee. There is no expected privacy online. (See detailed explanation of Social Media Expectations below)
- B. The school reserves the right to address any content that impacts negatively on the school or an employee or is considered student-to-student bullying.
- C. Parents should consider the following:
 - Attach rules to the usage of online electronics at home.
 - Move the computer out of the child's room if any misuse is detected.
 - Teach your child not to share passwords, their name, or home address.
 - Install monitoring and filtering software.
 - Monitor your child's screen name and Web sites.
 - Ensure your child understands that posting pictures or auditory recordings of school employees or students without their expressed permission may be illegal and will be subject to review under paragraphs A and B above.
 - Ensure that your child understands that cyberbullying or harassment may be illegal and is subject to review under paragraphs A and B above.

IV. Social Media Policy

Social media sites are being used increasingly to fuel campaigns and complaints against schools or to share inappropriate information, e.g. naming children involved in incidents, sharing confidential information regarding an aspect of school life, making allegations or accusations or sharing false news. First Baptist School considers the use of social media or apps in this way as unacceptable and not in the best interests of the children or the whole school community.

First Baptist School considers the following examples to be inappropriate uses of social media. (This list is non-exhaustive and intended to provide examples only):

- Making allegations about First Baptist School staff or pupils/cyber-bullying;
- Making complaints about First Baptist School or First Baptist School staff;
- Making defamatory statements about First Baptist School or First Baptist School staff;
- Posting negative/offensive comments about specific First Baptist School pupils/staff.

Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the building administrator, or the Head of School so they can be dealt with fairly, appropriately, and effectively for all concerned.

In the event that any student or parent/caretaker of a child/ren being educated at First Baptist School is found to be posting defamatory comments on Facebook, Instagram or other social network sites or apps, members of our school community in the common interest of promoting the well-being of First Baptist School should report these defamatory comments to the ‘report abuse’ section of the social media platform. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report content or activity which breaches this.

The school will also expect that any student or parent/caretaker remove defamatory comments immediately.

Refusal to abide by or violation of this policy could lead to punitive measures including legal action and/or removal of students from First Baptist School.

School officials will not mediate social media issues between students or parents unless it directly affects the function of the school.

Consequences for Breach of Agreement: See School Discipline Plan

Lower and Middle School Academics Grades K-8

Grading Scale Grades 1-8

Distance Learning: During forced school shutdowns First Baptist School may initiate our “Distance Learning Plan” (DLP) for grades K2-12. The DLP will be specifically designed to meet the needs of each grade level and ensure that all students are receiving instruction that meets our academic standards. Respective campus administrations will communicate guidelines and protocols with all students and families if the DLP is enacted. The DLP will be considered official school days and attendance for all students is required and work is expected to be completed.

First Baptist School has adopted the South Carolina Uniform Grading System. By adopting the below system, our students will be eligible for state sponsored scholarships.

90-100	A
80-89	B
70-79	C
60-69	D
59 and below	F

Exams

Only 6th-8th Grade students will have exams. They will take place at the end of each semester. The exam schedule will be communicated by the administration.. Exams will count as 20% of their final semester average. 6th grade students will only take Math and ELA exams.

SECOND SEMESTER EXAMS: Any student in grade 8 may exempt an exam in any subject with a “90” mark for the second semester and have not received a suspension, be on probation, or have been punished by the Discipline Board at any time during the year. **Excessive absences /tardies will preclude a student from exemption of exams. Discipline issues could also prevent exemption.**

HONOR SOCIETIES AND ACADEMIC AWARDS

Awards Ceremonies: Award Ceremonies will be held at the end of the school year for 1st-3rd, 4th-6th and 5th-8th. Dates will be communicated by administration.

Junior Honor Society: In the spring of 1966, the John Rhodes Chapter of the Junior Honor Society was chartered by the national organization. Its aims and purposes are the same as the National Honor Society. Students from grades 7 – 9 with a cumulative “90” numerical grade average or above for those grades in the four core classes and foreign language and who meet the other selection criteria listed for the National Honor Society are eligible for selection for membership. A new student must have attended FBS for one semester and received a “90” or higher on their first report card in the four core classes and foreign language. To remain in the society, the student must maintain a cumulative numerical average of “90.”

Academic Awards 3rd-8th: There is one honor roll for which a student may be recognized at the end of each year: To be named to the **Head of School’s Honor Roll**, a student must have an overall average of “95” or above. To achieve **Principal’s Honor Roll**, a student must have an overall average from “89” through “94.” A suspension or behavioral probation will make the student ineligible for either of these honors for the given year.

ACADEMIC REGULATIONS

Academic Philosophy: It is imperative that each student is prepared daily for each subject. It is also imperative that parents require their child to do his best through daily study and preparation. Academic integrity is critical for the full development of the student and for maintaining the standards of the school

ACADEMIC INTEGRITY

Academic integrity is defined as completing one's own assigned work without unauthorized help from outside sources or persons. Cheating and plagiarism are violations of the honor code and compromise academic integrity. Students found to have compromised academic integrity will be subject to the Faculty Council/Honor Review Board (FC/HRB) in grades 7-12.

PLAGIARISM

(The following information is taken from the website www.plagiarism.com)

“What is Plagiarism?” *Plagiarism.org* N.p., n.d. Web. 18 May 2017

Many people think of plagiarism as copying another's work or borrowing someone else's original ideas. But terms like "copying" and "borrowing" can disguise the seriousness of the offense:

According to the Merriam-Webster online dictionary, to "plagiarize" means:

- to steal and pass off (the ideas or words of another) as one's own
- to use (another's production) without crediting the source
- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

But can words and ideas really be stolen?

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

What about images, videos, and music?

Using an image, video or piece of music in a work you have produced without receiving proper permission or

providing appropriate citation is plagiarism. The following activities are very common in today's society. Despite their popularity, they still count as plagiarism.

- Copying media (especially images) from other websites to paste them into your own papers or websites.
- Making a video using footage from others' videos or using copyrighted music as part of the soundtrack.
- Performing another person's copyrighted music (i.e., playing a cover).
- Composing a piece of music that borrows heavily from another composition.

Certainly, these media pose situations in which it can be challenging to determine whether or not the copyrights of a work are being violated. For example:

- A photograph or scan of a copyrighted image (for example: using a photograph of a book cover to represent that book on one's website)
- Recording audio or video in which copyrighted music or video is playing in the background.
- Re-creating a visual work in the same medium. (for example: shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- Re-creating a visual work in a different medium (for example: making a painting that closely resembles another person's photograph).
- Re-mixing or altering copyrighted images, video or audio, even if done so in an original way.

The legality of these situations, and others, would be dependent upon the intent and context within which they are produced. The two safest approaches to take in regards to these situations is: 1) Avoid them altogether or 2) Confirm the works' usage permissions and cite them properly.

FACULTY COUNCIL/HONOR REVIEW BOARD (FC/HRB)- GRADES 7-12

In cases of academic infractions (cheating or plagiarism), the student will meet the FC/HRB. The board is composed of teachers from different subject areas who will review the case to determine the extent of the infraction and recommend punishment. The Head of School will receive the recommendation and may add to or subtract from the recommended punishment. In cases where the student is a member of the NHS/NJHS, the faculty council will meet to determine how the infraction affects the student's standing in the Honor Society (per NHS/NJHS guidelines).

Punishments for violating the honor code could include loss of credit on the assignment, academic probation, and/or detentions/suspensions. Multiple violations could result in a recommendation of dismissal.

Math Requirement:

Starting in grade 6, students will be placed in a grade level course or advanced course. Each student will be evaluated at the end of each year for placement the following year.

Moving math levels: Moving from any level must be done before October 15 and requires approval from teachers, parents, and administration. The administration may review and recommend moving at the quarter break.

The student's record will reflect all courses taken and the grade earned, with the following exception: students taking courses for a Carnegie unit in the 8th grade prior to their 9th grade year may retake any such course during their 9th grade year. In this case, only the 9th grade retake grade will be used in figuring the student's GPA and only the 9th grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

To ensure that students are sufficiently prepared for high school math , students receiving a final grade of 78 or below in Algebra 1 will be required to retake the class in 9th grade. The 8th grade final grade will be replaced with the new grade.

ACADEMIC ASSISTANCE:

A student who is failing may be required to stay for the teacher's extra help sessions until passing.

ACADEMIC PROBATION:

Administration reserves the right to require academic probation based on student performance.

A student failing two or more core subjects will be identified at the end of the first semester, his or her parents notified by letter, and tutoring will be advised to start immediately.

At the end of the school year, if the same student is still failing core subjects they will not be promoted until the requirements set forth by the administration have been met. The student will also start the following school year on probation.

Promotion Requirements: In order to be promoted to the next grade a student must pass all core subjects for the year. If a student ends the second semester failing more than one core subject, they will not be promoted to the next grade until they have met the requirements set forth by the administration. The student may have to attend summer school or be retained in his/her current grade if this requirement is not met.

In order to be promoted or enter the K3 program, your child must be fully potty trained. In extreme circumstances your child will be dismissed from the K3 program until they are potty trained. Their spot will be saved for when they are ready to return to school.

FAILING A CLASS: Students that fail a course by receiving a final grade of 59 or below will need to take summer school or receive tutoring over the summer.

SUMMER SCHOOL: A student is required to successfully complete a valid summer school program approved by First Baptist School. Summer work may be done with FBS, a local accredited school or teacher with approval of the administration. A list of tutors and classes can be found on RenWeb. Summer school guidelines are:

- Instructors are required to have a degree in the given area and approval of the administration. These instructors will use FBS texts, course objectives and exams unless specified.
- Non-FBS tutors must use the school's curriculum, text, and exams for full course instruction.
- Parents instructing their own children must be certified by the SC Home School Association.
- All SACS accredited agencies may instruct students for credit.
- Students having below a "60" must be instructed in all of the objectives of the course and will have the first attempt recorded as a failure along with the summer school grade recorded separately.
- Failure in a laboratory science requires a lab component.

ATHLETICS: A student athlete must complete all homework and projects as scheduled.

STANDARDIZED TESTING: Each student is required to take a battery of standardized tests each year. These tests – except for the SAT and ACT – are given at school on a school day. The dates for each of these school-held testing sessions are listed in the yearly calendar. It's imperative that the student takes the test(s) on the assigned date(s) because some of these tests do not allow for make-up sessions. The tests administered are:

Grades K5-8: A form of the Stanford Achievement Tests. When scores are received, your child's teacher will be available to meet with you to review test results, by appointment only. Test results will be sent home in report cards at the end of school.

Field Trips

There will be Field Trips planned for your child throughout the school year (K3-12th). A Field Trip Permission Form is signed by each child's parents at the beginning of school. When a bus is required for a field trip, three year-old students must be in a seat belt. A list of students and teachers on the bus must be given to the office and to the bus driver before leaving campus. Students are to wear purple polo school uniform shirts when they go on field trips, unless there is different information from the child's teacher. K2-K4 will be tracked as they enter and exit the bus on a tracking form.

Tracking

(K2 through K4)

Teachers of K2 through K4 will document where students are throughout the day. A form will be provided for each teacher and these forms will be kept on file in the classroom. All students will be tracked during field trips as they enter and come off the bus.

Toys

Please do not let your child bring toys to school. It is sometimes hard for children to share and this can cause problems in the classroom. Also, some toys can be costly and we would hate for them to get broken, left at school, or misplaced. The exception to this request is a note from your child's teacher saying they may bring a toy for Show and Tell or a special activity or occasion in the classroom.

Permanent Records

All children's Permanent Records are located in the file cabinets in the Lower School Office. This office is always attended and at the end of the day is secured and locked.

LUNCH

K through 12th Grades

Students may bring bag lunches to school or they may pre-order lunches online from Schoolhouse Fare:

All lunch orders can be placed 2 weeks in advance or up to 12pm the day before through the Schoolhouse Fare online ordering website. Information about ordering can be found on our website under the resource page. Once you have signed up, a link will be sent out to parents when online ordering is open. The lunch menu will change monthly to allow for a variety of choices.

Students in grades K-8 will not have the capability to warm food up due to limited space and construction.

Upper School Academics Grades 9-12

ACADEMIC REGULATIONS

Distance Learning: During forced school shutdowns First Baptist School may initiate our “Distance Learning Plan” (DLP) for grades K2-12. The DLP will be specifically designed to meet the needs of each grade level and ensure that all students are receiving instruction that meets our academic standards. Respective campus administrations will communicate guidelines and protocols with all students and families if the DLP is enacted. The DLP will be considered official school days and attendance for all students is required and work is expected to be completed.

ACADEMIC PHILOSOPHY

It is imperative that each student is prepared daily for each subject. It is also imperative that parents require their child to do his best through daily study and preparation. Academic integrity is critical for the full development of the student and for maintaining the standards of the school.

ACADEMIC INTEGRITY

Academic integrity is defined as completing one's own assigned work without unauthorized help from outside sources or persons. Cheating and plagiarism are violations of the honor code and compromise academic integrity. Students found to have compromised academic integrity will be subject to the Faculty Council/Honor Review Board (FC/HRB).

PLAGIARISM

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- to commit literary theft
- to present as new and original an idea or product derived from an existing source

In other words, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward.

But can words and ideas really be stolen?

According to U.S. law, the answer is yes. The expression of original ideas is considered intellectual property and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation
- changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

- Working collectively on an assignment, test, quiz, etc. that is intended to reflect individual student learning

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed and providing your audience with the information necessary to find that source is usually enough to prevent plagiarism.

What about images, videos, and music?

Using an image, video or piece of music in a work you have produced without receiving proper permission or providing appropriate citation is plagiarism. The following activities are very common in today's society. Despite their popularity, they still count as plagiarism.

- Copying media (especially images) from other websites to paste them into your own papers or websites.
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Certainly, these media pose situations in which it can be challenging to determine whether or not the copyrights of a work are being violated. For example:

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- Recording audio or video in which copyrighted music or video is playing in the background.
- Re-creating a visual work in the same medium. (for example: shooting a photograph that uses the same composition and subject matter as someone else's photograph)
- Re-creating a visual work in a different medium (for example: making a painting that closely resembles another person's photograph).
- Re-mixing or altering copyrighted images, video or audio, even if done so in an original way.

The legality of these situations, and others, would be dependent upon the intent and context within which they are produced. The two safest approaches to take in regards to these situations is: 1) Avoid them altogether or 2) Confirm the works' usage permissions and cite them properly.

HONOR REVIEW BOARD (HRB)

In cases of academic infractions (cheating or plagiarism), the student will meet the HRB. The Board comprises three high school teachers from different subject areas, who will review the case to determine the extent of the infraction and recommend punishment. The HRB will submit its recommendation for redressing the academic infraction to the Upper School Principal. In cases where the student is a member of the NHS/NJHS, the faculty council will include the NHS/NJHS faculty representative and will determine how the infraction affects the student's standing in the Honor Society (per NHS/NJHS guidelines).

The Honor Review Board will convene in private. It will include the accused student, members of the HRB, and any member of the faculty whom the accused student wishes to appear on his or her behalf. Parents do not participate in the HRB hearing.

Punishments for violating the honor code could include loss of credit on the assignment, academic probation, and/or suspension. Multiple honor violations will result in a recommendation of dismissal or expulsion.

CORE CURRICULUM

High school students will complete a minimum of 26 units of high school credits to graduate from FBS. One unit of high school credit is awarded for each full year course and one half credit for a semester course subject. Each student in grades 9 – 11 is required to take a full course load. Seniors will take and pass a minimum of five core courses on campus.

A student who takes a college course off or on campus, as a dual credit or concurrent student, will receive one unit of credit for each successfully completed 3 or 4 hour college semester course and the grade received will be noted on the student's transcript and used in GPR calculations. Dual credit students taking a required course for graduation must complete both semesters even if this increases the total number of credits beyond the minimum (see graduation requirements.)

GRADUATION REQUIREMENTS

To receive a First Baptist School diploma, a student must pass the below high school courses. (Note 1 & Note 2)

English: English 1: World Literature
English II: American Literature
English III: British Literature
English IV: Composition and Writing OR English 101/102 (Dual Credit)

Mathematics: Algebra 1- A grade of 78 or better required to continue to Algebra 2
Algebra 2
Geometry
Algebra 3/Trig or Pre-Calculus
***All students must take a math class EACH year (9-12) in high school**

Science: Biology 1
Chemistry 1
3rd Lab Science
4th Lab Science

Social Studies: Ancient History
European History
U.S. History
Government/Economics (Note 3)

Christian Philosophy and Religion (4 required):
The Life and Philosophy of Christ (9th)
Comparative Religion (10th and 11th)
Reasons for Faith (11th)
Christian Ethics and Culture (12th)

Language: Spanish 1
Spanish 2
Spanish 3
(Note 4)

Arts: 1 Unit
Physical Education: 1 Unit
Computer: 1 Unit

Note 1: All courses required for graduation must be taken on campus. Online courses for credit are allowable only for a scheduling conflict or extenuating circumstances. Online courses must be through an agency that is accredited and must be approved by administration before the course is taken (see note 5).

Note 2: New enrollees will follow a plan set by administration that will fit the above plan as closely as possible.

Note 3: Government and Economics are ½ unit courses.

Note 4: All students must take three years of modern spoken languages.

Note 5: Any exception to the above requirements or notes must be appealed through the administration.

Drop/Add Deadlines: Students will have seven calendar days from the first day of school to drop or add a class. Any requests after this date will require a parent conference with school administration (including guidance/college counseling). Should a student drop a core class and move to another in the same subject area, the grades will follow with the student to be calculated as a part of their final grade.

Promotion Requirements: In order to be promoted to the next grade a student must pass sufficient core subjects to meet graduation requirements by the end of their senior year. The student may have to attend summer school in order to be retained in his current grade if this requirement is not met.

ACADEMIC ASSISTANCE:

Teachers will stay after school on Mondays and Thursdays until 4:00 pm to offer additional academic assistance. A student who is failing will be required to stay after school with the teacher of the failing subject(s) on Mondays & Thursdays or until such time as the student is passing.

ACADEMIC PROBATION:

*The administration reserves the right to require academic probation based on a student's performance. A student who fails one or more classes will be identified at the end of the first semester, his parents notified, and tutoring will be advised to start immediately.

At the end of the school year, if the same student is still failing any class, he will be placed on Academic Probation by letter, and required to attend and pass summer school or retake the failed courses the following year if scheduling permits.

During the next school year this student will be on Academic Probation. The student will be required to attend after-school tutoring. An academic review of the student's progress in each class will be held at the midpoint of the fall semester, and further recommendations may be made to the family. If this student is failing at the end of the 1st semester, the student's parents will be notified that he or she may not be re-enrolled if the student fails at the end of the school year in which he or she is on probation.

Service Hours: Students in grades 9 through 12 are strongly encouraged to complete 10 hours of Community Service each school semester. Community Service hours for an upcoming school year may be completed during the summer months.

Service opportunities on the pre-approved list do not require completion of the Community Service Proposal Form. Other opportunities (not on the pre-approved list) require completion of the Community Service Proposal Form prior to the completion of the service. All community service hours must be completed outside of regular school hours. A limit of 5 hours per semester may be completed at school sponsored functions.

Community Service hours must be freely given. The student may not be compensated for their service. Service hours will be documented by the service coordinator and documentation will consist of a signed Community Service Form by an approved supervising adult. Students should keep a copy of all forms submitted.

Pre-approved list of community service opportunities:

- Service completed with a church group or at a local church
- Lowcountry Orphan Relief
- Lowcountry Food Bank
- Crisis Ministries

- Water Missions International
- Habitat for Humanity
- Star Gospel Mission
- 180 Place
- School sponsored events

Requirements for community service opportunities (other than the pre-approved list):

- Students must complete a Community Service Proposal Form and submit it for approval to the service coordinator prior to completion of the service
- All community service must be performed during **non-school hours**
- Only half of the hours may be completed at school sponsored functions

Activities that do not count as community service:

- Family related activities
- Hours that are compensated either financially or with some other material benefit
- Court mandated community service
- Service for promoting a political candidate
- Activities that are course requirements
- An activity where there is no leader or responsible adult on site to evaluate and confirm student performance
- Donations (ex. blood, Locks of Love)

GRADING

First Baptist School has adopted the South Carolina Uniform Grading System. By adopting the below system, our students will be eligible for state sponsored scholarships.

It is the policy of First Baptist School to rank all students in grades 9-12 at the end of each school year. Rank is available to students, parents, and colleges upon request.

<u>Grade</u>	<u>CP</u>	<u>HON</u>	<u>DC</u>
100	5.000	5.500	6.000
99	4.900	5.400	5.900
98	4.800	5.300	5.800
97	4.700	5.200	5.700
96	4.600	5.100	5.600
95	4.500	5.000	5.500
94	4.400	4.900	5.400
93	4.300	4.800	5.300
92	4.200	4.700	5.200
91	4.100	4.600	5.100
90	4.000	4.500	5.000
89	3.900	4.400	4.900
88	3.800	4.300	4.800
87	3.700	4.200	4.700
86	3.600	4.100	4.600
85	3.500	4.000	4.500
84	3.400	3.900	4.400
83	3.300	3.800	4.300
82	3.200	3.700	4.200
81	3.100	3.600	4.100
80	3.000	3.500	4.000
79	2.900	3.400	3.900
78	2.800	3.300	3.800
77	2.700	3.200	3.700
76	2.600	3.100	3.600
75	2.500	3.000	3.500
74	2.400	2.900	3.400
73	2.300	2.800	3.300
72	2.200	2.700	3.200
71	2.100	2.600	3.100
70	2.000	2.500	3.000
69	1.900	2.400	2.900
68	1.800	2.300	2.800
67	1.700	2.200	2.700
66	1.600	2.100	2.600
65	1.500	2.000	2.500

64	1.400	1.900	2.400
63	1.300	1.800	2.300
62	1.200	1.700	2.200
61	1.100	1.600	2.100
60	1.000	1.500	2.000
59	0.900	1.400	1.900
58	0.800	1.300	1.800
57	0.700	1.200	1.700
56	0.600	1.100	1.600
55	0.500	1.000	1.500
54	0.400	0.900	1.400
53	0.300	0.800	1.300
52	0.200	0.700	1.200
51	0.100	0.600	1.100
WF	0.000	0.000	0.000
WP	0.000	0.000	0.000

* In an effort to allow our students to compete on an equal footing with students across the country, any grade below 60 in a College Prep, Honors or *Dual Credit*** course taught at First Baptist is failing. This is in alignment with the SC Uniform 10-point grading scale.

**A minimum grade of 71 is necessary to continue to the second semester of a Dual Credit class. For example, a grade of 71 and above in ENG 101 (first semester) would allow a student to take ENG 102 (second semester).

***A minimum grade of 78 is necessary to be promoted from Algebra 1 to Algebra 2.

Students who pass a class (60 or above) and receive credit will not be permitted to take the class again for grade or credit. The student may audit the class to reinforce the skills and objectives if desired.

FBS will attach transcripts from other schools to its own when a transcript is requested. Courses from other schools will not be included on an official FBS transcript nor will grades for those courses be included in the computation of a student's GPA. Courses passed from approved schools will serve to meet graduation requirements.

In computing numerical averages, the following conversion system will apply: **A=95; B=85; C=75; D=65; F=55**

A grade of P (passing) received from another school would be converted to a numerical designation based on information secured from the sending institution as to the approximate numerical value of the "P." The receiving school will make the final determination regarding the conversion of a grade P into the uniform grading scale.

The grading scale and system for figuring GPA and class rank will apply to all courses carrying Carnegie units, including units earned at the middle school level.

Rounding of Grades: For the semester average, if the resulting average ends up with a ".50" or above, the grade will be rounded up to the next whole number.

With the first full day of class as the baseline, students who withdraw from a course within 5 days in a 90-day course or 10 days in a 180-day course will do so without penalty. Students who withdraw from a course after the specified time shall be assigned a “WF” and the “F” will be calculated in the student’s overall grade point average/ratio. The 5 and 10-day limitations for withdrawing from a course without penalty does not apply to course or course level changes initiated by administration.

Moving from Honors to CP: Moving from Honors level to College Prep (CP) level must be done before October 15 and requires approval from Honors teacher, CP teacher, parents, and administration. The administration may review and recommend moving at the semester break. The current Honors grade will be transferred to the CP class.

The student’s record will reflect all courses taken and the grade earned, with the following exception: students taking courses for a Carnegie unit in the 8th grade prior to their 9th grade year may retake any such course during their 9th grade year. In this case, only the 9th grade retake grade will be used in figuring the student’s GPA and only the 9th grade attempt will show on the transcript. This rule will apply whether the grade earned is higher or lower than the pre-ninth grade attempt.

Dual Credit Courses: *Dual credit courses incur tuition fees from the accrediting school (college). These fees are not a part of the FBS tuition. Fees are paid through the individual student portal of the college.* These courses are taken under the auspices of Trident Technical College (TTC) and Charleston Southern University (CSU). TTC and CSU certify each course instructor and conduct classroom visits. There will be no exam exemptions of dual credit courses. A grade of “71” must be achieved to move to the next dual credit course (i.e., ENG 101 to ENG 102). A grade of “60” or below will result in the student receiving a passing grade for high school* but will fail the college course.

*-Upon approval of the SC Uniform 10-point Grading Scale

Dual credit courses, whether the courses are taken on or off campus, are defined as those courses for which the student has received permission from his/her home school to receive both Carnegie units and credit at another institution.

There is no auditing of a Dual Credit course. There are no TA opportunities in Dual Credit classes.

A student enrolled in Dual Credit courses must pay all TTC/CSU fees and purchase their own textbook. Class fees (for TTC only) are reduced by the Lottery if 6 hours (two courses) are taken in a semester. If a student takes 3 hours and our instructor teaches the course, then the fee is reduced by half. If the course is instructed by a TTC professor and the student is only taking 3 hours, the fee is the same as if he were taking the course at the TTC campus.

Parents and students should know when the drop date is for each Dual Credit course. If the student drops before that date the course fee is not applied. The student simply drops to a high school course in the same class. If a student drops the TTC course after the drop date, the withdrawal will be on his college transcript at TTC and will be characterized in accordance with their rules.

A Dual Credit student should also keep in mind that his TTC/CSU transcript will be requested by prospective colleges. South Carolina law will require the transcript to be sent to state colleges if the student attends them after his senior year. The TTC/CSU transcript and the prospective college grades will be averaged to determine continuing eligibility for the Life and Palmetto Scholarships if received.

Dropping a DC course: If a student drops a dual credit course, a fee may be applied by TTC/CSU. This fee may be up to the cost of the full course.

Concurrent Courses: These courses are taken at a local college with the school's permission. Grades from these courses will be included on the transcript if provided by the student.

EXAMS: All non-Dual Credit exams are 20% of each semester's grade. **Dual Credit exam percentage weight is in accordance with Trident Tech/CSU policy and will be specified by the individual teacher.**

Students that have a need to rearrange their exam schedule will work on the reschedule prior to exams with all affected teachers. Otherwise, exams must be taken as scheduled.

High School Final Exam Exemption Policy

Excessive absences /tardies may preclude a student from exemption of exams. Discipline issues could also prevent exemption.

Only second semester* final exams may be exempted. Multiple exams may be exempted if the criteria below are met.

*Exception is a one semester class that takes place in the first semester.

For a student to be eligible for final exam exemption, the following criteria must be met:

- A. The student must be a senior or junior
- B. Sophomores who are members of NHS* are eligible to exempt
- C. A student must have a 90 average or above for the course. Seniors must have an 90 or above to exempt
- D. A student may not be on any probation (academic or disciplinary), have been found in violation of the Honor Code, or have been punished by the FC/HRB during the school year
- E. A teacher may require students to take the final exam. Dual credit students are required to take final exams

*- if an NHS member has been put on probation (i.e., grades have fallen below NHS standard), the member will **not be eligible** to exempt any exams per the NHS guidelines and policies.

FAILING A CLASS: Students that fail a course by receiving a final grade of 59 or below must retake the course during the next school year, provided that re-taking the class will not interfere with the student's graduation timing. In those cases, a student will be required to take the class in summer school.

SUMMER SCHOOL: A student is required to successfully complete a valid summer school program approved by First Baptist School. Choices for Summer School completion include FBS, a local accredited school, or certified teacher with approval of the administration. A list of tutors and classes will be communicated by the HS office upon request. Summer school guidelines are:

- Instructors are required to have a degree in the given area and approval of the administration. These instructors will use FBS texts, course objectives, and exams unless specified.
- Non-FBS tutors must use the school's curriculum, text, and exams for full course instruction.
- Parents instructing their own children must be certified by the SC Home School Association.
- All SAIS/SACS accredited agencies may instruct students for credit.
- Students having below a "60" must be instructed in all of the objectives of the course and will have the first

- attempt recorded as a failure along with the summer school grade recorded separately.
- Failure in a laboratory science requires a lab component.

ATHLETICS: Student athletes must complete all homework and projects as scheduled by the classroom teacher. Due dates are not flexible to accommodate game/practice schedules.

STANDARDIZED TESTING: Each student is required to take a battery of standardized tests each year. These tests – except for the SAT and ACT – are given at school on a school day. The dates for each of these school-held testing sessions are listed in the yearly calendar. It's imperative that the student takes the test(s) on the assigned date(s) because some of these tests do not allow for make-up sessions. The tests administered are:

Grades 9, 10 and 11: the PSAT/NMSQT Test developed and graded by the College Board Testing Service. The PSAT/NMSQT is one of the tests that have to be taken on a set date.

Grades 11 & 12: SAT and ACT: Each junior is strongly encouraged to take the SAT by March and seniors by December. Students in grades 10 - 12 may take the SAT and/or the ACT as many times as they wish. Please remember to state the school code, 410-388, on the registration form to permit the school to receive the results.

*Students requesting accommodations on PSAT/SAT/ACT or other standardized testing should work directly with the testing agency via the agency's website.

NATIONAL HONOR SOCIETY

The Mary Ellen Brodie Chapter of the National Honor Society was established in 1959. The Honor Society has four broad aims: to stimulate and reward high academic performance, to provide opportunities for the development of constructive leadership qualities, to provide opportunities for community and school service, and to stimulate worthy character development. Our school strives to achieve aims such as these by making available an excellent curriculum under the direction of dedicated Christian teachers.

Eligible students will be inducted in the spring of their 10th grade year.

The selection criteria are as follows:

- Scholarship**
Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence.
- Service**
This involves voluntary contributions made by a student to the school or community, done without compensation.
- Leadership**
Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.
- Character**
The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally maintains a clean disciplinary record.

Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.

- A new student entering with a “3.5” must attend FBS for one semester, retain a FBS “3.5” average, and wait for spring induction.
- Students who were not academically eligible as sophomores but meet the criteria later in later years may be inducted.
- The student must meet the chapter’s requirements of leadership, character, and service. Letters of recommendation may be required. Details will be presented by the NHS chapter advisor.

Candidates for membership must not have failed first semester classes and must be passing all classes as of Winter Break (mid-February).

Any student who has been found in violation of the Honor Code or has been placed on disciplinary probation will be reviewed by the Honor Review Board where membership privileges will be evaluated.

Any NHS student that falls below the cumulative “4.0” or fails to demonstrate the qualities/qualifications of an NHS member may be placed on probation notice. This student may also lose any second semester exam exemption privileges.

ACADEMIC AWARDS

Academic awards will be presented in May. Grades for all academic awards, Valedictorian/Salutatorian, and Junior Marshals will be evaluated at a time no less than two weeks before the Awards program to determine the awards. Any and all grades accumulated after the evaluation date will count toward the student’s overall grade and class rank may change between evaluation date and the close of school.

GRADUATION AWARDS AND RECOGNITIONS

Valedictorian and Salutatorian: Valedictorian and Salutatorian will be determined by academic standing in all high school credited courses. A student must have been enrolled in First Baptist for at least two consecutive years to be considered in the selection process.

Junior Graduation Marshals: Six 11th grade marshals are chosen using the student’s academic standing in high school credited courses. A student must have been enrolled in First Baptist for at least two consecutive years to be considered in the selection process.

SENIOR AWARDS

The John A. Hamrick Leadership Scholarship: is awarded to a rising junior based on his leadership and citizenship qualities, such as strength of character, involvement in school activities, athletics and school sponsored clubs, and maintaining his grade point average and involvement in civic activities during his years at First Baptist School.

J. C. Long Award: is awarded to a young man who exemplifies the attributes of a gentleman. He is courteous; he perseveres, and has a caring attitude.

Citizenship Award: this student ranks in the top half of the class academically and is above reproach in character and integrity. This student is a leader in school and community activities and should be loyal to country, state and community.

The John A. Hamrick Cup: is given in honor and memory of Dr. John Hamrick. “Dr. John” served as pastor of First Baptist Church from 1940 to 1969, founded First Baptist Church School in 1949, and was the founding

president of Charleston Southern University from its inception to 1983. This award is given annually to a senior chosen by their classmates who exemplifies a Christian spirit, Christian leadership, and Christian principles.

T. J. Jones Award: is given annually to the student(s) whose life/lives exemplify the spirit of First Baptist School.

Faculty Award: is presented annually to the student who has shown steady academic improvement during the years at First Baptist, and has contributed effort and time to school and class activities.

Danforth Award: is given annually to the student(s) as having dared to do what was right in all situations and dared to build a positive attitude in their class.

Blanche Ellen Smith Fine Arts Award: is given annually to the senior student who has actively participated in the fine arts throughout their high school years.

National Honor Society for Dance Arts (light blue) cords: are presented to those students having met the national academic, dance, and performance requirements for induction into the First Baptist School Chapter of the National Honor Society for Dance Arts.

Fine Arts Distinction Medallions: are presented to the graduates receiving the honor of graduating with Fine Arts Distinction, for participating in the arts each of their four years of high school and completing an arts-related capstone project in service to the school or community.

SCISA Honor Graduate (yellow) Tassels: are presented to those students having a 3.5 GPR each of seven semesters and 1100 SAT or higher. These are retained by the student.

NHS Stole: is presented to those students in the National Honor Society.

Valedictorian and Salutatorian Medallions: are presented to the valedictorian and salutatorian.

Additional awards may be presented at Graduation and at various school assemblies throughout the year.