

FIRST BAPTIST SCHOOL *of* CHARLESTON

ACADEMIC
EXCELLENCE



CHRISTIAN
PERSPECTIVE



HOME OF THE HURRICANES

PARENT-STUDENT HANDBOOK

Upper School

2026-2027

7th-12th Grade

Students' enrollment at FBS is subject to general statements, rules, regulations, policies, procedures, conditions, practices, directives, traditions and financial terms of the school. 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 parent and 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 give students and parents an outline of the philosophy, goals, and rules of our school. Familiarity with the contents of this book will eliminate much uncertainty and answer most of your questions. This handbook is not intended to create, nor does it create, a contract between you and First Baptist School. Nothing in this handbook binds First Baptist School to any specific procedures or privileges. **Students and parents should read this handbook as all families are responsible for the policies and procedures therein.**

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 cursive script that reads "Justin Mitchell". The signature is written in dark ink and is positioned above the printed name and title.

Dr. Justin Mitchell
Head of School

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First Baptist School Administration

Head of School

Dr. Justin Mitchell

Lower School Principal (K2-8th Grades)

Mrs. Susan Brooks

Upper School Principal

Mr. [Will McCombs](#)

Upper School Assistant Principal

Ms. Marshelle L. Grant

Lower School Admissions Director (K2-6th Grades)

Mrs. Sally Casias

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

Mrs. Beth Switzer High School

Dean of Students

Mr. Kevin Mapp

Director of Advancement

Mr. Jimmy Crook

Director of Athletics

Mr. James Godbolt

Director of Auxillary Services

Ms. Anne Redner

Director of Enrollment Management

Mrs. Debbie Mack

Director of Finance

Ms. 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

Mr. Tyler Graves (Chairman)

tgraves@gravesdavis.com

Mr. Harold Askins

Dr. Elliott Botzis

Mr. Scott Dempsey

Mr. Kip Hooker

Mr. Connor Nixon

Mrs. Robin Riggs

Dr. Ed Rodelsperger

Mrs. Amanda Sapp

Mr. Justin Whaley

Mr. Shawn Willis

Ex-Officio (non-voting members):

Rev. Marshall Blalock, Pastor of First Baptist Church

Dr. Justin Mitchell, Head of School

MISSION STATEMENT

Academic excellence with a Christian perspective.

STATEMENT OF BELIEFS

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

STATEMENT OF GOALS

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

Non-Discrimination Statement

The First Baptist School of Charleston, South Carolina admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in 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 provided with the opportunity to develop a better understanding of the Bible and thereby develop a personal relationship with Christ.

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

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

School Colors

Purple and White

School Mascot/Symbol





FIRST BAPTIST

PORTRAIT OF A GRADUATE

Our aim is to develop graduates who strive to build relationships through listening, respect, trust, creativity, and teamwork.



CREATIVES

Our goal is to develop a creative spirit that helps our students solve problems through innovation, flexibility, empathy, and adaptability.



CHARACTER-DRIVEN LEADERS

Graduates possess the skills to face adversity while doing what is right in all situations. Peers see them as a guidepost for integrity, trustworthiness, and openness.



EFFECTIVE COMMUNICATORS

Graduates should be able to confidently express themselves through various mediums of communication while also listening and respecting other viewpoints.



CRITICAL THINKERS

First Baptist graduates are able to evaluate and analyze various problems through intellectual curiosity and examining multiple perspectives.



TEAM PLAYERS

Graduates strive to build relationships through listening, respect, trust, creativity, and teamwork to accomplish common goals.



GENERAL SCHOOL OPERATIONS INFORMATION

SCHOOL HOURS OF OPERATION:

7:30 am to 3:30 pm (both campus locations), Monday through Friday. Doors to the AUX Gym are open at 8:05 am daily for student drop off. All students are expected to be on campus daily before the final 8:25 am morning bell and the final 3:15 pm bell unless the student has been excused for early dismissal or the student is a Senior with an early out.

FIRST BAPTIST SCHOOL

BELL SCHEDULE

BELL SCHEDULE		CHAPEL/ASSEMBLY SCHEDULE	
Block 1	8:25 – 9:55	Block 1	8:25 – 9:40
Block 2	10:00 – 11:30	Chapel/Assembly	9:45 – 10:40
Lunch	11:35 – 12:05	Block 2	10:45 – 12:00
Block 3	12:10 – 1:40	Lunch	12:05 – 12:35
Block 4	1:45 – 3:15	Block 3	12:40 – 1:55
Block 4	2:00 – 3:15	Block 4	2:00 – 3:15

STUDENT DROP OFF AND PICK UP:

Supervision by school employees begins at 7:45 AM (James Island). Students are not permitted to be on campus or dropped off prior to this. Once a student is dropped off on campus they must remain in the designated area until the first bell and are not permitted to leave until the end of the school day without parental permission and signing out through the office. Non-driving students leaving early must be picked up by an adult from the office. Specific drop off/pick up procedures for each campus will be communicated by the administration.

Rideshare, such as Lyft, Uber, etc. is not permitted for any student at any time.

If someone other than the regular driver picks up a student, the parent/guardian/regular driver must inform the campus Administrative Assistant in the Academic building of the change in driver in advance.

FACTS MANAGEMENT and GOOGLE CLASSROOM: <http://factsmgt.com/>

- FACTS will remain our main platform of communication to parents which includes student records, grades, lesson plans, attendance, and behavior while Google Classroom will be a virtual classroom for the students. (**Note 1**)
- Parents should view 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

Note 1: Administration will inform parents and students weekly when a student's grade drops to a **70** (**75** for all Math courses) or below. Parents can and should contact any teacher if their student is in jeopardy of not passing. All other contact is through the FACTS Parent Portal unless the parent contacts the teacher. As always, we strongly encourage parents to follow FACTS closely and reach out to teachers with any grade or class concerns.

WEBSITE ADDRESS:

<http://www.fbschool.org>:

Our website contains news about school life for prospective parents seeking information and important information for current families.

RE-ENROLLMENT:

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

WITHDRAWAL ACTIONS :

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

GRADE REPORTS:

7th-12th Grade students will be able to access and print their updated report cards via Renweb/FACTS at the end of each semester. Parents will be notified when report cards are available on Renweb/FACTS. Report cards will be printed and distributed to the students for parent signature (detention will be assigned to those failing to return signed report cards).

PARENT/TEACHER CONFERENCES:

Parents and teachers may ask for a conference at any time it is felt there is a need. Teachers are expected to meet semesterly with parents of students who are below the expected grade level ("70" or "77") for mathematics.

TEACHER COMMUNICATIONS

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

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

- First Baptist's first obligation is to its students regardless of the relationship of parents to each other. We believe that a healthy partnership between the school and both parents is in the students' best interest. In the 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 make sure the school has his or her current address, phone numbers, and email addresses. It is the parents' responsibility to provide the division principal with up-to-date contact information and to provide the Head of School with all records of court decisions. Given the unique legal situation of each family, the school may make exceptions to this policy with a parent-provided, fully executed (e.g. to comply with a court order).
- When an important issue necessitates short notice, we will attempt to reach both parents.
- The school wishes to stay out of marital conflicts and settlements. Parents should not involve teachers nor administrators into the middle of such disputes.
- Any information sent out as a whole school will be sent to both parents, as mentioned above, including field trips, class newsletters etc. When the parent(s) initiate communication with a teacher or administration, it is their responsibility to include all related parties or communicate the information discussed with all related parties.

EMERGENCY COMMUNICATION

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

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

INCLEMENT WEATHER:

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

PARENT ORGANIZATIONS:

- **Parent Teacher Organization:** Membership of this organization shall draw upon all parents of students currently enrolled in FBS. Annual dues are established and collected in the manner established by the organization. Email pto@fbschool.org for questions.
- **Parent Ambassadors:** The FBS Parent Ambassador program provides parents and guardians with an exciting opportunity to utilize their skills and talents while supporting parent and family engagement and the academic success

of FBS students. In addition to positively promoting FBS in the community, Ambassadors also act as mentor families

to new FBS families and volunteer at school events and functions, such as Open House, Back to School Night, parent events, fundraising events, and more.

- **Hurricane Association:** The Hurricane Association is an organization established for the parents of students involved in interscholastic sports, but its membership is open to all families of our school. Annual dues are established and collected in the manner established by the Hurricane Association Council. A copy of the by-laws will be posted on the school website under Athletics.

FUNDRAISERS

All fundraisers must be officially approved by the administration. Please contact the Director of Advancement for further direction. All funds must be processed through the First Baptist School Business Office.

FEES

All fees and tuition must be current before the school releases a report card or transcript. Balances can be viewed and paid online using FACTS.

SCHOOL IMPROVEMENT TEAM (SIT)

This team comprises administrators and teachers. Its purpose is to initiate and review school policy, to review recommendations submitted by stakeholders, and to act or comment on those recommendations. SIT will be the lead committee for maintaining accreditation.

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

SCHOOL VISITORS: All visitors must report directly to one of the administrative offices upon arrival and obtain a visitor pass. Visitors are required to sign in through SchoolPass, at which time a background check may be conducted. Non-FBS students, including FBS alumni, are not permitted on campus without prior administrative approval. Visiting students (students not currently enrolled at FBS) must obtain written permission from both the FBS Administration and their current high school administration before attending any FBS-sponsored social event, including but not limited to Homecoming, semi-formals, and prom. Non-student guests attending FBS-sponsored social events as the guest of an FBS student must be between the ages of 17 and 20, provide a valid government-issued photo ID; and receive prior approval from the FBS Administration. In addition, any FBS student inviting a non-student guest must submit written permission from their parent or legal guardian.

STUDENT HEALTH

ILL STUDENT ON CAMPUS:

When a student becomes ill on-campus they must follow the protocol below. Students who contact parents for early medical release without following the protocol will be marked as **absent without excuse**.

- Student reports to class and is sent by the teacher to the Nurse's Office with a pass.
- Nurse determines if a parent needs to be contacted and will call the parent.
- Nurse informs the main office that the student is ill and has parental permission to leave.

- Student will sign out before departing if driving or will remain with a nurse until a parent arrives.

RETURNING TO SCHOOL FROM ILLNESS:

Please keep your child home 24 hours after a fever (oral temperature of 100.4 or greater) or diarrhea. Please keep your child home if they have open wounds that drain or cannot be covered, rapidly-spreading rash, difficulty breathing, unusual lethargy, or irritability in young children. During flu season please keep your child home if you suspect them to be ill and with a fever of 100.4 or greater (without fever reducing medication) and until you can confirm it is not influenza or Covid-19.

COVID-19 return-to-school protocols should follow those as outlined by the Center of Disease Control (CDC).

MEDICINE AND IMMUNIZATIONS:

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

MEDICATION DISTRIBUTION PROCEDURES:

- Prescription medicine that is sent to school should be in the original container with the dosage information still intact.
- The student will take prescription medicine to the nurse's office. She will check the medicine in and will dispense the required dosage stated on the prescription.
- The school has a supply of *Tylenol* and other permissible over-the-counter medications that can be given to a student when necessary, if there is parent-granted permission to do so. Students should not bring this medication to school.
- All medication must be picked up on the last day of school by parents. Any medications left in the nurse's office will be properly disposed of by the nurse.

HEAD LICE:

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

COMMUNICABLE DISEASES/CONDITIONS:

Other communicable diseases (like influenza, strep throat, Covid-19, respiratory infections, etc.) or medical conditions (like impetigo, ringworm, pinworm, conjunctivitis, etc.) should be addressed as recommended by your healthcare provider. We ask that parents contact the principal or school nurse with any medical condition that can affect a child's performance at school or is contagious to students, faculty, or staff. All medical information will be treated with discretion and the information used to manage optimal health in the classroom.

UPPER SCHOOL CAMPUS INFORMATION

EXTRA-CURRICULAR ACTIVITIES:

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

All students in grades 9-12 must be in attendance for two blocks to be eligible for participation in that day's extracurricular activities pending written documentation which must be approved by the building administrator. For events taking place on Saturday this rule will apply on Friday's attendance.

INTERSCHOLASTIC SPORTS:

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

- A student may participate in two sports within the same season with the approval from the Athletic Director.
- Athletes and parents will receive written team rules and must acknowledge receipt by signing the required forms. 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. Grades will be reviewed by both the Athletic Director, coach and Assistant Principal. Students must maintain a grade above a "D" average in all courses to be eligible for full participation.
- All levels of school administration—Principal, Assistant Principal, Dean of Students, Athletic Director and Head Coaches—reserve the right to suspend a student athletes' activity if deemed necessary based upon the reasoning given (ex. low academic performance, not meeting behavioral expectations, etc.). Such decisions are at the sole discretion of the above administration.
- Athletes must meet all SCISA rules for participation.

STUDENT ORGANIZATIONS:

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

John R. Rhodes Junior Honor Society (JNHS):

Membership is by invitation for students in grades 7 - 9.

Mary A. Brodie Chapter of the National Honor Society (NHS):

Membership is by invitation for students in grades 10 through 12.

Student Government Association (SGA):

Membership is for grades 9 through 12 by election. The officers are elected by the student body. Representatives are elected

by each homeroom. Class presidents also participate in SGA as voting members.

Student Council:

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

Hurricane Pride:

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

Fellowship of Christian Athletes:

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

ACADEMIC COMPETITIONS:

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

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

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

FBS Debate Team: All students in grades 9 through 12 are eligible for participation on the Academic Team. Final selection is done through overall attendance to practices and overall academic performance.

FBS Competitive Chess: All students in grades 7 through 12 are eligible for participation on the Academic Team. Final selection is done through overall attendance to practices and overall academic performance.

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

ATTENDANCE POLICY

TARDY POLICY (7-12)

*A student's tardiness disrupts classroom instruction. It is disrespectful to teachers and classmates. Excessive tardies may also require that a course be repeated. As a result, students will incur the following disciplinary penalties:

A student will receive a documented/written (email) warning after their **first late arrival to school and/or class**. The standard for determining tardy is arrival to their first class after the second bell. This tardy is to be reflected in the first block teacher's attendance report. For any student who accumulates late arrivals, detentions (morning, two lunches or afternoon) will be the primary consequence until suspension or higher-level disciplinary action is required. The detention fee to be assessed via FACTS will be \$30 per 1 hour detention (\$30 per two half-hour lunch detentions).

Teachers will monitor the halls between classes, encouraging students to arrive at class on time. A backpack dropped in a classroom **does not** constitute an arrival. Students who arrive on time and then ask to leave risk receiving a tardy.

1st offense : Documented verbal/written warning sent to Assistant Principal and parents

2nd offense: Detention documented in FACTS

3rd offense: Two consecutive detentions documented in FACTS

4th offense: Out of school suspension and loss of opportunity to participate in extracurricular activities for the suspension period. Administration reserves the right to implement a Behavioral Contract if deemed necessary.

* Excessive tardies (5+ per semester both on arrival and between classes) may preclude a student from exemption from exams.

* Excessive tardies (5+ per semester both on initial arrival and between classes) will result in the student having Seat Time Recovery/Saturday School.

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

All students in grades 9-12 must be in attendance for two blocks to be eligible for participation in that day's extracurricular/athletic activities (this is inclusive of afterschool practices and rehearsals), pending written documentation which must be approved by the school's Assistant Principal or Athletic Director. For events taking place on Saturday this rule will be based upon Friday's attendance. Students who have more than two non-medical and undocumented absences in one week will not be permitted to participate in the week's extracurricular activities. Circumstantial situations will be reviewed upon the administration.

Student Actions:

- A student experiencing personal discomfort must receive a pass from a teacher to visit the nearest restroom or school nurse. Failing to report to either location and not returning in a timely manner and failing to get a pass signed by the school nurse constitutes cutting class. This behavior will be documented and consequences as outlined in the BIP will follow. If this occurs between classes, the student is to first report to the next class to seek permission and/or help from the teacher.

ABSENCES

In South Carolina, high school students must be present for a **minimum of 120 hours per class to earn a Carnegie unit of credit**. This generally means students cannot miss more than 10 days in a year-long class or 5 days in a semester-long class, regardless of whether the absences are excused or unexcused. Absences that exceed 10 days in a year-long class or 5 days in a semester-long class will place the student at risk of failing the course and/or having to retake the course the following year. FBS does not provide summer options for remediation or course retakes on campus.

All absences are required to be documented by the main office for safety and liability reasons. Parents/guardians must email the high- school by 8:00 am, or earlier if it is a planned absence using School Pass. An unexcused absence is defined as one that is not accompanied by a medical or emergency excuse and/or absences that cannot be justified by administration that result in the missing of instructional time for more than half of the day (ex. vacations, sporting competitions not affiliated with the school, etc.).

FOR JUNIORS AND SENIORS ONLY: Two college visits per one semester are permitted. College visits are considered excused absences, therefore a “PLANNED ABSENCE” notification/request must be submitted to the school’s Administrative Assistant and approved by the school’s Assistant Principal 2 weeks prior. Documentation proving attendance must be submitted upon return and can be formal confirmation, a name badge obtained during the tour, a letter or email confirming from the college or university’s admissions personnel, etc. Documentation cannot be a pamphlet, flyer or any other general information.

Non-medical absences can also have a negative influence on a student’s grade. Absence from five blocks of a class will warrant reduction of the semester grade of five or more points. This will be at the judgement of the classroom teacher. Each additional absence may reduce the semester grade by an additional percentage point for each additional absence. The magnitude of a grade reduction as a penalty for absences will be resolved through the determination of the classroom teacher and the principal. The determination of excused or unexcused absences will be at the discretion of the school’s Principal and/or Assistant Principal.

SEAT TIME

First Baptist School values every minute of instructional time because it directly impacts student learning and success. A SCISA Accredited Independent school requires a student in a one-unit course to be in attendance five days a week for 45 minutes. For FBS this is the equivalent of every other day (A-B) for 90 minutes per class. Missing class means missing critical lessons, discussions, and activities that are essential for academic progress. Seat Time Recovery ensures that:

1. Academic Progress is Maintained: Students regain access to the learning opportunities they missed, helping them stay on track with their peers.
2. School’s Attendance Requirements are Met: South Carolina has specific attendance requirements for promotion or graduation. Seat Time Recovery ensures students fulfill these obligations.
3. Responsibility and Accountability are Encouraged: Recovering missed time emphasizes the importance of being present and engaged in school, preparing students for future responsibilities in college, careers, and life.

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. For every 90-minute class block missed that is in excess of five and is without excusable documentation, students are required to attend 1 hour of seat time recovery per missed block. For the first block missed after the initial five, the student will be required to schedule seat time with the course instructor/teacher. Any additional absences will require a quarterly assessment by the Assistant Principal and mandatory Saturday School Attendance at the expense of \$100 per required Saturday.

High school students who **miss more than 10 days in a yearlong course or 5 days in a semester block must make up the missed seat time or receive an FA (Failure due to Absences)**. An “FA” counts as a failing grade of 50 and denies

academic credit regardless of the student's actual academic performance.

For tardies that exceed five, students will be required to attend 60 minutes of seat time per every five tardies thereafter. For the five tardies obtained in block tardy after the initial five, the student will be required to schedule seat time with the course instructor/teacher. Seat time to recover time due to tardies will be in addition to the required detention per tardy at the cost of \$30 per detention.

Seat time for all students will be assessed quarterly (every 9 weeks) by the Assistant Principal. Students will be required to report on the assigned Saturday or on any other day assigned by the administration. Seat time can also be recovered by serving morning detentions with the teacher of the class to whom the time is owed.

Failure to complete seat time could result in and is not limited to transcript holds or students being restricted from extracurricular and/or athletic activities. Seniors who fail to complete seat time in addition to transcript holds, could also be restricted from participating in final senior activities, inclusive of graduation.

PLANNED ABSENCES

Parents are required to notify the office and teachers in advance of any planned absences and understand that this time must be made up if a student's absences exceed 5 days. Proper documentation **must be submitted to the school's main office email address TWO WEEKS in advance**. Students will be held responsible for completing all missed assignments and will still be required to make up time missed. The **FBS ADVANCED ABSENCE NOTIFICATION FORM** can be found on both the school's website and FACTS Management. Failure to properly submit the required documentation for a planned absence can have a negative impact on a student's grades.

Parent Actions:

- SchoolPass **must be** filled out by 8:00am for the day of absence.
- All doctors notes must be submitted to hsoffice@fbschool.org.

Student Actions:

- Responsible for determining school work missed and making up this work within the time specified by the teacher.
- Graded material missed on the day when a note/excuse has not been provided may not receive full credit.

Early Departures: Students will only be permitted to depart early if a request is submitted by 8:00 a.m. the morning of using School Pass and a doctor's note can be provided or in the case of an emergency, whereas a parent has sent an email addressed to the high school main office (hsoffice@fbschool.org) or called. **No student will be dismissed after 2:45 pm.** Students, whose parents have submitted the required information by 8:00 am via school pass, will report to the office at the excusal time to sign out. If a student is not driving and will be picked up by a parent or guardian, they must come to the office to sign out the student using a School Pass. STUDENTS ARE NOT DISMISSED FROM STUDY HALL. ANY STUDENT DISMISSED DURING A STUDY HALL MUST PROVIDE DOCTOR'S EXCUSE. **STUDENTS WHO DRIVE AND ARE NOT SENIORS CAN ONLY BE DISMISSED FOR A DOCUMENTED (SCHOOL PASS SUBMITTED BY 8 AM) APPOINTMENTS ONLY.** OFF-CAMPUS LUNCH IS A SENIORS-ONLY PRIVILEGE.

MISSED WORK/TEST DUE TO ABSENCES

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

a student to submit work (in-class assignments/activities, homework, tests/assessments, etc.) for an inexcusable absence will be at the sole discretion of the course instructor/classroom teacher.

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

Homebound Instruction:

Students who require medical homebound instruction must have written documentation submitted by their physician. Students are expected to complete all work successfully and on time. These days will not count towards the ten missed. Parents must contract with an FBS faculty member or school approved instructor. Instructors are expected to follow the FBS curriculum, tests and finals. Extended homebound instruction will be reviewed after a four week period.

CHAPEL

Chapel schedules will be set collaboratively by each campus administrator and the campus minister, and communicated to school families. **Chapel is mandatory and attendance is required for all grade levels.** Failure to attend chapel will be noted as “CUTTING CLASS” in FACTs and will require a detention. Excessive absences from chapel will require seat time recovery.

High-school students will convene in their homerooms prior to going to chapel. Homeroom teachers will take attendance and accompany their students to chapel. **ALL SENIORS WITH A LATE IN ARE REQUIRED TO REPORT TO SCHOOL PRIOR THE START OF CHAPEL** and must gather in the foyer of the Auxiliary Gym to be marked as present. All students are required to follow the chapel protocol as outlined:

- Sit with their class in the designated area.
- Grades 9 thru 11 must leave their book bags in their homerooms.
- Homeroom teachers must take attendance prior to attending chapel
- No schoolwork is to be completed during this time.
- No food or drink should be in the designated chapel area.
- No cellphones.
- No sleeping.

FIRST BAPTIST SCHOOL DRESS CODE

Grades 7-12

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

Being out of the Dress Code will result in disciplinary action. Dress code violations are not subject to additional and/or individual documented warnings if a warning has been given in a group setting. High-school students out of dress code repeatedly can be subject to wear dress-up attire (reference descriptions found under “DRESS UP ATTIRE”) for a prescribed number of days.

Male Attire

A. Shirts:

Students may wear long- or short-sleeved polo shirts in white, black, or purple with the school logo, or a white button-down Oxford shirt. Males must wear their shirts tucked in. Approved uniform shirts may be purchased through Read’s Uniforms, Tommy Hilfiger, or Land’s End. T-shirts are not permitted. Undershirts must be white or match the shirt color and should not be visible through the Oxford shirt. Shirts must be tucked in.

B. Pants:

Only khaki-colored pants or shorts are permitted. Pants must have belt loops, be worn with a belt, and worn at the waist. Pants deemed too tight will be addressed by administration. Shorts must be no shorter than 4 inches above the knee and no longer than 1½ inches below the knee. Jeans, athletic pants, and elastic waist pants are not permitted unless approved by administration. Khaki items are not required to be purchased from uniform vendors but must meet dress code standards.

C. Belts:

A leather or cloth belt with a simple buckle and no inappropriate logos or slogans must be worn with all pants designed with belt loops.

D. Shoes:

Shoes must be closed toe and fully cover the heel. The following are not permitted: Crocs, sandals, Nike ReactX Rejuven8, UGG Tasman, athletic slides, slippers, or any footwear without full heel and toe coverage.

E. Headwear:

Hats and hoods (including those attached to jackets or sweatshirts) may not be worn inside school buildings. Protective hair coverings are not permitted.

F. Hair:

Hair must be neat, clean, and maintained in a natural and non-exaggerated style, including color.

G. Accessories:

Ear and body piercings, tongue studs, makeup, and nail polish are not permitted.

H. Outerwear:

Non-First Baptist School outerwear (coats, rain gear, cold-weather jackets, etc.) may be worn while traveling between buildings but must be removed upon entering any building. Only FBS-approved outerwear may be worn inside classrooms.

I. Facial Hair:

Male students must be clean-shaven.

J. Tattoos:

Visible tattoos must be covered if administration determines they are inappropriate or distracting (e.g., skulls, profanity, or excessive size).

K. Not Permitted Items:

The following are not allowed: turtlenecks over school shirts, long-sleeve shirts over uniform shirts, hoodies under uniform shirts, athletic pants or shorts, sweatpants under khakis, or any athletic/sweat apparel worn under or over uniforms.

L. Sweatshirts/Hoodies/Sweaters:

Only First Baptist-affiliated sweatshirts, hoodies, or sweaters with approved school logos are permitted. Collared uniform shirts must be worn underneath. Athletic outerwear is not permitted.

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

Female Attire

A. Shirts/Blouses:

Long- or short-sleeved white blouses or polo shirts in white, black, or purple with the school logo are permitted. Approved items may be purchased through Read's Uniforms, Tommy Hilfiger, or Land's End. Shirts must not expose the midriff at any time and must fall below the waistline. Undershirts must be white or match the shirt color, must not be visible through the blouse, and must be tucked in.

B. Pants:

Only khaki-colored pants, capris, or shorts are permitted. Pants must not be overly tight and will be addressed by administration if necessary. Shorts must be no shorter than 3 inches above the knee. Jeans and athletic pants are not permitted unless approved by administration. Khaki attire must follow approved styles even if purchased from outside uniform vendors.

C. Skirts, Skorts, and Dresses:

Permitted styles include khaki, Tommy Hilfiger plaid, or Tommy Hilfiger pincord skirts and skorts. Skirts must be full pleated. Purple dresses may be purchased through the Land's End school account. All skirts, skorts, and dresses must be no shorter than 3 inches above the knee. Skirts may not be rolled. Items that are too long or too loose must be altered. A second documented skirt violation will result in loss of skirt-wearing privileges for the remainder of the semester, requiring khaki pants instead.

D. Belts:

A leather or cloth belt with a simple buckle and no inappropriate logos or slogans must be worn with pants designed with belt loops.

E. Shoes:

Shoes must be closed toe and fully cover the heel. The following are not permitted: Crocs, sandals, Nike ReactX Rejuven8, UGG Tasman, athletic slides, slippers, or any footwear without full heel and toe coverage. Heel height may not exceed 2 inches.

F. Hair:

Hair must be neat, clean, and well-groomed. Unnatural or extreme colors (including but not limited to bright red, green,

blue, or orange) are not permitted.

G. Accessories:

Excessive earrings are not permitted. Body piercings and tongue studs are not allowed.

H. Outerwear:

Non–First Baptist School outerwear may be worn between buildings but must be removed indoors. Only FBS-approved outerwear may be worn inside classrooms.

I. Tattoos:

Visible tattoos must be covered if deemed inappropriate or distracting by administration.

J. Leggings:

Solid black leggings or tights may be worn under skirts in cold weather. Athletic-style leggings are not permitted.

K. Not Permitted Items:

Not permitted: turtlenecks over uniform shirts, long-sleeved shirts over uniform shirts, hoodies under shirts, athletic pants or shorts, sweatpants under or instead of khaki pants, or athletic/sweat apparel worn under or over uniforms.

L. Sweatshirts/Hoodies/Sweaters:

Only First Baptist–approved sweatshirts, hoodies, or sweaters with school logos are permitted. Collared uniform shirts must be worn underneath. Athletic outerwear is not permitted.

***Team issued athletic apparel may only be worn with administrative 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, white 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 appropriate length and fit or dress shirts and slacks that fit appropriately. Any top or dress without sleeves must be covered with a sweater or other cover. Low cut dresses and blouses are not permitted.

Approved PE Uniform:

PE High School: Students may wear T-shirts that do not contain inappropriate graphics or verbiage. Athletic shorts and shoes are required. FBS athletic team gear is acceptable but not required. All PE gear must meet the dress code guidelines for appropriate fit and length. HS students will not be permitted to remain in PE gear all day; they must be prepared to change into school dress. If HS students have PE first block, they are permitted to arrive in their PE Uniform if going directly to class. HS Students must be prepared to change into school uniforms before going to the second block.

Grades 7 and 8 are permitted to wear the approved PE attire for the school day on PE days only.

Dress Down Days

Students who wish to participate in a PTO sponsored “Dress Down Day” must pay and names must be on the PTO provided list. Students may also pay the day off at the front office. Students who participate in any sponsored dressed down days must dress in a manner that is still deemed school appropriate. Students should follow the protocol outlined below:

- No workout leggings of any kind or brand.
- No running shorts (male nor female). Shorts should still be the appropriate length (only 3” above the knee).
- No tennis skirts nor tennis dresses.
- No volleyball shorts.
- No t-shirts, hoodies, general outerwear or baseball caps displaying alcohol, cigarettes, illegal substances, displaying political propaganda or any offensive language or pictures.
- No t-shirts, hoodies, general outerwear that has been physically altered—cut-off sleeves, cut-off necklines, added holes, cut-off shirts at the midriff, etc.
- No tops, shirts, t-shirts that fall off and expose the shoulders or those that have an open back.
- No shirts with holes.
- Shirts must have sleeves.
- No tank tops.
- Shirts must cover the midriff/fall below the waistline.
- Jeans must not have tears, rips nor holes. This applies to both males and females.
- Appropriate shoes (as outlined by the Dress Code requirements).

1st OFFENSE: Students must call home for a change of clothing and will serve one morning detention.

2ND OFFENSE: Removal of dress down privileges for the remainder of the semester.

3RD OFFENSE: Removal of dress down privileges for the remainder of the academic year.

Administration reserves the right to assess the entire student body’s compliance with Dress Down Day’s guidelines and reserves the right to cancel the privilege per opportunity schoolwide.

BEHAVIOR EXPECTATIONS

Upper School Academics Grades 7-12

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

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

FIRST BAPTIST COMMUNITY STANDARDS

As a member of the FBS community, I commit to upholding the values of safety, honesty, integrity, respect, and responsibility. I pledge to:

- Act with honesty and integrity in all of my words, actions, and academic work.
- Treat fellow students, faculty, staff, visitors, and guests with dignity, kindness, and respect.
- Refrain from any behavior—physical, verbal, or otherwise—that is harmful, inappropriate, or disruptive to others.
- Promote and protect the safety, health, and well-being of all members of the school community.
- Demonstrate stewardship of the FBS campus by respecting, protecting, and maintaining shared facilities, grounds, and resources.
- Take responsibility for maintaining our community standards by reporting conduct that violates this Honor Code to appropriate school authorities.

By following these principles, I will contribute to a positive, respectful, and trustworthy learning environment for all.

CONSEQUENCES GLOSSARY - HIGH 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. In-school suspension is contingent upon faculty/staff availability.
- **Out-of-school:** A student is not permitted on school grounds during school hours. NOTE: In either case, a suspended student cannot participate in organized school activities.

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

Dismissal from School:

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

Expulsion

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

At the discretion of the school administration, the facts of significant disciplinary matters to the student body and school community in order to address potential misinformation, to advise on future conduct, and to illustrate school values and potential consequences will be communicated only if this is deemed necessary. 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 will be required to serve a detention the student and parents will be notified by FACTS via email regarding the infraction and that a detention has been assigned. It then becomes the responsibility of the parents to provide the student with transportation to school. A \$30 detention fee will be billed to the students account. Students must attend detention on the date assigned or an additional detention will automatically be assigned. Missing another detention will result in the increase in the detention fee by \$5. Fees will continue to increase until the detention has been served. If the parent has transportation concerns, only the parent may call the office to request that the day be changed. Detention dates will not be changed for extra-curricular practices or tryouts. A student who habitually fails to report to detention will be recommended to the administration for action and/or expulsion. Detentions are held in the mornings from 7:15 am to 8:15 am or during lunch. Two lunch detentions are the equivalent of one morning detention. The fee assessed for a detention is \$30 per detention (\$30 per two half-hour lunch detentions).

DISCREDIT/ELASTIC CLAUSE

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

Discipline Policy and Procedures: Upper School (Grades 7-12)

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

The Behavior Intervention Plan outlines behaviors and sequential consequences for a number behaviors and kinds of misconduct. The purpose of the Plan is reflection, correction and redirection, in effort to deter the repetition of any unacceptable behavior. Administration reserves the right to revise this plan throughout the year, recognizing that some behaviors are circumstantial and must be dealt with in such a manner. Administration also reserves the right to make revisions as some behaviors may not be listed.

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

The following list of infractions and consequences is not conclusive and serves only as a sample. Members of the FBS administration have the discretion to determine appropriate consequences for students who engage in inappropriate conduct on or off campus.

1. Disciplinary Referrals:

Teachers are expected to report behavioral infractions in FACTS Management so that the school administrators can maintain an overview of all students' behavior. The school administrators may choose to address repeated misbehavior reported in FACTS through meetings with the misbehaving student, teachers and/or their parents. Any action taken by the school's administrators will be confidentially reported to the parents, student, and the teacher who submitted the original documentation of misbehavior.

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

- A. Chronic Tardiness
- B. Cutting Class/Wandering
- C. Dress code violation
- D. Disruption of classroom activity, including unauthorized use of a personal electronic device
- E. Disrespectful behavior, including inappropriate language
- F. Trespassing on school property after hours (after 6 pm without faculty or staff presence and supervision)
- G. Destruction of school property

- H. Defamation of school property
- I. Theft
- J. Verbal or physical confrontation with a fellow student
- K. Verbal or physical confrontation with a faculty or staff member
- L. Parking lot horseplay
- M. Use of profane language
- N. Use of racially and/or socially biased deemed offensive language towards a fellow student
- O. Academic Dishonesty

DISCIPLINARY PROBATION

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

DISMISSAL/ATTENDANCE TERMINATION

The School has the right to suspend or terminate the attendance of Student, in its discretion, for reasons set forth in the Enrollment Contract, for reasons outlined the Student Handbook (or other published or sent document), if Student persistently neglects work or fails to meet academic or behavior standards, for reasons that the School administration considers detrimental to the School community, to the Student, or to other students of the School, and any other reason therefore outlined.

DISCLOSURE OF HONOR CODE AND DISCIPLINARY INFRACTIONS TO COLLEGES

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

Harassment or Assault: Harassment is defined as aggressive pressure or intimidation. Assault is defined as any act that puts another person in reasonable apprehension of imminent harmful or offensive (unwanted) contact. Harassment or assault of a teacher, student, or group of students will not be tolerated. The student will be suspended pending an investigation and conference with the Head of School. Verified incidents may result in the student being recommended for expulsion from school or receiving mandatory counseling.

Sexual Harassment: Peer sexual harassment is strictly forbidden at this school, on its premises, and during its programs and activities. Peer sexual harassment is any unwelcomed physical or verbal conduct of a sexual nature, such as touching, grabbing, or sexual comments, directed at a person because of his or her sex. Students are expected to

treat their fellow students with dignity and respect at all times. Disciplinary action will result from violations of this anti-harassment policy. Violations of this policy may be reported to teachers or administrators. The school strongly encourages students to report sexual harassment immediately. This school will take prompt and fair action to investigate any report and to stop the harassment.

Weapons: Knives (of any size), guns, any explosive device, and weapons of any kind are prohibited. This includes “defensive” weapons such as pepper spray. The police will be contacted if appropriate. The student will be suspended pending an investigation and conference with the Head of School. Guns may not be stored in cars parked on campus grounds.

SUBSTANCE USE POLICY

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

GENERAL RULE

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

- Any time students are on FBS property;
- Any time students are participating in a FBS-sanctioned activity, whether on or off school property.

A. FBS students shall not abuse (i.e., violate prescription dosage) or distribute over-the-counter medications under the following circumstances:

- Any time students are on FBS property;
- Any time students are participating in a FBS sanctioned activity whether on or off school property.

B. FBS is a tobacco-free campus. Any vaping or drug paraphernalia are also prohibited. Students found in violation of this portion of the policy will be subject to disciplinary action determined by the Upper School or Middle School administration.

C. Vaping, inhaling any substance from an electronic cigarette or similar device, and student possession of tobacco in any form are prohibited on campus and at off-campus school functions. Inhaling from an electronic vaporizer while on campus or participating in a FBS-sanctioned activity will be considered a full violation of this Substance Use Policy.

D. FBS adheres to the following South Carolina statutory law and case law precedents:

1. S.C. Code of Laws, Section 20-7-8920: Purchase of beer, ale, wine, malt or other fermented beverages: “It is unlawful for a person under the age of twenty-one to purchase or knowingly possess beer, ale, wine, or similar malt or fermented beverage. Possession is prima facie evidence that it was knowingly possessed. A person violating this section is guilty of a misdemeanor and, upon conviction, must be fined not less than twenty-five dollars or more than one hundred dollars.”
2. S.C. Code of Laws, Section 44-53-370(c): “It shall be unlawful for any person knowingly or intentionally to possess a controlled substance unless the substance was obtained directly from, or pursuant to a valid prescription or order of, a practitioner while acting in the course of his professional practice, or except as otherwise authorized by this article.”
3. Opinions written by the S.C. Supreme Court in *Marcum v. Bowden*, Op. No. 26035 (S.C. Sup. Ct. filed August 29, 2005) regarding liability of an adult social host for knowingly and intentionally serving alcohol to a person under 21 years of age if that minor is subsequently injured or killed while under the influence of alcohol and *Barnes v. Cohen Dry Wall Inc.*, Op. No. 26036 (S.C. Sup. Ct. filed August 29, 2005) regarding liability of a social host for knowingly

and intentionally serving alcohol to a person under 21 years of age if that minor subsequently injures or kills a third person while the minor is under the influence of alcohol.

II. PRESCRIPTION MEDICATIONS

Unless otherwise granted permission by authorized school administrative personnel, all FBS students shall store all prescription medications with administrative personnel in the Lower School, Middle School, or Upper School Office. Such medications shall be stored in a container labeled with the following information: name of student, name of drug, prescribing physician, dispensing pharmacy, dispensing instructions, and purpose of medication. No medication (including acetaminophen and ibuprofen) will be given to students in the Lower School without permission from a parent/guardian. All medicine must be checked in with the School Office and will be administered by the office staff or Health Room volunteers. It is the responsibility of the parent/guardian to notify the School Office of any chronic or special medical problem.

III. SEARCHES

FBS students are subject to the search of their person, bags, vehicles, and athletic lockers at any time.

SC CODE OF LAW, SECTION 59-63-1120. Searches by school administrators or officials with or without probable cause.

Notwithstanding any other provision of law, school administrators and officials may conduct reasonable searches on school property of lockers, desks, vehicles, and personal belongings such as purses, bookbags, wallets, and satchels with or without probable cause.

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

IV. DRUG SCREENING

- A. The requirements of this Section shall apply to all FBS students who meet the criteria defined in Section I., Subsections (A) and (B).
- B. Any time a FBS student's conduct or behavior causes a reasonable suspicion that the student is under the influence of alcohol or drugs, the faculty or administrative staff of FBS may, in their discretion, require the student to be tested for the use of drugs.

- C. The student may be required to submit to testing by urinalysis, hair follicle, breathalyzer, or blood alcohol screening. The test or tests required shall be determined by the administrative staff of FBS.
- D. The cost for drug testing shall be borne by the student's parent(s) or guardian(s), or by the person responsible for paying the student's tuition to FBS.
- E. Any student who refuses to cooperate under this Section is subject to disciplinary consequences including dismissal or expulsion from FBS.

V. PROCEDURES AND CONSEQUENCES

Upper School Violations

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

1. Expulsion from the school. FBS reserves the right to expel any student under any violation of this 21 policy including, but not limited to, the following:
 - a. If a student is in possession of an amount or type of drug considered to be a felony under S.C. law.
 - b. If a student is found guilty of selling or distributing drugs (illegal or prescription) or alcohol.
 - c. If a student commits a second violation of the Substance Use Policy.
 - d. If a student does not cooperate with administration in determining how drugs or alcohol were brought onto school property or to a school-sponsored event, whether or not the event was on school property.
 - e. If the student's actions in violating this Substance Use Policy have resulted in negative consequences or have produced significant embarrassment to the school or student body.
 - f. If the student's overall record indicates an unwillingness or inability to comply with FBS rules.
2. Dismissal from the school for the remainder of the year, with the opportunity to be readmitted the following year. The student may be considered for the next grade level or the same grade level from which the student was dismissed depending on an evaluation of academic readiness.
3. Suspension from school for a period of one week with disciplinary probation for at least 8 weeks, depending on the timing within the school calendar. Probation shall include suspension from all extracurricular, fine arts, and formal athletic activities. During this probationary period, a student shall fulfill all other requirements of probation as outlined in subsections of this Section.

F. A student found guilty of substance use violation must:

1. Resign from a leadership position for the balance of the school year.
2. Undergo a professional assessment to determine the risk of chemical dependency as a condition of returning to school or as a condition of fulfilling any probationary period. In order to obtain the most thorough evaluation possible, the student's parents and/or guardians may also participate in the assessment process. FBS will provide the student and the family with a list of approved professionals in chemical dependency assessment, and a specialist from this list must be used. The cost of the assessment will be borne by the student's parent(s), guardian(s), or the person(s) responsible for paying the student's tuition. The Counselor shall be provided a follow-up report after the assessment.
3. Following the assessment outlined above, the student and, when applicable, the parents/guardians will follow all advice and recommendations of the assessment. FBS accepts that recommendations may include, but not be limited to, inpatient drug and/or alcohol treatment; intensive outpatient treatment; mental health counseling; or drug abuse education counseling. The cost of any treatment will be borne by the student's parent(s), guardian(s), or, or the person(s) responsible for paying the student's tuition. The Counselor shall be provided periodic updates on the status of the student's treatment, and FBS will be supportive of the student's treatment if support can be provided without jeopardizing the welfare of the larger school community.

4. Concurrent with any other consequence applied under this policy, the student must meet with the appropriate school Counselor. The Counselor shall coordinate all communication between the school and any professionals or institutions chosen to carry out the directives of a student's probation. The student and the student's parent(s) or guardian(s) shall sign a release of information in order to allow the Counselor and any other appropriate school personnel to communicate regarding all matters involved with a student's probation. As deemed necessary by the Principal or the Counselor. The Youth Pastor will be available for pastoral care and support to the student and parent(s) or guardian(s) of the student. If for any reason a student must withdraw from FBS to attend a residential treatment program or any kind of inpatient treatment facility for substance abuse issues, FBS, in its discretion, may require the following as a condition of returning to FBS as a student:

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

The student will be asked at the beginning of the school year to commit to upholding this code and will be required to submit a signed copy of the FBS Community Standards. Any student **suspected** of violating these standards will be investigated and parents will be contacted by the teacher. Any student **violating** these standards will be referred to the administration for appropriate actions. Academic infractions such as plagiarism and cheating will be addressed by the teacher and forwarded to the administration for further action. This could include the student meeting the Faculty Council/Honor Review Board (FC/HRB).

Driving Privileges (9-12)

The use of automobiles by students is a privilege, not a right. All students who drive to school must follow the correct procedures in order to request a parking space. Students who drive on campus must drive responsibly. If a student drives irresponsibly, he/she will lose driving privileges for a specified number of days commensurate with the degree of irresponsibility and the frequency of recurrence. Offenses for reckless driving will begin with loss of the privilege for one day for the first offense, one week for the second offense and one month for the third offense. A fourth offense of reckless driving will result in the loss of privilege for a semester, followed by the remainder of the year for the fifth offense. The top reasons that students will lose driving privileges are, and are not limited to the following:

- 1. Driving recklessly (includes speeding and roughhousing)
- 2. Leaving campus without permission
- 3. Excessive lateness to class at the beginning of the day
- 4. Hanging out in cars during the school day
- 5. Repeatedly parking in the wrong space
- 6. Driving/parking on grass without authorization
- 7. Horseplaying around, in or with vehicles while parked or moving
- 8. Going to the parking lot/car without permission (**ONLY Seniors are permitted in the parking lot during Lunchtime if they are leaving. NO student, inclusive of SENIORS is permitted to sit in their car at point during**

the school day, inclusive of lunchtime.)

- 1st offense:** Loss of privilege for the next day
- 2nd offense:** Loss of privilege for a week
- 3rd offense:** Loss of privilege for a month
- 4th offense:** Loss of privilege for a semester
- 5th offense:** Loss of privilege for rest of the year

Leaving campus without permission will result in a one day out-of-school suspension. Two suspensions in a year risks dismissal. This issue is very serious and merits serious consequences.

Disciplinary Probation/Contract:

A student may be placed on disciplinary probation by the administration. The administration will write a contract addressing behavioral and academic requirements of the student. This probation can stipulate that further behavioral problems may result in expulsion or loss of re-enrollment privilege. Disciplinary probation will remain in effect for the duration that is decided upon by the administration and that which is specified in the contract. The contract must be signed by the students and parents. **If any part of the Behavior Contract is broken, the student will be expelled or asked to withdraw for the remainder of the academic year or permanently from First Baptist School.**

****Behavioral Contracts are also subject to NJHS/NHS guidelines and the FC/HRB.***

Additional Notes:

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

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

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

INITIAL AND REPEATED TIER 1 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.

CHRONIC REPEAT OF TIER 1 AND/OR INITIAL TIER 2 INFRACTIONS are reported by the classroom teachers, with the intervention of the Dean of Students and/or Assistant Principal as deemed necessary.

REPEATING TIER 2 AND/OR INITIAL TIER 3 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.

REPEATED TIER 3 AND TIERS 4-5 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. Contingent upon the nature of the infraction the involvement of the HOS may be requested by the principal.

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.

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

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 • 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	• Out-of-school suspension (OSS) • Mandatory Parent Conference • Risk review by the administration • Recommendation for dismissal • Documented in FACTS • 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

Technology, Social Media Policy and Devices (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 the user has a network account. FBS has a local network of computers with Internet access. Use of the FBS network is a privilege dependent on agreement to and compliance with this **Usage Agreement**. Any known abuse of the network should be reported to Network Administration.

I. Appropriate Network Activity

- A. The purpose of the network is to enhance the educational environment. Appropriate activities include electronic mail, Internet browsers and other resources. All users are expected to use these resources in a manner that is respectful of others and in accordance with all laws governing electronic communications.
- B. Gaining access to or attempting to gain access to resources or files, which are not for public access, is prohibited. Gaining access to or attempting to gain access to remote systems as an unauthorized user is prohibited.
- C. Mailing, viewing, downloading, uploading, copying, forwarding, creating, storing, or sending any inappropriate material is prohibited. **Inappropriate materials** include but is not limited to: pornographic or obscene material; material insulting to ethnic, religious or other groups; personally insulting or disrespectful material; material which threatens a person's well-being or safety; false or misleading statements or documents; and chain letters.
- D. Malicious mischief is prohibited. This includes, but is not limited to:
 - 1. Damaging equipment
 - 2. Modifying any workstation setup (such as classroom TV's by adding personal accounts)
 - 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
 - 9. Connecting to school owned devices without permission (TV's, faculty, staff and administration computers, etc.)

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 for backup (a jump drive). All network activities may be audited by the Network Administration.

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

III. Passwords

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

IV. Off Campus Usage

- A. Parents and their children are responsible for online content that has been made public and reflects negatively on the school or employee, or poses a threat to another student or employee. There is no expected privacy online. (See detailed explanation of Social Media Expectations below)
- B. The school reserves the right to address any content that impacts negatively on the school or an employee or is considered student-to-student bullying.
- C. Parents should consider the following:

- Attach rules to the usage of online electronics at home.
- Move the computer out of the child's room if any misuse is detected.
- Teach your child not to share passwords, their name, or home address.
- Install monitoring and filtering software.
- Monitor your child's screen name and Web sites.
- Ensure your child understands that posting pictures or auditory recordings of school employees or students without their expressed permission may be illegal and will be subject to review under paragraphs A and B above.
- Ensure that your child understands that cyberbullying or harassment may be illegal and is subject to review under paragraphs A and B above.

IV. Social Media Policy

Social media sites are being used increasingly to fuel campaigns and complaints against schools or to share inappropriate information, e.g. naming children involved in incidents, sharing confidential information regarding an aspect of school life, making allegations or accusations or sharing false news. First Baptist School considers the use of

social media or apps in this way as unacceptable and not in the best interests of the children or the whole school community. First Baptist School considers the following examples to be inappropriate uses of social media. (This list is non-exhaustive and intended to provide examples only):

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

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

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

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

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

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

Consequences for Breach of Agreement: See School Discipline Plan.

UPPER SCHOOL DEVICES POLICY

Cell phones, tablets, iPads, smartwatches, smart glasses/smart eyewear, earbuds, earphones, and similar personal electronic devices have been shown to distract from both student learning and classroom instruction. To promote academic engagement and maintain a focused learning environment, students are prohibited from using personal electronic devices during the school day, defined as **8:25 a.m. to 3:15 p.m.** This policy applies to all students, including seniors, and cell phone use during the school day is not considered a privilege associated with grade level or student status.

High School Students (Grades 9–12): All cell phones must be secured in a locked Yondr Pouch upon arrival to campus and remain secured until dismissal at 3:15 p.m. Phones may not be removed from the pouch or accessed during the school day unless authorized by a school administrator for an emergency or approved school purpose.

Middle School Students (Grades 7–8): All cell phones must be surrendered to a designated teacher or school representative at the beginning of the school day and will be returned at dismissal. Phones may not be accessed during the school day unless authorized by a school administrator for an emergency or approved school purpose.

At no time during the school day may students carry cell phones on their person, including in pockets, skirts, shorts, jackets, sweatshirts, hoodies, bags intended for classroom use, or restroom facilities. Personal electronic devices may not

be used in classrooms, hallways, restrooms, locker rooms, study halls, lunch periods, assemblies, field trips, or during class transitions.

Any student who accesses, uses, displays, or possesses a cell phone outside of the required storage procedures during the school day will be subject to disciplinary action in accordance with school policy. Students who are late to class as a result of attempting to access or use a personal electronic device may also receive a tardy infraction in addition to a cell phone violation.

Exceptions to this policy may be granted only by school administration for documented medical needs, emergencies, or other school-approved purposes.

1st offense: Detention

2nd offense: Detention and parent conference

3rd offense: Behavior Contract

4th offense: Suspension

Note: The 15-week (semester) restriction will take place at the beginning of the new semester if violation occurs at the end of the previous semester.

Student-Athletes, Early Athletic Dismissals and Cellphones

Students dismissed early for athletic events remain subject to the school's cell phone policy. Cell phones must remain secured in locked Yondr pouches upon dismissal from class. Permission to remove a cell phone from a Yondr pouch is at the discretion of the Athletic Director and/or Head Coach. Unauthorized removal of a phone from a Yondr pouch prior to approval may result in disciplinary action.

ACADEMIC EXPECTATIONS

Upper School Academics Grades 7-12

First Baptist strives to make sure that all its students' academic performance exemplifies the school's missions of **Academic Excellence with a Christian Perspective**. Faculty and Staff are committed to working to assist students perform at their highest achievable academic level with each grade level promotion.

As stated in the Enrollment Contract, the School reserves the right to suspend or terminate the attendance of a student, in its discretion for reasons set forth in said contract, inclusive of if the student persistently neglects work or fails to meet academic standards. Protocol as outlined by the Enrollment Contract will be adhered to accordingly.

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

ACADEMIC PHILOSOPHY

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

ACADEMIC INTEGRITY

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

PLAGIARISM

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

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

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

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

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

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

But can words and ideas really be stolen?

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

All of the following are considered plagiarism:

- turning in someone else's work as your own
- copying words or ideas from someone else without giving credit
- failing to put a quotation in quotation marks
- giving incorrect information about the source of a quotation changing words but copying the sentence structure of a source without giving credit
- copying so many words or ideas from a source that it makes up most of your work, whether you give credit or not (see our section on "fair use" rules)
- Working collectively on an assignment, test, quiz, etc. that is intended to reflect individual student learning

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

What about images, videos, and music?

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

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

Certainly, these media pose situations in which it can be challenging to determine whether the copyrights of a work are being violated. For example:

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

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

ACADEMIC INTEGRITY

First Baptist believes that academic integrity is the foundation of learning and character development. As a school dedicated to *Academic Excellence with a Christian Perspective*, the values of honesty, fairness, and responsibility are upheld in all academic endeavors. Our commitment to integrity reflects our Christian faith and our pursuit of truth, ensuring that students develop both intellectual and moral strength. Violations of academic integrity include but are not limited to:

- Failure to document/cite borrowed work
- Failure to follow guidelines as outlined by the teacher
- Possession of unauthorized materials/aids during testing
- Submitting someone else's work as one's own
- Sharing test answers with a peer
- Submitting a previously completed assignment for a different class without teacher permission
- Altering records—grades, attendance, etc.
- Improper and unauthorized use of AI

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 no 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.

HONOR REVIEW BOARD (HRB)

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

Punishments for violating the First Baptist School Community Standards could include loss of credit on the assignment, academic probation, and/or suspension. A violation of the FBS Community Standards will result in a behavior contract and could lead to further disciplinary action which if violated, could result in a recommendation for dismissal or expulsion.

CORE CURRICULUM

High school students will complete a minimum of 26 units of high school credits to graduate from FBS, taking and passing eight classes in grades 9-11. Seniors will take and pass a minimum of six core courses with a minimum of five being taken on campus.

One unit of high school credit is awarded for each full year course and one half credit for a semester course subject. Each student in grades 9 – 11 is required to take a full course load of eight classes. In order to receive full credit for the course a student must be in attendance 120 hours for a full credit course and 60 for a half credit course.

To receive a First Baptist School diploma, a student must pass
the below high school courses.

(Note 1 & Note 2)

ENGLISH	- English 1: World Literature - English II: American Literature - English III: British Literature - English IV: Composition and Writing OR English 101/102 (Dual Credit)	
MATHEMATICS	- Algebra 1 – A grade of 78 or better required to continue to Algebra 2 - Geometry - Algebra 3/Trig or Pre-Calculus	<i>*All students must pass (60 or above for the year) a math class EACH year (9-12) in high school.</i> <i>**In courses after Algebra 1, students must pass the courses with a 70 or better for the year. If a student earns a 60-69 for a math course subsequent to Algebra 1, the student must pass a summer remediation course.</i>
SCIENCE	- Biology 1 - Chemistry 1 3rd Lab Science 4th Lab Science	
SOCIAL STUDIES	- World History - European History - U.S. History - Government/Economics <i>(Note 3)</i>	
CHRISTIAN PHILOSOPHY & RELIGION <i>(4 REQUIRED)</i>	- The Life and Philosophy of Jesus Nazareth (9th) - Comparative Religion (10th) - Progress and Redemption (11th) - Christian Ethics and Culture (12th)	
LANGUAGE	- Spanish 1 - Spanish 2 - Spanish 3	<i>* (Note 4)</i>
ARTS	1 Unit	
PHYSICAL EDUCATION	1 Unit	
COMPUTER	1 Unit	

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

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

Note 3: Government and Economics are ½ unit courses.

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

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

Transfer Credits: The acceptance of transfer credit is contingent upon the extent to which the transferred course(s) align with the curriculum, instructional objectives, and academic standards of First Baptist School. The evaluation and acceptance of all transfer credits are at the sole discretion of the **College and Career Counselor** and the **School Administration**. First Baptist School reserves the right to require a student to retake any transferred course if the counselor and administration determine that the course content, rigor, or learning outcomes do not sufficiently meet the school's graduation requirements or academic expectations. Additionally, **First Baptist School does not accept partial credit** for transferred courses. Only courses completed in their entirety and approved through the transfer credit review process will be considered for graduation credit.

Drop/Add Deadlines: Students will have 14 calendar days prior to the first day of school to submit an appeal to drop or add a class. Requests must be sent to and will be either approved or denied by the Assistant Principal. Changes made will be based on teachers' recommendations, review of the students' academic performance the previous year, class availability and available space. No changes will take place following the 14-day appeals period. Any request after this date will be considered only in circumstances in which the student is hampered by an ailment or an injury. Should a student drop a core class and move to another in the same subject area, the grades will follow with the student to be calculated as a part of their final grade. **Requests to move up a level outside of the teacher's recommendation will require parental consent and understanding that all moves are indeed final.**

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

ACADEMIC ASSISTANCE:

Teachers are available during the school day, when they are not teaching, and before and after school to aid students by request or appointment. Students are responsible for requesting help. They should give teachers reasonable notice in advance of their need. Teachers have the authority to mandate extra help. Additional assistance outside of school is also encouraged and FBS teachers are open to communicating with outside tutors if needed.

ACADEMIC PROBATION:

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

At the end of the school year, if the same student is still failing any class, he will be placed on Academic Probation for one year. Notification will be made by letter, and the student will be required to attend and pass summer school or retake the failed courses the following year if scheduling permits. The student will be required to attend after-school tutoring as required by the instructor. An academic review of the students' progress in each class will be held quarterly (every nine weeks), and further recommendations may be made to the family. If this student is failing at the end of the 1st semester, the student's parents will be notified that he or she may not be re-enrolled if the student fails at the end of the school year in which he or she is on probation.

GRADING AND GRADE REPORTING

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.

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

Parents will have access to grades online throughout the year. Access to report cards will be granted at the end of the first semester and five after graduation to all students. Parents of students who have a “70” in one more of their classes will be notified quarterly (every 8 to 9 weeks) by email. Parents are encouraged to first communicate with the Student’s teachers regarding any academic concerns.

South Carolina Uniform Grading Scale (UGS)

The SC General Assembly directed the state board to develop a uniform grading scale. Beginning with the 2016-17 school year, all grades will be recorded using the 10-Point Grading Scale provided by the South Carolina Department of Education. Two categories may receive additional weighting at the high school level: an additional .5 for Honors; and 1.0 for Advanced Placement, International Baccalaureate, and dual credit courses. These weightings are built into the following conversion chart:

Numerical Average	Letter Grade	College Prep Weighting	Honors Weighting	AP/IB/Dual Credit Weighting
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	A	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	B	3.200	3.700	4.200
81	B	3.100	3.600	4.100
80	B	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	C	2.500	3.000	3.500
74	C	2.400	2.900	3.400
73	C	2.300	2.800	3.300
72	C	2.200	2.700	3.200
71	C	2.100	2.600	3.100
70	C	2.000	2.500	3.000
69	D	1.900	2.400	2.900
68	D	1.800	2.300	2.800
67	D	1.700	2.200	2.700
66	D	1.600	2.100	2.600
65	D	1.500	2.000	2.500
64	D	1.400	1.900	2.400
63	D	1.300	1.800	2.300
62	D	1.200	1.700	2.200
61	D	1.100	1.600	2.100
60	D	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.200
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.000	0.000
WF	F	0.000	0.000	0.000
WP	-	0.000	0.000	0.000

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

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

In an effort to allow FBS students to compete on an equal footing academically with students both locally, statewide and nationally, students taking dual credit courses online, in-person or at FBS must obtain a class average of 73 or above to continue with Dual Credit courses.”

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

Students who pass a class (60 or above) and receive credit will not be permitted to take the class again for a higher grade nor additional credit. The student may audit the class to reinforce the skills and objectives if desired. –

Student Rank and Grade Point Average (GPA) at First Baptist High School of Charleston are calculated based on the South Carolina Uniform Grading Policy (SC UGP). The ranking is based on all academic classes at the end of each academic year and includes the entire class (9-12) of diploma-seeking candidates. Class rank will be demonstrated on the official transcript of every student.

Courses passed from approved schools will serve to meet graduation requirements.

In computing numerical averages, the following conversion system will apply:

A=95; B=85; C=75; D=65; F=55

A grade of “P” (passing) received from another school would be converted to a numerical designation based on information secured from the sending institution as to the approximate numerical value of the "P." The receiving school will make the final determination regarding the conversion of a grade P into the uniform grading scale. The grading scale and system for figuring GPA and class rank will apply to all courses carrying Carnegie units, including units earned at the middle school level.

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

Withdrawals: Withdrawals of a student in a course must be approved by the High School Principal and are recorded on a student’s transcript appearing as WP (Withdrawn Passing) or WF (Withdrawn Failing) depending upon the student grade at the time of Withdrawal. No partial credit will be awarded for year-long courses. The only courses eligible for partial credit is Government and Economics, which is a one half credit course.

With the first full day of class as the baseline, students who request to be dropped from a course within the first 5 days of a 7 week (half semester) course and within 10 days of 14 week (full semester) will not accrue any academic or financial penalties. Students who request to be withdrawn from a course after the specified time drop period will be assigned a “WF” and the “F” will be calculated in the student’s overall grade point average/ratio. The 5 and 10-day limitations for withdrawing from a course without penalty does not apply to course or course level changes initiated by

administration.

****Withdrawal from a Dual Credit course after the Trident Technical College add/drop period will result in a “W50” on the high school transcript.**

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

Moving from AP/Dual Credit to Honors or CP: Moving from the AP or Dual Credit level to Honors or College Prep (CP) level must be done by the end of the first quarter and requires approval from the AP or Dual Credit teacher, CP teacher, parents, and administration. The administration may review and recommend moving at the semester break. The current Honors grade will be transferred to the CP class.

****The school's administrative team—Principal, Assistant Principal and College and Career Counselor reserve the right to review all students' academic performance in all higher-level courses (AP, Dual Credit and Honors). The administrative team also reserves the right to both recommend and/or require a student's move to a lower level in an effort to assist the student in maintaining a strong academic performance that can be reflected in their transcript. Recommendations for moves, if deemed necessary, will only take place after the first quarter or at the end of the first semester.**

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

DUAL CREDIT COURSES

These courses are taken under the auspices of Trident Technical College (TTC) and Charleston Southern University (CSU). TTC and CSU certify each course instructor and conduct classroom visits. There will be no exam exemptions of dual credit courses. A grade of “71” must be achieved to move to the next dual credit course (i.e., ENG 101 to ENG 102). A grade of “60” or below will result in the student receiving a passing grade for high school* but will fail the college course. Recommendations for Dual Credit courses are made by departmental teachers and department heads and are strictly adhered to.

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

Dual credit courses, whether the courses are taken on or off campus, are defined as those courses for which the student has received permission from his/her home school to receive both Carnegie units and credit at another institution. Students who wish to take a course for both high school and college credit outside of what is offered on campus must have this approved by the Administration/Dual Credit Coordinator, School Counselor and appropriate academic Department Head. All people reserve the right to not approve these requests.

There is no auditing of any FBS or Dual Credit course. There are no TA opportunities in Dual Credit classes.

Dual credit courses incur tuition fees from the accrediting school (college). These fees are not a part of the FBS tuition and are paid through the individual student portal of the college. A student enrolled in Dual Credit courses must pay all college fees and purchase their own textbook. Class fees (**for TTC only**) are reduced by the South Carolina Lottery Tuition Assistance (SCLTA) if 6 credit hours (two courses) are taken in one semester. Students

who only take one course in a semester will be financially responsible for the course. Additional funds can also be awarded through the South Carolina Workforce Initiative Scholarship (SCWINS) and is contingent upon the funds availability. **Applying for SCWINS funding is the choice of the student and parents. First Baptist will not be responsible for any student's tuition nor fees accrued from taking any Dual Credit courses.**

Parents and students should know when the drop date is for each Dual Credit course. If the student drops a course(s) before that date, the course fee is not applied. The student will drop to a high school course in the same class. If a student drops the TTC course after the drop date, this is considered a withdrawal and will appear as a "W" on his college transcript at TTC. This is in accordance with the rules established by the Commission on Higher Education. Withdrawing from a TTC course intended for high school credit will appear on the high school transcript as a "W50." A Dual Credit student should also keep in mind that his TTC/CSU transcript will be requested by prospective colleges. South Carolina law will require the transcript to be sent to state colleges if the student attends them after his senior year. The TTC/CSU transcript and the prospective college grades will be averaged to determine continuing eligibility for the Life and Palmetto Scholarships if received.

Dropping a DC course: If a student drops a dual credit course after the official Add/Drop date established by TTC and CSU, a fee will be applied by the institution. This fee may be up to the cost of the full course. The drop must be approved by the Administration/Dual Credit Coordinator, School Counselor and appropriate department head. While TTC has a drop date, FBS reserves the right to an earlier drop date to ensure that if a change is needed a sufficient amount of time to do so is available and that the student has not missed an excessive amount of instruction and coursework.

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

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

Students that have a *need* to rearrange their exam schedule will work on the reschedule prior to exams with all affected teachers. Otherwise, exams must be taken as scheduled. Students taking courses not taught by a FBS instructor on campus, must follow the exam schedule as set by TTC/CSU. Students are strongly encouraged to keep an open line of communication with these instructors in order to ensure successful completion of the course.

The Dual Credit Handbook can be found on the FBS Upper School webpage.

UPPER SCHOOL FINAL EXAM EXEMPTION POLICY

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

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

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

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

- A. The student must be a Senior or Junior.
- B. Sophomores who are members of NHS* are eligible to exempt
- C. A student must have a 90 average or above for the course. Seniors must have an 90 or above to exempt
- D. A student may not be on any probation (academic or disciplinary), have been found in violation of the

Honor Code, or have been punished by the FC/HRB during the school year

E. A teacher may require students to take the final exam. Dual credit students are required to take final exams according to the accredited college's policy and requirements.

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

FAILING A CLASS: Students that fail a course by receiving a final grade of 60 or below must retake the course during the next school year, provided that re-taking the class will not interfere with the student's graduation timing. In those cases, a student will be required to take the class in summer school.

SUMMER SCHOOL: A student is required to successfully complete a valid summer school program approved by First Baptist School. Choices for Summer School completion include FBS, a local accredited school, or certified teacher with approval of the administration.

FBS currently only provides a 6-week remediation for Algebra 1 for any student who does not have a 70 or above. Summer school guidelines are:

- Instructors are required to have a degree in the given area and approval of the administration. The instructor will use FBS texts, course objectives, and exams unless specified, provided by the teacher and approved by the Department Head.
- Non-FBS tutors must use the school's curriculum, text, and exams for full course instruction.
- Non-FBS tutors/instructors must remain in contact with FBS Department Heads regarding curriculum and student progress.
- Parents instructing their own children must be certified by a SC Homeschool Association or have a state supported teacher certification. This must be presented to and approved by the FBS administration.
- All SAIS/SACS accredited agencies may instruct students for credit.
- Students having below a "60" must be instructed in all the objectives of the course and will have the first attempt recorded as a failure along with the summer school grade recorded separately.
- Failure in laboratory science requires a lab component.

ATHLETICS: Student athletes must complete all homework and projects as scheduled by the classroom teacher. Due dates are not flexible to accommodate game/practice schedules. Athletes are expected to maintain passing averages in all courses. Coaches and administration will decide the reasonable consequence for any athlete who falls below passing in all courses during the regular season.

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

Grades 9: MAPP Testing

Grades 9, 10 and 11: The PSAT/NMSQT Test is developed and graded by the College Board Testing Service. The PSAT/NMSQT is one of the tests that have to be taken on a set date. All students in said grades should anticipate taking this test annually.

Grades 11 & 12: SAT

Each junior is strongly encouraged to take the SAT on the scheduled school testing day in the Spring and seniors by December. Students in grades 11 and 12 may take the SAT and/or the ACT as many times as they wish. Please remember

to state the school code, 410-388, on the registration form to permit the school to receive the results.

***College Board does provide Fee waivers. Students must communicate directly with College Board to determine the process and to obtain the waiver if they do indeed qualify. FBS does not issue SAT Waivers.**

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

NATIONAL HONOR SOCIETY

The Mary Ellen Brodie Chapter of the National Honor Society was established in 1959. The Honor Society has four broad aims: to stimulate and reward high academic performance, to provide opportunities for the development of constructive leadership qualities, to provide opportunities for community and school service, and to stimulate worthy character development. Our school strives to achieve aims such as these by making available an excellent curriculum under the direction of dedicated Christian teachers. Eligible students will be inducted in the spring of their 10th grade year. The selection criteria are as follows:

- **Scholarship**

Per national guidelines, at a minimum, students must have a cumulative GPA of 85, B, 3.0 on a 4.0 scale, or equivalent standard of excellence and schools reserve the right to require above the national requirement. FBS requires a GPA of 3.8 or above (A) on the 4.0 scale at the end of the sophomore year.

- **Service**

This involves voluntary contribution of 10 additional service hours made by a student to the school or community done without compensation.

- **Leadership**

Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others.

- **Character**

The student of good character is cooperative; demonstrates high standards of honesty and reliability; shows courtesy, concern, and respect for others; and generally, maintains a clean disciplinary record. Students who meet the scholarship requirement will have an opportunity to complete a form detailing their accomplishments in and commitment to service, leadership, and character.

- A new student entering with a “4.0” must attend FBS for one full year, obtain a FBS “4.0” average, and wait for the following year’s induction.
- Students who were not academically eligible as sophomores but met the criteria at the end of their junior year may be inducted.
- The student must meet the chapter’s requirements of leadership, character, and service and must submit one Letter of Recommendation to be inducted. Details will be presented by the NHS chapter advisor.

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

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

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

Any student with repeated Tier 2 and/or Tier 3 to 5 disciplinary infractions will have their membership in the FBS NHS chapter permanently revoked.

ACADEMIC AWARDS

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

GRADUATION AWARDS AND RECOGNITIONS

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

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

SENIOR AWARDS

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

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

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

The John A. Hamrick Cup: is given in honor and memory of Dr. John Hamrick. "Dr. John" served as pastor of First Baptist Church from 1940 to 1969, founded First Baptist Church School in 1949, and was the founding president of Charleston Southern University from its inception to 1983. This award is given annually to a senior chosen by their classmates who exemplifies a Christian spirit, Christian leadership, and Christian principles.

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

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

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

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

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

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

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

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

Valedictorian and Salutatorian Medallions are presented to the valedictorian and salutatorian. Additional awards may be presented at Graduation and at various school assemblies throughout the year.

9-12th GRADE COMMUNITY SERVICE

First Baptist School has a long-standing tradition of helping our greater community. All students grade 9-12 will complete Community Service hours prior to the conclusion of the school year as a graduation requirement.

The section below applies only to Community Service hours:

1. Completing 20 hours of Community Service per year is required for grades 9-12. A total of 80 must be completed one week prior to the start of any senior activities, inclusive of the annual Senior Trip.
2. Members of the NHS must complete an additional 10 hours of community service.
3. Seniors are encouraged to complete all of their hours by the end of first semester to ensure an accurate account of total hours completed by graduation.
4. FBS guidelines for Community Service require students to work **only** for a **Non- Profit Organization** (501c3, tax exempt status).
5. Students may complete up to 10 of the required hours of community service within the First Baptist community.

Definition of Community Service:

The giving of one's time, efforts, and skills outside of school for the purpose of benefiting the community (local or global), without monetary compensation. Community Service hours should be reported once all 20 hours have been completed and validated by a signature from the person(s) and/or organization(s) to whom the service was rendered.

Selection of Community Service Opportunities

1. Students select a "hands-on" Community Service project of interest and then contact the non-profit organization to sign up.
2. The non-profit organization must be able to use student volunteers outside of the school day on weekdays or on weekends.
3. Students may also complete Community Service hours for school-sponsored service opportunities.
4. Students can complete community service hours alone but should work in a group. We encourage you to volunteer with a trusted adult, parent and/or guardian.

Note: Members of the National Honor Society are required to complete an additional 5 hours of Community Service to maintain eligibility totaling 25 hours for a given school year.

**"Let each of you look not only to his own interests,
but also to the interests of others."**

Philippians 2:4