



Parent/Student Handbook

2017-2018 SCHOOL YEAR

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School Calendar 2017-2018

School Opens – August 7, 2017

August 1-4, Tue. – Fri.	In-Service
August 3, Thursday pm)	Mandatory Parent Orientation & Welcome BBQ (6 to 7:30
August 7, Monday	Classes Begin K-12 (Preschool Staggered entry begins)
August 10, Thursday	First Official Day for Preschool
September 4, Monday	Labor Day – Holiday
October 9-13 Mon. - Fri.	Fall Break
November 21-24 Tue. – Fri.	Thanksgiving Holiday
Dec. 20 – Jan. 2	Christmas Break
January 3, Wednesday	In-service
January 4, Thursday	Classes Resume
January 15, Monday	Dr. Martin Luther King, Jr. Day – Holiday
February 19, Monday	President’s Day – Holiday
March 26 – April 2	Spring Break
April 3 Tuesday	School Resumes
May 4, Friday	Graduation
May 17, Thursday	1/2 Day – Last Day
	Awards Day

PHILOSOPHY

Our Mission

The mission of Family Christian School is to serve Christian families devoted to their children's spiritual, academic, and social advancement by providing character development and academic achievement that celebrates the individuality, creativity and talents of each child to help them navigate their way to true success.

Vision/Goals/Accomplishments

About Us

Family Christian School was established in 2004. We are a distinctly Christian school that teaches and upholds Biblical, family values. We aspire to aid young people in becoming leaders beginning from early childhood. Helping children reach their God-given destiny is our main goal. We offer an infant/toddler class through the 12th grade. Family Christian School is fully accredited through the Tennessee Association of Non-public Academic Schools (T.A.N.A.S.). We are a recognized Category II, accredited, non-public school. Our teachers are highly qualified in their field.

We are excited when families join our family and get behind this vision. Family Christian School is not easily described. It is really something you must experience. We like to say it's a parent's love, a teacher's pride and a preacher's passion.

Family Christian School began its first year of operation during the 2004-2005 academic school year. We started by offering EC-3, EC-4 and K-5 classes. Early Childhood classes are a necessity in today's society. Children are required to know so much more before they even enter Kindergarten. For this reason, we will focus on giving these children a good educational foundation.

We added grades 1 and 2 in the 2005-2006 academic school year. We then added grades 3, 4 and 5 for the 2006-2007 academic school year and grade 6 was added

for the 2007-2008 academic year. Grades 7 and 8 were added for the 2008-2009 academic year. Grade 9 was added during the 2009-2010 academic school year, Grade 10 during the 2010-2011 year, and Grade 11 in the 2011-2012 academic year. This past school year we graduated our fourth 12th grade class to the glory of God. We also began the accreditation process through Tennessee Association of Non-public Academic Schools (T.A.N.A.S.) during the 2006-2007 academic school year. Our accreditation process was completed during the 2008-2009 academic school year and was made retroactive to 2007, when the process began. We are now a recognized Category II, accredited, non-public school with a four-star rating. Our teachers are highly qualified in their field. All of our teachers are degreed and either certified through the Tennessee Department of Education or working toward their full certification.

In 2006, a Board of Directors for Family Christian School was developed. The Board of Directors serves to offer advice and budget and building planning for the school. The board is made up of highly qualified individuals in the areas which they offer support to the school.

We desire to add athletics, as well as, various clubs and organizations that stimulate learning, relationships, and assistance to our community, country and world.

What We Believe and Teach:

In an effort to instill Biblical values in the future generations we will incorporate these biblical values in our statement of faith and our curriculum including the teachings of Galatians 5:19 & 20 concerning lifestyles that are contrary to the Word i.e. adultery, fornication, homosexuality, lascivious behavior, etc. We believe that marriage is a God ordained, Biblically based union between one man and one woman only: Genesis 2:21-24, Matthew 19: 4-6 and Mark 10: 6-9. Although we may admit students from religious backgrounds other than Christian backgrounds, we do require that parents understand that their children will be taught and expected to participate in our teachings and class recitations, etc. as a student in our school.

Daily Recitation of Scripture

Students will recite scripture daily according to our Bible curriculum, as well as, the scripture our school is founded on:

Luke 2:52

And the child increased in wisdom and stature, and in favor with God and man.

Statement of Faith

We Believe...

The Bible, both old and new testaments, are the inspired, the only infallible, authoritative Word of God for faith and practice.

There is one God, eternally existent in three persons: Father, Son and Holy Spirit.

Our Lord Jesus Christ is God and Man in one person. He was conceived by the Holy Spirit and born of the Virgin Mary, lived a sinless life, performed miracles by the power of the Holy Spirit, healed all who were oppressed by the devil, and atoned for sin through His shed blood and death. He was bodily resurrected and ascended to the right hand of God the Father and will bodily return in power and glory as King of Kings and Lord of Lords.

That man was created in the image of God, but because of sin is lost and powerless to save himself. The only hope for man is to repent of his sin, believe on Jesus Christ and confess that He is Lord.

That regeneration by the Holy Spirit is the beginning of eternal life through Jesus Christ and is absolutely essential for personal salvation.

In the sanctifying power of the Holy Spirit who indwells those who have received Jesus Christ to enabling them to live righteous and Godly lives.

All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was the normal experience of all the early Christian Church and with it comes the endowment of power for life and service, the bestowment of the gifts for their use in the work of the ministry.

Both the saved and the lost will be resurrected from the dead; they that are saved unto the resurrection of life and they that are lost unto the resurrection of eternal condemnation.

We have the responsibility to rule and have dominion in the Earth, and to be fruitful and multiply in every area of life both public and private. God has ordained the family as the basic unit of Christian society and the fundamental strength of the Church collectively.

Daily Routine

- **Arrival 7:45 – 8:10 (Tardy after 8:10)**

- **Dismissal Middle School & High School 3:00**
- **Dismissal Early Childhood & Elementary 3:00 – 3:15**
- **Aftercare 3:15-5:30**

***Aftercare is free but there is a late pick up fee of \$5 per minute for those who are continuously late.**

Lunch (Pre-K to 5th) 12:00pm

Lunch (6th to 12th) 11:00am

Office Hours

Office Hours are from 7:45 am to 3:15 pm. Meetings with the principal will be scheduled. You may call the school office at (731) 300-3385 or you may email Mrs. Haley at haley@newlifechurchofjackson.org she regularly checks these and will return your communication as soon as possible.

School Visitors

Teachers are instructed to not let any unknown visitor in the classroom unless they are escorted by school staff. All visitors must be cleared by a staff or faculty member. Authorized pick up people are listed on the child's application form. If parents ask other friends or family members to retrieve their children who are not known by the student's teacher, and/or are not authorized on that form, the parents must let them know to report to the school office and parents are to notify the child's teacher, in advance, that they will be picked up by this person.

Authorized Persons for Child Pick Up

Parents are asked to list all authorized individuals who may pick up their children. If anyone is picking up a child who is not authorized on that application, please see the above policy on visitor's and other pick up individuals.

Procedure for Drop off and Pick Up

Elementary, Middle and High School Students are to be dropped off at their particular school entrance each morning. All Early Childhood students must be walked to their classroom and signed in. Parents are not to drop students off before 7:45 a.m. Also, a parent is NEVER to leave a child without knowing they are in the teachers care (i.e., dropping off and leaving student in the parking lot, alone, before the teachers arrive). Doors to the school building are to be locked after 8:15 am every morning and only opened for other F.C.S. faculty and staff, parents, or visitors with approval.

School Colors and Mascot

Family Christian School's colors are kelly green and orange. We believe in creativity and love bright, cheery colors. The green is representative of life and the orange the brightness of the sun and we want our children to always feel a sense of joy and life when they come to school.

Our school mascot is the ram. In scripture, Abraham was asked by God to do the unthinkable and sacrifice his one and only son to God. God never intended that Abraham go through with this, He was testing Abrahams faithfulness and willingness to trust Almighty God with even his most precious possession, his child. When parents join with us at Family Christian School, they are trusting us to provide spiritual and academic education to their children as they move into their God given destinies. God sent a ram for sacrifice when He knew that Abraham was truly, faithful to him

over even the things that mattered most to him on this earth. The ram signifies God's provision. Throughout the development of Family Christian School, we have always sought God's provision monetarily, as well as spiritually. God has always provided, even when it seemed impossible and having the Ram mascot is a constant reminder to us that He is Jehovah Jirah and He is the One we look to for all the provision we need as we follow His will and His plan for Family Christian School. We believe when we have sports teams, our students will be always reminded on the playing fields that God is sufficient to carry them through, even in sports. Our coaches will be able to share with their teams how God has brought us through and give testimony to encourage students in the situation they are in at that time. Teachers can use the ram as a source to encourage students who are struggling academically to always understand that they can do all things through Christ who gives them the strength.

Uniform Grading Policy

The TN Board of Education has adopted a uniform grading policy for the state of Tennessee. The grading scale and guidelines for weighted scores are listed below.

- A.....93-100
- B.....85-92
- C.....75-84
- D.....70-74
- F.....0-69

FCS School/ACT Code: 430968

Family Christian School Curriculum Framework: Our Curriculum is state approved and has been chosen to meet the individual needs of our students.

See Appendix III for Early Childhood Curriculum Framework

Grades Kindergarten – Grade 12

Bible

Bible instruction consists of daily Bible classes developmentally leveled for each grade using various material, weekly chapels, emphasizing thematic instruction to develop the entire student character with biblical illumination into all academic disciplines.

Language Arts

Language Arts is made up of four content area: Phonics + Word Analysis, Reading, English and Writing. It is our goal that through this four-pronged approach, students will learn to think and communicate well.

Language Arts Curriculum:

Harcourt

Bob Jones

Math

Our math program is rooted in the Harcourt & Teaching Textbooks math curriculums. These are worldview based approaches to teaching core mathematical skills. Students gain a rich understanding of math computation, problem-solving, and application as they learn to see and use math all around them. As in all of our curriculum, we intentionally illuminate the Word of God and His truth in instruction.

Emphasis by Grade:

Kindergarten: Numbers & Numeration, Time & Money, Addition

1st Grade: Number Sense, Addition & Subtraction, Time & Money, Place Value

2nd Grade: Place Value, Addition & Subtraction, Measurement & Geometry

3rd Grade: Place Value, Multiplication & Division, Fractions, Money

4th Grade: Multiplication & Division, Fractions & Decimals, Geometry & Measurement

5th Grade: Operations with Fractions & Decimals, Geometric Properties, Number Theory & Fractions, Ratios & Percents

6th & 7th Grade: Operations with Fractions & Decimals, Number Theory & Fractions, Ratios & Percents, Probability

8th Grade: Pre-Algebra

High School: Algebra 1, Algebra 2, Geometry, Advanced Algebra, Pre-Calculus

Science

The purpose of science at Family Christian School is to create experiences in which students can explore God's world with the truth of God's Word. Science Curriculum is the Bible, Purposeful Design and Bob Jones.

Kindergarten: Creation, Senses, Seasons, Weather, Plants and Animals

1st Grade: Health, Plants, Weather, Seasons, Push + Pull

2nd Grade: Force + Motion, Dinosaurs + Creation, Animals, Water/Soil/Trees

3rd Grade: Force + Motion, Dinosaurs + Creation, Animals, Water/Soil/Trees

4th Grade: Insects, Spiders, Electricity + Magnets, Moons + Oceans, Force + Motion

5th Grade: Biomes, Sound + Light, Fossils + Dinosaurs, Rocks + Minerals

6th-8th Grade: Human Body, Motions + Machines, Atoms/Molecules/Chemistry, and Volcanoes

High school: Physical Science, Biology, Chemistry, Agriculture Science

Social Studies

The purpose of social studies at Family Christian School is to create experiences to help students understand God's hand in the history of the world through engaging classroom experiences. The four strands of Social Studies education are Civics, Economics, Geography, and History with a focus on US, Tennessee, and Western Civilization.

Technology

Using state and national technology standards, we are developing a technology curriculum that focuses on digital citizenship, technology skills, information fluency, and spiritual application. Our goal is to provide a solid foundation of technical skills that students can use to analyze, create, and share learning in ways that are safe and pleasing to the Lord.

Other Area of Education:

In addition to the five key curriculum areas, students will also be educated in Art, Vocal + Instrumental Music, Physical Education, theatre and Information Technology.

Physical Education

All students must participate in physical education programs unless there is a medical or religious reason that prevents them from participating. A written request from the parent for their student to abstain from physical education must also be accompanied by a pastor or doctor excuse to be considered.

Health and Wellness is taught beginning in high school. A syllabus is provided by the wellness teacher that covers the curriculum. The curriculum may be viewed by the

parent for approval. The parent is also given a release form that must be signed and returned for this wellness class.

Physical Education is coed and students do not have to dress out for P.E. at this time. Students must, however, wear appropriate shoes during P.E.

Special Education

A formal Special Education is not provided by F.C.S. at this time. However, in our effort to meet the needs of all of our students we have added a part-time teacher to help our teachers make appropriate accommodations and also to work directly with the students. We do offer Speech Therapy through the Department of Education to those students who meet requirements.

Extra Activities

Family Christian School currently offers music, theatre and art classes throughout the week. All students participate in these classes as they are a part of our curriculum. Our Preschool students are taught through the Kindermusik program. Musical productions and programs are performed throughout the course of each year under the direction of our music teacher.

We are always open to consider participation in clubs and athletic programs, but, at this time, ask for the parent's suggestions, financial support and participation in making this happen. Parents can contact the principal or administrator with information and suggestions and they will be given our attention.

Graduation Requirements – 24 credits

Math – 4 credits

Pre- Algebra
Algebra 1
Algebra 2
Geometry
Pre-Calculus

Science – 3 credits

Physical Science

Biology

Chemistry

Agriculture Science

English – 4 credits

9th English

10th English

11th English

12th English

History – 3 credits

U.S. History

World Geography

Government / Economics

Foreign Language – 2 credits

(Must take 2 in same language)

Spanish 1 & 2

Latin 1 & 2

Other Required Classes – 3 credits

Personal Finance (.5)

Speech (.5)

Bible (.5)

(Must have at least 1.5 credits in Bible)

Wellness (.5)

Physical Education (.5)

Electives – 5 credits

Intro. To Theatre

Acting

Visual Art

Art History

Art Appreciation

General Music

Music Theory

Instrumental Music

Graduation Rate: FCS has maintained a 100% graduation rate from the time of our high school's inception. Also, 95% of our students are accepted to and attend college.

Early College Dual Enrollment

Students who would like to enroll for a course at an area post-secondary institution must have the approval for their plans from the teachers and principal in advance. To be

eligible for dual enrollment the student needs a 3.0 GPA and at least a 21 on their ACT or a comparable score on their SAT.

Parents as Partners

Parent Teacher Conferences

Our commitment to the parents means involving the parent is a necessity. Students are under their parent's authority and that is ordered by God. We believe that the parents are a child's #1 teacher. Parents need to be kept informed of what is going on with their child in the classroom. We do not underestimate the positive and powerful influence that a parent has on their children. We honor parents and see ourselves as a partner with them in their children's education. The following methods of communication are required:

- Phone calls: Each teacher should have on file in their classroom a copy of all pertinent information on their students.
- Parent-Teacher meetings (PTM): PTM are held **on an appointment basis**. Please respect your teacher's schedule and do not take up teacher's time before class. They need to get their day started on time.

FAMILY CHRISTIAN SCHOOL PARTNERS IN EDUCATION

Amos 3:3 ~ "Can two walk together except they be agreed?"

- I. Family Christian School is a partnership between parents and New Life Church of Jackson.
 - A. God has ordained only two institutions for the training of children.
 - 1. He ordained the home (Ephesians 6:1-4).
 - 2. He ordained the church (Matthew 19:14; 28:20; John 21:15).
 - B. The Christian school is a supplement, not a replacement for the training of children by parents.
 - 1. Discipline and character molding are the responsibility of parents.
 - 2. FCS reinforces parental authority and supplements the instruction process with specialized training.
 - 3. FCS will not undermine a child's respect for parents with negative comments and criticisms.
 - 4. FCS will cooperate with law enforcement agencies and honor state laws pertaining to child abuse and neglect.
 - C. Family Christian School is not an outreach to troubled youth.
 - 1. Parents must be committed to the Biblical concepts of discipline and moral integrity.
 - 2. Students who violate the Honor Code on or off campus will be subject to expulsion.
 - 3. FCS will not admit students who have exhibited behavioral problems at other schools.
- II. Family Christian School is governed by the Pastor, FCS Administration, Executive Board of New Life Church, and School Board of Family Christian School.
 - A. School administration will not seek permission from parents in the development and implementation of school policies.
 - B. FCS will operate with moral and fiscal integrity.
- III. Parental Involvement:
 - A. Parents will be expected to assist their students in special activities.
 - B. Parents are required to participate in fundraising activities.
 - C. Parents are encouraged to make constructive suggestions and offer creative ideas to improve the school.
 - 1. FCS asks that parents refrain from making critical remarks to other parents.
 - 2. FCS asks that parents bring their criticisms to the appropriate authorities in order to fix problems.
 - D. Family Christian School expects parents to handle conflict with civility. FCS pledges to conduct its dealings with parents and students in a civil and Christ-like manner.
 - a. Meaning:
 - 1. Teachers who do not observe this policy will be reprimanded.
 - 2. Administrators will handle disciplinary matters and conflicts in a firm but civil manner.

3. Parents are expected to hear both sides of an issue before making judgments.
 4. Meetings with teachers and administrators will be conducted in a civil manner.
 5. Belligerent outbursts will not be tolerated.
 6. Parents and/or students who are consistently disagreeable will be asked to leave.
 7. Parents and family members are expected to behave in a Christ-like manner at all school functions.
 8. Parents are asked not to participate in gossip.
 9. Tale bearing results in strife and erodes relationships.
 10. Parents who engage in gossip will be asked to remove their children from school after one warning.
- b. Family Christian School expects parents to follow a three-step plan to resolve conflict regarding their student:
1. Schedule an after-school meeting with the teacher. This should be immediately after the school day.
 2. If the conflict is not resolved, the parent may then contact the principal.
 3. If the principal cannot resolve the issue to the parent's satisfaction, the principal will notify the school board of the problem. The board will reach a decision on the issue and render its decision through the principal to the parent.
- E. Parents are expected to stay current with tuition payments.
- a. FCS salaries and operating costs are funded by tuition.
 - b. Tuition is kept at a reasonable level to make FCS available to the greatest number of families.
 - c. Tuition is payment for services rendered; it is not an offering.
- d. The school business office expects honest communication regarding payments. If you have a situation that inhibits you from paying as agreed, you should notify the business office immediately to see what can be done to bring your account current in a timely manner.
- e. Parents who are consistently late with tuition payments:
1. Will be notified by phone from the business office to see what your intention is to bring account current.
 2. Once a plan has been established, payment will be due on the day agreed (no grace period).
 3. If this payment is not made, the business office will contact the parent that their student will not be able to return to school until this account is brought current.
 4. A late fee of \$25 is added to statements each month that the account is past due.
 5. Tuition Contracts are based on the entire school year. Whether or not your child continues at F. C. S. or you move them, your contract must be met for the full year.

6. If payments continue to be late, the parent will be contacted by at least two members of the F. C. S. Board of Directors to discuss a plan to bring account current.
 7. Accounts that remain past due for more than two months with no attempt to bring current will be turned over to the school's attorney for legal collection.
 8. F. C. S. asks that parents give careful consideration to the financial aspects of this agreement before enrolling their children.
- F. Family Christian School expects parents to be supportive of school authority.
- a. When it becomes obvious that a parent(s) is not supportive of school policy, that parent will be asked to remove his or her child from school.
 - b. Parents are expected to support the following:
 1. The Dress Code
 2. The Honor Code
 3. Disciplinary measures
 4. Homework and classroom assignments
 5. The Statement of Faith
 6. Reading Correspondence from administration and teachers (i.e. calendars, newsletters, notes, etc....)
 - c. Family Christian School expects students to embrace the major points of our Statement of Faith.
 1. Teachers and administrators will not exhibit bias toward a student who does not subscribe to all our views.
 2. Students and parents who disagree with the minor issues are expected not to vocalize their disagreements.
 3. Students who do not subscribe to the major doctrines will not be admitted.
 - d. FCS expects parents to withdraw in an agreeable manner in the event of an unresolved dispute.

FCS School Board Members

The Directors of the corporation are as listed below:

Jereme Smith, Chairman

Prentis Woods, Vice-Chairman

Van Nash, Secretary

Haley Smith, Member

Faculty and Teachers

Haley Smith (Principal)
Dan Herlihy (Financial Office Administrator)
Kaley Humphrey (Administrative Assistant)
Neva Collins (Infants & Toddlers)
Tasha Moore & Crystal Brewer (Preschool & E.C. Director)
Mary Roberts (Kindergarten & 1st)
Margaret Campbell (2nd – 4th Grade)
Kathy Tritt (Math Upper Grades)
Jackie Nash (Science & Computer Upper Grades)
Marya Bailey (Special Services/Music Early Grades)
Lindsey Young (Upper Grades Counselor, Theatre & Chapel)
Sandy Fincher (Middle Grade English/History & Library)
Tammy Bishop (Upper Grades Bible/Grammar/Math)
Trista Havner (Middle & HS English/History)
Jennifer Hooper (Upper Grades Music)
Angela Moss (Art)
Rachel Humphrey (Physical Education/Health)
Amber Dominguez (Teacher Assistant/Aftercare Director)
Jamie Brown (Teacher Assistant)

FCS obtains an average teacher/student ratio of 1 to 10.

Policies and Procedures for Students and Parents

Statement of Nondiscrimination for Students

Family Christian School admits students of any race, color, nationality and ethnic

origin to all rights, privileges, programs, and activities generally afforded or made available to students at the school. It does not discriminate on the basis of race, color, nationality and/or ethnic origin in the administration of its educational policies, and athletic and other school-administered programs.

Marketing

Family Christian School uses various media to advertise, including:

Web site Teacher Blogs Newspaper Advertising
Direct Mail Door Hangers Flyers Social Media
Outdoor Signage

We actively seek any free advertising that is available, especially to advertise special events, fundraising, community service, etc. We make an effort to promote what we are doing that is new and innovative through press releases to the community.

Much of our advertising is “word of mouth”. When a call is received, an informational brochure is mailed to prospective families to give them more information about the school, along with a thank you card to the person who recommended that they call.

Other marketing is on t-shirts that our students and parents wear in the marketplace as well as car decals.

Interview Process

When a parent contacts the school to apply for admissions, an admissions packet is mailed to that parent.

Admissions packet Includes:

- Application for Admissions
- Statement of Faith
- Pastoral Recommendation Form
- Teacher Recommendation Form

- Personal Recommendation Form

After receiving the completed packet information, an interview is scheduled.

Interviews are conducted by the Administrator and Principal and sometimes a board member. They are conducted with the parents and student. Parents are contacted by the school, if accepted for admission, by phone call and a “Welcome to the Family Packet” is mailed to the family.

Welcome to the Family Packet includes:

- Welcome to the Family Acceptance Letter
- PIE Agreement Form
- Honor Code
- Parent/Student Handbook
- Tuition Agreement Form
- F.C.S. Car Decal
- School Supply List
- Current School Calendar
- List of other items needed for registration (i.e., birth certificate, immunization records, current school physical, medical release form, media release form, permission to take medication form, etc.)

Parent/Student Orientation

All parents are asked to attend a mandatory orientation at the start of school. At this orientation, they are given a copy of our Parent/Student Handbook (if they have not already received one), main points of the handbook are addressed, parents are asked to read it in its entirety and sign and return the form at the end of the handbook. At this orientation, parents and students also meet the F.C.S. faculty, staff, administration and board of directors, they are also allowed to tour the school and ask any questions they have before the start of school.

Pre-Placement Testing

We do pre-placement testing only on an as needed basis. We do not enroll nor deny enrollment of children based on pre-placement testing. We believe strongly that we should try to meet each student where they are and provide whatever we can to help them achieve attainable goals. We will converse with the parents and work together with them to provide everything within our power to assist their child in learning including changing a child's educational status.

Age Requirements for Kindergarten

HB 0839 by *Weaver, White D. (**SB 1022** by *Bell, Tracy.)

Education - As enacted, changes the date by which children must be five years of age from August 31 for the 2013-2014 school year to August 15 for the 2016-2017 school years thereafter for entrance in kindergarten programs.

Age Requirements for First Grade

"No child shall be eligible to enter first grade . . . without having attended an approved kindergarten program; provided, that a child meeting the requirements of the state board of education for transfer and/or admission, as determined by the commissioner, may be admitted by an LEA, notwithstanding any other provision or act to the contrary." TCA 49-6-3106.

Attendance Policy

Regular attendance is important to a child's success in school and establishes good work habits and self-discipline. FCS requires that students be in attendance at least 90% of the school year in order to successfully complete the school year and be promoted. Students who fall below the 90% attendance rule may not be promoted.

Absences

When a student is absent from school, a phone call to the office is required from the parent or guardian by 9:00 a.m. that day giving the following information.

1. Parent or guardian's name
2. Student's name
3. Grade/teacher
4. Reason for absence
5. Estimated date of return

Excessive excused or unexcused absences (17 or more) are grounds for a failure.

If the student does not bring a note from their parent or guardian, a phone call home will be made to confirm the absence. If the absence is not verified in writing by the parent/guardian within three (3) days, the absence will be considered unexcused.

Excessive excused or unexcused absences (17 or more) are grounds for a failure. A signed note specifying the reason for and dates of absence must be submitted to the teacher upon return.

Students arriving after 8:10 a.m. will be considered tardy. Students who leave after 12:45 p.m. are considered early dismissal, which is the equivalent of a tardy (20% of an absence).

Examples of excused absences

1. Personal illness
2. Death in family
3. School activities approved by administration

4. pre-excused absences
5. Doctor's appointments

Advanced notification is necessary if the students will be absent for a doctor's appointment. The signature of the doctor must be obtained at the time of the appointment and submitted to the office at the time of return.

Pre-excused Absences (Family Vacations, Ministry Trips, Etc.)

Parents taking students out of school for personal reasons must present a written statement indicating the reason for and the anticipated length of the absence. This statement must be presented in advanced in order to receive work which will be missed because of the absence. Please keep in mind that any absence excused or unexcused results in disruption of instruction and may prevent a student from obtaining the best grade possible.

Examples of unexcused absences and tardies:

Students will not be allowed to make up work or tests if an absence is unexcused.

1. Leaving the building without permission
2. phone calls
3. oversleeping
4. late rides
5. personal business

Students may not be signed out during the last half hour of the school day.

Perfect Attendance

Perfect attendance awards will be issued near the end of each school year at the end of the year program. When a student is excused from school by parents for more than half of a school day, that student becomes ineligible for a perfect attendance award. A student who has more than four tardies is not eligible for a perfect attendance award. Parents of a student who becomes ill during the school day will be contacted by school staff.

Illness (during School)

Students who become ill during the school day will be sent to the school office by the teacher. Parents will be contacted by office personnel. **It is imperative that parents keep current employment and phone information on record in the office.** Students with a fever of 99.9 or above, vomiting, diarrhea or other contagious conditions must be picked up immediately. The office will not distribute medication of any kind without written permission. Giving permission over the phone is not acceptable. The school carries Tylenol only, so other medications must be provided by the parents as directed below.

Illness (at home)

Students with a fever of 99.9 or above, vomiting, diarrhea or other contagious conditions while at home must remain at home until such symptoms have subsided for at least 24 hours without fever reducing medication.

Medication

Ideally, medication should be given at home. If your child requires medication during the day, you must complete a written authorization form before any medication will be distributed. All medications must be sent to school personnel in its original container, clearly labeled with student's name, grade, name of medication, the amount and time medication should be given, etc. A Medication Authorization Form must be completed

before medication will be given at school. FCS reserves the right to require written instructions from a medical doctor concerning any medication administered.

Family Crisis

If there is a family crisis which may affect the student's attendance, level of concentration or general well-being, please notify the administrator.

Weather and School Closings

Snow days will be determined by the administration. Families will need to tune into WBBJ to learn the status of classes. We will try to have Family Christian School named specifically if school is closed. As a general rule, we will close when Jackson Madison County Schools have decided to close.

Telephone Calls and Messages

Parents may call and leave messages with the receptionist of Family Christian School for their children during school hours. They will be promptly taken to the child's teacher and the teacher will make the decision about the urgency of the call.

Students are not allowed to use their personal cell phones during the course of the school day. If they must call their parents, they may use the school phones with their teacher's permission.

School Textbooks

Textbooks remain the property of the school. Consumable books are the property of the student. If they are lost during the course of a school year the parent must pay the replacement cost. Students will be told at the beginning of the year what books are consumable and what books must be returned at the end of the school year.

Returned books must be returned without excessive wear and tear and no markings.

A full replacement cost will be billed to the student's parent should damage occur.

Parents are required to pay a curriculum fee at the beginning of the year to cover consumable books, library/computer usage expense, and wear and tear on reusable text books.

Harassment & Bullying

Family Christian School endeavors to provide a safe and caring environment in which all students can succeed. Behaviors that intend to cause emotional or physical harm to a student will not be tolerated. Such behaviors include, but are not limited to, threats, bullying, name calling, teasing, and put downs. Such acts may be verbal, physical, written, or electronic in nature. Unwelcome sexual advances are also perceived as harassment. Bullying may also be defined as a series of acts directed at another student with the effect that it substantially interferes with the student's education, creates a threatening environment, or disrupts the orderly operation of the school. The school setting includes the school itself, the school grounds, in school vehicles, at designated bus stops, or at any activity sponsored, supervised or sanctioned by the school. Any online activity of this nature that carries over into the school setting is also included. Anyone with knowledge of such behavior should report it to the principal. Students involved in these behaviors will be subject to disciplinary action. The safety of the community will be considered in determining appropriate action. The local police may be contacted to file a report.

Academic Honesty & Plagiarism

Academic integrity is of the utmost of importance in an academic environment; therefore, it is essential that each student take responsibility for his/her own work. Cheating and plagiarism are unacceptable practices. Cheating is the giving, receiving, or using help not authorized by the teacher on any form of assessment. This means that students should not copy from another's work, provide answers to another, or use any source of information not allowed by the teacher on class work, homework, projects, quizzes, or tests. It also includes talking with other students about the content of a test/quiz after the student has taken it and others have not. Students must also refrain from forgery and stealing. Students who access an exam or answers to an exam without authorization are stealing. Students should not forge a required parental/guardian signature, as on permission slips or Bible memory. Plagiarism is intentionally presenting someone else's work or ideas as one's own. This could include copying or paraphrasing from a book, journal, or the internet without acknowledging the original writer. Cutting and pasting from an internet web page and taking another's work and rewriting in "your own words" also constitutes plagiarism. Students who are caught cheating or plagiarizing could receive a zero for the assignment or may be asked to re-submit the assignment for partial credit. Other disciplinary measures, such as a detention or suspension, could be expected.

Acceptable Network and Internet Usage

Family Christian School will provide and control access to computer usage for students for the purpose of enhancing curriculum, academic development, and research. The use of FCS computers, network, and Internet is a privilege, not a right, and may only be used under the specific guidelines of the teacher or computer lab monitor. This privilege may be revoked for anyone who uses the resources inappropriately. They should never log in with any username and password other than your own. • Students should not attempt to bypass system or Internet security or in any way gain unauthorized access to any computer resources by any means. • Internet access at FCS is filtered. Students may not attempt to bypass this filtering. If a student should come across a site that contains inappropriate content but is unfiltered, they are expected to leave the site immediately and report it to a teacher or administrator. Students may not access streaming video, Facebook or other social media pages at school. • Students should not transmit material that is in violation of governmental regulation or law, or is copyrighted, offensive, or obscene. • No game playing of any kind is allowed on any FCS computer. • While using FCS computers, students will strive to act in all situations with honesty, integrity, and respect for the rights of others. Students should not attempt to obtain or modify files, passwords, or data belonging to other users. • IT staff and administration members reserve the right to monitor and log all of student network and Internet activity at any time. • Use of personal devices (including laptops, tablets, and smartphones) during classes may be done only at the discretion of the teacher. Any user of the network who violates the policies outlined in this document or engages in any other act determined to be an unacceptable use of the network by school administration, will have his or her user access revoked and may be subject to other disciplinary procedures according to existing and applicable school policies. Cell Phones & Electronic Devices whereas electronic devices have become multi-functional, similar consequences will be issued for the misuse of cell phones and other electronic devices. Students who bring cell phones to school must keep them silenced and stored away. Cell phones are not to be used at any time during the school day (8:10 am to 3:00 pm) except by direct permission of an FCS faculty or staff member. If it is absolutely necessary for a student to make a phone call, permission can be obtained to use a cell phone from an FCS faculty or staff member. Parents needing to contact their son or daughter during the school day should do so through the school office, not the student's cell phone. Use of the text messaging feature is also not permitted during school hours. Computer games, iPods, MP3 players, and the like are not to be used during the school day (8:10 am to 3:00 pm). Students who bring such items to school must keep them stored away. These same guidelines also apply to educational tools (calculators, notebook computers, handheld computers, etc.) that are used inappropriately, i.e. for activities unrelated to school work. In addition, this policy applies to school trips. The supervising teacher will give special permission if appropriate for exceptions to this policy. Students who violate this policy will be subject to the following set of consequences: • 1st and 2nd offense: Cell phone or other electronic device is confiscated for the remainder of the day. Student is issued a

detention. • 3rd offense: Three detentions for the same offense within a quarter will lead to an in-school suspension. The student's parents will also need to come to the school to pick up the item.

Media Center and Library Rules

Students are to abide by all school rules and regulations in the Media Center and Library. Students are to be considerate of others and show excellent stewardship with resources. Students must have permission to be admitted to the library when independently visiting. No food or drink is permitted in the library. The library will be locked unless supervised by a librarian or aide. Middle and high school students will be sent back to their classes from the library for disciplinary reasons and may forfeit library privileges for a specified amount of time due to behavior. Circulation Books may be checked out for a period of two cycles to middle and high school students. For elementary students, checkouts are limited to one cycle. Students may renew books up to 2 times, if they are not on reserve. Reference materials may be checked out overnight only. Fines/Fees For students in grades 3 – 5, overdue items will be charged at .05/day. For middle and high school students, overdue items will be charged at .10/day. Lost or damaged beyond repair items will be charged to the student for the cost of the item plus a \$3.00 replacement fee to cover the handling and re-cataloging expenses. Middle and high school students will not receive their report card until all library obligations are met.

Computers Students may reserve use of a computer to use during their time in the library. Scheduling Elementary classes will have a scheduled library visit once per week. Elementary students may drop off books at any time during the day, but they may not check out books without a librarian in attendance. Middle school classes will have a scheduled class in the library once per week. Middle and high school students may visit the library during the day with permission from their teacher as space availability permits. The library will only be open for visits when a librarian or library aide is present.

Lost and Found

FCS does have a lost and found area but it is the student's responsibility to keep track of his or her own belongings. If students bring something to school that student is entirely responsible for that item (or items) and if lost, the school has no liability for that item. Teachers and staff will not be responsible to try to find lost items.

Reporting of Student Progress

FCS operates on a 9-week grading period system. Report cards are sent home at the end of each nine-week period. Parents are asked to review, sign and return to school by the next school day. At any point during the school year a conference may be requested by a parent, teacher, or principal.

Achievement Testing Program

All students, preschool through 11th grade are given the Stanford Achievement Test in the spring of the current academic year. Parents are given a copy of their child's test results and a copy is placed in the students file.

Promotion and Retention Policies

Students will be promoted or retained based upon their ability to complete the academic year's curriculum in an acceptable manner. This is based upon our current grading scale. Teachers and Principal will be in frequent communication with parents throughout the academic year if they feel that there is any chance that a student may need to be retained. FCS asks that parents cooperate with teachers in assisting students who are having difficulty at school with homework and making sure that they are completing what is required of them. Parents are always notified in a timely manner. The decision to promote or retain is continuously evaluated by teachers and parents throughout the course of the year, not just at the end of the school year.

Awards

High School Awards

Each quarter, students who have attained high levels of academic achievement with no C's, D's, no F's, and no I's are recognized on the FCS Honor Roll and are presented with certificates of recognition. Character comments must be satisfactory. Students who have attained all A's are recognized on the FCS All A's Honor Roll and are presented with the certificates of recognition. These students may be exempt from exams and/or extra assignments.

Middle School Awards

Each quarter, students who have attained high levels of academic achievement with no C's, D's, no F's, and no I's are recognized on the FCS Honor Roll and are presented with certificates of recognition. Character comments must be satisfactory. Students who have attained all A's are recognized on the FCS All A's Honor Roll and are presented with the certificates of recognition. These students may be exempt from exams and/or extra assignments. Students who have no absences and no tardies for the year will receive a perfect attendance award.

Elementary Awards

Each quarter, students who have attained high levels of academic achievement with no C's, D's, no F's, and no I's are recognized on the FCS Honor Roll and are presented with certificates of recognition. Character comments must be satisfactory. Students who have attained all A's are recognized on the FCS All A's Honor Roll and are presented with the certificates of recognition. Students who have no absences and no tardies for the quarter will receive a perfect attendance award.

Character and academic awards are also distributed at the end of the year.

Student Disciplinary Policies

All discipline is to be administered with love and self control. As staff members, we are to be Christian role models. It is essential that the school's guidelines for discipline be adhered to.

- We are aware of the developmental characteristics for each age group that we teach. Many times, what people might think is a discipline problem is age-appropriate behavior. We are realistic about our expectations and make our program fit children's developmental needs.
- We are active observers of children and seek to be sensitive to their needs. If they are wiggly, we let them move; if they are frustrated, we adapt the activity or change our approach.
- We greatly appreciate parents making us aware of changes in their home life that could be affecting children's behavior at school.

General School Rules

1. Follow directions promptly and with a good attitude.
2. Walk quietly to and from assigned areas.
3. Keep hands, feet and personal objects to yourself.
4. Come to class prepared and complete all work assigned.
5. Use appropriate language. Disrespectful speech and unkind words are not permitted.

Student Disciplinary Policies

1. Time out
2. Counsel with student
3. Written assignments
4. Parental Conferences
5. Paddling
6. Suspension
7. Removal from school

Paddling

Paddling will be handled only by the administration after consulting the parents. Paddling will be an option for severe offenses such as fighting, disrespect to authority or defiance. It will also be an option for lesser offenses when other methods have been tried and found not to be effective in curtailing repetition of the problem behavior. Paddling will always be conducted in the Administration Office by the Administrator with a staff member as witness. It will only be administered after signed consent from the parents(s). A maximum of three swats will be administered at any one time.

Suspension Policy

If the first 5 forms of discipline have failed the student may be suspended. The parent will be notified and given information concerning the suspension such as: whether the student will be suspended in school or out of school, the reason for the suspension, and the length of the suspension. Students will be given unexcused absences for these days and will receive a zero for all class work and tests administered on these days.

Removal from School

Removal from school is always the final resort in our disciplinary policy. If a student does not comply with school rules of conduct (as stated in our honor code), that student will be asked to leave the school. The tuition agreement will still be in effect for the duration of the school year and parents are required to pay tuition in full for that year. All school text must be returned. We ask that parents and students who must be removed from school do so in proper order, understanding that we have made every effort to try to help the situation.

Students may be removed from school because their parents conduct is not conducive to our honor code. While this is unfortunate for the student, it is sometimes a necessity for the safety and peace of the other students, teachers and administration. Before this would take place, the parent would be notified of the problem and asked to make things right. If the parent will still not comply, said parent will be asked to meet with the school board regarding the situation. A plan of action will be recommended to the parent by the school board at this meeting. If the parent will not comply, the child will be removed from the school. In the event that we feel that the child is in danger, the proper authorities will be notified.

Student Withdrawal Policy

If a parent withdraws their student from school before the end of a school year, the parents will still be obligated to pay their tuition for the full year, as agreed in their tuition agreement. If that family must withdraw due to a job transfer, or other reason that may be deemed unavoidable by school administration and school board, then that family will be released from future tuition payments. However, if the parent withdraws for other reasons, they are asked to do so in a calm and peaceful manner and continue to meet their financial obligation to the school. If this is not met, legal

action will be taken, as deemed necessary by the school board. Additionally, the Board of Education and T.A.N.A.S. will be notified of the student's withdrawal.

Supervision of Students

All Infant-elementary students are to be under the supervision of an adult while on campus of Family Christian School. Students must be supervised by an adult at all times (including restroom breaks). **AT NO TIME DURING THE DAY ARE STUDENTS TO BE LEFT UNSUPERVISED.**

Tuition Policy

The tuition policy is listed on our tuition agreement form. All parents must fill out and sign a tuition agreement form at enrollment. This form is a legal and binding agreement between Family Christian School and the families who enroll. Please make sure to read everything before signing and make sure that it is an agreement that you are willing to enter into. Tuition payments should be mailed to Family Christian School P.O. Box 11535, Jackson, and TN 38308, electronically using the school website: www.fcsofjackson.org or turned in to the tuition box located in the school office. **Please do not give tuition payments to teachers.**

Emergency Procedure Guidelines

In case of an emergency, the administration will activate appropriate alarms in the building. FCS personnel will verify the safety of all students, staff and Visitors, and insure that no one remain in any danger area. All personnel will be instructed to stand by in a state of diligence for additional safety directions until the all clear.

Emergency First Aid

The principal and teachers take emergency first aid and CPR courses, as needed, to make sure that their certifications are up to date. Their certificate of completion is placed in the teacher file. An emergency 911 manual is placed at the door of each classroom for easy access to important things to know in a first aid emergency. First Aid kits are located in the preschool classroom and in the F.C.S. supply room for easy access.

Tornado and Fire Drill Procedures

Safety plans and drills are in place in the event of a fire or tornado occurring. These plans are posted in the building and in the classrooms. It is a state law that schools have one fire drill each month. Tornado drills will take place occasionally.

Tornado Drill Procedures

Check the tornado drill plan posted in your classroom and become familiar with it. Students and teachers must “duck and cover”. All office staff must “duck and cover”.

Fire Drill Procedures

If any teacher is on a break, that teacher will immediately return to his/her classroom. All classes have a fire/tornado drill exit plan posted at their door.

All teachers must be accountable for the students with them at all times by having the attendance book for that class.

When you hear the fire alarm, you should walk with your class QUIETLY out the nearest fire exit and take your class attendance.

When you arrive at the designated place outside, call roll and make sure all students are accounted for.

Wait until the alarm has been silenced and the proper authority has told you that it is safe to re-enter the building.

All doors must be closed and unlocked.

All lights must be left on.

During Naptime:

1. If there is a teacher on break, that teacher will immediately return to his/her classroom.
2. Each preschool department aide will immediately report to the Prescribed classroom to assist the teacher.

The Assistants are to help the children quickly get up. The assistants Are then to move on to the next class and help the next class and so on.

Disaster Preparedness Plan

Intruder Emergency Policy

All school doors are to be locked after 8:15 in the morning. In the event that an unwelcome visitor comes to a classroom, teachers are to take students as far away from windows and out of view of intruder, as possible. Teachers are to call 911 immediately and notify authorities of situation. Students are to stay in safe area away from intruder view until authorities arrive and take care of the situation.

Parents will always be notified in the event of an intruder alert on what happened and how the situation was handled.

Bomb Threat

In the event of a bomb threat, normal fire drill procedures will be followed. Authorities will be notified immediately. Parents will always be notified in the event of a bomb threat concerning what happened and how the situation was handled.

Teacher/Student Illness or Death

If something happens to a teacher or student in front of other students, the situation will be handled as the administration sees fit at that time. In extreme cases, parents will be notified immediately and church pastoral staff will be on hand to help with explaining the situation to students.

Crisis Management

F.C.S. will also develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and death of a student, parent, or employee. Within the development of such plan, the principal shall appoint a Crisis Team, which shall deal with specific situations, make decisions, and disseminate information on the event of a crisis. Members of the Team shall consist of the principal, administrator, NLC pastor and at least two other staff members designated by the principal. The principal of each building shall be responsible for the development of emergency procedures that shall be distributed to building employees, parents, and members of the Crisis Team. Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning of school. In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools. If she determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.) Board members should be notified. All media attention shall be directed to the school administrator.

Field Trips

Field trips will be scheduled by the teacher once every nine weeks. The field trips are intended to enrich or introduce a unit of study. A field trip request form is given to the

principal. After approval, this form is sent home to parents. Permission forms must be returned, along with any payment necessary for the field trip, by the date due on the form. Parents are sometimes asked to drive students on field trips. Sometimes the school/church vans are used for field trips.

One approved adult is to sit in the back of the van with the children. Two adults should check the van log against one another.

Students Preschool through 2nd grade are required, by law, to sit in an approved booster seat while riding in a vehicle. Parents of these children must leave their approved booster at the school the morning of the field trip for their child to attend. Teachers WILL NOT transport students who are not in approved booster seats. All other children must be seat belted for travel.

Parents and Teachers are to keep track of the students who ride with them to and from field trips. A van log is taken for trips that require the school/church vans.

(See All Forms Appendix A)

Van log for field trips

Procedure:

1. Always have attendance with you
2. Field trip permission forms should be with the attendance
3. Van roster sheet should be filled out per van and checked by 2 adults.
4. At least one adult should ride in the back with the children for safety and control

Uniform Dress Code for Students

All students from Preschool to High School are required to wear uniforms.

F.C.S. has contracted with Parker Uniforms to supply our families with all their uniform needs. Uniforms can be purchased at anytime through the Vann Drive location. All monogrammed shirts must be purchased through Parker Uniforms. Spirit day shirts can be purchased from the school.

Pants, shorts, skirts, skorts, and jumpers must be solid-navy, khaki or the approved FCS plaid. No cargo style, wind pants or denim may be worn. These may be purchased anywhere, but must be of uniform quality. The student uniforms must be in good shape, fit well, clean and have no holes. **Elementary, middle and high school students are required to wear undershirts, belts and keep their shirts tucked in.** All uniform shirts will have the school logo. Tennis shoes are acceptable as long as they are in good shape, **flip flops and open-back shoes are not allowed.** All students are to abide by the uniform code at all times. If a student comes dressed inappropriately, his/her parents will be called to bring the student a change of clothes. **However, the students do not have to wear uniforms on party days, field trip days or casual days.** Fridays are blue jean day. Students may wear blue jeans that are neat and do not have holes or ragged edges. They may wear school uniform shirts, or school spirit t-shirts which may be ordered from the school.

Homework Policy

Students must complete homework assignments in a timely manner in compliance with their teachers' policies.

Lunch/Snack Policy

Family Christian School does not have a lunch program, at this time. A menu is sent home on Mondays for our catered lunch on Thursdays. Students store their lunches in their classrooms so an icepack is recommended. Each child is asked to bring a packed lunch. Teachers of younger students may ask parents to provide snacks for their child's class on a rotation basis. This is up to the discretion of the teacher.

School Parties

There will be various classroom parties throughout the school year for holidays (i.e., Christmas, Valentines Day, etc.) and special events (i.e., math-a-thon, reward parties, etc.). These should be planned by class room mothers who are elected at the first P.I.E. meeting of each school year. Sometimes parents are asked to help provide items for these parties. We do not celebrate; nor condone anything that revolves around Halloween at Family Christian School. We do have fall/harvest parties during this time of year; however, we ask that parents do not send items that contribute to the celebration of Halloween. We also have lunches that involve the entire family throughout the school year (i.e., Thanksgiving lunch, Grandparent's Day Lunch, Pastor Appreciation Lunch, etc.). We always encourage parents to participate in these events. Flyers are sent home to let parents know about these events, so please check your child's back pack daily to make sure you don't miss anything. These dates are listed in the monthly school newsletter as well. Some parties require an R.S.V.P. to insure proper preparation. We encourage families to invite grandparents and perspective families to these events as well.

Off Campus Parties

We ask that parents always remember the honor code that they and their children sign each year. This honor code asks that we honor God and represent Him on and

off campus. With this in mind, we ask that parties that are held in the homes of our students are representative of Christ.

It is the policy of Family Christian School that if a student hosts a party off campus and invites any student in their classroom, that all students in their classroom are included. If it is an all girl or all boy party, we ask that the student invites all boys in class or all girls in the classroom. If invitations are sent to school, everyone must get one. We are a small school and we believe that we should treat others the way we would want to be treated.

Release of Records

Custodial Parents and Legal Guardians who enroll their children in Family Christian School have open access to their child's file whenever they deem necessary. They must contact the school office to set up an appointment to see these files, when convenient for school principal, however. The administration, school board and the child's teacher also has access to the information in the student file, when necessary. However, they are to keep this information confidential and use only as an aid to assist in the child's learning and care. No one else is granted these records without the presence of a parental consent form or court order.

If a student transfers from Family Christian School to another school, that school should send a written request for student records to Family Christian School, P.O. Box 11535 Jackson, TN 38308 or they may fax a request to (731) 300-3389. If the student's financial account is paid in full and they do not have an outstanding balance and if they have turned in all textbooks and library books that belong to the school, their records will be sent to the school. However, if the student has an outstanding balance or has books that need to be returned to the school, these records will not be released until these obligations have been met (per our tuition agreement).

Procedures for Situations Involving Child Custody, Visitation and Release of Records

1. Upon request, non-custodial parents shall be entitled to experience all parental rights to the extent that such rights are not restricted by a legally binding instrument or court order.
2. A reasonable attempt will be made to publicize this policy so that affected parents will be informed of their option.
3. The requesting parent will initiate the written request for duplicate parent reporting to the principal of the school where the student currently attends. The request must include the full legal name and address of the student, the full name and address of both parents and the requesting parent must sign it. The request must be renewed annually or whenever the student changes schools, whichever occurs first.
4. Once the request has been made, the principal will cause to be duplicated and mailed/delivered to the requesting parent of record, timely copies of any official information (not to exceed two (2) weeks). However, duplicates of statements will only be sent to the parent designated to pay tuition. We will not divide financial obligations between parents. Parents will be responsible to work this out on their own. One student account and statement is all that will be supplied by the FCS financial office.
5. Official information for the purpose of this requirement is limited to annual parent and student calendars, report cards issued at the end of each grading period, failure notices issued to alert parents to unsatisfactory midterm progress, notice of suspension and/or expulsion, and standardized test score reports as are routinely distributed to parents.

6. When information is to be provided through a teacher and/or principal parent conference, the requesting parent, upon his/her request, will be invited to attend the conference provided there is not legal

Document to forbid it, and the presence of both parents does not compromise the integrity or quality of the conference.

7. Duplicate reports may be photocopies and do not need to be duplicate originals.

8. The requesting parent may also ask that all other materials distributed by the school (newsletters, notices of special functions, disciplinary notices, etc.) be provided as well. To activate this request, the requesting parent may be required to provide a supply of self-addressed, stamped envelopes to the school. Such arrangements are to be worked out by the parent and the building principal.

9. The staff will be oriented as to the rights of non-custodial parents.

Reporting of Suspected Child Abuse and Neglect

Family Christian School staff is trained annually on how to recognize signs of child abuse and neglect in children (per Carl Perkins Center for the Prevention of Child Abuse). We are required, by law, to report any suspicion of child abuse or neglect to the Department of Child Protective Services. We are not required to notify the parent or guardian of this call. After reporting, the investigation procedures are left solely in the hands of the Department of Child Protective Services. We are required, by law, to cooperate with this department, during this period.

Chapel Services

All students participate in a Christian chapel service once per week. This is usually led by the Staff of Family Christian School and other guest pastors and children's pastors from the churches represented by our student body. Students participate in a

time of singing and worship to God, testimonies and prayer requests, and a teaching provided by the speaker each day. Chapel is a vital part of our week and we look forward to each service.

Policies and Procedures for Volunteers

Being that we are a private school and depend upon tuition, fundraising and private contributions for our income, we invite, in fact, encourage volunteerism by our parents and their families. We usually ask for volunteers to assist with fundraising, library, custodial, and sometimes proctoring achievement testing, speaking to our classes and in chapels, assistance with our recycling endeavors, etc. We are very careful, however, who we allow onto the school grounds during the school day for any reason. We have high standards of safety for our teachers and we only allow volunteers who are known and trusted by school administration to volunteer during the school day. Volunteers are just that, and they are not compensated monetarily for their time.

Student Drivers

Students with a valid Tennessee Driver's license are allowed to drive to school. Students are not allowed in their cars during the school day. Other students are not allowed to ride or sit in the cars with driving students. Student's cars should be locked during the school day. Parental written notification must be given to leave school during the school day for a valid appointment (doctor, orthodontist, etc.), and must include permission to drive to the appointment. Students will have to sign out and in with their teacher and bring back documentation from their doctor that they have been to that appointment.

If a student violates the Student Driver's policy, he/she will not be allowed to drive to school.

Core Values

The Character of Servant hood, Compassion, and Empathy

We believe that it is a part of being a Christian to show compassion and care to others. Jesus demonstrated this while he was on the earth all the way to the cross. We offer many opportunities for students to see the needs of others and to serve those needs during the school year. Some of those include: visits to nursing homes, fundraising and work projects to serve the needy and homeless, St. Jude's Math-a-thon, making care packages for families of patients at hospitals and much more. Most importantly, we give them opportunity and encourage them to serve one another and their teachers during each school day, always looking at the needs of others before themselves.

Appendix 1

STATEMENT OF FAITH

Please read the following beliefs held by Family Christian School and complete the information on the back side of this form.

1. The Scriptures*

The Bible is the inspired Word of God, the product of the holy men of old who wrote and spoke as they were moved by the Holy Spirit. The New Covenant, as recorded in the New Testament, is what we accept as our infallible guide in matters pertaining to conduct and doctrine (1 Thessalonians 2:13, 2 Timothy 3:16, 2 Peter 1:21)

2. The Godhead*

Our God is one, but is manifested in three persons: the Father, the Son, and the Holy Spirit, be co-equal (1 John 5:7). God the Father is greater than all, the Source of the Word (Logos), and the Begetter (John 1:14; 14:28; 16:28). The Holy Spirit proceeds forth from both the Father and the Son and is eternal (John 15:26).

3. Man: His Fall from Redemption*

Man is a created being, made in the likeness and the image of God, but through Adam's transgression and fall, sin came into the world. "For all have sinned, and come short of the glory of God" (Romans 3:23). "As it is written, there is none righteous, no, not one" (Romans 3:10). Jesus Christ, the Son of God, was manifested to undo the work of the devil, to give His life and shed His blood to redeem and restore man back to God (1 John 3:8). Salvation is the gift of God to man, separate from the works of the Law, which is operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8).

4. Eternal Life and New Birth*

Man's first step toward salvation is godly sorrow which works repentance. The new birth is necessary to all men, and when fulfilled, produces eternal life (John 3:3-5, 2 Corinthians 7:10, 1 John 5:12)

5. Hell and Eternal Retribution*

The one who physically dies in his sins without Christ is hopelessly and eternally lost in the Lake of Fire and, therefore, has no further opportunity of hearing the Gospel or repenting. The Lake of Fire is literal. The terms "eternal" and "everlasting" used in describing the duration of the punishment of the damned in the Lake of Fire carry the same thought and meaning of endless existence as used in denoting the duration of joy and ecstasy of saints in the presence of God (Hebrews 9:27, Revelation 19:20).

6. Resurrection of the Just and the Return of our Lord*

The angel said, "This same Jesus...shall so come in like manner" (Acts 1:11). His coming is imminent. When He comes, "The dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air..." (1 Thessalonians 4:16-17). Following the tribulation, He shall return to the earth as King of Kings and Lord of Lords. Then together with His saints, who shall be kings and priests, He shall reign for a thousand years (Revelation 20:6).

Check all that apply:

Active members of NLC since _____
(Date)

Attending NLC regularly since _____
(Date)

Member of _____
_____ (Church) (Address) (Pastor's Name)

Parents actively involved in _____
(Department or Area of Service)

Committed to regular financial support of a church (tithe, offerings)

Attend one or more church(es) but am not committed to one particular church

Not attending church regularly (at least one service per week) at this time

Student has made a profession of faith in Jesus as Savior

Father/guardian has made a profession of faith in Jesus as Savior

Mother/guardian has made a profession of faith in Jesus as Savior

I have read and understand the Statement of Family Christian School. I understand that all classroom instruction, chapel services, devotions, and Bible curriculum will uphold the Major Doctrines of this Statement of Faith, and I will support instruction at FCS, which is aligned accordingly.

Student Signature

Date

Father/Guardian Signature

Date

Mother/Guardian Signature

Date

Appendix 2

Family Christian School

CURRICULUM INFORMATION

THREE, FOUR AND FIVE YEAR OLD PROGRAMS

POSITION STATEMENT ON DEVELOPMENTALLY APPROPRIATE PRACTICE

Developmentally appropriate practice is based on knowledge about how children develop and learn. “In a developmental approach to curriculum design...decisions about what should be learned, and how it would best be learned, depend on what we know of the learner’s developmental status, and our understanding of the relationships between early experience and subsequent development...” (*L.K.A.T.Z., 1995 Talks with Teachers of Young Children: A Collection, 1995*). Family Christian School has designed an integrated curriculum, as well as, and emergent curriculum, drawing from the insight and experience of such early childhood experts as Lilian Katz, Judy Harris Helm, Bobbi Fischer and Ursula Davis, to name a few. Our teachers will be continually reinventing the instruction with emphasis on ideas and interests that emerge from the daily lives or our children. This process has proven to be effective in the best early childhood programs in the nation. We will also glean information from many successful early childhood resources, such as parents and teachers, High/Scope, Heads Up Reading and Reggio Emilia, The Project Approach, and Work Sampling to name a few. Our goal is to provide the students in our care with individualized instruction assessment, keeping in the forefront, what children need to know and how they learn. We refuse to follow the pattern of many preschool programs that simply push down elementary curriculum in a watered-down version. In an effort to keep the instruction relevant and meaningful to our student’s development, we keep before us two criteria of sound curriculum: (1) Conveying important knowledge from a given discipline in many ways, and (2) Considering how and when children develop and learn.

FCS POSITION ON THE ROLE OF THE TEACHER

Continuum of Teaching Behaviors

Acknowledge:	Give attention and positive encouragement to keep a child engaged in an activity.
Model:	Display for children a skill or desirable way of behaving in the classroom through actions only, or with cues, prompts, or other forms of coaching.
Facilitate:	Offer short term assistance to help a child achieve the next level of functioning, as an adult does in holding the back of a bicycle.

Support:	Provide a fixed form of assistance, such as a bicycle's training wheel's, to help a child achieve the next level of functioning.
Scaffold:	Set up challenges or assist children to work on the edge of their current competence.
Co-construct:	Learn or work collaboratively with children on a problem or task, such as building a model or block structure.
Demonstrate:	Actively display behavior, or engage in an activity while children observe the outcome.
Direct:	Provide specific directions for children's behavior within narrowly defined dimensions of error.

FCS CURRICULUM AND ASSESSMENT BENCHMARKS FOR 3, 4, AND 5 YEAR OLDS

Language and Literacy

- Listening and Understanding
- Verbal Expressions and Communication
- Phonological Awareness
- Print Awareness and Concepts
- Book Knowledge and Appreciation
- Alphabet Knowledge
- Early Writing
- Emergent Reading
- Communicate Through Written Language by Controlling the Ways the Print Relates to the Sounds

Mathematics

- Numbers and Operations
- Patterns
- Geometry and Spatial Sense
- Measurement
- Classification and Data Collection
- Estimation

Science

- Observing
- Communicating
- Comparing
- Organizing
- Relating
- Inferring
- Applying

Social Studies

- The World in Spatial Terms
- Places and Regions
- Physical Systems
- Human Systems
- Environment and Society
- The Uses of Geography

Creative Arts

- Singing and Playing Instruments
- Creating Music
- Responding to Music
- Understanding Music

Movement

- Understanding and Applying Media, Techniques and Processes
- Using Knowledge of Structures and Functions
- Choosing and Evaluating a Range of Subject Matter, Symbols and Ideas
- Understanding the Visual Arts in Relation to History and Cultures

Health and Safety

- Personal Health and Hygiene
- Nutrition
- Injury Prevention
- Safety
- Family

Personal and Social Development

- Express Awareness of Oneself

- Express Interests and Self Direction in Learning
- Growing in Confidence and Abilities
- Follow Classroom Rules and Routines
- Take Responsibility for Supplies and Belongings
- Ability to Control Intense Feelings
- Begins to Share, Take Turns and Cooperate with Others
- Develop Friendships with Others
- Respect the Rights of Others
- Express Thoughts, Feelings, Wants and Needs Through Language
- Understand that Actions Have Consequences and Affect Others

Physical Development

- Locomotor Gross Motor Manipulative Movements
- Fine Motor Manipulative Movements
- Stability Movements

Knowledge of the Bible and Basic Christianity

- Scripture Memorization
- Foundational Bible Stories (Old and New Testament)
- Heroes of the Bible
- Basic Principles of Christianity as it Relates to Them
- Godly Character
- Principles of the Bible are Integrated into All Subject Areas

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

I have read the Parent/Student Handbook and I do agree with the policies and procedures in place. I will diligently strive to follow the above-mentioned policies and procedures.

Student's Name (please print)

Parent/Guardian Name (please print)

(Signature)

(Date)