



Connecting *Faith* and *Learning*  
Employee Policy Manual

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## TABLE OF CONTENTS

|                                                      |    |
|------------------------------------------------------|----|
| <a href="#">Preface</a>                              |    |
| <b>Part 1: Introductory Comments</b>                 |    |
| <a href="#">Welcome to Florence Christian School</a> | 4  |
| <a href="#">Principal/Administration Assignments</a> | 5  |
| <b>Part 2: Personnel Policies</b>                    |    |
| <a href="#">Child Care</a>                           | 6  |
| <a href="#">Continuing Education</a>                 | 7  |
| <a href="#">Employment Contract</a>                  | 7  |
| <a href="#">Faculty/Staff Lunch</a>                  | 7  |
| <a href="#">Hiring</a>                               | 8  |
| <a href="#">Performance Evaluations</a>              | 8  |
| <a href="#">Personnel Files</a>                      | 9  |
| <a href="#">Professional Development</a>             | 9  |
| <a href="#">Termination Procedures</a>               | 10 |
| <b>Part 3: General Information and Policies</b>      |    |
| <a href="#">Announcements</a>                        | 10 |
| <a href="#">Chapel</a>                               | 10 |
| <a href="#">Class Exchange</a>                       | 11 |
| <a href="#">Computer Lab/Chromebooks</a>             | 11 |
| <a href="#">Faculty Meetings</a>                     | 11 |
| <a href="#">Half Day Schedule</a>                    | 12 |
| <a href="#">Library</a>                              | 12 |
| <a href="#">Lunch Schedule</a>                       | 12 |
| <a href="#">Music Schedule</a>                       | 12 |
| <a href="#">Parent Conference Days</a>               | 12 |
| <a href="#">Parties</a>                              | 12 |
| <a href="#">PE -Elementary</a>                       | 13 |
| <a href="#">Personal Items</a>                       | 13 |
| <a href="#">Power Failure Procedures</a>             | 13 |
| <a href="#">Recess Schedule</a>                      | 13 |
| <a href="#">Restroom Schedule</a>                    | 13 |
| <a href="#">Sickroom Procedures</a>                  | 14 |
| <a href="#">Supplies</a>                             | 14 |
| <a href="#">Valuables</a>                            | 15 |
| <b>Part 4: Work Policies</b>                         |    |
| <a href="#">Copy Procedures</a>                      | 15 |
| <a href="#">Communication With Administration</a>    | 16 |
| <a href="#">Field Trip Procedures</a>                | 16 |
| <a href="#">Illness or Accident</a>                  | 18 |
| <a href="#">Morning/Afternoon Duty</a>               | 18 |
| <a href="#">Office Procedures</a>                    | 18 |
| <a href="#">Purchase Orders</a>                      | 18 |
| <a href="#">School Closings and Delays</a>           | 19 |
| <a href="#">Teachers Lounge</a>                      | 19 |
| <a href="#">Telephone</a>                            | 20 |
| <a href="#">Work Schedules</a>                       | 20 |
| <b>Part 5: Staff Conduct</b>                         |    |
| <a href="#">Christian Life and Service</a>           | 20 |
| <a href="#">Compliance</a>                           | 21 |
| <a href="#">Drug and Alcohol Testing</a>             | 21 |
| <a href="#">Electronics</a>                          | 21 |
| <a href="#">Interpersonal Conflict</a>               | 22 |

|                                                |                                                                                         |    |
|------------------------------------------------|-----------------------------------------------------------------------------------------|----|
|                                                | <a href="#">Personal Appearance.....</a>                                                | 22 |
|                                                | <a href="#">Private Lessons/Extracurricular Sponsorships.....</a>                       | 23 |
|                                                | <a href="#">Sexual Harassment Policy.....</a>                                           | 23 |
|                                                | <a href="#">Social Media Policy.....</a>                                                | 23 |
|                                                | <a href="#">Tardiness.....</a>                                                          | 25 |
|                                                | <a href="#">Tutoring Students.....</a>                                                  | 25 |
|                                                | <a href="#">Workplace Violence Prevention.....</a>                                      | 25 |
| <b>Part 6: Leaves of Absence</b>               |                                                                                         |    |
|                                                | <a href="#">Civic Leave/Jury Duty.....</a>                                              | 26 |
|                                                | <a href="#">Extra-Curricular.....</a>                                                   | 26 |
|                                                | <a href="#">Illness.....</a>                                                            | 26 |
|                                                | <a href="#">Personal.....</a>                                                           | 26 |
| <b>Part 7: Classroom Procedures</b>            |                                                                                         |    |
|                                                | <a href="#">Attendance Procedures.....</a>                                              | 27 |
|                                                | <a href="#">Bulletin Boards.....</a>                                                    | 28 |
|                                                | <a href="#">Classroom Management.....</a>                                               | 28 |
|                                                | <a href="#">Communication with Parents.....</a>                                         | 29 |
|                                                | <a href="#">Dismissal.....</a>                                                          | 29 |
|                                                | <a href="#">Food and Drink.....</a>                                                     | 30 |
|                                                | <a href="#">Grading.....</a>                                                            | 30 |
|                                                | <a href="#">Grade Scale.....</a>                                                        | 31 |
|                                                | <a href="#">Hall Procedures.....</a>                                                    | 32 |
|                                                | <a href="#">Homework.....</a>                                                           | 32 |
|                                                | <a href="#">Honor Roll, Principal's List, President's List.....</a>                     | 33 |
|                                                | <a href="#">Instructional Program Expectations.....</a>                                 | 33 |
|                                                | <a href="#">Keeping on Schedule.....</a>                                                | 34 |
|                                                | <a href="#">Lesson Plans.....</a>                                                       | 34 |
|                                                | <a href="#">Lunch.....</a>                                                              | 34 |
|                                                | <a href="#">Opening Exercises.....</a>                                                  | 35 |
|                                                | <a href="#">Pass System.....</a>                                                        | 35 |
|                                                | <a href="#">Permanent Records.....</a>                                                  | 35 |
|                                                | <a href="#">Progress Reports.....</a>                                                   | 35 |
|                                                | <a href="#">Report Cards.....</a>                                                       | 36 |
|                                                | <a href="#">Restroom and Breaks.....</a>                                                | 36 |
|                                                | <a href="#">Safety.....</a>                                                             | 36 |
|                                                | <a href="#">School Sponsored Activities.....</a>                                        | 37 |
|                                                | <a href="#">Speakers, Literature, Movies.....</a>                                       | 37 |
|                                                | <a href="#">Substitutes.....</a>                                                        | 37 |
|                                                | <a href="#">Textbooks.....</a>                                                          | 38 |
|                                                | <a href="#">Voice Mail.....</a>                                                         | 38 |
| <b>Part 8: Student Behavior and Discipline</b> |                                                                                         |    |
|                                                | <a href="#">Classroom Expectations.....</a>                                             | 38 |
|                                                | <a href="#">Effective Discipline.....</a>                                               | 39 |
|                                                | <a href="#">Procedures – K3-5<sup>th</sup> Grades.....</a>                              | 39 |
|                                                | <a href="#">Procedures – 6<sup>th</sup>-12<sup>th</sup> Grades.....</a>                 | 39 |
| <b>Part 9: Legal Matters</b>                   |                                                                                         |    |
|                                                | <a href="#">Child Abuse Prevention Policy and Reducing the Risk of Child Abuse.....</a> | 40 |
|                                                | <a href="#">Copyright.....</a>                                                          | 46 |
|                                                | <a href="#">Mandatory Reporting.....</a>                                                | 47 |
|                                                | <a href="#">Parent Conferences.....</a>                                                 | 47 |
|                                                | <a href="#">Title IX.....</a>                                                           | 47 |

## **PREFACE**

This General Information Booklet is designed to supply information needed by the administrative personnel and teachers of the school. The General Information Booklet will not answer all questions concerning the school's program. It will, however, bring to the surface and pinpoint many of the problems involved in the operation of the school and provide a basis for intelligent discussion and the systematic development of a more adequate guide and statement of policy to the end that this school will honor God and enable each pupil to be used effectively in His service.

We realize there will be new policies from time to time concerning all areas of the work of our Christian School. Therefore, the administration has formulated these policies with this objective in mind: that we might maintain an effective Christian testimony and honor our Lord and Savior Jesus Christ.

Faculty members are expected to become thoroughly familiar with the material presented in this handbook and to file it for future reference. All faculty members should assist in every way possible to make the work of the school effective and pleasant.

Working at FCS is a privilege and not a right. Faculty and staff members 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, changing, or deleting elements of this handbook. This handbook serves as a guide and is in no way an all-inclusive statement of the rules, regulations, and philosophy of Florence Christian School.

## **PART 1: INTRODUCTION**

### **Welcome to Florence Christian School**

Welcome to Florence Christian School (FCS). You have been called on by God to help mold young people to be effective servants of our Lord and Savior, Jesus Christ. FCS was established in 1972 as an extension and ministry of the Florence Baptist Temple (FBT) for the purpose of assisting parents in developing a biblical worldview in the minds of their children by providing an education based on the principles of God's Word.

Although we attempt to keep a warm, spiritual atmosphere of traditional, Christian values, we are an educational institution. Our goal is to develop students who are able think independently through a biblical worldview so that they can wisely and appropriately apply knowledge that will guide them in their God-given responsibilities.

This book was not written just to establish the rules, but has been written to seek the unity and harmony needed to have a successful year. You, as a professional member of our faculty, have a tremendous spiritual responsibility. Please, always be aware that some student or parent of this school is watching you. The Lord has made us aware that the total church and school program is more important than any individual part. Please remember this as you serve the Lord here.

## STAFF ASSIGNMENTS

### *Mr. Berry, Principal*

|                                                 |                      |
|-------------------------------------------------|----------------------|
| Administrator                                   | Classroom Visitation |
| Church/School Liaison                           | Teacher Evaluation   |
| Discipline (6 <sup>th</sup> -12 <sup>th</sup> ) | Purchase Orders      |
| Report Cards                                    | Chapel               |
| Progress Reports                                | In-Service           |
| Substitutes                                     | SCISA Representative |

### *Mr. Miles, Academic Principal*

|              |                                 |
|--------------|---------------------------------|
| Curriculum   | Standardized Testing (9th-12th) |
| Academics    | Teacher Evaluation              |
| Lesson Plans |                                 |

### *Mrs. Hardy, Elementary Principal*

|                             |                      |
|-----------------------------|----------------------|
| Discipline (K5-5)           | Classroom Visitation |
| Teacher Evaluation          | Field Trips          |
| Lady Faculty Members (K5-6) |                      |

### *Mr. Minton, Athletic Director*

|                             |    |
|-----------------------------|----|
| All Athletic Related Duties | PE |
|-----------------------------|----|

### *Mrs. Bohler, Dean of Women*

|                             |                    |
|-----------------------------|--------------------|
| Discipline (6-12) Girls     | Teacher Evaluation |
| Lady faculty members (7-12) |                    |

### *Scotty Keefe, Dean of Men*

Discipline (5-12) Boys

### *Mrs. Roeder, Child Development Center Director*

|                             |                   |
|-----------------------------|-------------------|
| FCS Preschool (3K-4K)       | After School Care |
| Teacher Evaluation          | Summer Day Camp   |
| Lady Faculty Member (3K-4K) |                   |

### *Mrs. Bryant, Admissions and Marketing Director*

|                       |                  |
|-----------------------|------------------|
| New Student Inquiries | Special Events   |
| Admissions            | School Promotion |

### *Mr. Pridgen, Technology Supervisor*

|              |                       |
|--------------|-----------------------|
| Computer Lab | Classroom Audio/Video |
| Chromebooks  | Network               |

### *Mrs. Janalyn Livingston, Activities/Fine Arts Director*

### *Mrs. Tori Flamini, Website/Social Media Director*

## **PART 2: PERSONNEL POLICIES**

### **CHILD CARE – for the children of FCS employees**

- Application and immunization required.
- All nursery age children will pay registration, book and supply fees.
- Lunches will be \$3.00 per day. No billing will go out on this. You will receive a notice if you get behind on your payments.
- A complete change of clothing is needed for each child through K5. (In Zip-lock bag with name.)
- If medication is brought for your child, make sure the appropriate forms are completed in the B-building office.
- Your child will not be allowed to remain in childcare when he has the following:
  - Vomiting
  - Fever
  - Symptoms of a contagious disease.
- No toys, gum or food are allowed. This causes problems. All children must be fed before coming to school.
- Children of preschool teachers are to be picked up by 12:15 pm unless the childcare director is notified by the principal that parents are helping out in another area. Children of elementary teachers are to be picked up by 3:15 p.m. Otherwise, \$1.00 per hour will be charged.
- The childcare closes at 6:00 p.m. Your child must be picked up by 6:00 p.m. Otherwise you will be charged \$5.00 for each half-hour you are late.
- Appropriate dress is required. Shoes are to be worn at all times (no flip-flops); shorts may be worn. Children are not permitted to wear halter-tops or half shirts. Boys must have neat haircuts.
- Naptime is from 12:30 until 2:30 each day. Please do not interrupt your child's nap unless absolutely necessary.
- Expect some adjustment difficulties if your child has not been in a nursery before. Expect tears when he sees you in the hall or lunchroom. Avoid as much as possible crossing his path for the first two weeks. He will adjust much better if he does not see you. He does not understand why he cannot go with you. Please do not take your child out of line or take him to your room or office unless you plan to keep him with you the remainder of the day. Please help us out with this important matter. It is fine to wave or to speak, if you pass the children during the day; however, please do not do anything to upset his day.
- If you are out for any reason you will be charged as follows:
  - \$9.00 if your child stays all day
  - \$6.00 if your child stays after kindergarten
  - \$4.50 if your child stays after school

## CONTINUING EDUCATION

As a part of our continuing education program for FBT/FCS faculty & staff members, we will offer a tuition reimbursement for full-time staff for the purpose of continuing their post-graduate work. To qualify, certain requirements must be satisfied:

- **Priority will be given to meeting special academic needs that are necessary in our church or school.** In the event that the school has a need of a teacher taking additional courses to be prepared to teach specific subjects, this will be the priority factor in our consideration.
- According to IRS regulations, “highly compensated employees” will not be given special treatment.
- Employees are encouraged to continue their post graduate studies.
- These general educational efforts will be reimbursed in the following manner:
  - Three reimbursements per year (Fall/Spring/Summer).
  - Maximum of \$500 per semester.
  - These reimbursements are excludable from gross income and wages.
- The ministry may have a specific need for an employee to gain further education in a specific field. The employer may request that the employee continue their education to meet this need.
  - In this case, according to IRS regulations, employer-paid educational expenses are excludable from gross income and wages up to a maximum of \$5,250 per year.
- The funds will be distributed as a reimbursement after the final grade of completion is submitted.
- All continuing education efforts must receive prior approval from the Principal and Administrator.

## EMPLOYMENT CONTRACT

The initial employment of all school faculty is by limited contract. A teacher under limited contract is employed for a 37-week term and is reemployed by notification on or before April 30 of the year in which the contract terminates. The office will sign in teachers on a daily basis. **TEACHERS ARE EXPECTED TO BE AT SCHOOL DURING WORKING HOURS. IF YOU NEED TO LEAVE CAMPUS FOR ANY REASON, PLEASE SIGN-OUT IN THE SCHOOL OFFICE.**

## FACULTY/STAFF LUNCH

- Faculty lunches are provided through the following options:
  - Staff and faculty members may purchase items from the school menu. The faculty will be charged menu price.
  - Staff and faculty members may purchase adult portions of the hot meal that is being prepared for child care on that particular day for \$4 (includes drink).
- Teachers are to place their order when submitting their daily lunch order.
- School office staff will order through C-Building office by 9:00 each day.
- Faculty/Staff need to keep individual lunch accounts up to date.

- Deposits to lunch accounts are to be made to B-building office.
- After a balance of negative \$10 has accrued, the faculty/staff member will no longer be able to order lunch.
- No cash will be received in the kitchen.

## **HIRING**

As vacancies occur on the staff, the school Principal will counsel with the Pastor with respect to filling such vacancies. No person may be employed, either full or part-time, without the express permission of the Pastor.

Because Florence Christian School is a ministry of Florence Baptist Temple, we strive to hire faculty from within the church membership. However, sometimes it becomes necessary to hire faculty outside the church membership. If this should happen, prospective faculty members who attend churches of like faith and practice will be considered. Faculty members who are not members of FBT must inform the administration if there are any changes in church membership. Changing church membership may affect future employment. If we feel it necessary, FCS may call the churches of non-FBT members to verify attendance and service.

- Procedures:
  - Completed application, resume, and signed “Statement of Faith and Agreement of Support”
  - Background screening
  - Reference checks completed (at least 2)
  - Pastoral approval
  - Interview with principal
  - Interview with pastor
  - Agreement on compensation and benefits
- Qualifications
  - Spiritual
    - All employees of FCS profess to be Christians
    - Must be members of the Florence Baptist Temple or of a church with like practice and doctrine
  - General
    - Current state teacher certification is desired but not required.
    - Kindergarten and elementary teachers must minimally hold a bachelor's degree from an accredited college or university. Secondary teachers must minimally hold a bachelor's degree in the subject matter he/she teaches.

## **PERFORMANCE EVALUATIONS**

During the year, the administration will be observing your classroom. These observations will be one of three types:

- Walk-Through - a short visit to observe happenings and climate.
- Informal - a short visit to observe instruction.

- Formal - an extended visit where the classroom is observed and evaluated with an official instrument. Formal evaluations will consist of
  - Pre-evaluation conference
  - Evaluation
  - Post-evaluation conference

## PERSONNEL FILES

Each employee of the ministry is to have the following items on file in the business office and school office.

- Business office
  - Application for employment
  - I-9
  - W-4
  - Direct deposit authorization
  - Child abuse prevention policy agreement
  - Cafeteria plan agreement
  - Contract for current school year
- School office
  - Official transcript from college/university
  - TB test results
  - Documentation of teacher certification
  - Documentation of Emergency Action Plan Training

## PROFESSIONAL DEVELOPMENT

The ongoing Professional Development of a teacher is vital to the improvement of the teacher and the impact that he or she makes in the classroom. Each faculty member of FCS is expected to complete a minimum of 25 contact hours each year. Various workshops and other opportunities will be provided by the FCS Administrator to help faculty members meet their requirements; however, faculty/staff members are also encouraged to participate in professional development offerings outside of the school.

Examples of allowed Professional Development activities:

| Activity                         | # of Contact Hours   |
|----------------------------------|----------------------|
| Yearly Teacher In-Service week   | 10                   |
| Read and report on approved book | 10                   |
| PD workshop/seminars             | 1 (per 50 minutes)   |
| Present a PD workshop            | 2 (per 50 minutes)   |
| College level courses            | 15 (per credit hour) |

Faculty/Staff members are strongly encouraged to submit requests and ideas for PD offerings to the school administration. Professional Development should be ongoing; therefore, contact hours do not carry over from year to year.

## **TERMINATION PROCEDURES**

- Employer prompted
  - End of the contract year
    - FCS may terminate the employment of the principal, teacher, or employee at the end of the contract period set forth if, in its best judgment, the best interests of the school will be served.
  - During the contract year
    - The Principal, teacher, or employee may be discharged and salary payments terminated by FCS during the school year. Before the employee is discharged, he/she shall be notified by FCS in writing of the proposed action and grounds assigned therefore. The employee will have an opportunity to respond to the notice before being discharged.
  - The following behaviors may be cause for immediate termination.
    - Disloyalty
    - Heresy (according to our Articles of Faith)
    - Immorality
    - Fraud or theft
    - Commission of a crime
- Employee prompted
  - If it becomes apparent that the employee will not be able to complete his/her contract or be able to accept one for the following year, a written letter of resignation shall be submitted to the Principal.
  - The employee shall be obligated to remain until a proper replacement can be secured. In no case shall this be less than two weeks.
- In both cases, an exit interview will be conducted with the employee.

## **PART 3: GENERAL INFORMATION AND POLICIES**

### **ANNOUNCEMENTS**

Announcements will be given in the following ways:

- Morning Text
- Weekly departmental meetings (Kindergarten, Elementary, Secondary)
- Teacher Emails
- Teachers' boxes
- Voice Mail

(Please be sure to check your box and text messages several times each day. Also, check with a buddy teacher for announcements if you have morning duty.)

### **CHAPEL**

Chapel services will be conducted once each week. Teachers are expected to attend and monitor those services. Teachers need to sit with the students and not sit together in one section.

## CHAPEL SCHEDULE (K-12)

|                                           |                                    |
|-------------------------------------------|------------------------------------|
| K3-K4                                     | 9:00 – 9:30 (Monday)               |
| K5 – 5 <sup>th</sup> Grades               | 8:30-9:15 (Wednesday in the gym)   |
| 6 <sup>th</sup> – 8 <sup>th</sup> Grades  | 3 <sup>rd</sup> Period (Wednesday) |
| 9 <sup>th</sup> – 12 <sup>th</sup> Grades | 2 <sup>nd</sup> Period (Wednesday) |

## CLASS EXCHANGE (6-12)

| 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   |

## COMPUTER LAB/CHROMEBOOK SCHEDULE

|             |            |                                            |
|-------------|------------|--------------------------------------------|
| Philosophy: | K-3rd      | - Exposure (teachers will conduct classes) |
|             | 4th - 6th  | - Keyboarding lab/Computer lab projects    |
|             | 7th - 11th | - Projects                                 |
|             | 12th       | - Computer Science (1 Unit)                |

Computer Lab is reserved 1<sup>st</sup>, 4<sup>th</sup>, and 5<sup>th</sup> periods, all other periods the Lab is free.

FCS has 3 classroom sets of Chromebooks for use in the classroom. See Mr. Pridgen to reserve.

\*Make arrangements with Mr. Pridgen if you need the Computer Lab 1<sup>st</sup>, 4<sup>th</sup>, or 5<sup>th</sup> periods.

## FACULTY/DEPARTMENTAL MEETINGS

Everyone except those on morning duty and those in departmental meetings listed below are to report to prayer meeting each morning at 7:40. Faculty/Departmental Meetings are scheduled as follows:

| Weekly (7:40 am - 8:00 am)  |                             |
|-----------------------------|-----------------------------|
| Wednesday                   | 5K-5                        |
| Thursday                    | 6 -12                       |
| Friday                      | Other disciplines as needed |
| Monthly (3:15 pm - 4:00 pm) |                             |
| 1 <sup>st</sup> Monday      | All Faculty and Staff       |

## **HALF DAY SCHEDULE**

No half days except for exams (see printed schedule).

## **LIBRARY SCHEDULE**

The library schedule will be determined by the classroom teachers and the librarian during In-Service week.

## **LUNCH**

|             |                   |
|-------------|-------------------|
| 11:10-11:40 | K5-2              |
| 11:45-12:15 | Child Dev. Center |
| 11:45-12:10 | Grades 6-8        |
| 12:15-12:40 | Grades 3-5        |
| 12:40-1:05  | Grades 9-12       |

## **ELEMENTARY MUSIC SCHEDULE – Will be finalized during In-Service**

## **PARENT CONFERENCE DAYS**

There are two Parent/Teacher Conference Days scheduled - one at the end of the first two grading periods. All teachers are required to attend each meeting and remain the entire scheduled times.

## **PARTIES**

In grades 5K-5, we have scheduled a number of parties throughout the school year. Please do not encourage decorations or activities that promote themes such as Halloween, Santa Claus, Easter Bunny, etc. We must respect the convictions of others as well as maintain a Christian emphasis in every endeavor.

Please instruct your parents (room mothers) that we don't collect money from the students for the purchase of such items as gifts. Also, please advise parents of the appropriate dress code when helping with a class party.

Grades 6-12 do not have parties during the school year.

Rule of Thumb - Simply have a party with food and drink without connections to the traditional occasions. When in doubt...don't.

## **PHYSICAL EDUCATION (ELEMENTARY)**

(There will be no recess on the days your class has P.E.)

***SCHEDULE WILL BE PUBLISHED DURING IN-SERVICE WEEK***

## **PERSONAL ITEMS**

Do not leave personal items in the classroom. FBT/FCS will not be responsible—we can't be!

## **POWER FAILURE**

In the event of an electrical power outage, please follow the instructions below:

- All students and staff will remain in their location until they receive instructions to move to another location. Classes will not change until given instructions.
- Teachers should have students remain at their desks and conduct themselves in a quiet and orderly manner.
- When instructions are received, teachers with rooms without windows will move students to the following areas:
  - A building – Room A118
  - B building – Room across the hall with windows
  - C building – Downstairs – room across the hall with windows  
Upstairs to Gymnasium
  - D building – Room D205
- Other students and teachers (in classrooms with windows) will remain in their classrooms.

## **RECESS SCHEDULE**

|             |                           |
|-------------|---------------------------|
| 11:15-11:45 | 4K                        |
| 12:00-12:30 | 5K                        |
| 12:30-1:00  | Grade 1 – Days without PE |
| 12:00-12:30 | Grade 2 – Days without PE |
| 1:00 - 1:30 | Grade 3 – Days without PE |
| 2:00 – 2:35 | Grade 4 – Days without PE |
| 2:00 -2:30  | Grade 5 – Days without PE |

NOTE: Teachers are responsible for their classes during recess.

## **RESTROOM SCHEDULE**

The restroom schedule for buildings B and C will be determined by the teachers during In-Service week. Preference needs to be given to the early grades.

## SICKROOM PROCEDURES

Medicine is not administered in the office unless we have a medicine form that has been completed by the parent.

We want to take care of our students the best we can; however, we must establish guidelines for calling parents about sick children. **Please do not send students to the sickroom just because they say they do not feel well.** We cannot do anything for a stomachache, headache, or runny/bloody nose. Students should only be sent to the sickroom for the following reasons:

- Temperature of 100° or more. You should have a thermometer in your room to check this. If you do not have one, please let Mrs. Lane know and we will make sure that one is provided for you.
- Throwing up. If you did not see the student throw up, please question them and make sure that they actually threw up. To a child, spitting in the toilet/trashcan is the same as throwing up.
- Cuts, scrapes, or sprains that happen at school that cannot be taken care of by you. Please do not send students for ice packs for injuries that happened outside of school. An ice pack is only good for current injuries and there is no benefit to having one after about an hour as it no longer helps with swelling. All teachers are provided with band-aids, cotton balls, and alcohol pads for minor injuries. If you need more, please fill out a supply request form, and we will see that you get them.
- Should a student sustain a head injury at school, no matter how minor, please be sure that you let their parents know. If you send them to the office, please be sure to let us know that it is for a head injury, and we will call the parents for you.
- Elementary teachers – please do not send your students to the sick room with their books packed to go home unless they have a temperature of 100° or higher or they are throwing up. Parents are not required to come get them from school unless they have one of those two issues. Sending them with their books only makes them think they are going home, when sometimes just lying down for a while will calm them down enough that they can go back to class. If we have to call the parents to come get them, then we will call and have you send their assignments and bags.
- STUDENTS COMING TO THE SICKROOM MUST HAVE A PASS STATING THE REASON FOR THEIR VISIT. PLEASE INCLUDE THEIR TEMPERATURE AND/OR THE REASON FOR THEIR VISIT ON THE PASS.
- Students in grades 1-8 coming to the sickroom from A, C, and D Buildings need to use the entrance/exit doors closest to the library. High school students may use the school office doors.

## SUPPLIES

- Check rooms to see that each room contains the following: Bible, an American and a Christian flag, dry/erase markers, yardstick, and waste basket. Report any needed items to the office.
- All audio-visual equipment and materials must be checked out through the library.
- All media used in the classroom must be approved by your supervisor.
- Teachers are to make their own copies on the school copiers.

- Report items that need repair to the school office using the yellow "Maintenance Report."
- Please use the supply requisition form (located Teachers' Lounge) to request any supplies or books that you may need (this includes paper).
  - The supply closet behind Mrs. Sankuer's desk is for office personnel only.
  - The office will attempt to satisfy requests within 24 hours.

## VALUABLES

Do not leave valuables in your room or any other place that is not protected (this includes your grade book). Also, communicate to your students that it is their responsibility to keep up with their personal things (this includes textbooks).

## PART 4: WORK POLICIES

### COPY PROCEDURES

- The copier for teachers is located in the Teacher's Lounge. The copy machines in the offices are for office staff only.
  - All copies you make must be done from the Teacher's Lounge machine. If there is a problem with the machine or it is out of order, then you may have copies made in the office.
  - All classroom materials should be copied in the Teacher's Lounge before/after school or during planning periods. Do not send students to the office or Teacher's Lounge during the school day to make these copies.
  - **NO PERSONAL COPIES ARE TO BE MADE FOR THE STUDENTS UNLESS:**
    - The student has been absent and needs material missed.
    - The student needs a copy from a workbook for classroom instruction.
 There is a charge of 10¢ per copy for lost work.
- Any copies that need to be made on construction paper or cardstock, need to be done by the office. Please give these items to Mrs. Lane or place them in her box, and be sure to include your name and any special instructions along with the materials to be copied.
- Should you have problems with the copy machine, be sure to follow the instructions on the screen. If you are unable to locate the jam or problem, please ask for help. A machine that has been broken because someone did not follow directions puts everyone in a bind.
- Laminating will be done on the first Thursday of each month. Please write your name on each item to be laminated – do not use post-it notes. The B-building office will be laminating on Tuesday of In-Service week, in order to help you get your bulletin boards ready for the beginning of school.
- Documents such as teacher class notes and PowerPoint slides should be emailed to students or uploaded to Google Classroom or FACTS rather than printed and handed out to students.

## COMMUNICATION WITH THE ADMINISTRATION

- Keep the administration informed on the progress of your class, problems in your class, and other matters they should know.
- Any time you need help from an administrator, do not just talk to him/her. Jot down a note concerning the need and place it in the administrator's box.
- Do not tell parents information that should come from the office unless it has been cleared by the administration. Such examples: "your child needs to repeat this grade", or "your child has a learning disability".

## FIELD TRIP PROCEDURES

Any teacher that wishes to take a field trip must follow these procedures:

- The class is responsible for all expenses including bus driver, meals, tickets, and any other costs related to the trip such as fuel for the bus.
- The teacher is responsible for planning and reserving all needed items for the trip including such things as: obtaining a bus driver, reserving a bus, purchasing any tickets, etc.
- You are encouraged to take field trips and particularly educational trips. However, please limit out of town trips to one a year per class. Please limit in-town trips to one per grading period. If a trip is not taken during a grading period, it does not carry over to be taken at a later date. Don't wait until the end of the year to schedule most of your field trips.
- No more than one field trip per day will be approved on a first come first serve basis.

Guidelines:

### *Purpose*

- The purpose of field trips is to supplement the educational experience of the classroom.
- The role of the chaperone is to help the teacher monitor the students.
- Siblings of students in your class are not to be allowed to participate in the trip.
- Remember, when on a field trip, everyone with the group represents our Lord Jesus Christ and Florence Christian School.

Pre-trip responsibilities:

### *Before announcing the trip*

- Calendar the event in the school office at least 1 week in advance.
- Secure a bus driver with current CDL.
- Recruit parent chaperones.
  - Kindergarten-Elementary – 1 chaperone per 5 students
  - Junior/Senior High School – 1 chaperone per 10 students
- Determine the cost.
  - The business office has requested that you please round up your field trip charges to a whole or half dollar amount. (Ex. if the cost for lunch is \$3.42 you will need to charge students \$3.50 or \$4.00, the extra can always be used for gas expense.)
  - Tickets (if needed)
  - Gas for the bus

- Get approval for permission slips from the office.

#### *After announcing the trip*

- Send permission slips home.
- Collect money.
  - Please make sure that parents are aware that all field trip money fees will be added to the parent account to be paid through the Business Office.
- Complete purchase order for business office.

#### *Before leaving*

- Obtain security bands for each student.
- Collect permission slips from parents.
- Submit rosters of the participants (including teachers and chaperones) to the office.
- Count the students.

#### *During the trip*

- Expected Behavior and Dress
  - Students will be expected to behave in a way that is consistent with school or church policy.
  - School dress will be in effect for students and teachers. Exception: Students and teachers may wear school spirit wear once permission is given.
- Bus
  - Chaperones are to be spread out on the bus to monitor behavior.
  - Members of the opposite sex do not sit together on bus.
  - No food or drinks allowed on the bus.
  - No headphones, CD players, radios, etc. allowed.
  - Everyone must be seated while the bus is moving.
  - Horseplay or excessive noise will not be tolerated on the bus. Violations could result in returning home.
- Destination
  - The teacher will assign the chaperones to groups of students.
  - Chaperone must be present with students at all times.
- Returning home
  - A count must be taken before the class leaves the event.
  - Bus must be clean when returned.
  - If the trip is on Friday, the bus must have at least ½ tank of gas when returned.

#### *After trip*

- If arriving after school hours, the teacher must stay at school until the last student is picked up.
- Make sure the interior of the bus is clean and the trash emptied.
- The bus key is to be returned to the office the next workday.
- Any problems need to be reported immediately.
  - Mechanical issues - Ricky Jordan
  - Discipline issues

- Parent of student involved
- School administrator

## **ILLNESS OR ACCIDENT**

- Report any illnesses or accidents (teacher or pupil) to the office immediately.
- Complete an accident report (in school office-B bldg.) the same day the accident occurs.
- Never send a child home yourself. Send any child who is ill to the sick room and allow that supervisor to send the child home.

## **MORNING/AFTERNOON DUTY SCHEDULE**

- Morning Positions:
  - A. Outside between Building B and the north parking lot
  - B. Entrance into B and C buildings on the east entrance
  - C. Gym - Elementary side
  - D. Monitor halls in C building
  - E. Monitor Childcare Room
  - F. Student Parking Lot
  - G. D Building

## ***SCHEDULE WILL BE PUBLISHED DURING IN-SERVICE WEEK***

- Notes:
  - Teachers on duty need to report to the Administrator before going on duty at 7:30.
  - Both teachers are required to be on duty for positions "C" and "G."
- Afternoon Positions:
  - All ladies are to be at their respective carlines or workrooms unless they are teaching a class.
  - All men are to be in the parking lot at 2:00 and 2:55 dismissals.

## **OFFICE PROCEDURES**

- We strongly favor an open door policy at FCS for our faculty. Please check with Mrs. Sankuer before walking in to see Mr. Berry, Mrs. Bryant or Mrs. Hardy. This will eliminate unnecessary interruptions.
- Because of confidentiality reasons, only administration and office staff will be allowed to go in Mrs. Sankuer's, Mrs. Bryant's, or Mrs. Lane's offices.
- Do not send students down to the office before 8:30, unless they are sick or need a pass to get into class.

## **PURCHASE ORDERS**

Anyone needing to purchase anything with school money (budget money, reimbursement money, student earned money, etc.) must follow these procedures:

- Purchases over \$25
  - Obtain a purchase order from the Teacher's Lounge.
  - Fill out all information on the purchase order.
    - Submit completed purchase order to the Administrator.
    - **WAIT FOR A COPY OF THE APPROVED PO FROM THE BUSINESS OFFICE BEFORE PURCHASING ANYTHING.**
  - Let the office know when your order has been received by initialing and turning the packing slip into the B-building office.
- Purchases under \$25 including Petty Cash (under \$10) must have prior approval with appropriate form.
- Purchases under \$10.00 need administrator's approval and can be paid from petty cash without a purchase order.

## SCHOOL CLOSINGS AND DELAYS

On occasion, school may have to be closed due to inclement weather conditions or some other unusual factor. Closings or delays will be announced via the following methods:

|                              |                                                          |
|------------------------------|----------------------------------------------------------|
| Mass text and email from FCS |                                                          |
| Web Page                     | <a href="http://www.fcseagles.org">www.fcseagles.org</a> |
| School voice mail            | 843-662-0454, Ext. 4310                                  |

When the perceived threat of danger and/or damage would necessitate a shutdown of all operations (hurricanes, etc.), or when the facility has experienced damage to the extent that the entire ministry becomes inoperative, regular compensation for eligible employee's regular work day schedule will be paid. Such payment will not exceed three days and is applicable to the following employees:

- Church: All full-time & modified full-time employees
- School: All full-time, modified full-time employees, & school term employees.
- Teachers: All 4K - 12<sup>th</sup> grade teachers are under contract for a school term and will not be subject to this provision.

If the facilities are in condition to allow certain functions to be performed, or if recovery assistance is needed following the disaster, employees are expected to report to work although certain ministry and school activities are not being performed. Employees may, however, make a request for "leave without pay" or vacation benefits, if their personal needs would not permit them to work. Such requests will be considered individually based upon ministry needs resulting from the natural disaster.

In the event that the school day is delayed, faculty and staff are to arrive at school thirty minutes before the students.

## TEACHER'S LOUNGE

- The teacher's lounge is located in B101. This room is reserved for ***teachers only*** and is to be used as a work area. **Students are not allowed in this room unsupervised for any reason.** Do not send students to this room to make copies, get snacks, etc.

- All of the forms that you will need during the school year should be located in the Teachers' Lounge. **Please check there first before coming to the office to ask for forms.**
- Please keep the Teacher's Lounge presentable by straightening up before you leave.
- Keep the refrigerator clean and throw out or remove any items that are no longer any good.
  - Our janitorial staff is not responsible for cleaning out the refrigerator.
  - Anything left in the refrigerator for more than a week will be thrown away, unless you notify Mrs. Lane that it needs to stay longer.

## **TELEPHONE**

- There is a telephone in the teacher's lounge for your use. Please be considerate and limit calls to a reasonable time limit. The telephone in the office lobby is for students and parents. **DO NOT USE CELL PHONES IN THE CLASSROOM** when students are present!
- Students that are sent to the office to use the phone must have a pass from their teacher. They will no longer be allowed to just stop by the office and use the phone without a pass. They must go to class first and then ask permission to come use the phone in the office.

## **WORK SCHEDULES**

- Office Personnel, Custodial, and Maintenance
  - During the school year, office personnel are to report to work at 7:45 am and stay until 3:45 pm (3:00 pm on Friday).
  - During the summer, office personnel are to report to work at 9:00 am and stay until 3:45pm (3:00 pm on Friday).
- Faculty/Staff
  - Faculty and staff are to report to teacher meeting/morning duty positions at 7:30 am and are to remain until 3:15 pm each afternoon of the school year.

# **PART 5: STAFF CONDUCT**

## **CHRISTIAN LIFE AND SERVICE**

FCS cannot maintain a strong educational program without a stable core of teachers who are academically, professionally, and spiritually competent. The life of a teacher has a tremendous impact on the lives of students. Teachers are "the living curriculum" in our school. After a pupil has been fully trained, he will be like his teacher (Luke 6:40). The school staff determines the academic and spiritual quality of the school. The staff's values, attitudes, priorities, and practice should demonstrate a love for their Lord as evidenced by their commitment to live in obedience to His Word (John 21).

All employees will manifest by precept and example the highest Christian virtue and personal decorum, serving as a role model (I Timothy 4:12) both in and out of school to pupils (Luke

6:40), and as an example to parents, and fellow faculty members in judgment, respect, and Christian living. Employees are expected to exhibit exemplary conduct at all times. Not only should their lives bring honor and glory to the Lord at school, but also at home and wherever else they may go. At no time should an employee engage in any activity that might become a stumbling block to students, parents, or others of the Christian community.

The teacher's role at FCS is first a spiritual task. Teachers are to lead their students in prayer, attendance (and possibly teaching) in chapels, and teaching biblical principles through the approved school curriculum.

Teaching in a Christian school is a position of full-time Christian ministry that goes beyond the scope of a typical secular job. As Christian servants we must maintain a consistent testimony before students, parents and the community of devotion to Jesus Christ (Mat. 5:16). Therefore, you are expected to attend regularly scheduled times of worship and preaching including Sunday morning, evening and Wednesday evening (Acts 2:41, Heb. 10:25). Also, we strongly believe that serving through the local church is a vital part of a Christian testimony (Gal. 2:20, I Thes. 1:9).

## **COMPLIANCE WITH FBT/FCS PROCEDURES AND POLICY**

It is vital and expected that each faculty and staff member of FCS adheres to the policies and procedures outlined in this and other school manuals. Possible consequences for not complying with school policies and procedures include, but are not limited to: conference with administration, written reprimand, leave without pay, and termination of contract. FCS reserves the right to take legal action against employees who engage in prohibited or unlawful conduct.

## **DRUG AND ALCOHOL TESTING**

- All drivers of buses must abide by the CDL requirements as outlined by Corporate Medical Services and the SC Department of Transportation.
  - This includes completion of appropriate paperwork and being part of a federally mandated Department of Transportation approved random drug testing pool administered by Corporate Medical Services.
  - A positive drug test will result in automatic termination and loss of the privilege of being an approved driver.
  - Refusal to take a drug test or admission of drug use will be treated like a positive test.

## **ELECTRONICS**

Computers in the classrooms are for work-related use only during school hours. Electronic devices such as cell phones are not to be used during class time. Use of any social media platforms are prohibited during school hours.

Please see the Social Media Policy below.

## INTERPERSONAL CONFLICT

At some time during a school year, conflicts with others will occur. Based on Jesus' teaching in Matthew 18, employees are expected to follow the following procedure when handling personal conflict.

- Personally meet with the person involved. Do not handle conflicts over the telephone or through email.
- If the problem is not solved, schedule a meeting with the appropriate administrator and the other party involved.

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

## PERSONAL APPEARANCE

All faculty members are asked to use the utmost discretion in matters of dress and behavior. It is essential that the dress of faculty members is modest, professional, and appropriate at school and church functions. The administration determines what is modest. We cannot expect more of our students than we exemplify ourselves. When students see a teacher relaxed in appearance, their attitude of respect immediately relaxes toward that teacher. The public is constantly viewing the faculty to determine if the character and attitude of each individual is sincere, or if specific characteristics are displayed only during working hours. It would be far better to set too high an example for appearance for our students than too low.

### *All Faculty/Staff*

- It is the responsibility of each teacher to set a proper example before his or her students in actions, dress, and example.
- Clothing must be clean and in good repair.
- FCS faculty/staff members are not to wear T-shirts or flip flops during school hours.

### *Men*

- Hair is to be trimmed in accordance with the school regulations.
- Stay well-groomed.
- While at work, or even on the school property, maintain the highest standards of appearance.
- Always wear a dress shirt during school hours.
- Men are to wear dress shirts and appropriate ties on Wednesday's or any time they will be on the platform.
- Socks are required.

### *Women:*

- Blouses, jackets, and sweaters must be appropriate and well-fitting.
- Modest sleeveless attire may be worn. Sleeveless tops must cover the shoulder.
- Skirts must touch the knee
- Slacks are not to be too tight fitting.
- Skirts/Dresses are to be worn on chapel days or any time the faculty/staff member will be on the platform.

NOTE: PE teachers are allowed to wear modest PE apparel which consists of collared shirts and knee length dress shorts. Coaches and PE teachers need to wear long pants in the Worship Center, the Ministry Center, and Building A.

## **PRIVATE LESSONS/EXTRA CURRICULAR SPONSORSHIPS**

Keep in mind that your FCS academic responsibilities take precedence over private lessons or extra-curricular events. These extra activities are not to be worked on or offered until you have prepared for the classroom.

## **SEXUAL HARASSMENT POLICY**

It is the policy of the ministry that all employees should be able to enjoy a work environment free from sexual harassment.

Sexual harassment is a form of misconduct that is not biblical and undermines the integrity of the employment relationship. No employee, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, interferes with our work effectiveness. Employees are not to endure insulting, degrading, or exploitive sexual treatment. Individuals found to have violated this policy will be subject to severe disciplinary action up to and including termination. Likewise, false accusations will result in disciplinary action, up to and including termination.

Specifically, no person shall threaten or insinuate, either explicitly or implicitly, that an employee's refusal to submit to sexual advances will adversely affect the employee's employment, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development.

**PROCEDURES:** Any employee who believes that he or she is or has been the subject of sexual harassment should report the alleged charge immediately to any of the following individuals: a) Pastor, b) Church Administrator, and c) School Principal. An investigation will be conducted as expeditiously as practicable, and all information will be held in strictest confidence consistent with our duty to perform an adequate investigation necessary to resolve the matter.

## **SOCIAL MEDIA POLICY**

### **Intent of Policy**

Florence Baptist Temple (including the ministries of Florence Christian School and Child Development Center, referred to as FBT in the remainder of this document) recognizes that social media is a growing means of communication. Only those officially designated by FBT have authorization to speak on behalf of the ministry.

Social media includes online technology tools that enable people to communicate easily via the internet to share information and resources. These tools can encompass phone, text, audio, video, images, networking, games, podcasts, multimedia communications or simply put, any web-based contact with others. FBT respects the right of employees to use social media. However, it is important that employees' personal use of this communication not damage the testimony of FBT, its employees, families or students.

The same principles and guidelines found in FBT's policies apply to all employees' activities online. Keep in mind that any conduct that adversely affects an employee's job performance, the performance of co-workers or adversely affects church members, students or parents, or the testimony of FBT may result in disciplinary action up to and including termination of employment.

### **Using Social Media at Work**

- Personal use of social media is not allowed during work time. Its use must be limited to breaks and lunch hours. Cell phone (office phone, personal electronic device) usage during work hours should be work related only.
- Social media should not be accessed on church owned equipment. Your internet activity at work or on ministry provided equipment is subject to review.
- Using your FBT (FCS) email address on social media may imply that you are acting on the church's behalf. Your FBT email address should be used only to perform job-related activities, which include social networking only as approved by Pastor in writing.
- Do not speak on behalf of FBT, unless specifically designated as part of your position.

### **Expectation of Privacy**

If you are using FBT's communication tools, you have no expectation of privacy. The church's communication tools will be monitored and your records will be routinely investigated.

Additionally, FBT reserves the right to monitor comments or discussions about FBT posted by anyone, including employees and non-employees.

### **Using Social Media with those under age of 18 (updated 6/2025)**

When communicating via text or social media use the following policies:

- A. It is strongly recommended that texts from an employee/ministry official/volunteer to a student (under age 18) should be a group text – the text should include either another student, parent, or another coach/teacher/teacher assistant.
- B. Texting is a tool to communicate short, informational messages quickly. Texts must be for the purpose of communicating information about activities or events. Technology is not a replacement for personal work, ministry, discipleship or dealing with parents in the school about their children.
  - For example, "Practice today has been changed to 4:30 pm," or "Sunday we will be hearing Youth Camp testimonies, don't miss it!"
  - Texting should not be an on-going discussion. We don't counsel over the phone and we must not counsel via texting or social media.
  - Avoid language that can be easily misunderstood, such as sexual innuendo. For example, "*You looked good tonight on the court...*" which could be referring to a child's play or something inappropriate.

- Be aware that digital communication is easily misunderstood and often shared.
- C. Texting should only be done between the hours of 7am and 9pm.
- D. No one associated with the ministry should ever connect on any social media platform with anyone under the age of 13. (By the way, most social media platforms require people to be at least 13 years of age to legally use their service.)
- E. Platforms such as Snapchat are not to be used by anyone in a ministry capacity.
- F. Electronic, text or social media communication should not contain or relate to any of the following: drugs or alcohol use; sexually-oriented conversation, sexually explicit language or sexual activity; an adult's family issues or personal problems; or inappropriate or sexually explicit images.
- G. Social media and electronic communication can be used inappropriately (e.g., emotional abuse, sexual abuse, bullying, harassment, and hazing). Such communication by coaches, staff members, volunteers, administrators, officials, parents or students/youth will not be tolerated.
- H. Employees are strongly encouraged to not post pictures of students on their personal social media accounts.
- I. Remember that digital communication is stored permanently and can be subpoenaed by law enforcement.

## **TARDINESS**

Students learn patterns of behavior from adult role models. Therefore it is imperative that faculty members are aware of this responsibility in all areas including punctuality. Also, the safety and welfare of our students may be in jeopardy if we are not in our place at designated times. For these reasons and others, punctuality is expected.

- The day begins at 7:40 at FCS. Every teacher has a place to be at that time. The administration keeps an accurate record of all infractions.
- When an employee is tardy, he/she must notify the administration upon arrival. The administration will determine whether the tardy is approved or disapproved.

## **TUTORING OF STUDENTS**

Teachers are expected to assist students with their studies after hours. Some teachers serve as tutors to students who need extra help but should never tutor their own students for pay. This practice can put a teacher in a questionable standing in regard to regular classroom studies.

## **WORKPLACE VIOLENCE PREVENTION**

FCS believes that employees should be able to work and students should be able to learn free from intimidation, insult, threats, or violence. Any action on the part of an employee or student which is inappropriate will not be tolerated. Such behaviors include, but are not limited to, threatening or violent conduct, physical or verbal intimidation, vandalism, arson, and possession or use of weapons. Any such occurrence should be reported to the Administration immediately; the Administration will promptly investigate such complaints and take appropriate action.

Employees should contact local authorities immediately if they believe violent behavior warrants such action or when there is an imminent threat to themselves, students, co-workers, or the public.

Possession of weapons is prohibited on the FCS premises unless the employee is a trained SC Concealed Weapons Permit holder and has written permission from the church administration.

## **PART 6: LEAVES OF ABSENCE**

### **CIVIC LEAVE**

Full-time salaried employees including teachers summoned to jury duty shall be granted a paid leave of absence while fulfilling their civic duties. The employee shall be required to notify the Principal immediately upon receipt of the jury duty assignment.

### **EXTRA-CURRICULAR**

- Any teacher who will be missing regular class time in order to fulfill extracurricular obligations should notify the supervisor at least one week (five school days) before the event.
- Other teachers will be allowed to go to such activities only if substitutes are available.

### **ILLNESS**

- Teachers are allowed five sick days. \* Sick days should not be used for extended vacations, visiting relatives, or absences due to personal business.
- Teachers are reimbursed \$40/day for each of the allotted five days not used.
- After five sick days are used, teacher's salary is docked by the amount that he/she earns each day. That is computed by: teacher's salary divided by the number of days on the teacher's contract.
- Leave of absence: Such leave must be obtained and approval must be secured by the Pastor and/or Administration.
- When possible, doctors' appointments should be made after school.

Note: If a teacher becomes ill during the school day, he/she should send a student to the office with a note requesting assistance from the supervisor. The class should not be left unattended except in an absolute emergency.

### **PERSONAL LEAVE**

- Teachers are allowed two personal leave days for which their pay will be docked \$50 sub pay per day.
- No more than 2 faculty members will be allowed a personal day on the same day.
- Personal Use day requests must be made a minimum of 5 days prior to the requested day.
- The request must be made with the Faculty/Staff Absentee Form.
- Personal days are not to be used consecutively or in connection with a school holiday without first meeting with the administrator.

**Please follow this procedure if you find you are unable to fulfill your teaching obligations:**

- Contact the supervisor by 6:30 a.m. if you find you will miss any class time. The night before is preferred if possible in the case of illness.
- Be sure all supplies are in order for the substitute. (Are your lesson plans complete enough for a substitute to understand? Are your seating charts up to date and in your notebook? Are your teacher's editions and answer books easily located? Is your class time chart available with any changes, restroom breaks, etc. noted?) Few teachers plan in advance for an illness, so the answer lies in being adequately prepared every day. All supplies must be in the classroom by 8:00 a.m.
- Leave the name of one or two responsible students who can help the substitute.
- The teacher is responsible for his class's tests, quizzes, homework, lesson plans, grade book, and absentee record, even when absent. This means it is your responsibility to have them in your classroom, even if you are absent. Do not advise a supervisor that you will be absent and expect him to come to your home for these supplies. The teacher will have to grade any work done during his absence.
- Teachers/coaches/sponsors do not need to participate in after school activities if they are not present for the school day.

## **PART 7: CLASSROOM PROCEDURES**

### **ATTENDANCE PROCEDURES**

- For each class, teachers will take the attendance using the following procedures:
  - Place an "E" in your record book on the first day that a student reports to your class.
  - K-6th grade teachers, take attendance for your homeroom in FACTS at the beginning of each day.
  - Secondary teachers, take attendance for each class in FACTS at the beginning of class.
  - Place an "A" in your record book if the student is absent provided he/she has already received an "E".
  - Mark three lines through the "A" if the student comes to school late.
  - No mark should be made for disapproved absences. (Leave "A" as is.)
  - Encircle the "A" for approved absences.
  - Encircle the "A" and highlight in yellow for office approved absences.
- IF A STUDENT WAS PREVIOUSLY ABSENT, THAT STUDENT MUST NOT BE ALLOWED TO ENTER YOUR CLASS WITHOUT A SLIP FROM THE OFFICE INDICATING THE TYPE OF ABSENCE.
- Teachers are required to keep track of attendance for each student along with the office. Seventh through twelfth grade teachers need to keep attendance per class. When a student reaches his fifth approved/disapproved (not office approved) absence, you must notify the office so further action can be taken. Checking a student's attendance should be done on a monthly basis, preferably at the end of the month.

## **BULLETIN BOARDS**

Elementary teachers are required to have all bulletin boards in the room decorated. One board must be a board containing Biblical Principles. The student art and work boards may stay up for several months, and the missionary board may stay up all year. All other boards must be changed at least once a quarter, or more often, if needed. Upper school teachers are required to decorate bulletin boards when boards are available. Student work may be displayed, also.

NOTE: Limit all visuals/decorations to the bulletin boards and white boards (Do not use tape on the white boards. Use magnets to hold up visuals).

## **CLASSROOM MANAGEMENT**

- Teachers are responsible for keeping their rooms clean and in order. Each room should be vacuumed weekly and in order for Sunday and Wednesday services.
- Teachers are responsible to be outside the classroom door at the opening of each school day, between classes, and at the close of the day.
- Teachers are responsible for monitoring student's progress and reporting to parents.
  - Teachers will correct and return graded assignments and tests within three school days. (Exceptions: term papers, essays, etc.) **STUDENTS ARE NOT TO GRADE EACH OTHER'S TESTS or QUIZZES.** Under close teacher supervision, students may occasionally correct each other's homework. **DON'T CALL GRADES OUT.**
  - Involve each student in all class discussions and activities.
  - Inform students of the teacher's grading system within the first ten days of school.
  - Grade books will be kept according to the manner described by the administration.
  - Familiarize yourself with the cumulative records of students within the first few weeks of school.
  - Communicate your classroom rules to the students in writing: posters, handouts, chalkboard, etc.
  - Do not allow students to make up tests in the hallway or during class time. Make up tests are to be taken during study hall or after hours in your room.
  - Students who struggle to stay awake need to stand in the back of the classroom.
  - Students are to be facing the teacher as the teacher is actively teaching.
- Each teacher's grading system and classroom rules must be approved and turned in to the administration.
- Teachers are required to remain at school the entire designated times during special events such as PTF meetings, parent conference days, half days for students, teacher's meetings, etc.
- If you feel that it is necessary to confiscate an item of value from a student, send it to the office and do not hold it in your possession. The school will not be responsible for lost or damaged items in your possession.
- Teachers should never allow their own children to remain in their classrooms during work hours. After school hours, your children are to be in your classroom or office.

## COMMUNICATION WITH PARENTS

Teachers are expected to be in constant contact with parents. Teachers need to contact all parents within the first two weeks of school and stay in regular contact with them throughout the school year.

It is required for teachers to contact parents immediately under the following conditions. In these cases, do not communicate via email or text. A face to face conference is the best practice.

- When requested by parent
- Whenever a student fails a major assignment (test, book report, etc.)
- Before you enter a “0” or failing grade for missing or incomplete work
- Whenever a student's grade falls one letter grade
- Whenever a student fails a subject at report card time
- Whenever a student's behavior characteristically changes
- Anytime you feel it is necessary

NOTE: Parental contact does not always have to be for negative reasons. It is strongly recommended to contact parents for positive reasons as well.

## DISMISSAL

Kindergarten – 2:20 Grades 1-2 – 2:30 Grades 3-4 – 2:40 Grades 5 – 2:45 Grades 6-12 - 2:55

- At 2:45 p.m. (1:30 p.m. on Fridays) students who go to the car line are to be dismissed and are to walk orderly to the car line. Students who go to childcare will stay in their rooms and will be picked up by a childcare worker.
- Teachers on positions are to hold those positions after school until 3:15 p.m. At 3:15 students not picked up by parents will be taken to childcare and the parents charged for the time.
- High school students are dismissed at 2:55 p.m.
- Students who ride home in cars must stay with the teacher until the parent or authorized person comes for them. Ask to see the I.D. card (issued by FCS) of the person picking up the student. They must be on the student's release form--not just have an I.D. card. Be familiar with the name on the student's release cards. Watch for and report any unfamiliar person on campus. If necessary, make a person wait until you see the student has written permission to go home with that person. **NEVER DISMISS A CHILD TO AN UNAUTHORIZED PERSON.** Students do not cross the parking area to go to the parents.
- If a student is riding home with someone that is not on his or her release permission, the parent must send a note to the teacher.
- If the student is going to be signed out of school before school is dismissed by someone not on their release permission, the parent must send a note to the school office and also follow-up with a phone call to the school for confirmation.
- Teachers are free to leave at 3:15 or 3:20 unless he/she still has students that have not been picked up.

## FOOD AND DRINK

- Teachers are not permitted to eat in the classroom in the presence of their students. Teachers are allowed to have one drink on the teacher's desk.
- Students are not allowed to eat and drink in the classroom at any time.

## GRADING PAPERS

- Grading system, grade books, method of grading a set of papers, etc. will be thoroughly explained by the supervisor.
- Tests and quizzes may be given only on the assigned days. (7-12) (This includes the due dates of long-term projects.) Elementary teachers have flexibility on the test schedule; however, the only test or quiz given on Thursday is math.

|           |                                            |
|-----------|--------------------------------------------|
| Monday    | Science                                    |
| Tuesday   | English                                    |
| Wednesday | Social Studies                             |
| Thursday  | Math/Business                              |
| Friday    | Spelling/Vocabulary/Foreign Language/Bible |

If it is an absolute necessity to give a test on a day other than the assigned day, first make arrangements with the teacher who is affected, then allow the administration to approve the change.

- Teachers should give tests/major assignments at least every other week.

Note: Elementary grades should never give more than two tests on one day.

- Tests and short-term assignments should be graded and grades entered into FACTS within three days of administering the assessment. Long term assignments such as research papers, STEM projects, etc. need to be entered in a reasonable time period (communicate with students and parents).
- A blank copy of all tests (grades 7-12) must be turned in to the supervisor within three days after date they are given. Attach a grade distribution to the blank test. This grade breakdown should contain the name of the subject, the teacher's name and section number, the date the test was given, the letter grade breakdown, and the names of any "F" students. An example is as follows:

Math  
Miss Jones 11A  
September 12, 20..  
A 5  
B 6  
C 11  
D 3  
F 1 – John Doe

- All grades have a nine-week grading period.
  - Penmanship is to be graded as follows:
    - All letters formed correctly
    - Consistent size of letters to all other letters and words on page
    - Proper spacing between letters with a word and between words
    - Proper slant
    - Letters touching top and bottom lines
    - Pencil or pen held correctly
- A = All of the above  
B = All but slant or proper spacing or letters touching  
C = All but #1 or #2  
D = Problems with 3 areas  
F = Problems with 4 or 5 areas

## GRADING SCALE

|            |                |
|------------|----------------|
| A = 90-100 | D = 60-69      |
| B = 80-89  | F = 0-59       |
| C = 70-79  | I = Incomplete |

The highest grade in a range is a +  
The lowest grade in a range is a -

Report cards are to be emailed to parents/students by noon on the day Report Cards are issued. It is the policy of Florence Christian School not to release a report card to a student whose account is delinquent.

### *Numerical Equivalent*

The following scale is to be used whenever letter grades must be given a numerical equivalent:

|   |    |
|---|----|
| A | 95 |
| B | 85 |
| C | 75 |
| D | 65 |
| F | 55 |

## *Grade Averaging*

In order to keep our grading system as consistent as possible, the following guidelines are to be used:

- Tests/Projects are to count 60%-70% of the final grade of each grading period and are to be weighted at least two times the weight of quizzes.
- When designing your grading system, make sure you give ample assignments in each grade category.
- Mid-term and final exams are averaged as 1/5 of the semester grade and are not to be included in the 2<sup>nd</sup> or 4<sup>th</sup> nine weeks averages.
- Both semester grades are averaged together to arrive at the final grade.
- If there are questions about proper weighing of grades, teachers are to see the academic administrator.

## **HALL PROCEDURES**

- The teacher should stand where he/she can see the class at all times.
- When going to restrooms, lunch, physical education, chorus, and carline, students should walk in double lines.
- Your class should stop at each corner and then proceed when you direct them. Walk or stand beside your class and near the end of the line at all times. An administrator will take over your group if you cannot maintain control.
- Elementary students should not talk in the hallways.

## **HOMEWORK**

- Remember the purpose of homework and projects. Make sure your homework assignments are profitable to the learning experience and not just busy work.
- No homework will be given during special meetings or on Wednesdays. No assignments other than math tests or math quizzes are to be due on Thursdays. Teachers are to be consistent in seeing that all homework is completed properly and turned in each day. Beginning the second week of school, all students coming to school without homework will be given zeros for every missed assignment thereafter. (Note: Do not give extra credit for attending special meetings. This does not give every child the same opportunity to earn extra credit.)
- Teachers are not to accept homework that is written in spiral notebooks. Do not accept homework on tablet paper except from first and second grades.
- Approximate amount of time for the average student should not exceed 45 minutes for first, second, and third graders; 60 minutes for fourth, fifth, and sixth graders; and 90 minutes for junior and senior high students. **THIS IS TO BE ACTUAL WORK TIME.** Watch for the tendency of giving students extra assignments such as uncompleted seatwork or special projects and, therefore, making their afternoon's assignments too lengthy.
- Don't keep students in from recess, PE, or music as discipline for incomplete homework or seatwork. Teachers may require students to stay after school to complete these assignments; however, the teacher needs to communicate this need to parents.

- Homework slips are to be sent home whenever students do not complete assignments.
- Any type of long-range project (example: poems, term papers, book/history reports, or any other project the student will have an extended length of time to work on) **MUST** be made due on subject's designated test day.
- Homework is to be limited to three subjects per night in grades 4-6.

## **HONOR ROLL, PRINCIPAL'S LIST, and PRESIDENT'S LIST**

The honor roll, principal's list and president's list will be printed by the grades program and given to each teacher by grade. Each teacher will check for accuracy against the report card and turn the list back into the office. Honor roll, principal's list, and president's list will be determined by the following criteria:

- Grades 1-12 (Grades 9-12 are based on GPA rather than numerical average)
  - President's List – All A's all year
  - Principal's List – A final average in each subject
  - Honor Roll – A/B final average in each subject
- Do not include the following when compiling these lists:
  - Penmanship      Art      Conduct      Music      PE

*END-OF-THE-YEAR HONOR ROLL, PRINCIPAL'S LIST AND PRESIDENT'S LISTS  
WOULD BE THE SAME AS ABOVE...ONLY FOR THE ENTIRE YEAR.*

- Calculations for these awards will be made after the 3<sup>rd</sup> nine weeks grading period grades are finalized.

## **INSTRUCTIONAL PROGRAM EXPECTATIONS**

The following procedures should be included in every lesson each day:

- **ADMINISTRATIVE DUTIES:** Checking roll, submitting attendance on the computer (At the beginning of class), returning papers, making announcements, etc.
- **REVIEW:** Maintain continuity by reviewing the previous day's work.
- **STATE OBJECTIVES:** Students should know what is expected of them in an observable way.
- **VARIED INSTRUCTION:** Various methods of instruction should be used (ex. visual, auditory, and kinesthetic).
- **SUMMARY:** Summarize the main points and bring the lesson to an appropriate and logical conclusion.
- **ASSIGNMENT:** Time should be allowed to ensure understanding of the assignment and time to ask questions.

## KEEPING ON SCHEDULE

- The teacher is to keep his class on exact schedule for lunchroom, restroom, switching from one subject to another, and dismissal.
- Do not allow students to stay after class to finish assignments.
- After PE, students are to be in the classroom (not just leaving the playground or restroom) by the time designated on the PE schedule. **HOWEVER, KEEP STUDENTS IN THE GYM UNTIL THE BELL RINGS!**
- Self-discipline of the teacher is the most necessary part in keeping on schedule.

## LESSONS PLANS

Each teacher is responsible for maintaining his/her curriculum.

- Lesson plans need to be submitted on the computer by the Saturday before the beginning of the week.
- Lesson plans are to include:
  - Objective
  - Method – at least two different methods per day
  - Assessment
  - Weekly Biblical Worldview Integration (minimum 1 day per week)
  - Weekly Test Prep
- Lesson plans may be checked at any time, and therefore should remain current.

All book report, term paper, and major project final grades should be submitted by May 1.

## LUNCH

- Students should display correct table manners.
  - Chew with mouth closed
  - Keep hands on own food
  - Never throw anything
- Students are responsible for cleaning their own table area before being dismissed. Student officers can stay back and help with clean-up.
- Elementary students are to remain quiet until the last five minutes of lunch. Grades 7-12 can talk at conversational level.
- Elementary teachers need to spread out during the lunch period so they can monitor their classes.
- Students in grades 6-12 need limit themselves to 8 per table when available.
- All teachers should be in the dining hall during their assigned lunch period unless permission to leave is given by the administrator on duty.
- **LUNCH MONEY** – Please be aware that if a student has money on their lunch account **(even if it is not enough to cover what they order)** they are allowed to order.
  - The **only time** they must order PB&J, chips, and water is if their account is in the negative.
  - Please let students know when they are low on their accounts so that they can bring money in.

## **OPENING EXERCISES (Kindergarten & Elementary)**

- Pledge to the American flag.
- Sing "My Country Tis of Thee."
- Pledge to the Christian flag.
- Sing "We'll March with the Red, White, and Blue."
- Pledge to the Bible.
- Sing "B-I-B-L-E" (1-3 grades), "Every Promise in the Book" (4-6 grades).
- Prayer requests and prayer. Teachers will have to limit the number of prayer requests given by the students.

All classes must begin promptly on time. Pencils must be sharpened; lunch boxes and coats put in proper places. Opening exercises should begin promptly at 8:00 am.

## **PASS SYSTEM**

- ANY STUDENT THAT LEAVES YOUR CLASS, FOR ANY REASON, SHOULD HAVE A PASS FROM YOU.
- If a student is going to be late from your class due to circumstances beyond his control, you must write that student a pass. Do not send him to the office to have a pass written.
- If any student, other than an office helper, comes to your class, that student must have a pass.

Note: Each pass should have the student's name, time leaving, the date, and the teacher's signature.

## **PERMANENT RECORDS**

Each teacher is responsible for recording information concerning pupils on the permanent record folder and inserts. Records are kept in the office and may not be taken from the office except for short periods of time during the day, in which case they may be taken to the rooms for recording of required information. In no case are records to be taken from the buildings or left in the room. Report cards and cum cards will be generated by computer.

STUDENT RECORDS ARE TO REMAIN ON SCHOOL PROPERTY. The teachers must sign records out of the office if he/she is going to work on them in his/her classroom.

## **PROGRESS REPORTS**

- Comments are required for all teachers for all students especially ones with failing grades.
- Comments are due the Friday before Progress Reports are emailed.
- Conduct grades must be given to every student by every teacher (Grades 6-12).

## REPORT CARDS

Our SIS generates report cards. The following is a list of guidelines that teachers will need to follow when working with the program.

### *All grades:*

- Training will be provided during In-service week.
- Grade percentages need to be consistent with policies listed under grading scale in this handbook.
- Schedule for report cards: (Refer to Faculty Calendar)
- Teachers are not to work on grades during instructional time.
- Teachers are not to give averages the week prior to giving out report cards.

### *Grades (KG-5):*

- Comments for every student by every teacher are required.
- Conduct grades must be given to every student by the student's homeroom teacher.
- Comments are due the Friday before the report card are emailed.

### *Grades (6-12)*

- Comments for every student by every teacher are required.
- Conduct grades must be given to every student by every teacher.
- Comments are due the Friday before the report cards are emailed.
- Teachers are to call the parents of every student that has failed their subject.

## RESTROOMS AND BREAKS

- The teacher needs to check back and forth between boys and girls. The teacher's break is scheduled at a different time.
- Students are to use restrooms when the entire class goes and not at other times.
- You may have two or three students during the day who need to go to the restroom in addition to scheduled times. After they ask, say, "Let's see if you can wait." (In grades 1-3, if you have a student who frequently asks to go between scheduled breaks; you should go and check.)
- Teachers must check the condition of the restroom for cleanliness, toilets flushed, towels picked up, water turned off, etc. after each use by their class. Be sure all of your students are out of the bathroom and back in line before leaving.
- High school students can use only the restrooms and water fountains in the high school building. They are never to use those in the elementary building or in the auditorium building.

## SAFETY

Be safety conscious! Be aware of potentially dangerous situations and keep your students safe. Know basic first-aid principles and get help for injured children.

*Remember:*

- Never move a person who has a neck or back injury unless he is in a dangerous situation (example: clothes on fire).
- Eye injuries should always be reported and asked to be checked.
- If a person has a deep stab wound by any object—never pull the object out. Medical personnel should remove this.
- Do not allow your students to fake injuries; however, if there is a real injury, be sure the child has proper care. Report all injuries (except minor scrapes and cuts) to the school office. Fill out an accident report if you are in charge of the child when he is injured. These reports are obtained from the school office.
- Be especially aware of head injuries. These should always be reported to the office. The child should be watched carefully after a blow to the head even if he seems to be okay. Watch for sleepiness, dizziness, disorientation, etc. *The parent should always be contacted in the event of a head injury.*
- If you have a child out of your class because of an injury or sickness, show concern. Call the home and let the parents and child know you care.
- Children should always be under the direct supervision of an adult or a teacher.

## **SCHOOL SPONSORED ACTIVITIES**

A member of the faculty **MUST** supervise any school-sponsored activity. Under no circumstances are students to hold practices, take trips, or have any activity that carries with it the sponsorship of FCS unless an appropriate faculty member is present.

All school-sponsored activities are under the same rules of conduct and regulations that normally are observed at school.

All school activities must have explicit prior approval of the principal.

## **SPEAKERS, LITERATURE, MOVIES, ETC.**

- No entertainment of any kind whatsoever shall be permitted without permission of the administrator.
- No speaker shall be permitted to talk to the pupils unless permission has been obtained from the administrator.
- No literature of any kind whatsoever shall be distributed or made available to students without permission being obtained from the administrator.
- No videos of any kind whatsoever shall be permitted without written permission of the administrator.

## **SUBSTITUTES**

Have the items and information mentioned below for substitutes. It makes the day go smoothly, and puts the subs at ease when they can find what they need.

- Plan/Record Books - Be sure to have any written instructions needed along with these books. Sometimes the plan book is not clear, or you may have changed some things in it.
- Forms - Make easily available the forms needed:
  - Absentee form
  - Lunch order form
  - Hall passes
  - Sickroom forms
  - Discipline slips
- Thermometer - Place the thermometer and alcohol where the subs can easily find them.
- Material – If at all possible, have the material needed for the day copied.
- Students - Make a list of any students who would be of help to the sub.
- Buddy System - Have an agreement with the other teacher of the same grade and/or a teacher who is close by that will be able to help a sub if she/he has any questions.

NOTE: Elementary teachers should keep all information in the substitute binder and have available as needed.

## **TEXTBOOKS**

- Students have purchased their text books and are responsible for keeping up with them. Exceptions - elementary (grades 1-3) science, history, and reading, college classes, speech, anatomy, AP Biology, Bible (grades 9-12) and music appreciation (These books are to be collected at the end of the semester/year).
- Try to make sure students get books from Lost & Found right away. Sometimes textbooks are left there for weeks, and students cannot prepare for classes properly.
- If textbooks cannot be found, students must order another from the administrative assistant in B-Building.
- Students need to have their textbooks in class every day. Do not allow students to go to lockers or cars after class begins to get forgotten materials.

## **VOICE MAIL**

Each teacher will receive a voice mailbox, which will be used for receiving messages. Training will be provided during In-service week.

NOTE: It is imperative that you check your voice mail on a daily basis and return phone calls as soon as possible (within 24 hours).

# **PART 8: STUDENT BEHAVIOR AND DISCIPLINE**

As a teacher, you are responsible for maintaining an orderly atmosphere conducive to learning. At FCS we strive to administer discipline as fairly, consistently, and speedily as possible.

## **CLASSROOM EXPECTATIONS**

- Students should sit correctly in their desks.

- Desks should be facing the same direction unless students are involved in group work.
- Students should never speak out or communicate with others unless you give them permission.
- Students should never be out of their seats without your permission.
- There is to be no food, drink, gum, or candy in the classroom. (This includes teachers with the exception of drinks.)
- Students should be wearing proper uniform attire as stated in FCS Dress Code.
- Students should be on time.

## **EFFECTIVE DISCIPLINE**

- Begin your class on time.
- A prepared teacher is the key to good discipline. If the lesson moves along and doesn't drag, there are fewer discipline problems.
- Do not snap your fingers or say "sh-h-h." Locate the offender and call him by name.
- Do not preface a rebuke with "class."
- Avoid talking excessively. Your students must be trained to obey.
- Be fair and kind, but firm. They should know that you mean what you say.
- A hard prolonged stare is very effective if used at the first indication of a problem.
- Children do not respond favorably to sarcasm, hatefulness, or nagging – this isn't firmness.
- Never show signs of personal disgust with any problem or student.
- Don't be harsh.
- Use a quiet voice.
- Keep your hands off the student.
- If you write a note to a parent, always check for clarity and spelling accuracy.

## **PROCEDURES – K3-5<sup>th</sup> Grade**

- Time-out is the penalty for routine offenses and should be given at the time of the offense. Character problems such as cheating, lying, and disrespectful responses should be referred to the administration the day they occur. Teachers are not to take away a student's snack for punishment. For any other student consequences, you must get approval of the administration.
- If a student is issued a red ticket or exhausted classroom discipline procedures and continues to disobey, complete an FCS discipline slip and bring the student to the office.
- Dress/Hair (Secondary)
  - 1st Offense—Warning
  - 2nd Offense—Contact Parent
  - 3rd Offense—Parent Conference
  - Skirt length or modesty issues—send to office

## **PROCEDURES – 6<sup>th</sup>-12<sup>th</sup> Grades**

- Dress and Hair Codes – First period teachers are responsible to identify students that are not adhering to the Dress Code early in the morning. This is vital to maintain consistency

among students in the area of the dress code. As soon as a concern is noted, the teacher is responsible to E-mail the Dean of Men or Women (whichever is applicable) and they will handle the discipline from that point.

- All discipline issues, including Tardy to 2<sup>nd</sup>-7<sup>th</sup> periods, will be handled by completing the FCS Discipline Slip as follows and submitting it to the appropriate administrator.
  - Give description of the offense (not the code of the offense: i.e. – do not write “Failure to Follow Directions,” rather write the student did.).
  - Check the appropriate “Action Taken by Teacher.”
    - NOTE: For category 4 offenses, the teacher must check both “Student Conference” and “Call to Parents” before submitting the slip.
  - Inform the student of the discipline notice.
  - Sign the slip
  - Submit the slip to the Dean of Men or Dean of Women.

## **PART 9: LEGAL MATTERS**

### **FLORENCE BAPTIST TEMPLE**

#### **CHILD (MINORS OR VULNERABLE ADULTS) ABUSE PREVENTION POLICY & PROCEDURES**

**Rev. 06.10.25**

GENERAL POLICIES REGARDING PROTECTION AGAINST ACCUSATIONS OF CHILD ABUSE (MINORS OR VULNERABLE ADULTS) OR NEGLIGENCE FOR THOSE WORKING WITH MINORS (OR VULNERABLE ADULTS).

#### **I. Introduction**

- A. The church is committed to providing a safe and secure environment for minors (or vulnerable adult) participating in our ministry activities.
- B. Every ministry worker serving (volunteer, employee, ministry leader or pastor) in any ministry involving minors (or vulnerable adults) must read and apply the guidelines presented here. Workers must be willing to confront this difficult topic so that minors (or vulnerable adults) are never put in the very difficult situation of abuse.
- C. Any worker that will not adhere to these guidelines should not be working with minors (or vulnerable adults). We cannot risk the integrity of the church or potential harm to minors (or vulnerable adults) from a person that is insensitive to the risk we assume on his behalf.
- D. Good intentions alone are not sufficient protection against hostile public accusations against Florence Baptist Temple and against you as a ministry worker.

#### **II. Definitions**

- A. Minor – Any person between the ages of 0 and 18. A minor may include any 18-year-old still enrolled in high school.

- B. Vulnerable adult – Any person 18 years of age or older who is unable to legally consent, unable to comprehend the nature of certain actions, or susceptible to coercion or abuse. This may include individuals who are mentally or physically disabled and the elderly.
- C. What is abuse? Generally, abuse can occur in several forms, some of which could be happening at the same time.
  - 1. Emotional abuse – conveys a message that the person is worthless and undeserving of care. It can take the form of threats, critical words and other cruelty that is spoken or based on actions.
  - 2. Sexual abuse – is defined by any form of sexual contact between a minor (or vulnerable adult) and an adult or older youth. It can be physical, verbal or visual. Touch is not required. Sexual abuse could include showing or talking about sexually explicit material and via various methods such as social media, video or texting.
  - 3. Physical abuse – is intentional, deliberate behavior that causes bodily harm to a minor (or vulnerable adult).
  - 4. Neglect – is failing to meet a minor’s (or vulnerable adult’s) basic needs such as nutritional, physical, emotional, educational or safety. Examples include but are not limited to a lack of food that leads to a minor (or vulnerable adult) being severely underweight for their age or lack of running water.

### **III. Screening, Enlistment and Ongoing Training of Ministry Workers**

- A. Screening
  - 1. The ministry leader (pastoral staff or ministry director) will get approval from Pastor to approach the individual about serving (employee or volunteer).
  - 2. The ministry leader will then meet with the candidate to determine if the individual is an appropriate match for the ministry position.
  - 3. If the candidate appears to be an appropriate match for the position, the ministry leader will have the candidate complete an authorization for a criminal background check.
  - 4. The Business Office completes the background check.
  - 5. The candidate then attends a training session where these policies are taught by a ministry leader and must sign an In-Service Training Acknowledgement stating they’ve been trained and will abide by the Policy.
  - 6. When indicated by our screening procedures, candidates who pose a threat to minors (or vulnerable adults) will be removed from consideration for any ministry position involving minors (or vulnerable adults).
  - 7. The same screening procedures apply to all potential employees, regardless of the ministry position for which they are being considered.
- B. Enlistment
  - 1. Do not recruit workers on your own. You must contact your immediate supervisor and follow established enlistment procedures.
  - 2. All adult volunteers working with minors (or vulnerable adults) on a regular basis are required to be members of Florence Baptist Temple for a minimum of three months.

3. Volunteers who work with minors (or vulnerable adults) in a short-term setting, such as FBT Sports or other non-regular areas, may not be church members, but must comply with all other screening procedures. A screened, approved and trained FBT member should be present at all events.

C. Ongoing Training

1. The ministry will seek to retrain all ministry workers who volunteer with minors (or vulnerable adults) on a bi-annual basis.
2. All employees, regardless of area of service, will be retrained on a bi-annual basis.

**IV. Disclosure of Significant Background Information**

- A. All workers are required to provide information concerning any incident in their background in which they were accused, arrested or convicted of any crime, especially those related to any form of abuse. This information can be provided confidentially through oral interview with the pastoral staff member responsible for the area of ministry in which you desire to serve or with the Pastor.

**V. General Supervision of Minor (or vulnerable adults)**

- A. TWO ADULT RULE: At least two screened adults must be present at every function or program involving minors (or vulnerable adults). One of more of these adults must be 21 years of age or older. It is highly recommended that one adult never be alone with one minor (or vulnerable adult). This includes classrooms, vehicles, or other enclosed areas. An exception to this is when one school teacher is teaching her/his entire class – in this case the adult is not alone with one child because there are a number of children present.
- B. While adult workers should avoid being alone with a minor (or vulnerable adult), some limited exceptions may be permitted for spiritual counseling/mentoring. Any one-on-one interaction must take place in a location where the adult worker and the minor are both visible to others, such as an office with windows open.
- C. Workers should be aware of their environment and avoid the appearance of impropriety – such as sitting older minors (over the age of 5 – or vulnerable adult) on your lap, kissing, or embracing, etc.
- D. Never paddle a minor (or vulnerable adult). Never physically strike a minor (or vulnerable adult). Never twist arms or manhandle. Never physically control a minor (or vulnerable adult) in such a way as to bruise or inflict injury.
- E. Use caution in all verbal correction; keep your volume and tone firm but non-inflammatory. You can provoke a minor (or vulnerable adult) to wrath. Do not use any slang, demeaning, or racially insensitive words or phrases. Verbal abuse may be as real a complaint as physical or sexual abuse.
- F. Inform your supervisor of any problems or accidents with a minor (or vulnerable adult) which have required physical contact so that careful documentation can be made of the problem and possible action taken.
- G. Do not allow a minor (or vulnerable adult) under the age of 14 to supervise a minor (or vulnerable adult).
- H. Do not leave a minor (or vulnerable adult) unattended in classrooms, restrooms, or on buses.

- I. Adult employees and volunteers should avoid travelling in a vehicle one-on-one with a minor (or vulnerable adult). If it is necessary, develop a communication strategy to notify parents/guardians or supervisors when leaving for and arriving at an event.
- J. Minors (or vulnerable adults) should never stay overnight on church-sponsored events at a church worker's home unless there are at least two (2) adult workers present at all times.
- K. Remember that minors (or vulnerable adults) are the responsibility of their parents/guardians. You cannot assume the responsibilities of the parents, even if the parents are not treating their minor (or vulnerable adult) as well as you feel they should. Your role as a volunteer or teacher does not include offering parenting advice regarding how you feel parents ought to train, discipline or rear their minor (or vulnerable adult).

## **VI. Supervision During Restroom Breaks**

- A. Never touch the private areas of a minor (or vulnerable adult) except when absolutely necessary, as in the case of changing a diaper.
- B. When taking your classroom in total or in small groups to the restrooms, make an effort to have two adults accompany the group. One adult may remain in the entryway or hall to supervise portions of the group and one adult (men or women with boys and women with girls) may supervise from the threshold of the bathroom, if necessary. There will be many occasions when a man is not present to supervise the little boys; at these times the women will supervise verbally from the entryway. Do not assist with clothing or make physical contact unless in the presence of the second adult.
- C. Preschool minors (or vulnerable adults): When working with preschool minors (or vulnerable adults), the same basic procedures are to be used. It will be more needful to assist the preschool children (or vulnerable adult) with clothing on occasion. Be certain the second adult is present when rendering help to a child (or vulnerable adult). Only assist the child (or vulnerable adult) as needed and only when the door to the adjacent room or hall is open. Workers should refrain from being alone in the bathrooms with minors (or vulnerable adults) as much as possible.
- D. Men are not to change diapers.
- E. If practical, avoid assisting a non-nursery, older-aged child (or vulnerable adult) who has wet or soiled his or her clothes. A second adult should be present if assistance is given. Endeavor to instruct him or her on how to clean himself or herself without your direct assistance (as frustrating as that may be). If practical, get the parent to assist his/her child (or vulnerable adult).

## **VII. Supervision of a Disruptive Child (or vulnerable adult)**

- A. When minors (or vulnerable adults) become disruptively disobedient or defiant it is very easy to become overwhelmed and controlled by your emotions.
- B. Because God created you in His Image, you have His hope to always choose a godly response. When circumstances stir up your emotions, before you react, choose an action below:
  - 1. Hum a song to yourself, like: *Jesus Loves Me* or *Amazing Grace* (Eph 5:19).
  - 2. Discipline your breathing: (1) Breathe in for 4 sec, (2) Hold your breath for 4 sec, (3) Exhale for 4 sec, (4) Hold your breath for 4 sec, & repeat once (1 Cor 9:25-27).
  - 3. Immediately speak a kind word in a gentle, tender way (Prov 15:1).

4. Take one or more L.E.A.P.S. forward to help them (James 1:19-20):
  - a. L – Listen with your ears and body language; show interest in them.
  - b. E – Empathize: try to see the situation through their eyes.
  - c. A – Ask questions that discover the facts.
  - d. P – Paraphrase by calmly saying something like, “So you are feeling \_\_\_ because of \_\_\_?” This dialog tool interrupts them and redirects the focus.
  - e. S – Summarize your instructions in as few words as possible, in a tone that is firm and controlled, and leave no room for misunderstanding.
5. Other Scriptures to consider – 1 Cor 10:13, 2 Cor 10:5, Col 4:6, 2 Tim 2:24-26.
- C. Make every attempt to make no physical contact. Send a responsible older minor to get your supervisor or a supervisory adult from a department close at hand in order to deal with the problem jointly.
- D. If you have a second worker, ask that worker to be your witness. When the disruption has been resolved, the workers are to document in writing their actions within twenty-four hours and provide the documentation to their ministry leader.
- E. The habitually disruptive student, may be asked to refrain from attending for a period of time if church leadership deems it necessary. The appropriate pastoral staff member should always be involved in issues involving church families.

### **VIII. Awareness and Observation**

- A. Awareness and observation are everyone’s job! Minors (or vulnerable adults) must be in the place where their particular activity is being held. No minors (or vulnerable adults) should be roaming the property unsupervised – or left alone with one adult. Everyone must help on this and not adopt a passive attitude.
- B. Child (or vulnerable adult) abuse often occurs in places where a three-part breakdown occurs:
  1. Failure of staff to recognize risky behavior – “Now that you mention it...”
  2. Failure of staff to communicate to leadership – “I didn’t know who to tell...”
  3. Failure of leadership to receive information. Nothing is more important than protecting our children (or vulnerable adults), staff, ministry and testimony.
- C. Recognize signs of an abuser preparing (grooming) a minor (or vulnerable adult) for abuse. The Grooming Process may include the following stages:
  1. Gaining access
    - a) Seek opportunity to be around minors (or vulnerable adults) and gain trust of leadership
    - b) Create appearance of being helpful, kind and trustworthy
    - c) Skilled at connecting with minors (or vulnerable adults) through TV, movies, or pop culture references, or through gift giving
  2. Selecting the child (or vulnerable adult)
    - a) Child (or vulnerable adult) who is unconnected, in need, or in a dysfunctional family
    - b) Child (or vulnerable adult) involved in drugs, alcohol, or interested in pornography and sex
    - c) The abuser will seek to move the child (or vulnerable adult) toward individual time
  3. Introducing nudity and sexual touch

- a) Barrier testing. The abuser will violate the victim's personal space in order to determine the victim's barrier including sexual discussions and joking.
  - b) Playful touch, tickle time, etc... and "accidental nudity."
  - c) The abuser's coercion technique is to communicate to the child (or vulnerable adult) that they want the child (or vulnerable adult) to feel like they're special.
4. Keeping the victim silent
- a) Secrecy, shame, embarrassment, threats – direct or subtle
  - b) "No one will believe you..." or "This would hurt your mother..."
  - c) "I think you liked it..." or "This would wreck our youth group..."

## IX. Electronic Communication

- A. It is strongly recommended that texts from all employees and volunteers to a student (under age 18) should be a group text – the text should include either another student, parent, or another teacher, teacher assistant, coach, etc.
- B. Texting is a tool to communicate short, informational messages quickly about activities or events. Technology will never be a replacement for personal work, ministry, discipleship or dealing with parents about their children.
  - 1. For example, "Practice today has been changed to 4:30 pm," or "Sunday we will be hearing Youth Camp testimonies, don't miss it!"
  - 2. Texting should not be an on-going discussion. We don't counsel over the phone and we must not counsel via texting or social media.
  - 3. Avoid language that can be easily misunderstood. As Christians, any sexual innuendo is inappropriate. For example, "*You looked good tonight on the court...*" which could be referring to a child's play or something inappropriate.
  - 4. Be aware that digital communication is easily misunderstood and often shared.
- C. Texting should only be done between the hours of 7am and 9pm.
- D. No one associated with the ministry should ever connect on any social media platform with anyone under the age of 13. (By the way, most social media platforms require people to be at least 13 years of age to legally use their service.)
- E. Platforms such as Snapchat are not to be used by anyone in a ministry capacity.
- F. Electronic, text or social media communication should not contain or relate to any of the following: drugs or alcohol use; sexually-oriented conversation, sexually explicit language or sexual activity; an adult's family issues or personal problems; or inappropriate or sexually explicit images.
- G. Employees are strongly encouraged to not post pictures of students on their personal social media accounts.
- H. Social media and electronic communication can be used inappropriately (e.g., emotional abuse, sexual abuse, bullying, harassment, and hazing). Such communication by coaches, staff members, volunteers, administrators, officials, parents or students/youth will not be tolerated.
- I. Remember that digital communication is stored permanently and can be subpoenaed by law enforcement.

## **X. Suspicion of Abuse & Incident Reporting Procedures**

### **A. Atmosphere of safety**

1. All ministry leaders, employees, and volunteers subject to mandatory reporting guidelines are expected to fully comply and report any reasonable suspicion of abuse or signs of neglect to local authorities.
2. No one likes to report on the inappropriate actions of a co-worker, but please report to your supervisor immediately if you feel there are actions or statements which may be viewed with suspicion. Keep in mind the continued outreach and ministry of Florence Baptist Temple and the protection of minors (or vulnerable adults) is more important than any one individual.
3. Do not confront the worker or discuss the incident with the worker. Do not discuss the incident with any other individual, including anyone from the media.

### **B. Incident Reporting**

1. Volunteers and employees: If you become aware of or have reason to suspect that a minor (or vulnerable adult) has been abused or neglected, you must immediately inform your ministry leader, unless the ministry leader is the suspected perpetrator. The volunteer or employee may be required to complete a Suspected Abuse or Neglect Report form.
2. Ministry leaders (pastoral staff): Any complaint from a parent/guardian which makes an implication that an "abuse" has occurred should be reported immediately to the Principal or Administrator. Any report received by you from a volunteer, employee, student, or minor (or vulnerable adult) must be reported immediately to the Principal or Administrator. If the parent or guardian is the suspected perpetrator, the ministry leader will defer to local authorities regarding notifying the parent or guardian. According to the South Carolina statute, Mandatory Reports include pastors, church staff, counselors, school attendance staff, principals, administrators and child care workers.
3. If a minor (or vulnerable adult) were to confide in you that they have been abused, you must report this immediately to your ministry leader, the Principal or Administrator.
4. If you observe any physical evidence when working with a child (or vulnerable adult) that would indicate the possibility of "abuse" even though such abuse may have occurred outside the facilities of the church, this incident should be reported.
5. The Suspected Abuse Incident Report form should be completed immediately and given to the Business Office.

- C. The church leadership will contact the parents, workers, civil authorities, attorney and insurance company as they deem appropriate. If there is any question as to whether or not a report should be made to the authorities, an attorney should be contacted to provide an opinion as to whether the organization should report the suspected abuse or neglect.

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## **MANDATORY REPORTING**

- According to South Carolina law, the following employees of FCS are mandatory reporters of suspected child abuse:
  - FBT Pastoral Staff
  - Principal
  - Assistant Principal
  - Teacher
  - Counselor
  - Child Care Worker
  - School Nurse
- Mandatory reporters are required of law to report when there is a reason to believe that a child under 18 years of age has been or may be abused or neglected.
- "Child abuse or neglect" or "harm" occurs when a parent, guardian or other person responsible for the child's welfare inflicts physical or mental harm or creates a substantial risk thereof, excluding reasonable and moderate corporal punishment solely for the purpose of restraining or correcting; commits sexual abuse or creates a substantial risk thereof; fails to supply adequate food, clothing, shelter, education or health care, abandons the child; or encourages, condones, or approves the commission of delinquent acts.
- Mandatory reporters who suspect child abuse, neglect, or harm of a student are to submit a "Child Abuse Report Form" to the Principal. Once submitted, the mandatory reporter and principal will contact the Florence County Department of Social Services.

## **PARENT CONFERENCES**

- Faculty/Staff are to document every parent meeting that is conducted. This is to be entered into FACTS as soon as possible after the conference.
- The following information needs to be in the documentation.
  - Date
  - Who attended the meeting
  - Purpose of the meeting
  - Response of those present
  - Actions or plans to be implemented

## **TITLE IX**

Title IX of the Education Amendments of 1972 protects individuals from discrimination in any educational program or activity operated by recipients of federal financial assistance. FCS does not accept federal financial assistance, so FCS does not fall under the jurisdiction of this legislation. However, FCS does not discriminate on the basis of sex in employment, educational programs or activities it operates. Employees and students who feel they have experienced discrimination of any type are encouraged to seek support and report the incident to the proper supervisor.