



**Florence Christian
School
Parent/Student
Handbook
2017-2018**



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INTRODUCTION

SCHOOL HISTORY AND PURPOSE

Florence Christian School was established in 1972 as an extension and ministry of the Florence Baptist Temple.

The school exists to assist your family in training your children intellectually, physically, spiritually, and socially toward maturity and responsible independence (Luke 2:52). We view our school as an adjunct to the home and church--not a substitute.

Although we attempt to keep a warm, spiritual atmosphere of traditional, Christian values, we are an educational institution. Our ultimate purpose is to assist the family in producing well-rounded children who are excited about themselves, what they are doing, and are equipped with a biblical worldview that will guide them in their adult responsibilities.

The school consists of Child Development, Kindergarten, Elementary, Junior and Senior High levels (3 years of age through the twelfth grade).

Florence Christian School admits students of any race, color, national and ethnic origin to all the rights, 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, and athletic and any other school administered programs.

SCHOOL OBJECTIVES

Spiritual Objective

Each student will understand how to have a biblical relationship with God through salvation and experience a victorious Christian life by following God in submission and obedience to His will as revealed in the Bible.

Communication Objective

Each student will be able to communicate, express, and present himself or herself effectively in the areas of speaking, writing, technical skills, and listening.

Character Objective

Each student will demonstrate quality character traits in the areas of manners, respect, conduct, honesty, patriotism, and appearance.

Study Skills Objective

Each student will possess good study skills in the areas of listening, organization, following directions, completing assignments, and classroom time management.

The following expectations will be required:

- written presentations will begin in 5 yr. old kindergarten
- long range assignments will begin in the 3rd grade



- parent's signature on assignments through the 3rd grade
- complete independent effort (no parental assistance-except for guidance) on assignments after the 4th grade

STATEMENT OF FAITH

- We believe in the Scriptures of the Old and New Testaments as verbally inspired of God, and inerrant in the original writing, and that because of their origin and purpose they are of supreme and final authority in faith and life and all areas to which they speak. (2 Peter 1:21, 2 Timothy 3:16, James 1:22-25, 2 Peter 1:3-8).
- In one living and true God, who is an infinite and omniscient Spirit, the maker and supreme ruler of heaven and earth (Exodus 20:2,3, Psalm 147:5) and is worthy of all possible honor, trust and love. God eternally exists in three persons: Father, Son and Holy Spirit. The Father is God (Romans 1:7), the Son is God (Hebrews 1:8) and the Holy Spirit is God (Acts 5:3).
- That the Genesis account of creation is to be accepted literally, not allegorically or figuratively; that man was created directly in God's own image and was not a matter of evolution or evolutionary change of species; that all animal and vegetable life was an intentional and voluntary act on the part of God (Genesis 1-2).
- That Jesus Christ was begotten by the Holy Spirit, and born of Mary, a virgin, and is true God and true man. Jesus Christ is not a created being but has existed from eternity and was active in the Creation of the world (John 1:1, 8:56-58). Jesus Christ was supernaturally born into this world by a virgin (Matthew 1:23), became flesh and dwelt among men (John 1:14), was tempted yet remained without sin and is completely deity yet also fully human (John 12:45, Philippians 2:5-8) and is the Lamb of God which takes away the sin of the world (John 1:29).
- That man was created in the image of God, that he sinned and thereby incurred not only physical death, but also that spiritual death which is separation from God: and that all human beings are born with a sinful nature, and, in the case of those who reach the age of moral responsibility, are sinners in thought, word and deed (Genesis 3, Romans 3:10, 23, 5:12-17).
- That the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood (Isaiah 53, Ephesians 2:8,9, Hebrews 2:14-18). His death on the cross satisfies the righteousness and justice of God, making it possible for man and God to be reconciled and man's sins to be forgiven him (Romans 3:22-26, 2 Corinthians 5:17-19).
- In the 'Eternal Security' of the believer: that it is impossible for one born into the family of God ever to be lost (John 1:12). Believers are kept by the power of God (John 6:39-40, 10:28-29) and the sufficiency of the death and resurrection of Jesus Christ and therefore can have assurance of their salvation and future home in heaven (1 John 5:13, John 6:37, Romans 8:31-39).



- In the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there as High Priest and Advocate (Matthew 28:6, 1 Corinthians 15:3, 4).
- That the Church of our Lord is a visible, local, self-governing body of believers who have been baptized (Acts 2:41-47) of whom Jesus Christ is the head (Ephesians 5:23) and that there are only two ordinances: baptism and the Lord's Supper, both of which are administered only to believers. The true mission of the church is to preach the Gospel, baptize believers and assist them in spiritual growth that results in a life of Christian maturity (Matthew 28:19-20).
- In the literal fulfillment of the prophecies and promises of the Scriptures which foretell and assure the future regeneration and restoration of Israel as a nation (Genesis 12:1-3, Ezekiel 37).
- That all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (John 1:12, John 3).
- In the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost (Matthew 7:21-23, Luke 16:19-31, John 3:18, 36).
- That Jesus Christ is coming again to take His church out of the world (John 14:1-3, 1 Thessalonians 4:13-18), at which time the tribulation begins and will end at His coming to earth to rule and reign for 1,000 years as King of Kings and Lord of Lords (Matthew 24:29-31, Revelation 19:11-21).



GENERAL INFORMATION

ADMISSION/ENROLLMENT REQUIREMENTS

1. Completed application on file
2. Parent interview with administrator – K-6th grades
3. Parent and student interview with administrator – 7th-12th grades
4. Records from previous school(s)
5. Payment of Enrollment Fee and Book and Material Fee
6. Payment of present month's tuition if enrolling after the official start of the school year.

CRITERIA FOR NEW ADMISSIONS

1. Students who have been expelled from their previous school(s) or who have withdrawn to avoid such actions will not be permitted to enroll.
2. Students who have been expelled or asked to withdraw from Florence Christian School may only be considered for re-enrollment upon acceptable completion of the restoration program as described in the discipline section.
3. Students who have a history from their previous school(s) of discipline involving aggressive behavior, drug related offenses, weapons violations, immorality (including homosexuality), or significant absenteeism will not be permitted to enroll.
4. Any students who are enrolled under false pretense or contribute to the case for enrollment by either providing false information or withholding significant information will surrender their opportunity to enroll or to remain enrolled.
5. An exception in the enrollment policy for one is not meant as an exception in the enrollment policy for anyone else.

ADMISSION PROCEDURES

RETURNING STUDENTS

Students who are presently enrolled at FCS will be given a chance to re-enroll each year before new students are accepted.

Remember, attendance at FCS is a privilege, not a right. Students must be in good standing with the school, and parents must demonstrate support for the school in order to have the privilege of re-enrolling at FCS. Current families that do not meet the previously mentioned criteria will be notified before the re-enrollment period begins and may be given an opportunity to re-enroll on a probationary basis which will be discussed in a meeting with the school administration and the family. The re-enrollment period is held each year during the last two weeks of February.

NEW STUDENTS

- After re-enrollment, there will be a one-week enrollment period for Florence Baptist Temple members to enroll, assuming there are vacancies.



- Immediately following the one week enrollment period for FBT members, enrollment opportunities will be open to the public, all things being equal, in order of the date of receipt of application.
- WAITING LISTS will be considered as follows:
 1. Families with additional children enrolled
 2. Florence Baptist Temple members
 3. All others on a first come basis
- AGE REQUIREMENTS: Students entering 4K must be four on or before September 1; students entering 5K must be five on or before September 1; students entering 1st grade must be six on or before September 1. Students entering kindergarten and first grade must bring birth certificates to the school office before enrollment is complete.
- COMPLETING THE ENROLLMENT PROCESS: New students are not enrolled in FCS until all of the following have been completed.
 1. Completed application and enrollment fee paid.
 2. Submission of previous years standardized test scores, last report card, and brief description of curriculum from previous school.*
 3. Receipt of completed recommendation from previous school for students entering grades 4-12.
 4. Submission of birth certificate and up-to-date immunization record.
 5. Parent (all grades) and student (grades 7-12) interview with FCS administrator.
 6. Payment of Book and Supply Fee (Also, first month's tuition for students enrolling during the school year.

*New students entering grades 1-3 may be asked to take a placement exam.
- All students are accepted on probation for a period of six weeks. Students in grades 7-12 will be accepted on the following basis only:
 1. Re-enrolling students who meet above criteria
 2. New moves who meet above criteria
 3. Church members who meet above criteria
 4. Circumstances that substantiate a desire for a Christian education and is approved by the administration

. AFFILIATIONS AND ACCREDITATION

Florence Christian School is a member of the South Carolina Independent School Association and has earned accreditation from the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI), an accreditation division of AdvancED.

SACS CASI provides nationally-recognized accreditation, the purpose of which is continuous school improvement focused on increasing student performance. To earn accreditation, schools



must meet SACS CASI's high standards, be evaluated by a team of professionals from outside the school and implement a continuous process of school improvement.

SACS CASI accreditation is recognized across state lines, which not only eases the transfer process as students move from accredited school to accredited school but also assures parents that the school is meeting nationally accepted standards for quality and successful professional practice.

Dedicated to advancing excellence in education through accreditation, research and professional services, AdvancED is the world's largest education community, serving and engaging 30,000 public and private schools and school systems in more than 70 countries and serving over 16 million students. AdvancED is the parent organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

ARRIVAL AND DISMISSAL

Drop-off and pick-up of students must be made at the designated locations. Also, traffic flow as designated must be adhered to for safety and expediency for everyone. Parents may drop off students (grades K-6) beginning at 7:45 a.m. Students arriving between 7:00 a.m. and 7:45 a.m. must report to daycare where they will be under supervision of a teacher until 7:45 a.m. at which time they will go to the gym. There will be charges for this service.

Students in grades K-6 will be issued identification cards to be used for car line and pick up purposes. They should be given only to the individuals listed on the student's release form. If someone other than the individuals listed on the release permission form will be picking up your child, you will need to send a note to your child's teacher. We want to take every precaution in the protection of your child, and therefore, we will not release students to unauthorized individuals.

Parents are asked to pick up their children promptly at the time of their dismissal. Any elementary students who remain at school after 3:15 p.m. (2:00 on Fri.) will be sent to childcare. Parents will be charged for this service. We do not offer childcare for students in grades 7-12. The school buildings are locked at 4:00 p.m. each day. Students are not allowed in the buildings after this time unless they are participating in a school sponsored activity.



CLASS SCHEDULE (Grades 7-12)

Senior High - Schedule		Junior High - Schedule	
8:00 - 9:00	1st	8:00 - 9:00	1st
9:05 - 9:55	2nd	9:05 - 9:55	2nd
10:00 - 10:50	3rd	10:00 - 10:50	3rd
10:55 - 11:45	4th	10:55 - 11:45	4th
11:50 - 12:40	5th	11:45 - 12:10	Lunch
12:40 - 1:05	Lunch	12:15 - 1:05	5th
1:10 - 2:00	6th	1:10 - 2:00	6th
2:05 - 2:55	7th	2:05 - 2:55	7th

CHAPEL SCHEDULE (Grades 7-12)

8:00 - 8:50	1st Period
8:55- 9:35	2nd Period
9:40 - 10:20	3rd Period
10:25 - 11:05	Chapel
11:10 - 11:45	4th Period
5th - 7th Periods	Normal Times

CLASS PARTIES

Kindergarten and elementary classes have class parties during the holidays of Christmas and Easter and at the end of the year. They are to be simple and organized by the teacher and the class mom coordinator. Parents are welcome to participate; however, please do not bring any food containing nuts when providing snacks.

COMMUNICABLE DISEASES

Florence Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term communicable disease shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the principal. See reportable diseases below.



Reportable Communicable Diseases

Acquired Immune Deficiency Syndrome (AIDS)	Human Immunodeficiency Virus (HIV)	Rocky Mt. Spotted Fever R. Rickettsia
Aids Related Complex (ARC)	Legionnaires' Disease	Rubella including congenital
Amebiasis	Leptospirosis	Salmonellosis
Animal Bite	Lymphogranuloma Venereum	Scabies
Anthrax	Malaria	Schistosomiasis
Botulism	Measles (rubeola)	Shigellosis
Brucellosis	Meningitis	Smallpox
Campylobacteriosis	Meningococcal Disease	Syphilis
Chancroid	Mumps	Tetanus
Dengue	Paralytic Shellfish Poisoning	Toxoplasmosis acute
Diphtheria	Pertussis	Trichinosis
Encephalitis	Pesticide Poisoning	Tuberculosis
Giardiasis (acute)	Pink Eye	Tularemia
Gonorrhea	Plague	Typhoid Fever
Granuloma Inguinale	Poliomyelitis	Typhus
Hansen's Disease (Leprosy)	Psittacosis	Vibrio Cholera
Hemorrhagic Fevers	Rabies	Vibrio Infections
Hepatitis	Relapsing Fever	Yellow Fever
Histoplasmosis	Ringworm	

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, FCS may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. FCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

DAYCARE

Our day care facilities are available to our students in grades K3-6 for a reasonable rate. If interested, please call the child development office and make arrangements. The fees for the day care service should be handled through the child development office.



HEADMASTER ONLINE

Headmaster Online is a service provided by the school's management software company. Each parent and student has access to this service which allows access to view student academic information, family account information, the school calendar, and the school lunch ordering system. Parents and students may also update contact information and elect to publish the families address, phone numbers, and email addresses for other school families to see. By default, this information is not published but can be changed by the parent. Individual usernames and passwords will be sent to parents and students via email.

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. The students are to maintain the same behavior and dress that are required at school. However, there are some field trips that require "hands on" participation. Appropriate dress for these activities will be explained on the student's permission slip. Parents are welcome to serve as chaperones, but we ask that the same standards and dress required of students be kept. Field trips are for the class members, not siblings. Please do not sign out children from other classes to go on these trips.

LIBRARY

While the school does not necessarily endorse all the contents of any book in the library, the position of Florence Christian School is in strict adherence to the doctrines and principles taught in the Holy Scriptures. It is understood that to meet certain academic standards and to provide books of various fields of research and content, the library must have many books of different types.

LIBRARY RULES:

1. All students in grades 3K-5K will have regularly scheduled visits for story time. Elementary grades will have regularly scheduled visits to check out books. Classes in grades 7-12 may schedule visits for purposeful projects.
2. Students may check out up to two books at one time.
3. The library is open for grades 7-12 from 2:05 –3:00 Monday through Thursday.
4. Students are to be working in the library, or they will be asked to leave.
5. Students will be fined 5¢ per day for each school day that a book is overdue. It is the student's responsibility to return books on time to the library.
6. There will be a fee for damaged books according to the extent of the damage as determined by the librarian and/or administration.
7. Lost books must be paid for at current list price plus 50¢ for processing. Lost library cards will be replaced for \$1.00.
8. Reference books and magazines are to be used in the library only.
9. Report cards will be held until all fines have been paid.



10. The student ID card serves as the FCS library card. You are responsible for keeping the number confidential. Any books checked out or fines incurred on your bar code are your responsibility.

LOCKERS

Every student in grades 4-12 will receive a locker assignment at the beginning of the school year. The following guidelines will apply to locker upkeep:

- Students may opt to bring their own lock but first must report the combination to their homeroom teacher. (Only combination locks may be used). Students are responsible for keeping their combination confidential.
- Students may borrow a school lock; however, students will be charged a replacement fee for school locks not returned at the end of the school year.
- Students are required to keep their lockers secure. FCS is not responsible for any lost or damaged items.
- No student is to open another student's locker.
- Lockers are to be kept neat. There should not be any item sticking out or left on top of the lockers. Such items will be collected and placed in lost and found.
- The outside of the lockers must be clean of any posters, stickers, magnets, etc.

LOST AND FOUND

Parents, please see to it that your child's items are marked. Lost and found articles will be placed in the Lost & Found. Students are to check in the back of Building B for missing items. Any article not claimed will be given to charity.

Students are cautioned not to bring large amounts of money or valuables to school. Students, not the school, are responsible for their personal property.

LUNCH

Students may bring their lunches or purchase hot sandwiches and snack foods. FCS uses the lunch voucher system to pay for lunches. Students deposit money on their lunch account and use their student ID card to purchase items in the cafeteria. Students with zero or negative lunch account balances will only be able to order a peanut butter and jelly sandwich and a cup of ice water.

Parents bringing their children lunch need to park and meet their children at the entrance of the Dining Hall to deliver lunch. For the safety of our students, students are not allowed to wait outside the building or go to the parking lot for lunch deliveries.

MEDICINE

Students are not to bring medicine to school. This includes over the counter drugs such as allergy medicine, aspirin, Tylenol, and ibuprofen. The school office will not administer any medicine to students not having prior approval from the parents. Parents can give permission to the school office to administer medicine by completing the *Authorization for Administration of Non-prescription Medicine Form* or *Authorization for Administration of Prescription Medicine*



Form. Parents can find these forms in the Resource section of the FCS website. Please note that a portion of the Authorization for Administration of Prescription Medicine must be completed by your child's physician.

PARENT-TEACHER CONFERENCES

All parents are welcomed in the school. However, when a visit is necessary, the parent must check in at the school office and obtain a visitor's pass. **NO PARENT IS TO GO DIRECTLY TO THE CLASSROOM.** Teachers are happy to arrange for such conferences at scheduled times; however, they should not be detained either before or after school unless a meeting has been scheduled for that time.

There are two Parent-Teacher Conference Days scheduled during the school year. See the school calendar for dates.

PARTY INVITATIONS

FCS asks that parents and students not hand out party invitations during school hours. Parents, please see your child's teacher for a list of approved contact information if you would like to mail invitations to your child's classmates.

PAYMENT POLICIES

- Yearly charges may be paid with one payment or ten monthly payments (August 1 - May 1). The year's tuition spread over a ten-month pay period makes it possible for families of average income to afford Christian education for their children. The last payment must be made on or before May 10.
- Monthly payments not paid on or before the 10th of the month will be charged a **\$15.00 per student** late fee. No student will be allowed to participate in school functions (including classes) if the payment is not made within 45 days.
- There will be a **\$35.00 charge** for any check returned for insufficient funds. Only cashier's checks, money orders, or cash will be accepted after two returned checks.
- In case of withdrawal from school, the full month's tuition must be paid if the student attends up to or after the 15th of the month. Withdrawal prior to the 15th will result in prorated tuition based on the days attended. No deductions will be made for absences.
- Report cards will be held if a student's account is not current at the end of the grading period (includes child care and all fees in excess of \$20).
- *Re-enrollment* – Applications for re-enrollment will only be accepted if the parent accounts are current. This includes child care, tuition, and other fees – not exceeding \$100.



- *Trying out for athletic teams* – In order to practice or tryout for athletic team for the next school year, the student must be re-enrolled for that year. Examples include spring football practice and cheerleading practice.
- Athletic Participation Fees must be paid prior to the first game of the season. Any child with an outstanding Athletic Fee will not be allowed to receive his/her game jersey.
- Tuition may be paid by bank draft, check, or cash. Make checks payable to FCS. Always get a receipt for cash.

PHONES

School phones are for business purposes. Students may use the phone in the office lobby for emergencies only. Students receiving phone calls at school will only be contacted if it is an emergency.

RECORDS

Records requests and other documents needed from the school office will be processed and mailed within twenty-four hours of the written request.

SCHOOL CLOSING

On occasion, school may have to be closed due to inclement weather conditions or some other unusual factor. When this happens, please listen for school closing on the listed stations below. Note: Only cancellations or delays will be called in.

Television Stations:	WBTW-TV 13, WPDE-TV 15, WMBF TV32
Web Page:	www.fcseagles.org
School voice mail:	843-662-0454, Ext. 4310
Mass email and/or text message from FCS	

SCHOOL HOURS

Students in grades 1-6 who have not been picked by 3:15 pm. will be placed in child care and parents will be charged the "drop-in" rate for this service.

Daycare	7:00 am – 6:00 pm
3K-4K	8:30-12:00 noon
5K	8:30 am – 2:30 pm (1:20 on Fri.)
1st Grade	8:30 am – 2:40 pm (1:30 on Fri.)
2nd Grade – 6th Grade	8:30 am - 2:45 pm (1:30 on Fri.)
High School (7-12)	8:00 am – 3:00 pm (2:00 on Fri.)
Morning Entrance Time (7-12)	7:45 am



SCHOOL OFFICE HOURS

School year	7:45 am - 3:45 pm (Friday 7:45 am - 3:00 pm)
Summer	9:00 am – 3:30 pm

SICKROOM

Students who are sent to the sickroom during school hours will be checked to determine whether or not they may remain at school. If a child is running fever, vomiting, or has an injury that we are not equipped to handle, the parents will be called to come and pick the child up from school. Due to limited sickroom space, we ask that you pick the child up within 30 minutes. If someone has not arrived within 30 minutes of the first phone call, you will be called again to make sure arrangements have been made for the child to leave school. Also, if your child leaves school (or is absent) because of illness, please be aware that he or she is not to return to school until his or her fever, nausea, or vomiting has been gone for a full 24 hours without medication. Students must have a pass from a teacher before being admitted into the sickroom.

SIGNING OUT

Please reserve signing your children out for sickness or emergencies only. Students will be allowed to be signed out only by the individuals on their release permission form. A student may sign out for doctor's appointments with a note and phone call from one of his or her parents. FCS requires parents to sign students out in person for reasons other than emergencies and appointments. Also, remember that students in grades 7-12 must be in class for 40 minutes to be counted present for that class. Otherwise, it will count toward the ten allowed absences. Please keep the class schedule (pg. 8) in mind when signing your children out of school.

The last thirty minutes of the elementary school day is a very busy time for students and teachers as they are wrapping up their school day. FCS asks that parents please refrain from signing students out of school during this time. Doing so can cause problems for others.

SNACKS/BIRTHDAY TREATS

We ask that parents please be aware of student food allergies and medical conditions when bringing a special snack or birthday treat to school. Before bringing any food item to the classroom, parents must check with the teacher concerning food allergies and special medical conditions students may have. **DO NOT BRING FOOD WITH NUTS!** We strongly suggest bringing food items that are healthy such as fruit, popcorn, or sugar free items. For birthdays, parents may want to consider stickers, pencils, or something students could use in the classroom rather than a sweet treat.



SOLVING PROBLEMS

At some time during a school year, a problem may arise with your child. Usually this problem can be solved with a simple phone call. We suggest that you follow this procedure in handling any problem that should surface.

1. First, call the teacher or person directly involved.
2. If the problem is not solved, then call the administrator.

We feel this is the scriptural method of solving any difficulties. Of course, it is never appropriate to discuss any problem with other parents.

VALUABLES

Valuables are the responsibility of the student. These include electronic devices such as tablets, cell phones, and calculators. Do not leave valuables unattended at school at any time.

VISITORS

Visitors are welcomed at Florence Christian School. We ask that visitors come by the school office and sign in and receive a pass to be on the premises and conform to the dress and conduct standards of FCS. Student visitors must acquire permission from the school office one day prior to visit, and he/she must be a prospective student. Visitors are not allowed in the classrooms during instructional time unless prior permission from the administration has been granted.

WITHDRAWAL AND DISMISSAL

Withdrawals from school must be made through the school office. The full month's tuition must be paid if the student attends up to or after the 15th of the month. Withdrawal prior to the 15th will result in prorated tuition based on the days attended. Records will not be released until a withdrawal form has been completed, all textbooks are turned in, fees have been paid, and accounts have been paid.



STUDENT BEHAVIOR AND DISCIPLINE

PHILOSOPHY

CONDUCT

Florence Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues through life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from worldly activities.

Florence Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All student activities and conduct must be subordinated to Biblical standards.

A sense of the need for spiritual growth in our students has led FCS to adopt the following standards which are conducive to the environment that will promote the spiritual welfare of all students. FCS, therefore, expects each student – whether at home, school, or elsewhere:

- to refrain from participating in worldly activities such as swearing or indecent language, visible body piercing or tattoos, smoking, possession or use of alcoholic beverages, drugs, or tobacco, involvement in the occult, gambling, and stealing.
- to refrain from participating in pornography, premarital sex, and homosexuality. In as much as FCS is a ministry of Florence Baptist Temple, this policy is based upon and consistent with Article XXIII of the *Constitution and By-Laws of Florence Baptist Temple*. It states: "We believe that God has commanded that no intimate sexual activity be engaged outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God rejects any attempt to alter one's gender by surgery or appearance. We believe that the only legitimate marriage is the joining of one man and one woman." (Gen. 2:24; 19:5, 13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 7:2; I Cor. 5:1; 6:9; 7:10; Gal. 3:28; Eph 5:22-23; Col. 3:18; I Thess. 4:1-8; I Tim. 2:8-15; 3:4-5, 12; Heb. 13:4)
- to refrain from harassment, fighting, violence, racial comments or actions, or threats of any kind regardless of provocation; public disruptions or exhibitionism in any form, promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, gang related items, or any divisive activism.
- to maintain Christian standards in courtesy, kindness, honesty, morality, and dress.



Students are expected to abide by these standards throughout their enrollment, whether at home, school, or elsewhere, and regardless if school is in session. Students found to be out of compliance or harmony with FCS Standards of Conduct will be subject to administrative withdrawal. Any student who has been arrested by public law enforcement authorities will be suspended until such time as that student is adjudicated either guilty or not guilty. Any student who is adjudicated guilty will be transferred out of FCS.

FCS has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all of our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these Standards of Conduct and maintain Christian standards. Attendance at FCS is a privilege, not a right.

Although FCS institutional policies may differ from personal family rules, we expect our students and their families to willingly comply with school rules and to encourage one another to do the same. Rules generally are established for two reasons: either based directly or indirectly on a command or principle of Scripture, or simply for the sake of orderliness and consideration for one another while functioning within a large school family.

DISCIPLINE

The goal of Florence Christian School is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which the administration feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures. Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle, “Do unto others as you would have them do unto you.”

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. Examples of typical corrective measures are student-teacher conference, one hour detention after school, or parent-teacher conference. Students can be assigned work detail as well as be suspended or expelled for excessive accumulations of detentions or for failure to report to detention.

Actions that threaten or harm another individual’s ability to function rightly and safely will require further corrective measures. Therefore, student engagement in activities such as lying, stealing, disrespect, cursing, cheating, vandalism, gang-related activities or symbols, or immoral lifestyles including sexual and homosexual behavior may be grounds for expulsion. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. FCS has adopted a “zero tolerance” policy toward bullying, violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students’ lockers, book bags, or other storage areas are subject to search,



upon reasonable suspicion, for prohibited or illegally possessed substances or objects. The administrative committee will make decisions regarding suspensions and expulsions.

A sense of the need for spiritual growth in the light of Biblical principles has led FCS to adopt Standards of Conduct which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. Students are expected to abide by the Standards of Conduct throughout their enrollment whether at home, school, or elsewhere. Students will not be admitted to class without a signed Standards of Conduct agreement on file at the school.

Please feel free to consult with the office about any problem or question that concerns the welfare of students. It is the desire of the administration and faculty to be of service to both parent and student; each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient after-school hour.

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of FCS, whether or not there is any definite breach of conduct, he may be requested to transfer out.

FCS is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at FCS for worldly practices or divisions so common among other institutions. Therefore, any student who promotes division or divisive spirit through secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of FCS and may be withdrawn or refused re-enrollment at the discretion of the administration.

Explanation of Discipline Consequences:

Detention Hall - During detention a student will complete written assignments or complete a pre-determined project on school grounds. Detention Hall will be served Mondays and Wednesdays from 3:00-4:00. Students will be assigned Out of School Suspensions after receiving two detention halls.

Administrative Conference— The student will be suspended out of school effective at the end of the day on which the violation occurred and will continue until a parent accompanies the student back to school. Reinstatement will consist of a conference with an administrator. If the conference is held before any extra-curricular activity or class the next day, the student will not suffer any loss of participation/credit. NOTE: Phone calls or letters will not be accepted.

Out of School Suspension (OSS) – Parents must understand that OSS is intended to be a disciplinary action, not a day of vacation. The student will receive a list of assignments that must be completed before he or she returns to school. The student will be responsible for making up any test, quiz, or project that was missed due to the suspension. Students having served three days of Out of School Suspensions will have to appear before an Administrative Committee before returning to class.



Probation – Strict behavioral guidelines will be issued to the student by the administration, and any deviation from this may lead to expulsion from school.

Parent Conference – Parents will be notified on a disciplinary slip to call the appropriate administrator. It is the parent’s responsibility to call by the end of the following school day.

Administrative Committee Hearing – The committee will be composed of FCS administrators. The committee may be called to hear and rule on matters that deal with the possibility of expelling students.

Attendance at FCS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of FCS.

ABSENTEEISM

Students are allowed ten absences during the school year (For semester courses, the allowed number of absences is five). These absences include notes from parents. In addition, students are allowed ten absences documented by doctor’s excuses. More than ten absences, other than those documented by a doctor's excuse or death in the immediate family, may result in a student's failure to be promoted. It is the student’s responsibility to keep up with his or her own number of absences.

A student (5K-6) must be present at least three hours to be counted present for the day. A student (7-12) must be present at least forty minutes in each period to be counted present for that period.

Students are responsible for all make-up work and must make these arrangements with their teacher(s). Students in grades 7-12 without a written excuse from a parent/guardian or doctor will not be allowed to make up missed assignments (quizzes, tests, projects, etc.). Make-up work must be completed promptly within three days of the absence. If a student is present for any part of the school day or just misses the day of the test or quiz, he/she is responsible for taking all tests and quizzes assigned that day as soon as he/she returns to school. Assignments not made up will receive a grade of zero. Students in grades 7-12 may make up their assignments during seventh period or after school. Elementary students and their teachers work together to make sure the assigned work, quizzes, and tests are made up promptly.

Students are required to attend school for at least ½ of the day in order to participate in after-school activities. Absentees may not attend a school function without the principal's permission. If a student needs to be absent for any reason other than sickness, doctor's appointment, or death in the family, this absence may be excused with the principal's permission.

BULLYING, HARASSMENT, AND INTIMIDATION

Bullying, harassment and intimidation will not be tolerated at Florence Christian School. Students who bully, harass or intimidate are subject to discipline, including but not limited to detention, demerits, expulsion and referral to the appropriate authorities where they may risk



arrest and/or prosecution. As Christians, there should be no question about our attitude on these issues. Christians are admonished to be “kind one to another, tenderhearted, forgiving one another, even as God for Christ’s sake hath forgiven you” (Eph. 4:32).

Bullying, harassment and intimidation are evidenced by repeated physical, verbal or emotional abuse towards a victim that produces fear, harm or damage. Harassment may include but is not limited to sexual or racial abuse.

Bullying, harassment and intimidation may take various forms: verbal (name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate [violent, sexual, malicious, etc.] notes, pictures, cyberbullying or messaging); physical (pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim’s property, locking a person in a room, making rude gestures, initiating or forcing inappropriate touching, etc.); psychological (acts that instill a sense of fear or anxiety, etc.); or any act that insults or demeans a person in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Students or parents should report suspected acts of bullying to an appropriate school official. In turn, all faculty and school personnel shall report or refer all suspected acts of bullying to the school administrator. Upon report of alleged bullying, harassment or intimidation, the administrator or designated investigator will conduct a thorough investigation, respond with appropriate measures and take appropriate disciplinary action consistent with the school’s policy and procedure for discipline. If the acts of bullying rise to the level of criminal offense, the violating student(s) will be referred to the proper authorities and risk arrest and/or prosecution.

CHEATING

Cheating shall be defined as:

- Having another student’s homework, test, quiz or workbook, or allowing a student to copy or have access to the same without permission from the subject teacher.
- Altering or filling in answers during the grading process to make an item correct whether it is the student’s own paper or someone else’s paper.
- Obtaining test or quiz questions and/or answers in advance through unauthorized means.
- Giving answers during a quiz or test either orally or by intentionally allowing another student to copy them.
- Receiving answers during a quiz or test in any way. This may include having open textbooks or notes during the test even if the student claims to be unaware.
- Plagiarism – submitting as yours, a work that in actuality was either fully or substantially produced by another source including individuals, Internet, books or any verbal or printed word. When a student uses the works of others in writing, he must credit the source according to the instructions of the teacher.

Consequences of cheating:

Student may receive a grade of zero on the test, quiz, or homework assignment.

Student may possibly receive suspension.



Multiple offenses of cheating may result in further disciplinary action up to and including expulsion.

CLASSROOM DEPARTMENT

Appropriate class deportment helps foster academic success and shows consideration for others. Students are expected to be attentive in class. Activities which do not pertain to class are inappropriate - talking, reading, studying other materials, accessing the internet, texting, writing letters, sleeping or using a cell phone. Food and drink are not allowed in the classrooms. Students may keep a water bottle in their locker for between classes.

DAILY EXPECTATIONS

- Be on time.
- Be where you are supposed to be.
- Be honest.
- Respect others and their property.
- Do your own work.
- Have a good attitude.
- Respect authority wherever you are.
- Use wholesome, encouraging speech.
- Couples are not to:
 - Loiter in the hallways or by lockers.
 - Have any physical contact such as holding hands, etc.
 - Sit in cars together before and after school in the school parking lot.
- Rock and country music is not allowed at school. All music for any school event must be approved by the administration. (This includes rock/country paraphernalia on book bags, lockers, clothes, etc. Also, there is to be no loud music in the parking lot.)
- FCS does not conduct dances of any kind; therefore, the promotion of concerts, dances, or parties will not be allowed at school.

DRESS

Philosophy: At Florence Christian School, we strive for modesty, neatness, and wholesomeness in our dress code. We feel that the way a person dresses influences performance and self-concept. Our dress code reflects the high standards that we have for our students, and we believe that the benefits will be far reaching into their future. It is for these reasons that we refer to our dress code as "Dress for Success."

Support: It is imperative that we have full parental support in the compliance and enforcement of our dress code. Remember, you have chosen a Florence Christian School education for your child, and our dress code is a very big part of what we are trying to produce. Your support of administrative decisions regarding clothing in question is required.



"DRESS FOR SUCCESS" UNIFORM DRESS CODE
(Required for grades K5-12)

- All clothing must be loose fitting with modest coverage, without frayed hems, cuts, or holes.
- No logos on clothing except for outerwear and spirit-wear as described below.
- All boys' shirttails must be tucked in while on school grounds from 7:00 a.m. until 3:00 p.m.
- Girls' polo shirts are not required to be tucked in; however, button down shirts are to be tucked in.

BOTTOMS: Pants - Khaki or Navy...No Denim...No extra pockets such as cargo style
Girls' Pants (7-12) must come from Land's End Uniform Company
Chino style or Twill Cotton style...No low-rise or Hip-huggers
Skirts, jumpers: Khaki, navy or Land's End "Hunter-Classic Navy" plaid...Skorts: Khaki or navy
ALL SKIRTS/JUMPERS/SKORTS MUST TOUCH THE TOP OF THE KNEE OR FALL BELOW (Including splits).

TOPS: Collared, pull-over shirts must be solid navy, white, or maize.
Oxford dress shirts must be white, light blue or maize.
Turtleneck – solid white, navy, or maize are to be worn ONLY under sweaters or jumpers.

HAIR: Uniform in color – no extreme shades and not related to fads
No headwear is to be worn in the buildings (bandanas, hats, etc.)
Boys – hair must be off the ears, eyebrows, and above the collar and must be clean shaven (no facial hair) at all times.

ACCESSORIES: Belt required if garment has belt loops
No sandals, flip-flops or open-toed shoes
Boys – Socks are required to be worn at all times (solid khaki, solid navy, solid brown, solid black or solid white)
Girls – Tights or knee socks are required for all garments except full-length skirts (solid flesh-tone, solid white or solid navy).
NOTE: PE/Recess students – All shoes worn on the gym floor must have non-marking soles.

UNDERGARMENTS: All t-shirts are to be "SOLID WHITE" free of any writing and must be tucked in.

OUTERWEAR: Sweaters (solid navy, white or maize) or FCS sweatshirts, FCS pullovers, and FCS windbreakers (FCS hoodies may be worn only on Fridays) **MUST BE WORN** over the uniform shirts previously listed. Coats and pullovers for students in grades 7-12 from any source must be black, blue (royal or navy), brown, gray, or white in color, and all emblems and logos must be smaller than the palm of the hand. No hoods and no camouflage (Exception: K5-6 grade winter coats can have hoods and will not be color-restricted).



SPIRITWEAR: School purchased spirit-wear may be worn on FRIDAYS ONLY.

CHAPEL ATTIRE: Boys are to wear dress shirt and tie. Girls are to wear skirt or jumper – NO SKORTS OR PANTS.

Wednesday: 7th - 12th Grade. Thursday: 1st-6th Grade

JEWELRY/TATTOOS: Visible body piercing and tattoos are not allowed. The administration will determine unacceptable piercings. Tattoos are not permitted other than the wash off school spirit tattoos sold by the FCS cheerleaders for special events.

Students getting permanent tattoos after they are enrolled at FCS may be asked to transfer.

MISCELLANEOUS: No blankets or toys are allowed on campus during school hours.

UNIFORM ENFORCEMENT: The school uniform is to be worn during school hours, deemed as 7:00 a.m. until 3:15 p.m. Students are not required to wear school dress while attending after school functions; however, apparel must be modest and appropriate. Administration reserves the right to make judgments on dress code issues that are not addressed specifically herein.

ELECTRONIC DEVICES

Cell phones must be turned off during class time and not to be used during school hours. If the student should leave the room for any reason during the class period, the phone is to remain in the room. Tablets, computing devices, and other electronics are also to be shut down and not be out during class time unless otherwise instructed by the teacher.

- Electronic devices are not to be out during class unless otherwise instructed by the teacher.
- Electronic devices are not to be used in the hallways during class changes or during lunch periods.
- Electronic devices other than approved calculators are not to be used during test or quizzes.
- Electronic devices being used in class must be placed flat on the student desk.
- Using phones and other devices for other purposes such as playing games, social media, and recording classes will be confiscated and returned using the following guidelines.
For emergencies, students may use the phone in the office lobby.

FCS will not be responsible for broken, lost, or uncharged electronic devices.

1st offense – Returned to parent at the end of the school day

2nd offense – Hold in office for one week

3rd offense – The student will lose the privilege of using electronics at school



INTERNET POLICY

Florence Christian School provides students access to the internet in the computer lab and library. In order to assure its computer equipment and technology is used by students for appropriate purposes, FCS exercises its right to monitor and oversee communications, network and email use. FCS prohibits any attempts to disable the internet filter.

ACCEPTABLE USE

- The internet is to be used for academic research and as a means of obtaining needed information. The internet offers access to information that may be inappropriate, and FCS makes every effort to block such information. This does not, however, preclude students from attempting to access inappropriate information on their own, which, of course, is unacceptable.
- The computer lab is to be used for school-related activities.
- Generally, there should be one student to a single computer unless approved by the teacher.

UNACCEPTABLE USE

- Computer/internet games
- Accessing, possessing, or downloading inappropriate or objectionable material
- Sending, soliciting, or intentionally viewing sexually-oriented messages or images.
- Writing, soliciting, sending, possessing, printing, saving, or forwarding offensive or harassing statements to others.
- Installing or using unauthorized applications, software, or hardware on FCS computer systems.
- Accessing another's files or using another's password.

Violation of these guidelines may lead to disciplinary action as deemed appropriate by the administration of FCS, which could include loss of computer privileges to expulsion.

PLAYGROUND RULES

1. No climbing up or standing on the slide.
2. No double swinging (two swings together or two in a swing).
3. No jumping out of swings or standing in swings.
4. Sit on the swings.
5. No hanging off or climbing the sides of the equipment.
6. No pushing or pulling others off the equipment or out of the swings.
7. No climbing any trees.
8. No throwing any sticks, stones, etc...
9. No toys should be brought from home.
10. No fighting or rough horse playing. No pulling on others' clothes.
11. No standing on top of the bars.
12. When the teacher blows the whistle—look and listen.
13. Be courteous to others.

These are the basic guidelines to follow. The recess teacher will use her judgment as to what's allowed, keeping safety of the students in mind.



OFF-CAMPUS BEHAVIOR UNRELATED TO SCHOOL FUNCTIONS

Students (and their parents) should remember that what they do away from Florence Christian School makes an impact on what others think about our Lord Jesus Christ. It is not the intention of the school to monitor student conduct off campus unrelated to school functions. Parents are responsible for the training and discipline of their children during activities away from school property. FCS exists to help the parent in this responsibility. However, in order for FCS to be effective in this role, the parent must support the beliefs and policies outlined in this handbook. Therefore, if the school obtains knowledge of any unlawful act or any permissive acts involving tobacco, alcohol, drug abuse or promiscuity, the following actions will take place:

Phone call to parents

Meeting with student and parents

Counseling for the student will be made available, or in situations that could lead to addiction, attendance at Reformers Unanimous (FBT Addiction Program) will be recommended.

In the case of repeated accusations or serious offenses, an administrative hearing will be held.

The administration reserves the right to suspend or expel a student for his/her actions away from school if such actions reflect unfavorably upon the school and its mission.

RESTORATION PROCEDURE

In the event that a student is expelled from FCS or is withdrawn from FCS to avoid expulsion, he or she must wait one full school year before making application to return. In order to be considered for enrollment, the student must follow the procedures for enrollment that are listed previously in the handbook and provide the following information:

A written explanation, from the student, stating why he or she should be considered and a letter of recommendation from the student's pastor or youth pastor will need to be submitted.

However, please note that this does not guarantee the student's enrollment in FCS.

SOCIAL MEDIA

FCS expects students and parents to use social media and blogs responsibly, following biblical principles and maintaining content that promotes a consistent, positive Christian testimony. Language should not violate Scriptural commands regarding abusive, slanderous, complaining, profane, blasphemous, or tale-bearing speech; and content should be biblical and not promote a lifestyle contrary to principles taught in Scripture and at FCS. A student (parent) is responsible for all content both he/she and others post on his/her site as if it were spoken or displayed at school.



TARDINESS

At FCS, we are seeking to instill punctuality in all of our students because it is a trait that they must adhere to for the rest of their lives. One individual's tardiness can disrupt countless students as well as the teachers who are attempting to conduct class. Parents are encouraged to assist in making sure that students are prompt in arriving to school.

Kindergarten-Elementary

Classes begin for students in grades K3-6 at 8:30 each morning. Every fifth tardy will be converted to a daily absence for the late student.

Secondary (Grades 7-12)

Tardy to School

- Classes begin for students in grades 7-12 at 8:00 each morning.
- Tardies to school be addressed as outlined below.
- Tardies to school will be reset at the beginning of each nine weeks.
- Students arriving after 8:20 will be counted absent for first period.

Tardy to periods 2-7(Grades 7-12)

- Students in grades 7-12 have 5 minutes between each class.
- Tardies are cumulative rather than each scheduled period independent of the other.
- Tardies to periods 2 – 7 will be reset each semester.

Consequences for Unapproved Tardiness

1st Offense	Written Warning
2nd Offense	Parent Signature
3rd + Offenses	Detention Hall



ACADEMIC INFORMATION

ACADEMIC AWARDS

An Honor Roll, Principal's List and President's List is compiled after each nine weeks grading period and is determined by the following qualifications:

President's List - All A's all year (Awarded at the end of the school year)

Principal's List - A final average in each subject

Honor Roll - A/B final average in each subject

Note: Penmanship, conduct, art, and music are not considered for these awards.

CURRICULUM AND PROMOTION

Elementary students must pass 3/4 of all subjects taken in order to be promoted to the next grade. This must include math, language, and reading. Students in grades 7 and 8 must pass English, math, science, history, and Bible to be promoted. Students in grades 9-10 must pass every subject to be sure that they can remain in their normal college preparatory schedule. If a student fails any subject, it must be made up in summer school. Administrative approval is necessary for any deviation from this policy due to possible scheduling conflicts, which may occur.

Any student retained for the first time may return to FCS pending an opening in that grade. It is the responsibility of the student to remain in the promotional process in order to allow openings for the students that are moving up from the grade below. If there are not any openings, a student who is being retained will be placed on the waiting list.

Any student retained for the second year, regardless of the reason, may not return to FCS unless there are unusual circumstances approved by the school. We feel that it is important to keep the ages of the students no more than one year apart.

The curriculum for 3K-12 primarily consists of Bob Jones University Press, which is recognized as one of the leading Christian curriculum among Christian schools.

Curriculum for grades 7-12 includes:

Grade 7	Grade 8
Bible	Bible
English	English
Mathematics	Pre-Algebra
World Studies	American History
Life Science	Physical Science
Physical Ed.	Physical Ed. (1 unit)
Elective*	Elective*



Grade 9 – Units Earned		Grade 10 – Units Earned	
Bible	1	Bible	1
English I	1	English II	1
Algebra I	1	Geometry or Algebra II-	1
Geometry- or World Geography	1	World History	1
Biology	1	Chemistry	1
Music Appreciation	1/2	Spanish I	1
Speech	1/2	Elective*	
Elective*		Total Units	6
Total Units	6		

Grade 11 – Units Earned		Grade 12– Units Earned	
Bible	1	English IV+	1
English III	1	Pre-Calculus+, Calculus+ or Bus Math	1
Algebra II or Pre-Calculus+	1	Government	½
U.S. History	1	Economics	½
Chemistry	1	Physics or AP Biology	1
Spanish II	1	Bible or Spanish III	1
Elective*		Computer Science	1
Total	6	Total	6

*Students in grades 9-12 taking elective courses can earn up to ½ credit per course per year. Electives that award credit are as follows: Choir, Drama, Yearbook, Debate, Weight Training, and Teacher Cadet.

+Dual Enrollment (College Credit) opportunity

-Honors Course

NOTE: FCS juniors and seniors may receive dual credit for approved courses through Florence-Darlington Technical College that are not offered at FCS. Students interested in these courses are required to meet with the Principal or Academic Principal for approval before enrolling in these courses. Please note that not courses offered through Florence-Darlington Technical College qualify as dual credit courses. These courses will not be calculated in the student’s final GPA or printed on the High School Transcript.

DROP/ADD

Students are allowed to choose certain classes as electives. There will be a two-week period at the beginning of the school year when students will be allowed to drop and add these electives with the approval of the administration. After this two-week period, classes will not be dropped or added. No changes may be made at semester break.



EXEMPTIONS

Students in grades 9-12 making a "90" average for the year in any given subject will be eligible to exempt their final examination in that subject. Exemption is not based on semester grades, unless the subject is taken for only one semester. Students do not exempt mid-term exams for any reason.

FACULTY

All teachers profess to be born again Christians who are dedicated to teaching. We seek to have teachers of the highest spiritual and academic quality and feel that they have been called to this ministry.

GRADE REPORTS

The purpose of reporting is to give parents and students an indication of the progress or lack of progress-which is being made. Each student's ability, attitude, and application are taken into account in grading.

- Types of Reporting
 - K3-6th grade papers are sent home every Thursday.
 - Progress reports are sent home every 4-½ weeks between report cards. All students must have them signed and returned.
 - Report cards are sent home every nine weeks. All students must have them signed and returned.
- Headmaster Online is updated on a daily basis. Please give teachers three days to have test scores entered into the computer.
- Parents are encouraged to ask for conferences any time they feel it is necessary. The teachers welcome such opportunities.
- Report cards will not be issued to any student whose account is not current.

GRADE SCALES

Kindergarten	
E	Excellent
S	Satisfactory
NI	Needs Improvement
U	Unsatisfactory

Grades 1-12		
90-100	A	Highest grade in a range +
80-89	B	Lowest grade in a range -
70-79	C	
60-69	D	
0-59	F	
Incomplete	INC	



GRADUATION REQUIREMENTS

In order to receive a diploma from Florence Christian School, a student must attend FCS for the year immediately preceding graduation and have earned at least 24 units consisting of:

English (4), Math (4), Science (3), U.S. History (1), Economics (1/2), American Government (1/2), Computer Science (1), Additional Social Studies (1), Physical Education (1), Foreign Language (2), Fine Arts (1), and Electives (5)--for a total of 24 units.

When all academic courses have not been passed, the student may participate in the graduation ceremony but will not receive a diploma until all requirements have been met. A student with less than 23 units may not participate in the graduation ceremony.

Valedictorian and Salutatorian Requirements:

- Students must be enrolled at FCS for two consecutive years prior to graduation.
- Students must have a GPA of 93 or above on all academic courses from grades 9-12.

HOMework/TESTS

All students are required to use a lesson planner to record assignments. FCS teachers will instruct students on how to complete and keep up with assignments.

Pencils should be used exclusively for grades K-3, pen (blue or black) may be used in grades 4 and up. Pencil must be used for math in all grades.

It is vital for the student to complete all assignments (homework, seatwork, etc.). Teachers may require a student to stay after school and complete assignments if the student develops a pattern of not finishing assignments.

No assignments are given on Wednesday nights so those students can attend the mid-week services at their church. However, math tests are given on Thursdays.

Test Schedule: (7-12)	
Monday	Science
Tuesday	English/Bible
Wednesday	Social Studies
Thursday	Math/Business
Friday	Spelling/Vocabulary Foreign Language



SUMMER SCHOOL

Required subjects failed must be made up in summer school at an accredited school approved by the administration of Florence Christian School. FCS will conduct its own summer school for required elementary subjects and any secondary subject provided that there are enough students to warrant a class and provided that there is an available teacher. Summer school at Florence Christian is for FCS students only.

TESTING PROGRAM

All students in grades 5K-12 are given Achievement tests to measure their achievement and/or ability. The following are the tests that we administer to each grade:

Grade	Test
5K-8	Stanford 10
1,4,8,11	OLSAT(school ability test)
9	PSAT 8/9
10	PSAT 10
11 (Fall)	PSAT
11 (Spring)	SAT and/or ACT
12 (As needed)	SAT and/or ACT

Test results will be sent home with the students. FCS has a long track record of excellent standardized scores. Feel free to make an appointment with the administration to discuss the academic excellence at FCS.

CLOSING STATEMENT

Attendance at FCS is a privilege and not a right. Students forfeit this privilege if they do not conform to the standards and ideals of work and life of FCS. The administration reserves the right to determine appropriate and acceptable actions, behavior, conduct, and dress. This may or may not deem the necessity of adding or deleting elements of this handbook. This handbook serves as a guide and is in no way an all-inclusive statement.