



**Early Childhood
Parent/Student Handbook
2025-2026 School Year**

Table of Contents

School Calendar 2025-2026.....	4
Philosophy.....	5
Our Mission.....	5
About Us.....	5
What We Believe and Teach.....	6
Core Values.....	6
Daily Recitation of Scripture	6
Statement of Faith (see Appendix 1)	6
Family Christian School Curriculum Framework.....	7
Program for Three-, Four-, and Five-year-old.....	7-10
Bible.....	10
Extra Activities.....	10
FCS School Board Members.....	10
Faculty and Teachers.....	10
Policies and Procedures for Students and Parents.....	11
Methods of Communication.....	11
Daily Routine.....	11
Office Hours.....	11
School Visitors.....	11
Authorized Persons for Child Pick Up	12
Procedure for Drop off and Pick Up.....	12
Late Arrival or Early Pick Up.....	12
School Colors and Mascot.....	12
Parents as Partners: Parent/Teacher Conferences.....	13
Student/Teacher Ratio.....	13
Uniform Dress Code for Students.....	13-14
Lunch/Snack Policy/Peanut Free Policy.....	14
School Parties.....	14
Off Campus Parties.....	14-15
Marketing.....	15
Enrollment/Application Process.....	15
Parent/Student Orientation.....	15
Absences and Drop-In Days.....	16
Illness During School Hours.....	16
Illness at Home.....	16
Medication.....	16

Weather and School Closings.....	16
Harassment and Bullying.....	16
Lost and found.....	17
Reporting of Student Progress.....	17
Achievement Testing Program.....	17
Student Disciplinary Policies.....	18
Suspension Policy.....	18
Removal from School.....	18
Biting Policy.....	18-19
Tuition Policy.....	19
Field Trips.....	19
Procedures for Situations Involving Child Custody, Visitation, and Release of Records.	
Reporting of Suspected Child Abuse and Neglect.....	19-20
Chapel Services.....	20
Policies and Procedures for Volunteers.....	20
Disaster Preparedness Plans.....	20
Emergency Procedure Guidelines.....	20
Emergency First Aid and CPR.....	21
Fire Drill Procedures.....	21
Tornado Drill Procedures.....	21
Intruder Alert Drill and Policy.....	22-25
Appendix 1 Statement of Faith.....	26
Appendix 2 Honor Code.....	27
Appendix 3 Covid-19 Response Plan.....	27-28
PIE Calendar.....	29



School Calendar 2025-2026

School Opens – August 11, 2025

August 4-8, Mon. – Fri.	In-Service
August 7, Thursday	Mandatory Parent Orientation (6 to 7:30 pm)
August 11, Monday	Classes Begin Early Childhood-Grade 12
September 1, Monday	Labor Day – Holiday
October 3, Friday	Teacher In-Service and Parent Teacher Conferences
October 6-10 Mon. - Fri.	Fall Break
November 11, Tuesday	Veterans Day Observed – Holiday
November 24-28 Mon. – Fri.	Thanksgiving Holiday
Dec. 22- Jan 2	Christmas Break
January 5, Monday	In-service
January 6, Tuesday	Classes Resume
January 19, Monday	Dr. Martin Luther King, Jr. Day – Holiday
February 16, Monday	President's Day – Holiday
March 13, Friday	Teacher In-Service, and Parent Teacher Conferences
March 16-20, Mon.-Fri.	Spring Break
April 3, Friday	Good Friday – Holiday
April 6, Monday	Easter Monday - Holiday
May 8, Friday	Graduation
May 22, Friday	1/2 Day – Last 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.

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 classes for infants through the 12th grade. Family Christian School is fully accredited through the Tennessee Association of Nonpublic Academic Schools (T.A.N.A.S.). We are a recognized Category II, accredited, nonpublic school. Our teachers are highly qualified in their fields. 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 is 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 today. Children are required to know so much more before they 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 fifth 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. All 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, budget, and building planning for the school. The board consists of highly qualified individuals in the areas for which they offer support to the school. We are partnering with St. Augustine for our high school athletics and St. Mary's for Middle School athletics. We will also be offering various clubs and organizations that stimulate learning, relationships, and assistance to our community, country, and world.

What We Believe and Teach

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, 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.

Core Values

The Character of Servanthood, 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, 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 the opportunity and encourage them to serve one another and their teachers during each school day, always looking at the needs of others before themselves.

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 (see Appendix 1)

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 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.

Family Christian School Curriculum Framework

Our Curriculum is state approved and has been chosen to meet the individual needs of our students.

Program for Three-, Four-, and Five-year-olds

POSITION STATEMENT ON DEVELOPMENTALLY APPROPRIATE PRACTICE

Family Christian School Preschool is focused on developmentally appropriate practices, based on knowledge about how children develop and learn. We employ multiple learning approaches and believe children thrive when authentic relationships are formed between each child and his/her teacher, family, and community. Our intentional, nurturing environments open the door to each child's imagination, curiosities, and love of learning. Our program engages the whole child with developmentally appropriate materials. Our integrated and emergent curriculum gives our children ownership of their learning with the support of our teachers.

We believe that your child is one of God's most precious beings and He created each one of us for an incredibly special part in His plan. It is our goal that our school will help the children at FCS to become enthusiastic learners, both spiritually and academically, so that they may become independent, self-confident, and inquisitive...to gain a true love of learning that will remain with them throughout their entire lifetime. We want our school to nourish their souls, as well as their minds.

Our curriculum identifies specific goals in the following areas of development: Spiritually by expanding their love of God and others with a prayerful life, moral development, and service to others; Socially by feeling comfortable in school, trusting their new environment, making friends, and feeling that they are part of a group; Emotionally by helping them to experience pride and self-confidence, develop independence and self-control, and to have a positive attitude towards life; Cognitively by helping them become confident learners, to acquire skills such as problem-solving, asking questions, using words to describe their ideas, observations,

and feelings; and Physically by helping them increase their gross and fine motor skills, and to feel confident about what their bodies can do.

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 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

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.

Extra Activities

Family Christian School currently offers music and P.E. throughout the week. All students participate in these classes as they are part of our curriculum. Musical productions and programs are performed throughout the course of the year under the direction of a music teacher.

FCS School Board Members

The Directors of the corporation are as listed below:

Jereme Smith, Chairman

Van Nash, Secretary

Todd Levens, Member

Haley Smith, Member

Faculty and Teachers

Haley Smith (Principal)

Tasha Moore (Director of Early Learning)

James Pittman (Bookkeeper)

Gracie Carlton (Office Administrator)

Deanna McCrudden (Infants 6 weeks - 12 months)

Breana Mayfield (Toddlers 12 months – 24 months)

Brandy Stafford (Toddlers 24-36 months)

Monica Entsminger (Teacher's Assistant)

Jessica Berg (Preschool 3-year-olds)

Julie Riddle (Pre-k – Kindergarten)

Angie Sheffield (Teacher's Assistant)

Policies and Procedures for Students and Parents

Methods of Communication

FCS uses a variety of methods to communicate with our families. These include email, Gradelink messaging, phone, and SMS text messaging.

In joining FCS, you consent to *receive promotional text messages* from Clearstream by SMS message for urgent situations and emergencies only. This is our best means of communication in these circumstances. You will receive one initial text message providing you the contact information for this service. Please save this number in your phone so that you recognize it in the future. This is ONE-WAY communication, and you cannot reach us via this number.

To contact the FCS office, you may

-call 731-300-3385

-email gracie.carlton@fcsofjackson.org

-fax 731-300-3389

Daily Routine

Each class has a personal schedule.

- Arrival 7:45 – 8:15
- Students must arrive before 8:30
- Dismissal 3:00 – 3:15
- Aftercare 3:15 - 5:30 is available for children 12 months and older.

LATE FEE - After 5:30 pm, first minute is \$5 per child, every minute thereafter is \$1 per child.

***Aftercare is available for children 6wks to 12 months until 4:00 without an additional fee.**

Office Hours

Office Hours are from 7:45am to 3:315pm. Meetings will be scheduled. You may call the school office at (731) 300-3385 or you may email Ms. Gracie at gracie.carlton@fcsofjackson.org or Mrs. Tasha at tasha.moore@fcsofjackson.org to schedule a meeting.

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 Persons for Child Pick Up

Authorized pick-up people are listed on the child's application and parent information card. If other friends or family members, who are not listed on that form, come to retrieve a student, the parent/guardian must let them know to report to the school office and a parent/guardian is to notify the office, in advance, that the student will be picked up by this person. ID will be checked before the student is released to them.

Procedure for Drop off and Pick Up

Each student will need to be signed in and out each day. There is a notebook located at each classroom entrance for that purpose.

Arrival and Dismissal Procedures

Between 8:30 AM and 3:00 PM, parents may ring the doorbell for student drop-off and pickup. Office staff will allow entry, and if needed, a staff member will check ID before releasing the child. Students will only be released to individuals listed on the authorized dismissal list, so please keep this information up to date.

If your child arrives late, they will not be admitted if they have a fever or show signs of illness.

Please make every effort to arrive on time to support your child's routine and learning.

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. 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 Abraham's faithfulness and willingness to trust Him 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 the sacrifice when He knew that Abraham was truly faithful to him over all things, even those that mattered most to him. 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 as our mascot is a constant reminder to us that He is Jehovah Jireh, 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 reminded on the playing field 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 as well as give testimony to

encourage students in the situations 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.

Parents as Partners: Parent/Teacher Conferences

Our commitment to the parents means involving the parent is a necessity. Students are under their parents' 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 will 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 teachers' schedules and do not take up a teacher's time before class. They need to get their day started on time

It is important that we all respect our teachers' family time. Please use a teacher's FCS email (first.last@fcs of jackson.org), Gradelink messaging, or the school office number as your forms of communication with your child's teacher. The teachers commit to check these forms of communication daily and they will respond to you in a timely manner.

Student/Teacher Ratio

FCS student/teacher ratios are determined by the Department of Education.

Multi-age grouping chart:

Age of Children	Adult: Child Ratio	Ratio Maximum Group Size
6 weeks – 15 months	1:4	8
12 months – 30 months	1:6	12
24 months – 35 months	1:7	14
3 years	1:9	18
4 years – 5 years	1:16	24

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

Uniform Dress Code for Students

All students from pre-k 4 (infant through 3-years-old classes are exempt) to high school are required to wear uniforms. FCS has contracted with The Uniform Source to supply our families with all their uniform needs. Uniforms can be purchased at any time through the Vann Drive location. All monogrammed polos must be purchased through The Uniform Source. Spirit day shirts can be purchased from the school at the beginning of the year.

Pants, shorts, skirts, skorts, and jumpers must be solid navy, khaki, or black, or the approved FCS plaid. No cargo style, wind pants, or denim may be worn. Bottoms may be purchased anywhere but must be of uniform quality. The student uniforms must be in undamaged shape, clean, well fitting, and free of holes. Pants and shorts need to fit well and must not sag. All uniform shirts will have the school logo. Tennis shoes are acceptable if they are in undamaged shape, while flip flops and open-back shoes are not allowed. All students are always to abide by the uniform policy. If a student comes dressed inappropriately, his/her parents will be called to bring the student a change of clothes. FCS reserves the right to have the student wear an oversized item on top of their clothes if it is deemed unreasonable to call the parents or the parents are not able to bring a change of clothes. This is at the discretion of FCS. Students do not have to wear uniforms on party days, field trips, or Spirit Days. Fridays are Spirit Day. Students may wear blue jeans that are neat and do not have excessive holes or ragged edges. They may wear school polos or school spirit t-shirts which may be ordered from the school. They may also wear former FCS activity t-shirts. For example, t-shirts of a previous school play.

Lunch/Snack Policy

Family Christian School does not currently offer a lunch program. Each child is asked to bring a packed lunch. Students store their lunches in the classroom, so an icepack is recommended. Hot lunches should be sent pre-cooked and, in a thermos, so that they require minimal heating. Teachers are not equipped to “cook” meals for students.

An order form is emailed out on Fridays for a restaurant catered lunch on the following Thursday. This form is due by the date listed on the form. Teachers ask parents to provide snacks for the class on a rotation. A monthly calendar will be sent home and posted in the classroom with children’s names listed on their scheduled day.

School Parties

There will be various classroom parties throughout the school year for holidays (i.e., Christmas, Valentine’s Day, etc.) and dedicated events (i.e., St. Jude Math-a-thon, reward parties, etc.). These should be planned by classroom parents who are elected at the first P.I.E. meeting of each school year along with teacher input. Sometimes parents are asked to help provide items for these parties.

We also have lunches that involve the entire family throughout the school year (i.e., Thanksgiving lunch, Grandparent’s Day Lunch, etc.). We always encourage parents to participate in these events. The Friday Memo will let parents know about these events, as well as the Gradelink calendar and FCS newsletter. Some parties require you to R.S.V.P. to ensure 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 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 or all girls in the classroom. If invitations are sent to school, everyone must receive one. We are a small school, and we believe that we should treat others the way we would want to be treated.

Marketing

Family Christian School uses various media to advertise, including:

Website

Newspaper Advertising

Social Media

Word of Mouth

Outdoor Signage

We actively seek any free advertising that is available, especially to advertise dedicated events, fundraising, community service, etc. We try to promote what we are doing that is new and innovative.

Permission for Publication: In agreement with this Handbook, you give permission for Family Christian School to use your child's picture on the school website as well as other marketing publications of the school. You understand your child's complete name will not be used with their picture on the website/social media.

Enrollment/Application Process

When a parent/guardian contacts the school to apply for admissions, the applicant will be directed to complete the application process on Gradelink via the FCS website. If the applicant has questions, he or she may contact the office by phone or email. After completing the enrollment application, further pertinent information can be viewed by the applicant on the website including but not limited to:

- o School Supply List
- o Current School Calendar

Parent/Student Orientation

All parents are asked to attend a mandatory orientation prior to the start of school. At this orientation, they are directed our Parent/Student Handbook located on the website, 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 FCS faculty, staff, administration, and board of directors. They will meet their child's teacher in the classroom and can ask questions as well as receive that teacher's classroom expectations.

Absences and Drop-In Days

When a student is absent from school, a phone call to the office, or an email to Ms. Gracie is required from the parent or guardian by 9:00 a.m. We ask that this procedure be followed for all student absences, nursery – grade 12. It is important to provide 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

We do offer drop-in days when space is available for a fee of \$50. Please contact Tasha Moore at tasha.moore@fcssofjackson.org to request a drop-in day.

Illness - During School

(See Appendix 3 for the Response to COVID-19 Policies)

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.

Illness – At Home

(See Appendix 3 for the Response to COVID-19 Policies)

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

The office will not distribute medication of any kind without written permission. Giving permission over the phone is not acceptable. All medications must be sent to school personnel in its original container and clearly labeled with the student's name. A Specified Medication 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.

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. We will also post closings on our FCS Facebook page and inform parents/guardians via Gradelink. As a rule, we will close when Jackson Madison County Schools have decided to close.

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 a student brings 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 nine-week grading period system. Report cards will go home at the end of each nine-week period (or quarter) beginning with the second quarter. Parents are asked to review, sign, and return the report card by the next school day. We have Parent Teacher Conference days set on the school calendar. At any point during the school year, a conference may be requested by a parent, teacher, or the principal.

Achievement Testing Program

All students, preschool (infants and toddlers excluded) through 11th grade is 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 student's file.

Student Disciplinary Policies

All discipline will be administered with love and self-control. As staff members, we strive 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 appreciate parents making us aware of changes in their home life that could be affecting their 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. Parental Conferences
4. Suspension
5. Removal from school

Biting Policy:

At Family Christian School, we understand that biting is a common behavior among young children, especially those in the infant to toddler age range. While it can be concerning for families, it is considered a normal part of child development as children learn to communicate, cope with emotions, and navigate social interactions.

Our Approach:

Our staff is trained to respond to biting calmly and consistently, using positive guidance and age-appropriate strategies to prevent and address incidents. We focus on teaching empathy, language skills, and appropriate ways to express feelings.

If a Child Bites:

- The biting incident will be addressed immediately and calmly. The child who was bitten will be comforted and cared for first.
- The biter will be gently reminded that biting hurts and redirected to a more appropriate behavior or activity.
- Staff will document the incident and notify both sets of parents. The identity of the other child involved will remain confidential.
- Parents of the biter will receive information about the incident and strategies being used in the classroom to prevent further occurrences.

When Biting Becomes a Pattern:

If biting becomes a recurring behavior:

- A meeting may be scheduled with the child's family and teaching team to discuss behavior patterns, possible triggers, and an individualized support plan.
- The child may be observed closely to identify causes or environmental factors that may be contributing.
- Additional tools, such as sensory items, teething aids, or visual cues, may be introduced.

Persistent or Severe Biting:

In the event that:

- Biting continues despite intervention,
- Bites result in serious injury,
- Or if the behavior poses a consistent risk to others,

the school reserves the right to implement further actions, which may include:

- Temporary removal from the classroom environment,
- Reduction in hours,
- Or, in rare cases, suspension or dismissal from the program.

Every effort will be made to work collaboratively with families to support the child's development and success.

Suspension Policy

If the first 4 forms of discipline have failed the student may be suspended. The parent will be notified of the reason for the suspension and the length of the suspension.

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. 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 resolve 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 measure is taken, 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. If 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 may 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.

Tuition Policy

The tuition policy is listed on our Tuition Agreement Plan. All parents must sign a Tuition Agreement Plan upon enrolling. This form is a legal and binding agreement between Family Christian School and the families that enroll. Please make sure to read everything before signing and make sure that it is an agreement into which you are willing to enter and with which you agree to comply. Tuition payments will be received by FCS via bank draft on a schedule agreed upon by evidence of the parent/guardian's signature on the Tuition Agreement Plan.

Field Trips

Field trips will be scheduled by the teacher. These 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 asked to drive students on field trips. 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 when riding with someone else. 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.

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 are 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.

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 might ask for volunteers to assist with fundraising, library, custodial, proctoring achievement testing, speaking to our classes and in chapels, assistance with our recycling endeavors, etc. We are careful, however, who we allow onto the school grounds during the school day for any reason. We have exact standards of safety for our teachers, and we only allow volunteers who are known and trusted by the school administration to volunteer during the school day. Volunteers are just that, and they are not compensated monetarily for their time.

Disaster Preparedness Plans

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 ensure 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 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. The certificate of completion is kept in the teacher's file. First Aid kits are in the high school hall teacher workroom and in the front office. Smaller kits can be found in each classroom.

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 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 the door.

All teachers must always be accountable for the students with them 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, then move on to the next class and so on.

Intruder Alert Drill & Policy

Unknown / Unarmed / Unwelcomed Visitor

This is a person who made their way into the building without permission & unwilling to leave

- Ask for their name
- Ask for identification
- Make a copy of this identification (keep for filing)
- Ask them to leave
- If they are hesitant & unwilling to leave, inform them you will call the Sheriff (911)
- If they leave after calling 911, file an official report with deputy once they arrive
 - Remember as many details as possible for the report
 - Age, race, height, weight, clothing, facial description, conversation etc.
- Once Sheriff Deputy arrives, allow them to take control
- Keep a visible posted file of this person's info in the office for future interaction

Unknown / Disruptive / Unarmed / Unwelcomed Visitor

This is a person who made their way into the building without permission & causing disruption

- Ask for their name
- Ask for identification
- Make a copy of this identification (keep for filing)
- Ask them to leave
- If they are unwilling to leave, inform them you will call the Sheriff (911)
- Lock-down the building (via intercom)

- o Alert others to lock-down immediately
- o Lock all hallway & classroom doors & windows
- o Stay away from doors & windows once locked
- o Put barriers (desks, tables, chairs, etc.) between you & the door
- o Hide out of sight as best as possible
- o Remain in room until instructed differently
- o Leave lights on for law enforcement teams
- o Wait for law enforcement to give further instructions
- Talk to this person in a calm manner
- Try to get them to move to the outside of the building
- Once Sheriff Deputy arrives, allow them to take control
 - o Remember as many details as possible for the report
 - Age, race, height, weight, clothing, facial description, conversation etc.
- Keep a visible posted file of this person's info in the office for future interaction

Disruptive / Armed / Unwelcomed Visitor

This is a person who made their way into the building without permission & is threatening harm

- Call the Sheriff (911)
- Lock-down the building (via intercom)
 - o Alert others to lock-down immediately
 - o Lock all hallway & classroom doors & windows
 - o Stay away from doors & windows once locked
 - o Put barriers (desks, tables, chairs, etc.) between you & the door
 - o Hide out of sight as best as possible
 - o Remain in room until instructed differently
 - o Leave lights on for law enforcement teams
 - o Wait for law enforcement to give further instructions
- Once Sheriff Deputy arrives, allow them to take control
 - o Remember as many details as possible for the report
 - Age, race, height, weight, clothing, facial description, conversation etc.
- Keep a visible posted file of this person's info in the office for future interaction

Lock-down the building

- Send out lock-down alert via intercom
- Alert others to lock-down immediately
- Lock all hallway & classroom doors & windows
 - o Stay away from doors & windows once locked
 - o Put barriers (desks, tables, chairs, etc.) between you & the door
 - o Hide out of sight as best as possible
 - o Remain in room until instructed differently
 - o Leave lights on for law enforcement teams
 - o Wait for law enforcement to give further instructions

- Once Sheriff Deputy arrives, allow them to take control
 - o Remember as many details as possible for the report
 - Age, race, height, weight, clothing, facial description, conversation etc.

Exit Building Protocol

- If you must exit the building, follow the Fire Drill Exit Plan
 - o Upon leaving the building, close all doors & windows
 - o No student is permitted to exit without a teacher
 - o Teachers remain with your students always while outside
 - o Perform roll call once you have your class in the proper location
 - o Wait for final clearance from authority before reentry
 - o Reentry
- No student is permitted to enter the building without a teacher
- Doublecheck doors & windows and perform a final roll call

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.

Appendix 1: Statement of Faith

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).

Appendix 2: Honor Code

1. I will strive to discover my God-Given talents, to develop those abilities fully, and devote those talents to a lifetime of learning, serving, and honoring God.
2. I will strive to say and do things that are pleasing to God and that bring glory and honor to Him. I will refrain from the use of profanity, vulgarity, or any conversation that is inappropriate for a Christian.
3. I will honor God by maintaining pure thoughts and actions.
4. I will be truthful and trustworthy.
5. I will refrain from cheating, as well as plagiarism.
6. I will show respect for authority and submit myself to the teachers and administration of Family Christian School, realizing that attendance at FCS is a privilege, not a right.
7. My dress and my appearance will not only comply with the dress code of FCS, but it will also reflect Christian modesty and values.
8. My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and my actions.
9. I will support the Statement of Faith as it is applied to instruction throughout the curriculum.
10. I will uphold this Honor Code for the full twelve months of the year, at school, at school activities, and outside of school.

Appendix 3: COVID-19 Response Plan

Introduction

Dear Parent/Guardian,

At the beginning of the 2020 Academic year, we published a plan for returning to school despite COVID-19. Many of those policies were revised as we learned more about the virus, and the CDC made new recommendations. Those guidelines, and the grace of God, helped us to run a regular school schedule with very few interruptions. Below, you will find a general and abbreviated plan for this year. We are looking forward to a fantastic school year!

Blessings,
Principal Haley Smith
Family Christian School

Signs of illness we will be looking for:

1. Temperature taken by a touchless thermometer and not to exceed 99.9 degrees. If a student's temperature exceeds 99.9, isolate the student from others, contact parents, and the student should stay home until they are 24 hours fever-free, without fever reducing medication.
2. Questions to be asked of all adults and students prior to and on arrival to campus:
 - A.) Have you had a fever of 100.0 degrees in the last 24 hours?
 - B.) Have you had an unusual cough or shortness of breath?
 - C.) Have you had a loss of taste or smell?
 - D.) Have you been in close contact with anyone that has tested positive for COVID-19?
 - E.) Have you been in close contact with anyone that has been tested and waiting on results for COVID-19?
 - F.) Have you had vomiting or diarrhea in the last 24 hours?

Parents are encouraged to perform the same checks at home before students arrive on campus. We will follow current CDC Guidelines for any student or staff member that has been exposed to or diagnosed with Covid 19.



PIE Events Calendar 2025-2026

August 7, Thursday	Mandatory Parent Orientation & Welcome (6 to 7:30 pm)
August 19, Tuesday	First PIE Meeting @4:30 PM
September 5, Friday	Grandparents Day Luncheon 11:00 AM
September 4-5 Thur -Fri	Pop-Up Back-to-School Bookfair
September 16, Tuesday	PIE Meeting @ 4:30 PM
October 14, Tuesday	PIE Meeting @ 4:30PM
October 24, Friday	Family Trivia Night – Fund Raiser (Parent Participation Required)
November 10, Monday	Veterans Day Student Assembly 10:00 am (families welcome)
November 18, Tuesday	PIE Meeting @ 4:30PM
December 4, Thursday	Christmas Theatre Production and Fine Arts Showcase
December 8-12, Mon-Fri	Christmas Cottage Fund Raiser for P.I.E.
December 12, Friday	Breakfast with Santa @8:00 AM
January 13, Tuesday	PIE Meeting @ 4:30 PM
January 26-30, Mon-Fri	FCS Spirit Week (Jan. 29 th The 100 th Day of School)
February 10, Tuesday	PIE Meeting @ 4:30 PM
February 13, Friday	St. Jude Math-A-Thon, and Student Luncheon
March 6, Friday	Science Fair
March 9-12	School Wide SAT (Stanford Achievement Test) Testing
March 24, Tuesday	PIE Meeting @ 4:30 PM
April 7, Tuesday	FCS Family Day at the Memphis Zoo
April 14, Tuesday	PIE Meeting @ 4:30 PM
April 24, Friday	FCS High School Prom
April 27 – May 1	Spring/Summer Reading Bookfair
April 30, Thursday	Spring Fine Arts Showcase
May 4-8, Mon-Fri	Teacher Appreciation Week**
May 8, Friday	Graduation
May 15, Friday	Field Day
May 22, Friday	1/2 Day – Last Day - Awards Day 8:30 AM (EC & Elementary) 10:00 AM (Middle and High School)

** Teacher Blessing Donations Due Before May 1st. Moved from Christmas to Teacher Appreciation Week