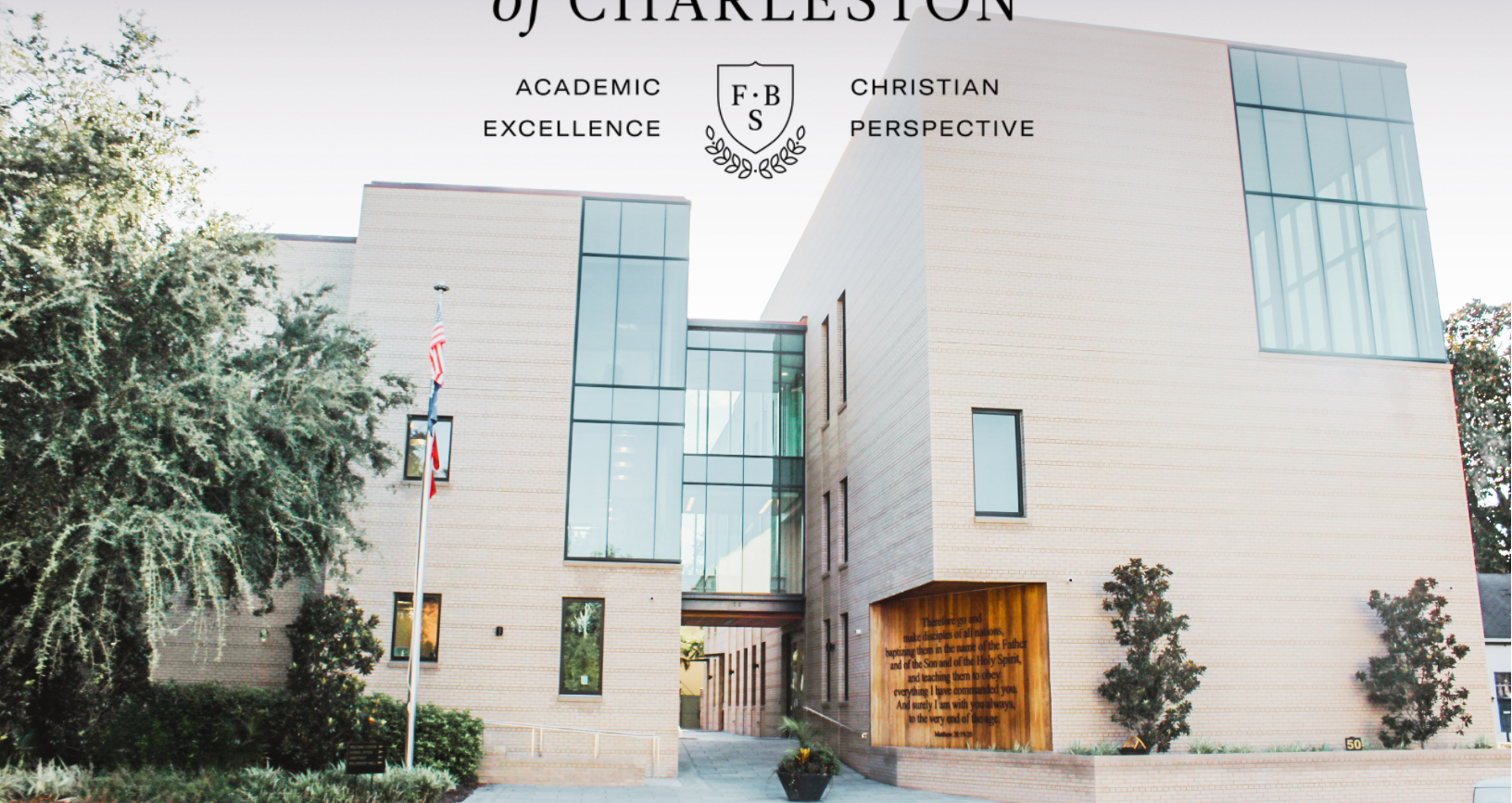


FIRST BAPTIST SCHOOL *of* CHARLESTON

ACADEMIC
EXCELLENCE



CHRISTIAN
PERSPECTIVE



HOME OF THE HURRICANES

PARENT-STUDENT HANDBOOK

Lower School

2026-2027

K2-6th Grade

FBS HANDBOOK DISCLAIMER

Students' enrollment at FBS is subject to the school's general statements, rules, regulations, policies, procedures, conditions, practices, directives, traditions, and financial terms. This includes, without limitation, those hereby contained in the Student Handbook and any other published or sent documents, all of which may be amended from time to time at the school's discretion. Both the parent and the student(s) acknowledge that both parties must abide by the FBS school standards, rules, regulations, and guidelines and are therefore held accountable for all therein.

This handbook was written to provide students and parents with an outline of our school's philosophy, goals, and rules. 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 should read this handbook, as all families are responsible for the policies and procedures therein.**

First Baptist School
Student-Parent/Guardian Lower School Handbook
2026-2027

Dear Students and Families,

Welcome to the 2026-2027 academic year at First Baptist School of Charleston!

It is my distinct joy and honor to welcome each of you—new and returning students—into another year of growth, challenge, and opportunity within our Christ-centered community. Whether you're stepping onto our campus for the first time or continuing your journey with us, know this: you are part of a school that believes deeply in your potential and purpose.

At First Baptist, our mission remains unwavering: to pursue Academic Excellence through the lens of a Christian Perspective. We believe that true excellence honors God, serves others, and reflects the unique gifts He has placed within each of you. Your time here is more than preparation for college or a career—it is formation for life, shaped by truth, guided by grace, and anchored in faith.

Each class you attend, each act of kindness you show, each challenge you embrace, and each prayer you lift—it all counts. Every assignment completed with diligence, every moment of worship engaged with sincerity, every hour spent serving others is a step toward the ultimate goal: becoming the person God has called you to be.

We live in a culture that often celebrates the quick win or the public spotlight. But at First Baptist, we lean into a deeper truth: faithfulness in the small things leads to fruitfulness in the big things. The Bible reminds us in Colossians 3:23, “Whatever you do, work at it with all your heart, as working for the Lord, not for human masters.” This verse is not just a banner for our school—it’s a compass for your daily life.

As your Head of School, I challenge you this year to live intentionally. Ask yourself each day: How can I make this count—for my growth, for others’ good, and for God’s glory? Whether you’re on the field, in the classroom, or in the quiet moments of reflection, know that your actions have purpose and your efforts have impact.

Let us commit, together, to pursue excellence with integrity, to lead with humility, and to serve with joy. I look forward to walking alongside each of you in this meaningful journey.

In Christ’s Love and Service,

A handwritten signature in black ink that reads "Justin Mitchell". The signature is written in a cursive, flowing style.

Dr. Justin Mitchell

Head of School

FBS DOWNTOWN CAMPUS PARENT-STUDENT HANDBOOK 2026-2027

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First Baptist School Administration

Head of School

Dr. Justin Mitchell

Lower School Principal (K2-6th Grades)

Mrs. Susan Brooks

High School & Middle School Principal

Mr. Will McCombs

High School & Middle School Assistant Principal

Ms. Marshelle L. Grant

MS/HS Dean of Students

Mr. Kevin Mapp

LS Dean of Students

Mrs. Heidi Doyle

Lower School Admissions Director (K2-6th Grades)

Mrs. Sally Casias

Upper School Admissions Director (7th-12th Grades)

Mrs. Beth Switzer

Director of Advancement

Mr. Jimmy Crook

Director of Athletics

Mr. James Godbolt

Director of Auxiliary Programs

Ms. Anne Redner

Director of Enrollment Management

Mrs. Debbie Mack

Director of Finance

Mrs. Lauren Benefield

Director of Human Resources

Ms. Bethany Parker

Director of Marketing and 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 School Board of Directors

Chairman

Mr. Tyler Graves

tgraves@gravesdavis.com

Mr. Harold Askins

Dr. Elliott Botzis

Mr. Scott Dempsey

Mr. Kip Hooker

Mr. Conor Nixon

Mrs. Robin Riggs

Dr. Ed Rodelsperger

Mrs. Amanda Sapp

Mr. Justin Whaley

Mr. Shawn Willis

Dr. Jennifer Zakrzewski

Ex-officio:

Pastor of First Baptist Church

Rev. Marshall Blalock

Head of School

Dr. Justin Mitchell

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 that 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.

Non-Discrimination Statement

The First Baptist School of Charleston, South Carolina, admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, national origin, or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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 given the opportunity to deepen their understanding of the Bible and thereby develop a personal relationship with Christ.

The educational program is founded on 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 lifelong relationships: with God, with oneself, with others, and with 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 God's love 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 fulfillment 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.

First Baptist School Alma Mater

Here in old historic Charleston,
City by the sea;
Stands our noble Alma Mater
Dear to you and me,
Born of faith, and hope and courage,
Love of God and man;
With one aim to take her place
In God's eternal plan.

Dear was she to us in childhood
Dearer still in youth;
Strong she stands to teach and train us
In the ways of truth.
By God's Word she ever points us
To the Upward Way;
By His Spirit guards and guides us
When our feet would stay.

Good and band, and high and lowly
Pass within her walls;
Meet the Master, with Him daily
Walk her sacred halls.
Body, mind and spirit blessing;
Thus she cannot fail.
Hail to thee, our Alma Mater!
F.B.C. School, Hail!

Margaret Kelly Hamrick



FIRST BAPTIST

PORTRAIT OF A GRADUATE

First Baptist School
Student-Parent/Guardian Lower School Handbook
2026-2027

GENERAL SCHOOL OPERATIONS

SCHOOL HOURS: 8:00 am to 3:00 pm (Downtown Campus), 7:30 am - 3:15 pm (James Island Campus) Monday through Friday. Students are expected to remain in school attire during these times.

STUDENT DROP OFF AND PICK UP: Supervision by school employees does not start until **7:30 AM (Downtown)** and **7:30 AM (James Island)**. Students are not permitted to be on campus or dropped off before supervised times. Once a student is dropped off on campus, they may not leave until the end of their 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. The administration will communicate specific drop-off/pick-up procedures for each campus. **Rideshares, such as Lyft, Uber, etc., are 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 has not received a note from home, the driver will have to park and call the parents to verify their identity. Anyone other than parents must be listed in FACTS as an emergency pickup and in Schoolpass as an approved driver. If we do not recognize the person designated by the parent to pick up their child, they will be asked to show identification before the child is released.

Pick Up Times

Full Day:

K2-K5- 2:45 pm
1st-6th- 3:00 pm

Half Day:

K2-K5- 11:30 am
1st-4th- 11:45 am
5th-6th- 11:55 am

BUS TRANSPORTATION: The school offers bus transportation each morning from both campuses and each afternoon from the DT campus to the JI campus for sports and fine arts-related activities.

Bus priority for afternoon shuttle:

1. Students going to JI for athletic or fine arts activities
2. Students with high school/middle school siblings on the JI campus.
3. Convenience riders, the bus is not primarily for this reason, but if there are extenuating circumstances, students can be signed up. If we reach our maximum number of riders, parents will be notified by Monday at 10:00 am so that they can arrange alternate transportation.
4. A Google Form will be emailed to families on Sunday afternoons to request the shuttle for the upcoming week.

FACTS and GOOGLE CLASSROOM: <https://factsmgt.com/>

First Baptist School
Student-Parent/Guardian Lower School Handbook
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- FACTS will remain our main platform for communicating with parents, including student records, grades, lesson plans, attendance, and behavior, while Google Classroom will be a virtual classroom for students.
- FACTS has an app that we encourage you to download
- Each parent has their own login credentials. Our school district code is FB-SC.
- Parents should view FACTS regularly
- Information in FACTS is updated weekly.
- Parents and students can access a wealth of information, including the school calendar, school news, and guidance information.
- Lesson plans are posted for K5-6.
- Grades are posted for 4th-6th and are updated by the end of the day on Monday.
- Low-grade reports are sent out every other Tuesday.

SchoolPass Visitor and Attendance Management

SchoolPass is the visitor and student attendance manager. This is linked to RenWeb so that each parent will have an account created with their primary email address. To ensure each parent can create an account, please do not use the same email for both parents. New families will receive a Welcome email before school starts with your temporary password and login credentials. Returning families, your login credentials will stay the same as last year. Please log in to ensure your approved drivers are updated to include grandparents, babysitters, etc. More information will be given at Meet the Teacher.

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

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 FACTS.

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: [Click to view form](#)

- 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 before 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 will receive reports at the end of the year.

K3, K4, and K5 will receive report cards in January and May. **Progress reports will go home for K5 at the first quarter and semester report cards will be emailed through FACTS and accessible online

1st-6th grades will be accessible on FACTS and emailed at the end of each quarter.

QUARTER AND SEMESTER DATES

Quarter 1 ends October 9, 2026

Quarter 2 ends December 18, 2026

Quarter 3 ends March 12, 2027

Quarter 4 ends May 21, 2027

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 the 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 at dtmainoffice@fbschool.org. Please refrain from texting/emailing 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 between parents. We believe that a healthy partnership among the school, both parents, and the students 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 of who is paying the bills. It is the responsibility of each parent to ensure the school has their 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 avoid marital conflicts and settlements; we ask parents not to draw teachers or administrators into such disputes.
- Any information sent out to the 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.

EMERGENCY COMMUNICATION:

Information on potential threats to the school and its students, or its staff should be reported immediately. The anonymity of the reporting person will be respected upon request. 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.

EMERGENCY MANAGEMENT SCHOOLPASS:

The use of this application helps manage emergencies and drills across our campus. In the event of a real emergency, a notification will be sent to your email and as a text message.

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

PARENT ORGANIZATIONS:

- **Parent Teacher Organization:** Membership of this organization shall draw upon all parents of students currently enrolled in FBS. Annual dues are set and collected in accordance with the organization's policies. Email pto@fbschool.org for questions.
- **Mentor Families:** The FBS Mentor Families 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, Mentor Families 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 accordance with the manner set by the Hurricane Association Council. A copy of the bylaws 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.

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

LUNCH:

Students may bring bag lunches to school or pre-order lunches online from Schoolhouse Fare. All lunch orders can be placed 2 weeks in advance or up to 12 pm 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 opens. The lunch menu will change monthly to allow for a variety of choices.

Students in grades K-2 will not have the capability to warm food. 3rd-6th will be able to warm up foods. Please note that any student warming food must be able to do so without assistance and is limited to 2-3 minutes per student. Please be mindful to pack a healthy, hearty lunch.

No outside food deliveries are permitted (Domino's, Grubhub, DoorDash, Uber Eats, etc.) during and after school hours. Bags of candy and soft drinks are not allowed.

SCHOOL VISITORS: Visitors are to report directly to one of the administrative offices to obtain a pass. Visitors will sign in through SchoolPass, where a background check is administered.

Non-FBS students are not permitted to be on campus without prior administrative approval.

STUDENT HEALTH

ILL STUDENTS ON CAMPUS:

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

RETURNING TO SCHOOL AFTER ILLNESS:

Students may return to school when fever-free (oral temperature of 100.4 or higher) for 24 hours **without the use of fever-reducing medications.** Students with GI upset (vomiting, diarrhea due to illness) may return to school 24 hours after the last episode. Please keep your child home if they have open wounds that drain or cannot be covered, a rapidly spreading rash, difficulty breathing, unusual lethargy, or irritability in young children. If a student is absent for 3 or more consecutive days due to illness, a doctor's note is required to return.

IMMUNIZATIONS: There are State and Federal regulations that each school must follow concerning 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 attendance. 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 the school when the vaccines are given. By law, students without the updated certificate on the DHEC form will not be permitted 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, accompanied by a medication form. This can be found on the school website.
- The parent will take the prescription medicine and the form 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 over-the-counter medications that can be given to a student when necessary and with parents' permission. Students should not bring this medication to school.
- All medication must be picked up on the last day of school by parents. The nurse will properly dispose of any medications left in the nurse's office.

HEAD LICE:

If your child has crawling lice or nits (eggs), the student will be sent home immediately. Excluded persons may return after one treatment with an over-the-counter, prescription lice elimination product or professional lice service. 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 and in accordance with the current DHEC Exclusion List.

We ask that parents contact the principal or school nurse about any medical condition that could affect a child's performance at school or that is contagious to students or staff. All medical information will be treated confidentially and with discretion.

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 has the opportunity to develop talents that may not be cultivated in the normal classroom setting. Extracurricular activities are beneficial for students' growth and development; however, overextending one's extracurricular involvement may result in a decline in 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: <https://www.fbschool.org/athletics>

- A student may participate in two sports within the same season only if 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 and adhere to the FBS academic requirements to participate in practices, games, and any team activity. The Athletic Director, the coach, and the Assistant School Administrator will review grades. All said persons reserve the right to suspend a student-athlete's activity if deemed necessary based on the reasons given (e.g., low academic performance, not meeting behavioral expectations, etc.).
- Athletes must meet all SCISA rules for participation.

ACADEMIC COMPETITIONS:

The following competitions are offered to students in the specified grades and are sponsored by the South Carolina Independent School Association.

Spelling Bee: Students in grades 4 through 6 are eligible to enter the SCISA Spelling Bee. Preparation requires studying extensive word lists and practicing as a team before the competition.

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

SCISA Chess Competition: Students in grades 4-6 are eligible to compete. Participants are members of the chess club and are chosen by the sponsor teacher.

*Availability of these programs is contingent on student involvement and the availability of team sponsors.

ATTENDANCE POLICY

Since academic excellence with a Christian perspective is a top priority for First Baptist School, attendance must be a top priority for its faculty, students, and parents. While circumstances may require a student to miss classes, every effort should be made to minimize absences. We ask that parents, our most important partners in teaching our children, schedule appointments, outside obligations, and family trips when school is not in session so that valuable class time is not missed. A parent is expected to communicate with the school through the SchoolPass by 8:30 am on any day a student is absent. Once a student arrives on school grounds, they may not leave before dismissal unless a parent or guardian checks them out through the office.

Attendance can be checked at any time through FACTS. Attendance and tardy reports are run every other week; parents/guardians will be notified if their student is incurring too many.

SCHOOLPASS: SchoolPass is used to monitor absences, tardies, and planned absences. All families are required to sign up with SchoolPass to communicate tardies and absences. The SchoolPass system does not allow the same email address to be used for more than one person, so to ensure that each parent can create an account, please do not use a duplicate email address in RenWeb for both parents. <https://schoolpass.com/find-your-school/>

1. When a student is signed in after being tardy, an email goes directly to the parents, teacher, and administration.
2. If a student needs to leave early, parents must indicate this in Schoolpass at least 2 hours in advance. The office, teacher, and administration will be notified to ensure the student is prepared for early dismissal.
3. If a student is sick or plans to be absent, the parent must log in to SchoolPass to record their absence.

TARDY POLICY:

- A student's tardiness disrupts classroom instruction. It is disrespectful to teachers and classmates. As a result, students will incur the following disciplinary penalties:
- Students are considered tardy if arriving after **8:00 am**. Please make sure your child is at school on time. Students should be seated at their desks and ready for the day at 8:00. Students receive 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 and be signed in with SchoolPass by a parent. They will receive a tardy slip from the office to be let into class. **Please note: even if the gates are still open after 8 am, your child is still considered tardy. **

If a child has more than **4 unexcused tardies**, they will be asked to fill out a reflection with their parent/guardian and return to school the following day. An excused tardy is defined as, and is not limited to, illness, death of a family member, major accidents, hospitalization, or a doctor's appointment.

If a child in grades K-6th accrues another 2 unexcused tardies after completing the reflection, the family will be asked to meet with the administration to create a plan to ensure the child is at

school on time.

Parents/ guardians will receive an email when students have reached 3 tardies.

ABSENCES

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

An excused absence is defined as, and is not limited to, illness, death of a family member, major accidents, hospitalization, etc. An unexcused absence is defined as any absence for which an excuse from a parent/guardian or doctor has not been provided. * Absence due to sickness is deemed unexcused after three days if a doctor's excuse has not been provided.

Students are expected to be at school regularly. A student should not exceed 10 or more absences during the school year (or 10 unexcused absences in a given class). Students with excessive unexcused absences **jeopardize their promotion for the next school year**. Students with excessive absences and tardies will be asked to attend seat time recovery. This will be enacted once 5 unexcused absences have accrued and will be evaluated by semester.

- Seat Time Recovery is a process that requires students to make up instructional time they have missed due to unexcused absences or excessive tardiness. These recovery sessions are designed to ensure that students remain on track academically and meet attendance requirements. (2hrs=1day)

All students in grades K2-6 must be in attendance until 11:30 am to be counted present for a half day and be permitted to participate in extracurricular activities.

Half-day absences:

Two half-day absences = 1 full-day absence

Student Actions:

- SchoolPass must be completed by 8:30 am on the day of the absence. All doctors' notes must be submitted to dtmainoffice@fbschool.org to be excused.
- 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 complete the planned absence form at least 1 week in advance for approval from the administration. Understand that this time must be made up if absences exceed 10 days. The form is linked [here](#) and can also be found on FACTS.
- Graded material missed on the day of an unexcused absence may not receive full credit.

Early Dismissals: Written parental permission is required for a student to leave school early, which can be done through SchoolPass. Please complete in SchoolPass at least 2 hours before

pick up time. Students will be called to the office when their parents arrive to check them 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.

Planned Absence: School work missed due to a planned absence (school event, vacation, etc.) must be coordinated with the teacher **2 WEEKS before** the absence. However, teachers are not expected to provide full work for students who take vacations during the school year. Students are required to complete the planned absence form and collect any available work before they depart. Students are also required to check RenWeb and Google Classroom before returning to school to view and complete any missed work from the 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: the student is responsible for complying 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

GRADES K5-8

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

Male Attire

- A. Shirts: Long or short sleeve polo shirts in white, black, or purple with the school logo or a button-down white Oxford shirt are available for purchase at Tommy Hilfiger 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. All shirts must be tucked in.
- B. Pants: Only khaki colored long pants or shorts are allowed. Pants with belt loops require a belt and should be worn at the waist. Shorts can be no shorter than 4 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 the administration.
- 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 must have a heel strap or heel covering. No flip-flops, slippers, slides, clogs, Crocs, Birkenstocks, or any similar shoes are permitted.
- 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) Hair should not be a distraction to the student and should be out of the eyes.
- 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 School outerwear, like coats, rain coats, cold-weather gear, is permitted on campus while moving from building to building; they 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

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- A. Shirts/Blouses: Long or short sleeve white blouses, purple, white, or black polo shirts with the school logo are available for purchase at Tommy Hilfiger or Land's End Catalog. Shirttails will be tucked in 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.
- B. Pants: Only khaki colored shorts, capris, and pants are allowed. They must be similar in style, shade, and material if purchased from an outside vendor (Pants that are deemed too tight will be addressed by the administration). Shorts can be no shorter than 4 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 the Administration.
- C. Skirts, skorts, and dresses: Skirts/skorts/jumpers may be khaki (They must be similar in style, shade, and material if purchased from an outside vendor) or the approved plaid on the Tommy Hilfiger site. All plaid skirts must be purchased through Tommy Hilfiger. Purple dresses may be purchased through the Land's End School Account. All skirts, skorts, and dresses should be no shorter than 4 inches above the knee and no longer than 1 ½ inches below 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 must have a heel strap or heel covering. No flip-flops, slippers, slides, clogs, Crocs, Birkenstocks, or any similar shoes are permitted. Heels may be no higher than two inches.
- F. Hair: Students should reflect the same standard as dress; neat, clean, and unexaggerated. (including colors)
- G. Accessories: No excessive earrings. Body rings/piercings and tongue studs are not allowed.
- H. Outerwear: (Jackets/Coats/Rain Gear): ***Non-First Baptist School outerwear, like coats, rain coats, cold-weather gear, is permitted on campus while moving from building to building; they 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 a 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 K5-6th: On PE days, students in K5-6th grades may wear approved P.E. uniforms all day. PE uniforms are available through Lands’ End and Tommy Hilfiger. The current PE uniform consists of a First Baptist t-shirt or sweatshirt, and **plain** black or gray shorts/sweatpants of appropriate length. Pants must not have any stripes or logos, unless it is the First Baptist logo. Team-issued First Baptist athletic apparel is approved for wear, however the shorts must be of appropriate length. (no shorter than 4 inches above the knee) A black athletic skort may be worn but must be purchased through Lands End and have the FBS logo.

Dress Down Days

Students who participate in any sponsored dress-down days must dress in a manner that remains school-appropriate. Students should follow the protocol outlined below.

Non-compliance will result in the loss of the privilege for the next Dress Down Day.

- No workout leggings.
- No running shorts (male or female). Shorts should still be the appropriate length (only 4” above the knee).
- No tennis skirts.
- No volleyball shorts.
- No t-shirts displaying political propaganda.
- No t-shirts, hoodies, or general outerwear displaying alcohol, cigarettes, or illegal substances.
- No baseball caps displaying alcohol, cigarettes, or illegal substances.
- Shirts must cover the midriff and no tank-tops.
- Jeans must not have tears more than 2 inches above the knee (for males or females).

Discipline Policies, Procedures, and Behavior Code GRADES K-6

BEHAVIOR CODE

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

Our objective is to provide each of our students with a safe, orderly, and conducive-to-learning learning environment. 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.

HONOR CODE

I commit to doing my part to maintain the physical safety, intellectual honesty, ethical integrity, and moral decency of the FBS community. I pledge to:

- Be honest in all of my actions and statements while I am an FBS student;
- Treat my fellow students, faculty, staff, visitors, and guests with dignity and respect at all times;
- Refrain from inappropriate physical or verbal conduct;
- Maintain the safety and health of my classmates; and
- Disclose to school authorities behavior on the part of my classmates that violates the above standards of conduct

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, his parents will be contacted by his teacher, and he may be sent to a disciplinary board. Any middle school student **violating** the code will appear before the middle school faculty board.

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 an FBS administrator until 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 the school community to address potential misinformation, advise on future conduct, and 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, the student or parents will be notified by phone and/or email to schedule the detention. It then becomes the parents' responsibility to provide the student with transportation home upon completion of detention. A \$30 detention fee will be billed to the student's account. Students must attend the assigned detention, or an additional detention will be assigned automatically. Missing another detention will result in ISS. If the parent has transportation concerns, only the parent may call the office to request a day change. 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:

Students need to recognize that they are members of the FBS community at all times. For that reason, FBS reserves the right to impose penalties, ranging from suspension to expulsion, on any student involved in an activity on or off campus that reflects negatively 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 may subject a student to disciplinary action, including dismissal or expulsion.

Student Searches:

FBS students are subject to searches of their persons, bags, vehicles, and athletic lockers at any time.

Harassment, threats, or Assault:

Harassment or assault of a teacher, a student, or a 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 unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex, which interferes with the ability of a student or students to receive an education. Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action may 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.

Drugs and Alcohol:

A student found to be using, possessing, or distributing drugs or alcohol will be suspended pending an investigation, a conference with the Head of School, and a possible Discipline Board hearing.

Bullying Policy and Protocol

Definition of Bullying

According to the South Carolina Department of Education, bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance and is repeated, or has the potential to be repeated, over time.

To be considered bullying, the behavior must include:

- **Power Imbalance:** A student uses physical strength, social status, access to embarrassing information, or another advantage to control, intimidate, or harm another student.
- **Repetition:** The behavior occurs more than once or is likely to be repeated.
- **Examples:** Threats, rumor-spreading, physical or verbal aggression, and intentional exclusion from a group.

Retaliation

Retaliation is any form of intimidation, harassment, reprisal, or adverse action directed toward a

student who reports bullying or participates in a bullying investigation. Retaliation is strictly prohibited.

Prevention

Students in grades K–12 receive age-appropriate instruction on:

- Recognizing bullying behavior
- Reporting concerns
- Bystander intervention
- Understanding the differences between rude, mean, and bullying behavior

Reporting Bullying

Students who experience or witness bullying or retaliation should report the incident, verbally or in writing, to the school counselor, Division Principal, or Division Head.

Parents who believe their child is being bullied, or who have relevant information, should promptly notify the counselor, Division Principal, or Division Head.

Anonymous reports are discouraged because they can make investigations more difficult. The school takes all reports seriously and prohibits retaliation against anyone who reports concerns or participates in an investigation.

While the school cannot guarantee complete confidentiality, information will be shared only with those who have a legitimate need to know in order to investigate and respond appropriately.

Response Procedures

1. Initial Response

The school will take appropriate steps to protect student well-being and maintain a safe learning environment. Any student identified as a potential target of bullying will meet with the counselor. Interim measures may include:

- Increased supervision
- Separation of students involved
- Communication with faculty and staff regarding concerns

2. Parent Notification

Parents of both the alleged target and the alleged aggressor will be notified promptly after a report is received.

3. Investigation

The school will investigate all reports of bullying or retaliation. The investigation may include:

- Interviews with students involved
- Interviews with witnesses
- Meetings with faculty, staff, or others who may have relevant information
- Observations and review of available evidence

4. Resolution and Follow-Up

If bullying or retaliation is substantiated:

- Appropriate disciplinary action will be taken.
- Counseling or other supportive interventions may be required.
- The school will take steps to prevent recurrence and protect against retaliation.

Parents of both students will be informed of the investigation's outcome, consistent with applicable privacy laws. Specific disciplinary consequences assigned to another student will not be disclosed.

The counselor, Division Principal, or Division Head will conduct follow-up conversations with students as appropriate to ensure the behavior has ceased and no retaliation has occurred.

The Division Principal will maintain records of all reports, investigations, findings, and actions taken.

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, tardiness, 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). 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 the letter. The administration will draft a contract that addresses the student's behavioral and academic requirements. The contract must be signed by the student and the parents for the student to remain enrolled.

Disciplinary Policy and Procedures **Preschool and Kindergarten**

Each kindergarten teacher is the first line of authority and has an approved classroom management plan 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 the classroom. 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 the administration to develop 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 (forceful or intentionally getting in another student's personal space and blowing raspberries in their face)
- 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: **They are put in place when the teacher notices that the classroom management plan is not working for the child, or when it is a major offense, such as acting out aggressively or using physical force.**

- 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.

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

Disciplinary Policy and Procedures

1st-6th Grade

FBS disciplinary policies are 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. 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 1st-4th Grade: 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. To instill good behavioral patterns and 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 an approved classroom management plan by the administration.

Disciplinary Protocol 5th-6th Grade: 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 to participate in applying these skills. While these expectations are in place, we recognize that part of educating the whole child is making this an opportunity for growth, as the habits children develop at this age can shape the character they 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 plays a vital role in communicating and upholding disciplinary expectations throughout our environment. In the classroom, teachers will have a behavior management plan in place and communicate their expectations to students, parents, and administrators. If a child is having difficulties in the classroom, 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.

BEHAVIOR INTERVENTION PLAN

The FBS Administration, faculty, and staff work collaboratively to make sure that all offenses are dealt with accordingly and fairly based upon the FBS standards, principles, and expectations. First Baptist School's discipline is based upon a tier system that recognizes that behaviors should be addressed through reflection, correction, redirection, accountability, and restoration when appropriate. FBS reserves the right to make changes throughout the year to the established system as deemed necessary. Students and parents should review the shared Behavior Intervention Plan, as students will be held responsible for violations and consequences.

Administrative Discretion: The Behavior Intervention Plan is intended to serve as a set of guidelines for addressing student conduct and promoting consistency, accountability, and restoration when appropriate. The ultimate interpretation, application, determination, and decision regarding any intervention, consequence, or disciplinary action rests solely within the discretion of FBS school administration. Administration may consider the severity of the behavior, surrounding circumstances, prior conduct, student safety, and the best interests of the school community when determining an appropriate response.

BEHAVIOR INTERVENTION PLAN PROCEDURES

TIER 1 AND 2 INFRACTIONS are reported and managed (i.e. assignment of tier one/two level consequences) by the classroom teachers, with the intervention of the Dean of Students and/or Assistant Principal as needed.

REPEAT OF TIER 2 INFRACTIONS are reported by the classroom teachers, with the intervention of the Dean of Students and/or Assistant Principal.

TIERS 3-5 INFRACTIONS are reported and managed by the Dean of Students, Assistant Principal and Principal as needed. Faculty involvement will be at the discretion of the Administration.

Definition of repeated/chronic behavior: For purposes of this plan, repeated generally means two or more similar infractions within a grading period, and chronic generally means three or more similar infractions or a pattern of related misconduct. Administration may adjust this definition based on severity, context, safety, and prior interventions.

Restorative and corrective interventions: When appropriate, consequences may include restorative practices such as apology, restitution, mediation, reflection, service to the school community, counseling referral, behavior check-in/check-out, restricted pass privileges, or a re-entry conference. Restorative practices do not replace disciplinary consequences when safety, harassment, dishonesty, disruption, or serious misconduct is involved.

Technology clarification: Improper use of technology includes unauthorized use of phones, smartwatches, tablets, school devices, recording or photographing others without permission, sharing inappropriate content, cyberbullying, bypassing filters, using another student's account, or using artificial intelligence or digital tools in violation of academic integrity expectations.

Safety clarification: Unsafe behavior includes leaving assigned areas without permission, leaving campus without authorization, reckless behavior in hallways, parking lots, athletic areas, restrooms, or common spaces, and any behavior that compromises supervision or student safety.

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Tier	Behavior Category	Examples (not limited to)	Consequences (assigned based on severity)
Tier 1	Minor	• Unexcused tardiness • Minor disruptions • Dress code violations • Excessive talking • Wandering • Horseplay • Unprepared for class • Sleeping/head down during instruction • Minor misuse of hall/bathroom access • Eating or drinking where prohibited • Minor public display of affection	• Verbal redirection • Reteaching of expectation • Seat change or proximity support • Student reflection, if needed • Parent contact if deemed necessary • Documented warning in FACTS forwarded to student, parent, DOS, and AP
Tier 2	Moderate	• Repeated Tier 1 behaviors • Insubordination • Inappropriate language • Skipping class/Excessive Absences • Improper use of technology • Refusal to begin or complete assigned work • Leaving class without permission • Repeated misuse of passes • Disrespectful or argumentative behavior • Unauthorized photo/video with no distribution • Lunch, assembly, or transition disruption • Parking lot horseplay	• Parent-Teacher Conference, if deemed necessary • Written referral • Detention / Loss of privileges • Restricted pass privileges when applicable • Restorative conversation or reflection • Behavior goal/check-in if needed • Documented warning in FACTS forwarded to student, parent, DOS, and AP
Tier 3	Major	• Bullying/Harassment • Vandalism • Cheating/plagiarism • Physical altercations (no injury) • Chronic Tier 1 and 2 Offenses • Leaving campus without permission • Being in an unauthorized area • Targeted profanity/insults toward a student or staff member • Discriminatory or degrading language • Rumor-spreading, intimidation, or harassment during school • Unauthorized recording or sharing of images/video • Cyberbullying or inappropriate digital communication during school • Using another student's account/login • AI misuse or academic dishonesty • Dishonesty or intentionally providing false, misleading, or incomplete information to a school employee or administrator • Theft or property damage • Reckless or unsafe driving/parking lot conduct	• Out-of-school suspension (OSS) • Behavioral contract • Restorative administrative conference • Parent conference when deemed necessary • Restitution for damage/theft when applicable • Loss of technology, driving, attendance, or activity privileges • Counseling referral when appropriate • Documented in FACTS
Tier 4	Severe	• Possession of controlled substances • Fighting with injury • Threats of violence • Chronic Tier 3 offenses • Breach of Behavioral Contract	• Out-of-school suspension (OSS) • Mandatory Parent Conference • Risk review by the administration • Recommendation for dismissal • Documented in FACTS

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		• Possession/use of vape, alcohol, drugs, or paraphernalia • Suspected impairment at school or school events • Serious harassment, hazing, or intimidation • Significant property damage • Creating, possessing, or sharing sexually explicit, violent, or degrading content • Repeated major technology violations	• Behavior Contract • Restitution when applicable • Re-entry meeting and safety/support plan when appropriate • Law enforcement notification when required or deemed necessary
Tier 5	Critical / Expellable	• Weapon possession • Arson • Sexual harassment • Reaching the cumulative infraction limit • 2 or more suspensions • Threats to student(s), staff, and/or school • Credible threat to school safety • Sexual assault or severe sexual misconduct • Distribution/sale of controlled substances • Major violence or assault • Severe cyber threat or digital threat • Breach of Tier 4 behavior contract	• Immediate suspension • Disciplinary hearing • Administration Review • Recommendation for expulsion • Documented in FACTS • Continuous Behavior Contract for the duration of school enrollment if retained • Re-entry/safety plan if retained

First Baptist School Phone Policy and Smart Watches:

Students are **not** permitted to have phones or smart watches during the school day. Students will place their phones and watches in a designated location when they arrive at school. All phones must be turned off. After the first warning, phones or watches will be collected and picked up by a parent or guardian at the main office. If you need to reach your child, you may call the front office or email dtmainoffice@fbschool.org

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 respectfully 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** include but are not limited to: pornographic or obscene material; material insulting to ethnic, religious, or other groups; personally insulting or disrespectful material; material that 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 offline as a backup (on a jump drive).
- C. The Network Administration may audit all network activities.
- 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, required memory space, school policy, and the user's history of past activities.
- 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 another 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 negatively impacts the school or an employee, or is considered student-to-student bullying.

C. Parents should consider the following:

- Attach rules for the use of electronic devices 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 websites.
- Ensure your child understands that posting pictures or audio 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 your child understands that cyberbullying or harassment may be illegal and may be subject to review under paragraphs A and B above.

IV. Social Media Policy

Social media sites are increasingly used to fuel campaigns and complaints against schools, share inappropriate information (e.g., naming children involved in incidents, disclosing confidential information about aspects of school life, making allegations or accusations, or spreading false news), and spread misinformation. First Baptist School considers the use of social media or apps in this way 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.

If any student or parent/caretaker of a child/children being educated at First Baptist School is found to be posting defamatory comments on Facebook, Instagram, or other social network

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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 on what content can be posted, and they provide robust mechanisms to report content or activity that breaches these rules.

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

Refusal to abide by this policy or its violation may result in 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 they directly affect the school's functioning.

Consequences for Breach of Agreement: See School Discipline Plan

Lower and Intermediate School Academics Grades K-6

ACADEMIC REGULATIONS

Academic Philosophy:

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

Academic Expectations:

Materials used in all courses at First Baptist School are at or above grade level beginning in kindergarten. All students are expected to keep an acceptable level of achievement and complete classwork and homework promptly. If a student is experiencing significant difficulties and needs accommodations not routinely provided in the classroom, an educational evaluation must be on file. The school is willing to consider and make such reasonable modifications to policies, practices, and procedures as would not fundamentally alter the nature of the academic program provided by First Baptist School or impose an undue burden. The learning specialists may provide such modifications. Students are, however, required to take and complete specific courses to be promoted through the school. Given the above, if FBS determines it cannot successfully meet the needs of any student or recognizes that First Baptist School is not the appropriate educational situation for the student, it may recommend or require placement elsewhere.

Our goal is to foster a love of learning for all students, so they take academic risks and enjoy learning. With the support of parents and educators, students will learn to be responsible, self-starting, self-advocating, and critical thinkers. Positive correspondence and conversations with students about education and expectations will help foster these attributes. At First Baptist, we partner with parents to promote this positive learning environment for all of our students. If there are concerns about the classroom, such as instructional methods, social climate, or classroom expectations, the teacher is the first point of contact. It is imperative to continue positive communication with your child while the issue is being addressed. It is encouraged that upper elementary and middle school students self-advocate and talk with their teacher first.

Homework:

Homework is assigned to reinforce skills learned in the classroom. It is expected that students give 100% effort towards completing these assignments. Completion dates are provided by the teacher to instill responsibility and time management.

**Students are not permitted to call home to have homework, assignments, or books brought to them.

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 receive instruction aligned with our academic standards. Respective campus administrations will communicate guidelines and protocols to all students and families if the DLP is enacted. The DLP will be considered an official school day; attendance is required for all students, and work is expected to be completed.

Grading Scale **Grades 1-6**

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

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

EXAMS

Only 6th Grade students will have exams. They will take place at the end of each semester. The administration will communicate the exam schedule. Exams will count as 20% of their final semester average. 6th-grade students will only take the Math and ELA exams, and the first-semester exam will count as two test grades instead of 20% of the first-semester grade.

Yearly Schedules

Elementary School/Intermediate (1st-6th grade)

These grades are on a quarterly schedule, with the exception of foreign language in 5th and 6th grade. This class will follow a semester schedule, and grades will be averaged at the end of each semester instead of each quarter.

HONOR SOCIETIES AND ACADEMIC AWARDS

Awards Ceremonies:

Award Ceremonies will be held at the end of the school year for 4th-6th.

Academic Awards 4th-6th:

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 and all A's for the year. To achieve **Principal's Honor Roll**, a student must have an overall average from "89" through "94," and no grades below 79. A suspension or behavioral probation will make the student ineligible for either of these honors for the given year.

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. .

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 are protected by copyright as long as they are recorded in some form (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, however, be avoided 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 an 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 create situations in which it can be challenging to determine whether a work's copyrights 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 depend on the intent and context in which they are produced. The two safest approaches to take regarding these situations are: 1) Avoid them altogether, or 2) Confirm the works' usage permissions and cite them properly.

Math Requirement:

Starting in grade 6, students will be placed in a grade-level course or an 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.

ACADEMIC ASSISTANCE

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

ACADEMIC PROBATION

The administration reserves the right to impose academic probation based on student performance.

A student still emerging in two or more core subjects will be identified at the end of the first semester, their parents will be 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:

4th-6th grade: To be promoted to the next grade, a student must pass all core subjects for the year. If a student fails more than one core subject in the second semester, they will not be promoted to the next grade until they meet the requirements set forth by the administration. The student may have to attend summer school or be retained in their current grade if this requirement is not met.

1st-3rd grade: To be promoted to the next grade, a student must be on grade level in reading and math. If a student is below grade level in either of these areas, they will be required to receive tutoring over the summer. Students are benchmarked throughout the school year, and parents will be notified if their student is falling behind grade level.

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. See more details below.

Summer Tutoring Requirements:

A student in grades 4-6 receiving below a 78 for the year in Math or ELA will be required to complete summer tutoring to close any gaps before moving to the next grade level.

Standardized Testing:

Each student is required to take the MAP test 2-3 times each year. The dates for each of these school-held testing sessions are listed in the yearly calendar. The student must take the test(s) on the assigned date(s) because some tests do not allow make-up sessions.

ARTIFICIAL INTELLIGENCE

First Baptist School recognizes that Artificial Intelligence (AI) has become an increasingly valuable educational resource when used responsibly and ethically. To prepare students for college, careers, and responsible citizenship, teachers may choose to incorporate AI tools into classroom instruction. The use of AI at First Baptist School will be guided by our continued commitment to **Academic Excellence with a Christian Perspective** and our expectation that all students demonstrate honesty, integrity, and personal responsibility in all of their academic work.

To provide consistency across all courses, every teacher will designate the appropriate level of AI use for each assignment using the **FBS Red-Yellow-Green Light AI System**. Students are responsible for understanding and adhering to the AI expectations established by the teacher for each assignment.

-  **Red Light:** AI use is prohibited. Students are expected to complete the assignment independently without assistance from AI tools or other unauthorized sources.
-  **Yellow Light:** Limited AI use is permitted only as specifically authorized by the teacher. Students must follow all teacher directions regarding acceptable AI use, properly document and acknowledge any approved AI assistance, and submit any required AI transcript or documentation.
-  **Green Light:** AI use is permitted for the assignment as directed by the teacher. Students may use approved AI tools to support learning while maintaining academic honesty by documenting and crediting AI-generated content when required.

Regardless of the designated AI level, students are expected to uphold the First Baptist School Standards of Community by using AI responsibly, honestly, and with integrity. AI should never be used to misrepresent another person's work as one's own, circumvent learning expectations, or gain an unfair academic advantage.

Any misuse of AI, failure to follow the teacher's designated Red-Yellow-Green Light expectations, failure to properly document approved AI use, or other violations of academic integrity may result in disciplinary action in accordance with the First Baptist School Honor Code and Behavior Intervention Plan. Students remain fully responsible for the originality, accuracy, and authenticity of all work submitted for academic credit.

 FBS RED-YELLOW-GREEN LIGHT AI POLICY	 RED LIGHT STATEMENT	 YELLOW LIGHT STATEMENT	 GREEN LIGHT STATEMENT
Teacher Instructions: Students are not permitted to use any artificial intelligence tools (AI) such as ChatGPT on this specific assignment. There is to be no assistance from any outside sources, inclusive but not restricted to people or automated tools. All final submissions will be submitted to Turn It In. Any submission that is flagged 35% or higher for AI usage will be turned over to the Honor Board and School Administration for further review. At this point the teacher is removed from the matter until further notification and advising on how to proceed in accordance with the FBS STANDARDS OF COMMUNITY.	Teacher Instructions: The use of AI tools are permitted with limitations. These tools may be used ONLY to assist in finding primary resources, creating an outline if necessary, and asking general questions. The teacher will provide and demonstrate examples prior to students beginning the assignment. The teacher will also designate which tools are permissible for use on the assignment. Students will be required to provide a copy of the transcript rendered from the used AI tool and document appropriately. All final submissions will be submitted to Turn It In. Any submission that is flagged 35% or higher for AI usage will be turned over to the Honor Board and School Administration for further review. At this point the teacher is removed from the matter until further notification and advising on how to proceed in accordance with the FBS STANDARDS OF COMMUNITY.	Teacher Instructions: Students are permitted to use any artificial intelligence tools (AI) such as ChatGPT on this specific assignment as generative tool. The teacher will provide and demonstrate examples prior to students beginning the assignment. The teacher will also designate which tools are permissible for use on the assignment. Students must properly document and credit all information generated from any AI tool properly and submit the transcript form the permissible tool.	
 Student Commitment: I affirm that I will comply and not use any AI tools or those deemed as such on the assignment. It is understood that my submission will in Turn It.. In the event that the submitted work is flagged 35% or higher, it will then be deemed a matter of academic integrity. The matter will be turned over to the Honor Board and Administration for review and decision. It is also understood that this matter will be documented and placed on file until the end of my tenure at FBS.	 Student Commitment: I affirm that I will comply and AI tools as only an assistance tool and generative on this assignment. I will only use what has been permitted by the teacher. I will only use these tools in the manner this has been demonstrated by and permitted by the teacher. It is understood that my submission will be submitted to Turn It In. In the event that the submitted work is flagged 35% or higher, it will then be deemed to be a matter of academic integrity. The matter will then be turned over to the Honor Board and Administration for review and decision. It is also understood that this matter will be documented and placed on file until the end of my tenure at FBS.	 Student Commitment: I affirm that I am permitted to use AI tools and chatbots such as but not limited to ChatGPT on this assignment. I take full responsibility and will use the permissible tools in a manner that aligns with academic integrity and the FBS STANDARDS OF COMMUNITY.	

FIELD TRIPS

There will be Field Trips planned for your child throughout the school year (K3-6th). Each child's parents sign a Field Trip Permission Form at the beginning of the school year. 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 on field trips, unless the child's teacher provides different information. 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 students' locations 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.

K3 Potty Training Policy

At First Baptist School, we strive to support the growth and independence of every child. Potty training readiness is an important milestone that ensures a positive and hygienic classroom experience for all students. The following policy outlines our expectations and procedures related to potty training in the K3 classroom.

Potty Training Requirement

Children must be fully potty trained prior to entering the K3 program. This means they:

- Use the toilet independently without prompting.
- Communicate their need to use the restroom.
- Faculty and staff will also ask if a child needs to use the restroom.

Underwear Only

Children must wear regular underwear. Pull-ups are not permitted during school hours, as they hinder the development of toileting independence.

Independent Toileting Skills

Children are expected to:

- Recognize and verbalize their need to go.
- Remove and replace clothing without assistance.
- Sit on the toilet safely and appropriately.
- Wipe themselves effectively. (Staff can help with wiping for a bowel movement if needed)
- Flush the toilet.
- Wash and dry their hands independently.

While teachers will provide encouragement and emotional support, they will not physically assist children with toileting.

Accidents

Occasional accidents are developmentally appropriate and will be handled discreetly. However:

- If a child has **three accidents within a 30 day time period**, they will be asked to stay home for a week to focus on potty training with their family before returning to the classroom.

This is to minimize disruption and ensure a safe, sanitary environment for all students.

Parent Communication

Open communication between parents and teachers is essential. Parents should regularly update the teacher on progress at home and any concerns that may arise. Likewise, staff will keep families informed of toileting patterns and any issues observed during the school day.

TOYS/TRADING CARDS

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 stating that they may bring a toy for Show and Tell or a special classroom activity or occasion. This includes trading cards such as Pokémon.

PERMANENT RECORDS

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