



Connecting *Faith* and *Learning*

Parent | Student Handbook

General Information
2026-2027

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PREFACE

Welcome to the Florence Christian School family! To complete your family's enrollment at FCS it is required for every parent to read and agree to abide with the policies and procedures presented. This handbook was written with you in mind and contains academic information that will answer many of the questions you may have concerning your child's academic career at FCS.

Attendance at FCS is a privilege and not a right. Students and parents may forfeit this privilege if they do not conform to or support 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, updating, or deleting elements of this handbook. This handbook serves as a guide and is in no way an all-inclusive statement.



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INTRODUCTION

SCHOOL HISTORY, MISSION, AND VISION

History

Florence Christian School was established in 1972 as an extension and ministry of the Florence Baptist Temple to assist families in training their children intellectually, physically, spiritually, and socially toward maturity and responsible independence (Luke 2:52). We view our school as an adjunct to the home and church--not a substitute.

FCS currently consists of four divisions: Pre-kindergarten (K3-K4), Elementary (K5-5th Grade), Middle School (6th-8th Grade), and Senior High (9th-12th Grade).

Mission

The mission of FCS is to assist parents in developing a biblical worldview in the minds of their children by providing an excellent education based on the principles of God's Word.

Vision

Successful FCS students are able to think independently through a biblical worldview so that they can wisely and appropriately apply knowledge that will guide them in their God-given responsibilities.

SCHOOL OBJECTIVES

Spiritual Objective

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

Communication Objective

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

Character Objective

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

Study Skills Objective

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

The following expectations will be required:

- written presentations will begin in 5 yr. old kindergarten
- long range assignments will begin in the 3rd grade
- parent's signature on assignments through the 3rd grade



- complete independent effort (no parental assistance-except for guidance) on assignments after the 4th grade

STATEMENT OF FAITH

As a ministry of Florence Baptist Temple, FCS holds to the Statement of Faith as set forth in the Constitution and By-laws of Florence Baptist Temple. FCS faculty, staff, parents, and students are expected to cooperate and support the Florence Baptist Temple Statement of Faith at school and in the home. The official Statement of Faith can be found on the [website](#) of Florence Baptist Temple. NOTE: Families will be required to sign the “Statement of Faith and Agreement of Support” as part of the “Admission/Enrollment Requirements” outlined below.

GENERAL INFORMATION

ADMISSION/ENROLLMENT REQUIREMENTS

ADMISSION PROCEDURES

NEW STUDENTS

- **NONDISCRIMINATION POLICY:**
 - Florence Christian School admits students of any race, color, national, and ethnic origin to all the rights, programs, and activities generally accorded or made available to students at the school. FCS does not discriminate on the basis of race, color, national, ethnic origin, or sex as stated in the Florence Baptist Temple Constitution and By-laws in administration of its educational and athletic policies or any other school administered programs.
- **THE ADMISSIONS PROCESS:**
 - Inquire
 - Visit
 - Apply
 - Enroll
- Prospective families need to contact the FCS Admissions Director to begin the admissions process.
- **AGE REQUIREMENTS:** Students entering 3K must be three on or before September 1 and completely potty trained; students entering 4K must be four on or before September 1; students entering 5K must be five on or before September 1; students entering 1st grade must be six on or before September 1.
- New students entering grades K5-5 may be asked to take a placement exam. New students entering Pre-kindergarten may be asked to be assessed.
- All students are accepted on probation for a period of nine weeks.



RETURNING STUDENTS

Continuous enrollment is the FCS method of re-enrollment each year. Current FCS students are automatically re-enrolled for the next school year by paying the Continuing Enrollment Fee between the dates of 2/1-3/15 of the current school year. Families opting not to re-enroll their children need to do so by submitting the withdrawal form obtained from the school office by March 15 each school year.

Remember, attendance at FCS is a privilege, not a right. Students must be in good standing with the school, and parents must demonstrate support for the school in order to have the privilege of enrolling at FCS. Current families that do not meet the previously mentioned criteria will be notified before the continuous enrollment deadline and may be given an opportunity to stay on a probationary basis which will be discussed in a meeting with the school administration and the family.

CRITERIA FOR NEW ADMISSIONS

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

SHADOWING AT FCS

Prospective students are welcome to spend the day at FCS. These “Shadow Days” are to be arranged in advance with the FCS Admissions Office. On the day of the visit, the prospective student checks in at the school office and will meet a current student who will guide the visiting student during the day. FCS is unable to accommodate these types of visits for those who are not prospective students.

AFFILIATIONS AND ACCREDITATION

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



AFTER SCHOOL CARE

FCS after school care facilities are available to our students in grades K3-5 for a reasonable rate. If interested, please call the child development office and make arrangements. The fees for the after school care service should be handled through the child development office. You can find the policy and procedures for After School Care on our school website under “[Parent Resources](#)”. There is no supervised afterschool care for students in grades 6-12. Arrangements must be made by parents to have students in these grades picked up by the times listed in “Arrival and Dismissal” below.

ARRIVAL AND DISMISSAL

Drop-off and pick-up of students must be made at the designated locations. Also, traffic flow as designated must be adhered to for safety and expediency for everyone. Parents may drop off students (grades 3K-5) beginning at 7:45 a.m. Students arriving between 7:00 a.m. and 7:35 a.m. must report to daycare where they will be under supervision of a teacher until 7:45 a.m. at which time they will be taken and monitored in the classroom hallway. There will be a daily charge for this service if not signed up for child care. Early drop off is included in child care fees.

Students in grades 3K-5 will be issued identification cards to be used for car line and pick up purposes. They should be given only to the individuals listed on the student's release form. If someone other than the individuals listed on the release permission form will be picking up your child, you will need to send a note to your child's teacher. We want to take every precaution in the protection of your child, and therefore, we will not release students to unauthorized individuals.

Parents are asked to pick up their children promptly at the time of their dismissal. Any elementary students who remain at school after 3:15 p.m. (2:00 on Fri.) will be sent to childcare. Parents will be charged for this service. We do not offer childcare for students in grades 6-12. The school buildings are locked at 4:00 p.m. each day. Students are not allowed in the buildings after this time unless they are participating in a school sponsored activity.



CLASS SCHEDULE (Grades 7-12)
(Regularly Scheduled Chapels on Wednesdays)

Senior High – Schedule		Junior High – Schedule	
8:00 – 9:00	1 st Period	8:00 – 9:00	1 st Period
9:05 – 9:55	2 nd Period (Chapel Grades 9-12)	9:05 – 9:55	2 nd Period
10:00 – 10:50	3 rd Period	10:00 – 10:50	3 rd Period (<i>Chapel Grades 6-8</i>)
10:55 – 11:45	4 th Period	10:55 – 11:45	4 th Period
11:50 – 12:40	5 th Period	11:45 - 12:10	Lunch
12:40 – 1:05	Lunch	12:15 – 1:05	5 th Period
1:10 – 2:00	6 th Period	1:10 – 2:00	6 th Period
2:05 – 2:55	7 th Period	2:05 – 2:55	7 th Period

CLASS PARTIES

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

EMERGENCIES/SEVERE WEATHER

Florence Christian School maintains a complete emergency crisis plan. The plan specifically addresses fire, severe weather threats and other emergencies requiring evacuations or lockdown.

FCS uses a rapid alert messaging system to contact parents via text, voice, and/or email in case of school closings or other emergencies.

Fire Drills – When the fire alarm sounds, students should evacuate the building under the supervision of the teacher, walking quickly and quietly to the designated location according to the school’s evacuation plan.

Lockdown – If necessary, FCS’s administration will institute a lockdown for the safety of the students. During a lockdown, students must remain in the designated locations and will not be released to their parents until the lockdown is lifted.

Weather emergencies – When a thunderstorm or other severe weather threatens the school campus, all outdoor activities cease. Everyone is to come indoors and wait 30 minutes from the last flash of lightning or until an “all clear” is given before returning to the playground or fields.



FACTS SCHOOL INFORMATION SYSTEM

FACTS is a service provided by the school's management software company. Each parent and student has access to this service which allows access to view student academic information, family account information, the school calendar, and the school lunch ordering system. Parents and students may also update contact information and elect to publish the families address, phone numbers, and email addresses for other school families to see.

FIELD TRIPS

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

ILLNESS

Florence Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. Students need to stay home if they have any of the following symptoms: fever, vomiting, frequent diarrhea, frequent cough, widespread rash, earache, or severe headache.

Symptoms should not be present for at least 24 hours before the student returns to school.

For detailed information about when to keep a student out of school, see the chart in [Appendix A](#).

LIBRARY

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

LIBRARY RULES:

1. All students in grades 3K-5K will have regularly scheduled visits for story time. Elementary grades will have regularly scheduled visits to check out books. Classes in grades 6-12 may schedule visits for purposeful projects.
2. Students may check out up to two books at one time.
3. The library is open for grades 6-12 from 2:05 –3:00 Monday through Wednesday.



4. Students are to be working in the library, or they will be asked to leave.
5. Students are not allowed to check out books if they have any library books that are overdue.
6. There will be a fee for damaged books according to the extent of the damage as determined by the librarian and/or administration.
7. Lost books must be paid for at current list price plus 50¢ for processing.
8. Reference books and magazines are to be used in the library only.
9. Report cards will be held until all fines have been paid.
10. The student ID card serves as the FCS library card. You are responsible for keeping the number confidential. Any books checked out or fines incurred on your bar code are your responsibility.

LOCKERS

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

- Students in grades 6-12 are to store bookbags and electronics (phones, tablets, laptops) in the lockers. These items will not be allowed in classrooms.
- Students may opt to bring their own lock but first must report the combination to their homeroom teacher. (Only combination locks may be used). Students are responsible for keeping their combination confidential.
- Students are required to keep their lockers secure. FCS is not responsible for any lost or damaged items.
- No student is to open another student's locker.
- Lockers are to be kept neat. There should not be any item sticking out or left on top after school hours. Such items will be collected and placed in lost and found.
- The outside of the lockers must be clean of any posters, stickers, magnets, etc.

LOST AND FOUND

Parents, please see to it that your child's items are clearly marked with his or her name. Lost and found articles will be placed in the Lost & Found. Students are to check in the supply closet at the end of C Building hallway. Any article not claimed will be given to charity.

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

LUNCH

Students may bring their lunches or purchase hot sandwiches and snack foods. FCS uses the lunch voucher system to pay for lunches. Each family deposits money into a family lunch account, and each student will use his/her student ID card to purchase items in the cafeteria. Students in families having a zero or negative lunch account balances will only be able to order a peanut butter and jelly sandwich, chips, and a cup of ice water.



Students arriving to school after 9:00 a.m. will only be allowed to purchase prepackaged deli sandwiches such as ham/cheese, turkey/cheese, or roast beef/cheese from the lunch line. Other items that require cooking will not be available to late arriving students.

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

Pre-K lunch is included for those who are enrolled in full day child care. Lunch menus are posted under the “Parent Resources” section on our school website.

A light snack is provided for students in the morning, and child care students will receive a light afternoon snack. These snacks are not large enough to take the place of breakfast or dinner.

MARKETING/MEDIA

By attending any and all FCS events and related activities, it is understood that students, parents, school personnel may be photographed or recorded for marketing purposes.

MEDICINE

Students are not to bring medicine to school. This includes over the counter drugs such as allergy medicine, aspirin, Tylenol, and ibuprofen. The school office will not administer any medicine to students not having prior approval from the parents. Parents can give permission to the school office to administer medicine by completing the *Authorization for Administration of Non-prescription Medicine Form* or *Authorization for Administration of Prescription Medicine Form*. Parents can find these forms in the “Parent Resources” section of the FCS website. Please note that a portion of the Authorization for Administration of Prescription Medicine must be completed by your child’s physician.

PARENT-TEACHER CONFERENCES

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

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



PARTY INVITATIONS

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

PHONES

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

RECORDS

Records requests and other documents needed from the school office will be processed and mailed within 48 hours of the written request.

SCHOOL CLOSING

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

Mass email and/or text alerts from FCS	
Web Page:	www.fcseagles.org
School voice mail:	843-662-0454, Ext. 4310

SCHOOL HOURS

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

Daycare	Open - 7:00 am – 6:00 pm	Closes – 6:00 pm	
	Classes Begin	Dismissal	
3K-5K	8:15 am	12:00	
1st – 12th Grade	8:00 am	5K 1 st -2 nd 3 rd -5 th 6 th -12 th	2:20 (1:30 on Friday) 2:30 pm (1:30 pm on Friday) 2:30 pm (1:30 pm on Friday) 2:55 pm (2:00 pm on Friday)
Morning Entrance Time	7:45 am		



SCHOOL OFFICE HOURS

School year	7:45 am – 4:00 pm (Friday 7:45 am - 3:00 pm)
Summer	9:00 am – 3:30 pm (Friday 9:00 am – 3:00 pm)

SICKROOM

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

SIGNING OUT

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

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

SNACKS/BIRTHDAY TREATS

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



SOLVING PROBLEMS

Even in the best of relationships, problems occur that create a temporary strain between the parties involved. God has given us His directions for dealing with these situations within the church in Matthew 18:15-20. This gives us a framework to emulate in most situations

If a question or problem arises that involves a teacher or the school. Please implement the following problem-solving procedures:

1. Pray about it, asking God for wisdom in dealing with the problem. Ask Him to give all involved a heart yielded to His will. Pray for patience and a solution.
2. Avoid talking with others about the problem before speaking with the person(s) involved. More often than not facts that are initially unknown will shed a different light on the situation (Proverbs 18:13). Telling others can initiate unfounded and hurtful gossip.
3. Make an appointment to meet with the other person. Go with a servant's spirit and a listening ear. Remember, "A soft answer turneth away wrath; but grievous words stir up anger" (Proverbs 15:1).
4. Present your perception of the problem to the other person. Avoid seeming to attack the other person; instead focus on solving the problem. Listen carefully to the other person's perception of the problem, and listen for new facts that may lead to a solution.
5. Allow God to work in and through the situation – He may have a much bigger and better plan in the situation than anyone involved can imagine. Each party must focus on his or her individual responsibility in the matter of what he or she can do to correct the problem.
6. If the parties cannot reach a solution, contact an administrator to work through the problem with all parties.

VALUABLES

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

VISITORS

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



WITHDRAWAL AND DISMISSAL

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



APPENDIX A – School and Illness Guidelines

Illness/Infection/Symptom	Should you stay at home?	When you may return
Chicken Pox	Yes	With parent note; when all pox have scabbed over and are dry
Cold	No (without fever) Yes (with fever)	See fever guidelines
COVID 19	Yes	See fever guidelines
Hand/Foot/Mouth Disease	Yes (with fever and blisters in mouth)	With parent note; when no new blisters appear
Diarrhea (2 or more loose stools in a 24 hour period)	Yes	Symptom free for 24 hours
Ear infection	No (unless fever is present or symptoms prohibit normal classroom routine)	
Fever	Yes	Free of fever for 24 hours without fever-reducing medication
Fifth Disease	Yes (with fever or with behavioral changes)	Free of fever for 24 hours and able to participate in the normal classroom routine
Impetigo	Yes	When all sores are dry and can remain covered with a watertight dressing
Head Lice	Yes. Please notify the office so that your child's teacher and the other parents can be notified and checked.	After treatment
Molluscum	No	Any bumps not covered by clothing must be covered with a water tight bandage
Pink Eye – Bacterial	Yes	With medical note, treatment has started, and eye is no longer draining
Pink Eye – Viral	Yes	When symptoms are gone
Unidentified weeping rash	Yes	When the rash is gone, unless a physician approves readmission
Ring Worm of the Body	No	With parent note documenting that treatment has been started
Ring Worm of the Scalp	Yes	With medical note documenting initiation of oral anti-fungal therapy



Roseola	Yes	After rash and fever are gone or with a doctor's note
Strep Throat	Yes	With a parent not stating diagnosis and treatment; 24 hours after beginning of treatment and once the child is fever-free for 24 hours
Thrush	No, but treatment should be sought	
Vomiting	Yes	24 hours after the last vomiting
Mumps	Yes	With medical note; when all swelling is gone and at least 5 days after the onset of parotid gland swelling
Pinworm	Yes	24 hours after initial treatment
Measles	Yes	With medical note; 4 days after onset of rash and when the child is fever free
Rubella	Yes	7 days after onset of rash or with medical note
Salmonella	Yes	With medical note or when diarrhea resolves; 3 negative stool cultures are required for salmonella
Pertussis (Whooping Cough)	Yes	With medical note documenting diagnosis and after 5 days of antibiotics