

**FBS DOWNTOWN CAMPUS PARENT-STUDENT HANDBOOK  
2022-2023**

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**PARENT-STUDENT HANDBOOK  
2022-2023**

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

**First Baptist School Administration**

**Head of School**

Dr. Justin Mitchell

**Lower School Principal (K2-8th Grades)**

Mrs. Susan Brooks

**Middle School Administrator**

Mr. Will McCombs

**High School Principal**

Dr. Leonard Kupersmith

**High School Assistant Principal**

Ms. Marshelle Grant

**Lower School Admissions Director (K2-8th Grades)**

Mrs. Sally Casias

**Director of Advancement and Upper School Admissions (9th-12th Grades)**

Mrs. Beth Switzer High School

**Director of Enrollment Management**

Mrs. Debbie Mack

**Director of Finance**

Mrs. Kammi Pisano

**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**

Mrs. Shelley Clark Glidwell

[glidewell@knology.net](mailto:glidewell@knology.net)

Mr. Jeff Ball

[jeff@ballgolfturf.com](mailto:jeff@ballgolfturf.com)

Mrs. Beverly Bradley

[bradley.bunch@att.net](mailto:bradley.bunch@att.net)

Mr. Robert Dempsey

[robert.dempsey@ice.dhs.gov](mailto:robert.dempsey@ice.dhs.gov)

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Mrs. Rosa Oswald

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Mrs. Karen Rodelsperger

[klr29455@aol.com](mailto:klr29455@aol.com)

Mr. Justin Whaley (Chairman)

[jwhaleyrx@yahoo.com](mailto:jwhaleyrx@yahoo.com)

Mr. Kenneth Wiland

[kenneth@kennethwiland.com](mailto:kenneth@kennethwiland.com)

Mrs. Elizabeth Willis

[smith175@yahoo.com](mailto:smith175@yahoo.com)

Ex-Officio (non-voting members):

Dr. Justin Mitchell, Head of School

Rev. Marshall Blalock, FBC Pastor

Mr. Kip Hooker, former Chairman

[Kip.Hooker@forvis.com](mailto:Kip.Hooker@forvis.com)

## **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.

*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 one's self, to others, and to one's environment. The fundamental life-long relationships are integral to the teaching and learning at First Baptist School. We seek to lead every student to an awareness of the love of God in Jesus Christ. As students grow in their understanding of God, we hope that they will respond in faith to Jesus Christ. Growth in this response process leads to the fulfilling of God's purpose to understand, shape, use, preserve, and enjoy God's creation in a life of service to God and to all of humanity.

## GENERAL SCHOOL INFORMATION

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

- RenWeb/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 RenWeb/FACTS regularly
- Information in RenWeb/FACTS is updated weekly.
- Parents and students can access a wealth of information including the school calendar, school news, and guidance information

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

K2 will receive reports at the end of the year.

K3, K4, K5 will receive report cards in January and May. \*\*progress reports will go home for K5 at the first quarter  
1st-6th grades will be able to access and print their report cards via FACTS at the end of each quarter.

7th-8th grade students will be able to access and print their report cards via FACTS at the end of each semester.

\*\*Progress reports will be available at Q1 and Q3

Parents will be notified when report cards are available on FACTS

### Quarter and Semester Dates

1st nine weeks ends-October 12, 2023- Report cards will be available or sent home October 17th.

2nd nine weeks/1st Semester ends-December 18, 2023- Report cards will be available December 20th

3rd nine weeks ends-March 12, 2024- Report cards will be available March 18th

4th nine weeks/2nd Semester ends-May 24, 2024- Report Cards available May 31, 2024

\*\*\*\*Parents /teachers may ask for a conference at any time it is felt there is a need. A designated conference day is set in November

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

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

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

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

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

**PARENT ORGANIZATIONS:**

- **Parent Teacher Organization:** Membership of this organization shall draw upon all parents of students currently enrolled in FBS. Annual dues are established and collected in the manner established by the organization. Email [pto@fbschool.org](mailto: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 administration using the *Fundraiser Request* form. All funds must be processed through the Business Office.

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

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

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

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

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

**SCHOOL VISITORS:** Visitors are to report directly to one of the administrative offices for a pass. Visitors will sign in through SchoolPass where a background check is administered. Non-FBS students are not permitted to be on campus without prior administrative approval.

## STUDENT HEALTH

### Ill Student on campus:

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

### Returning to School from illness:

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

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

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

### Medication Procedures:

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



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

**Head Lice:**

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

**Communicable Diseases/Conditions:**

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

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

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

Bus priority for afternoon shuttle:

1. Students going to JI for athletic or fine arts activities
2. Students who have siblings on the JI campus (these students can get on the permanent rider list)
3. Convenience riders (these students can sign up for the permanent rider list, but may lose their spot if we reach our maximum number of riders- if there is no room, communication will be provided by 9:30 am on Mondays)

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

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

- A student may participate in two sports within the same season as approved by the Athletic Director.
- Athletes and parents may receive written team rules. General athletic guidelines will also be listed in the Athletic Department Handbook.

- Athletes must meet all SCISA rules for participation.

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

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

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

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

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

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

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

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

## ATTENDANCE POLICY

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

**SchoolPass:** School Pass is used to monitor absences, tardies, and planned absences. All families are required to sign up with SchoolPass to communicate tardies and absences. The SchoolPass system does not allow the same email address to be used for more than one person, so to ensure that each parent can create an account please do not use a duplicate email address in RenWeb for both parents.

<https://schoolpass.com/find-your-school/>

1. When a student is signed in after being tardy an email goes directly to the parents, teacher, and administration
2. If a student needs to leave early parents can indicate in school pass ahead of time and the teacher/administration will be notified.
3. If a student is sick or plans to be absent, the parent must log in to SchoolPass to record their absence.

### **Tardy Policy:**

\*A student's tardiness disrupts classroom instruction. It is disrespectful to teachers and classmates. As a result students will incur the following disciplinary penalties:

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

\*If arriving after the gates are closed then the student must report to the office and be signed in with SchoolPass by a parent for a tardy slip before being let into class.

If a child has more than **5 unexcused tardies**, he/she will be asked to fill out a reflection with their parent/guardian and return to school the following day. An excused tardy is defined as and is not limited to, illness, death of a family member, major accidents, hospitalization, doctors appointment.....

If a child in grades 4-8 has **more than 5 unexcused tardies**, they will be required to sit a morning detention.

A child who receives more than 12 tardies **will be required to meet with administration.**

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

## ABSENCES

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

An excused absence is defined as and is not limited to, illness, death of a family member, major accidents,

hospitalization, etc. An unexcused absence is defined as any absence for which an excuse from a parent/guardian or doctor has not been provided. \* Absence due to sickness is deemed unexcused after three days if a doctor's excuse has not been provided.

Students are expected to be at school regularly. A student should not exceed 10 or more unexcused absences during the school year (or 10 unexcused absences in a given class). Students with excessive unexcused absences jeopardize their promotion for the next school year. When a student receives 5 or more unexcused absences a meeting with administration is required.

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

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

**Student Actions:**

- SchoolPass must be filled out by 8:30am for the day of absence. All doctors notes must be submitted to [dtmainoffice@fbschool.org](mailto:dtmainoffice@fbschool.org) in order to be excused.
- Responsible for determining school work missed and making up this work within the time specified by the teacher.
- Planned Absence: In the event of a planned absence, parents must contact the classroom teacher and building administrator in advance.
- Graded material missed on the day of an unexcused absence may not receive full credit.

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

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

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

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

**Chapel**

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

## First Baptist School Dress Code

K5-12

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

### Male Attire

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

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

## Female Attire

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

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

## "DRESS UP" Attire

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

### **Male guidelines:**

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

### **Female guidelines:**

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

### **Approved PE Uniform:**

-PE K5-8th: On PE days, students in K5-8th grades may wear approved P.E. uniforms all day. PE uniforms are defined and approved by the Athletic Director/Department and are available **only** through Lands' End Catalog, Read's and Tommy Hilfiger. The current PE uniform consists of black/gray shorts, and gray, purple, or white T-shirts, and gray or black sweatpants and sweatshirts. A black athletic skort is also available through Land's End. Team-issued First Baptist athletic apparel is approved for use in PE. **\*\*All parts of the PE uniform must be purchased from one of our vendors and the logo is required or must be FBS athletic shirts, shorts, skirt or a shirt from a school sponsored event (i.e. field day)**

-PE High School: Students may wear t-shirts that do not contain inappropriate graphics or verbiage. Athletic shorts

and shoes are required. FBS athletic team gear is acceptable but not required. All PE gear must meet the dress code guidelines for appropriate fit and length. HS students will not be permitted to remain in PE gear all day; they must be prepared to change into school dress.

## ORDERING

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

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

### \*\*\*To order from Tommy Hilfiger:

1. Go to [www.globalschoolwear.com](http://www.globalschoolwear.com)
2. In the FIND YOUR SCHOOL section, please enter either your Partner School Code **FIRS06** or search by school name. Please also select your student's grade, gender and program type.
3. The website will automatically apply logo requirements (or options) as determined by your school's administrative team.
4. Once you have identified a product for purchase, select your color, size, logo (if applicable), and quantity.
5. After clicking "Add to Cart", the items will be added to your shopping cart, and you will be prompted to either
6. Continue Shopping or Checkout Now.
7. If you have questions about sizing, click on the Size Chart link. If you still have questions after using our Size Chart, please call the toll-free customer service number below; our customer service team will be happy to assist.
8. Upon placing your order, you will receive an email confirmation that your order has been received. Once your order has shipped, you will receive an email confirming ship date and tracking information.
  - a. Please allow 10-12 business days from the time your order is placed for it to be delivered.
9. Your order history will be stored in your account, and you can come back to the website anytime, 24/7, to place additional orders.

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

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

**Discipline Policies, Procedures, and Behavior  
Code  
Grades K-8**



### **Behavior Code**

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

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

#### **HONOR CODE:**

I commit to love my neighbor as myself and to: (let's discuss this commitment (and the consequences for not loving one's "neighbor)

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

The student will be asked at the beginning of the school year to pledge himself to upholding this code. Any student **suspected** of violating the code will be investigated and parents contacted by his teacher, and may be sent to a discipline board. Any middle school student **violating** the code will appear before the middle school faculty board.

#### **CONSEQUENCES GLOSSARY - ALL SCHOOL**

##### **Suspension:**

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

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

##### **Dismissal from School:**

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

##### **Expulsion**

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

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

##### **Detention**

When it has been determined that a student must be detained in detention, the student or parents will be notified by phone and/or email to schedule the detention. It then becomes the responsibility of the parents to provide the student with transportation home upon the completion of detention. A \$25 detention fee will be billed to the students account. Students must attend detention on the date assigned or an additional detention will automatically be

assigned. Missing another detention will result in ISS. If the parent has transportation concerns, only the parent may call the office to request that the day be changed. Detention dates will not be changed for extra-curricular practices or tryouts. A student who habitually fails to report to detention will be recommended to the administration for action and/or expulsion.

### **DISCREDIT/ELASTIC CLAUSE**

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

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

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

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

**Weapons:** Knives of any size, guns, any explosive device, and weapons of any kind are prohibited. This includes “defensive” weapons such as pepper spray. The police will be contacted if appropriate. The student will be suspended pending an investigation and conference with the Head of School.

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

### **Bullying Policy and Protocol**

South Carolina Department of Education Definition of Bullying: Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated [...] over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: Students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- Repetition: Bullying behaviors happen more than once. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.
- Retaliation: Any form of adverse action such as intimidation, reprisal, or harassment directed against a student who reports bullying or who provides information during an investigation of bullying.

Prevention: First Baptist students in grades K-12 receive education on identifying bullying behavior, means of reporting concerns, and bystander education. Students learn to differentiate between rude behavior, mean behavior, and bullying behavior, and how to respond to all three types of conflict.

- Reports: Students subject to or who witness bullying are expected to report the matter orally or in writing to

the counselor, assistant head, or head of the respective division. In addition, students who are subject to or witness to retaliation are expected to report the matter. A parent of a student who is the target of bullying or otherwise has relevant information should promptly notify the counselor, assistant head, or head of the respective division. Please note the school urges students and parents not to make reports anonymously. Although there are circumstances in which an anonymous report can be better than none at all, it is far more difficult to determine the facts of what occurred if complaints are made anonymously. Students and parents are encouraged to bear in mind that the school takes its policy against retaliation seriously. Also, while the school cannot promise strict confidentiality, because information must be shared in order to conduct an effective investigation, the school releases information concerning complaints of bullying, cyber-bullying, and retaliation only on a legitimate need to know basis.

#### Responding to a Report:

1. Preliminary Considerations: The school determines what initial steps need to be taken to protect a student's well-being and the learning environment. Any student identified as a target of bullying will have a meeting with the counselor. Examples of potential protective measures include increased supervision, separation of peers to prevent further bullying or retaliation during an investigation, or notification sent to faculty to be aware of any concerning behaviors.

2. Notification to Parents: The parents of any student who is a potential target and the parents of any student who may have been accused of engaging in bullying behavior will be contacted promptly after a complaint has been made.

3. Investigation: All reports will be studied further, which may include observations and interviews with the person who made the complaint, with the student who may have been the target, with the student against whom the complaint was made, and with any students, faculty, staff, or other persons who may otherwise have relevant information.

#### 4. Resolution, Notification, and Follow up:

- If the allegation of bullying has been substantiated, disciplinary consequences will be assigned. In addition to disciplinary consequences, students may be required to attend counseling. The goal of the process is to correct the situation, avoid repetition of the behavior, and prevent retaliation for reporting.
- Parents of both the target and the student against whom the complaint was made are notified of the findings of the investigation. The Head will comply with applicable laws regarding the disclosure of confidential information when informing students and parents. Please note specific disciplinary consequences will not be shared with the parents of the targeted student.
- The counselor, principal, or head will conduct follow up conversations with students to inquire as to whether there have been any further incidents.
- The Division Principal will keep a file on all reports of bullying or retaliation, the investigation, and any actions taken in response to a finding of bullying or retaliation.

## **Disciplinary Policy and Procedures: Preschool and Kindergarten**

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

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

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

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

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

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

# **Disciplinary Policy and Procedures:**

## **Lower School**

### **1st-4th**

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

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

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

## **Disciplinary Policy and Procedures: Intermediate/Middle School**

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

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

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

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

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

- f. Rudeness or inappropriate language (written or spoken)
  - g. Insubordination
  - h. Honor Code violations
  - i. Acceptable Use policy violation
  - j. Not an all inclusive list and not limited only to those listed
3. Dress Code Violations: Dress code violations will be referred to the office for a change of clothes
- a. Warning given and violation corrected
  - b. 2nd daily warning results in a morning detention
  - c. If a student receives warnings repeatedly throughout the quarter, a meeting with parents, student, and administration will be required to review dress code expectations.

**Intermediate and Middle School Phone Policy:**

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

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

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

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

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

## Technology and Social Media Policy

### Acceptable Use Policy “AUP”

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

#### I. Appropriate Network Activity

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

#### II. FBS Network Administration

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



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

### **III. Passwords**

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

### **IV. Off Campus Usage**

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

#### **IV. Social Media Policy**

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

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

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

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

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

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

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

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

**Consequences for Breach of Agreement:** See School Discipline Plan

**Lower and Middle School Academics  
Grades K-8**

## ACADEMIC REGULATIONS

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

**Academic Expectations:** Materials used in all courses at First Baptist School are on or above grade level beginning in kindergarten. All students are expected to keep an acceptable level of achievement and complete classwork and homework in a timely manner. If a student is showing significant struggles and is in need of accommodations not regularly provided in the classroom, an educational evaluation will need to be on file for the School is willing to consider and make such reasonable modification of policies, practices, and procedures as would not fundamentally alter the nature of the academic program provided by First Baptist School or present an undue burden. Such modifications may be provided by the learning specialists. Students are, however, required to take and successfully complete specific courses in order to be promoted through the school. Given the above, if the School determines it cannot successfully meet the needs of any student or recognizes that First Baptist School is not the appropriate educational situation for the student, it may recommend or require placement elsewhere.

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

### **Homework:**

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

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

**Distance Learning:** During forced school shutdowns First Baptist School may initiate our “Distance Learning Plan” (DLP) for grades K2-12. The DLP will be specifically designed to meet the needs of each grade level and ensure that all students 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.

### **Grading Scale Grades 1-8**

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

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

## Exams

Only 6th-8th Grade students will have exams. They will take place at the end of each semester. The exam schedule will be communicated by the administration. Exams will count as 20% of their final semester average. 7th-8th grade will take exams in their 4 core classes and foreign language. 6th grade students will only take Math and ELA exams and the first semester exam will count as two test grades instead of 20% of the first semester grade.

## HONOR SOCIETIES AND ACADEMIC AWARDS

**Awards Ceremonies:** Award Ceremonies will be held at the end of the school year for 1st-4th, 5th-6th and 7th-8th. Dates will be communicated by administration.

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

**Academic Awards 3rd-8th:** There is one honor roll for which a student may be recognized at the end of each year: To be named to the **Head of School’s Honor Roll**, a student must have an overall average of “95” or above and all A’s.. To achieve **Principal’s Honor Roll**, a student must have an overall average from “89” through “94.” and no grades below 79. A suspension or behavioral probation will make the student ineligible for either of these honors for the given year.

## ACADEMIC INTEGRITY

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

## PLAGIARISM

(The following information is taken from the website [www.plagiarism.com](http://www.plagiarism.com))

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

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

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

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

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

But can words and ideas really be stolen?

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

All of the following are considered plagiarism:

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

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

What about images, videos, and music?

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

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

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

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

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

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

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

Punishments for violating the honor code could include loss of credit on the assignment, academic probation, and/or

detentions/suspensions. Multiple violations could result in a recommendation of dismissal.

**Math Requirement:**

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

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

The student's record will reflect all courses taken and the grade earned, with the following exception: students taking courses for a Carnegie unit in the 8<sup>th</sup> 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.

**Carnegie Unit Courses in Middle School:**

To ensure that students are sufficiently prepared for high school math and foreign language, students receiving a final grade of 79 or below will be required to retake the class in 9<sup>th</sup> grade. The 8<sup>th</sup> grade final grade will be replaced with the new grade.

**ACADEMIC ASSISTANCE:**

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

**ACADEMIC PROBATION:**

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

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

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

**Promotion Requirements:** 4th-8th grade: In order to be promoted to the next grade a student must pass all core subjects for the year. If a student ends the second semester failing more than one core subject, they will not be promoted to the next grade until they have met the requirements set forth by the administration. The student may have to attend summer school or be retained in his/her current grade if this requirement is not met.

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

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

**FAILING A CLASS:** 7th-8th Grade: Students that fail a course by receiving a final grade of 59 or below will need to take summer school or receive tutoring over the summer.

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

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

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

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

**Grades K5-7:** A form of the Stanford Achievement Tests. When scores are received, your child's teacher will be available to meet with you to review test results, by appointment only. Test results will be sent home in report cards at the end of school.

**Grades 8-11:** PSAT will be administered in the Fall.

#### **Field Trips**

There will be Field Trips planned for your child throughout the school year (K3-8th). A Field Trip Permission Form is signed by each child's parents at the beginning of school. When a bus is required for a field trip, three year-old students must be in a seat belt. A list of students and teachers on the bus must be given to the office and to the bus driver before leaving campus. Students are to wear purple polo school uniform shirts when they go on field trips, unless there is different information from the child's teacher. K2-K4 will be tracked as they enter and exit the bus on a tracking form.

#### **Tracking (K2 through K4)**

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

#### **Toys**

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



### **Permanent Records**

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

### **LUNCH**

#### **K through 8th Grades**

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

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

**Students in grades K-2 will not have the capability to warm food. 3rd-8th will be able to warm up foods. Please note that any student warming food must be able to do without assistance.**