



**Parent/Student Handbook  
2022-2023 SCHOOL YEAR**

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# School Calendar 2022-2023

School Opens – August 8, 2022

August 1-5, Mon. – Fri. In-Service

August 4, Thursday Mandatory Parent Orientation (6 to 7:30 pm)

August 8, Monday Classes Begin K-12 (Preschool Staggered entry begins)

August 10, Wednesday First Official Day for Preschool

September 5, Monday Labor Day – Holiday

October 3-7 Mon. - Fri. Fall Break

October 10, Monday Teacher In-Service and Parent Teacher Conferences

(Report Cards Posted)

November 11, Friday Veterans Day Observed – Holiday

November 21-25 Mon. – Fri. Thanksgiving Holiday

Dec. 19 – Jan. 2 Christmas Break

January 3, Tuesday In-service

January 4, Wednesday Classes Resume (Report Cards Posted)

January 16, Monday Dr. Martin Luther King, Jr. Day – Holiday

February 20, Monday President's Day – Holiday

March 10, Friday Teacher In-Service and Parent Teacher Conferences

(Report Cards Posted)

March 13-17, Mon.-Fri. Spring Break

April 7, Friday Good Friday – Holiday

April 10, Monday Easter Monday - Holiday

May 5, Friday Graduation

May 25, Thursday 1/2 Day – Last Day (Report Cards Posted)

# 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 12<sup>th</sup> 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 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 in today's society. 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 12<sup>th</sup> 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 Sacred Heart of Jesus for our high school athletics and St. Mary's for Middle School athletics. We will also offer 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 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.

### **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, an 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 of 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 Wilson Fundamentals, 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. 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.

## **Grades Kindergarten – 12<sup>th</sup>**

### 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.

## **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 areas: 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:*

*Wilson Fundamentals- Geodes Reading*

ACSI

Bob Jones

## **Math**

Our math program is rooted in the Montessori ACSI and 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 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 & 7<sup>th</sup> Grade: Operations with Fractions & Decimals, Number Theory & Fractions, Ratios & Percents, Probability

8<sup>th</sup> Grade: Pre-Algebra

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

## **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

6<sup>th</sup>-8<sup>th</sup> 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 must dress out for P.E. Students must also wear appropriate shoes during P.E.

## **Special Education**

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

## **Extra Activities**

Family Christian School currently offers Music, Theatre, P.E., Home Economics, Business, Dance, Criminal Justice, and Art classes throughout the week. All students participate in these classes as they are part of our curriculum. Our preschool students are taught through a music and movement program. Musical productions and programs are performed throughout the course of the year under the direction of a music teacher.

## **Graduation Requirements**

### **24 credits**

Math: 4 credits

Science: 3 credits

English: 4 credits

Social Studies: 3 credits

Foreign Language: 2 credits

Fine Arts: 2 credits

Personal Finance: .5 credit

Wellness: 1 credit

Bible: 2 credits

Electives: 2 credits

### 24 credits for graduation

Math: Pre-Algebra, Algebra 1, Algebra 2, Geometry, Pre-Calculus (Dual enrollment: College Algebra)

Science: Space & Earth, Biology, Physical Science, Ag Science, Chemistry (Dual enrollment: Biology with lab, Chemistry with lab)

English: 9<sup>th</sup>-12<sup>th</sup> Writing, Grammar, & Literature (4) (Dual enrollment: Written Comp 1&2)

Social Studies: US History, Geography, World History, Cultural Studies, Government/Economics (Dual enrollment: World Civilizations)

Foreign Language: Latin I & II, ASL I & II, Spanish I & II (Dual enrollment: Spanish I & II)

Technology: Typing, Various Computer Courses

Fine Arts: Various Visual Art Courses, Various Music Courses (Dual enrollment: Speech, Theatre I, Choir)

Bible: Old & New Testament, Discipleship, Biblical Worldview

Electives: At least 1 elective from a core subject area (Math, Science, English, Social Studies)

## **Graduation Rate**

FCS has maintained a 100% graduation rate from the time of our high school's inception. Also, 85% 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.

## **FCS School Board Members**

The Directors of the corporation are as listed below:

Jereme Smith, Chairman  
Prentis Woods, Vice-Chairman  
Van Nash, Secretary  
Jordan Billingsley, Member  
Haley Smith, Member

## **Faculty and Teachers**

Haley Smith (Principal)  
Kate Taylor (Bookkeeper)  
Kaley Humphrey (Office Administrator)  
Brandy Stafford (Toddlers 18-36 months)  
Deanna McCrudden (Infants 6 weeks-18 months)  
Adrienne Craig (Preschool 3 & 4-year-olds)  
Monica Entsminger (Preschool Assistant)  
Tasha Moore (Director of Early Learning; Middle/High music)  
Carol Simpson-Dykes (Kindergarten & 1<sup>st</sup> Grade)  
Angie Sheffield (K/1<sup>st</sup> Teacher's Assistant)  
Amber Speer (2<sup>nd</sup> – 3<sup>rd</sup> Grade)  
Tabitha McMeley (2<sup>nd</sup> – 3<sup>rd</sup> Teacher's Assistant)  
Brandi Martin (4<sup>th</sup> -5<sup>th</sup> Grade)  
Amber Dominguez (Science/SS)  
Adrienne Craig (Elementary Art)  
Tim Hargett (Music)  
Andrea Gowan (Special Services)  
Lindsey Young (Upper Grades Counselor & Chapel)  
Sandy Fincher (Upper Grades History/Lit/Library/Home Ec)  
Tammy Bishop (Upper Grades English/ASL/Math)  
Teresa Beavers (Upper Grade Math/History/Business)  
Rachel Humphrey (Physical Education/Health/Counselor)  
Miya Robertson (Upper Grades Literature/Speech/  
Communication/Theater; Elem. Dance/Elem. Theater)

# 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, SMS text messaging, and phone.

In joining FCS, you consent to receive SMS messages via text for school-wide announcements. Additional fees may apply depending on your plan and provider. 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 FCS cannot be reached via this number.

To contact the FCS office, you may

-call 731-300-3385

-email [Kaley.Humphrey@fcsofjackson.org](mailto:Kaley.Humphrey@fcsofjackson.org)

-fax 731-300-3389

## Daily Routine Elementary

- Arrival 7:45 – 8:10 (Tardy after 8:10)
- Preschool students must arrive before 8:30
- Dismissal Early Childhood & Elementary 3:00 – 3:15
- Aftercare 3:15-5:30 (incurs a fee)

### **Aftercare - begins at 3:15 pm and ends at 5:30 pm**

Aftercare will be billed monthly on the first day of the month.

Aftercare will be billed at \$10 per week, per child (\$30 maximum weekly charge).

A Daily Drop-In rate will be billed at \$3 per day, per child.

More than two drop-ins in one week will be billed at the full weekly charge of \$10 per week, per child.

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

## Daily Routine Middle and High School

- Arrival 7:45-8:00 (Tardy after 8:10)
- Dismissal Middle School & High School 3:00
- Aftercare 3:15 – 5:30 (Middle School)
- Lunch Periods:
- 11:00 to 11:30 (K-5<sup>th</sup> grade)
- 11:35 to 12:10 (Middle and High School)

## **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 Ms. Kaley at [kaley.humphrey@fcsofjackson.org](mailto:kaley.humphrey@fcsofjackson.org) or Mrs. Haley at [haley.smith@fcsofjackson.org](mailto:haley.smith@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 and must enter through the front door by using the doorbell.

## **Authorized Persons for Child Pick Up**

Authorized pick up people are listed on the child's application. If parents ask other friends or family members to retrieve their children who are not listed on that form, 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.

## **Procedure for Drop off and Pick Up**

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

## **Late Arrival or Early Pickup**

If arriving late to school, the child will not be admitted if he/she is running a temperature or showing signs of illness. Student drivers who arrive late should use the doorbell at their entrance under the awning to buzz the office and report straight to class.

Between the hours of 8:10am and 3:00pm, parents should use the doorbell to buzz the school office upon arrival to retrieve a child. If necessary, a staff member will check ID before retrieving the student. If you are picking up early due to an appointment, please message the teacher in advance so they can plan for any work that will be missed. If you contact the office, we will do our best to have your student ready on time.

Please make sure your dismissal authorization list is correct. We will not release students to unauthorized persons.



Please make an effort to have your student at school on time and to schedule appointments after school hours.

### **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 even the things 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.

### **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

## 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 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@fcsofjackson.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 maintains an average teacher/student ratio of 1 to 12.

## 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 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 preschool 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 good 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 good 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.

### **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 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-heated, in a thermos as microwaves are not available to students. On Fridays, parents are able to order a restaurant-catered lunch for a student on the following Thursday. Teachers of younger students may ask parents to provide snacks for the class on a rotation. 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, Valentine's Day, etc.) and special 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. Sometimes parents are asked to help provide items for these parties. We do not celebrate, nor condone, anything Halloween-based

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, 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 an 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 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 sends invitations to school, 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 special 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:

- School Supply List
- 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.

### **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.

### **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, or an email to Ms. Kaley 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

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. 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 student 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.

### **Make-Up Work Policy**

Students who have an excused absence will be permitted to turn in their make-up work, within 2 school day of the absence, without being penalized. This may be increased or decreased, at the discretion of the teacher, depending on the number of days the student missed and how sick the student was. An extended absence may require more than 2 days to make-up the work.

### **Pre-excused Absences (Family Vacations, 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 advance 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 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.

### **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. 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)**

(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**

Ideally, medication should be given at home. If your child requires medication during the day, you must complete an authorization form before any medication will be distributed. All medications must be sent to school personnel in the most recently received pharmacy bottle, clearly labeled with student's name, grade, name of medication, the amount and time medication should be given, etc. 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.

### **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. 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.

### **School Textbooks**

Textbooks remain the property of FCS. Consumable books are the property of the student. If they are lost during 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 textbooks.

### **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.

### **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 9-week grading period system. Report cards are posted on Gradelink at the end of each nine-week period. Parents are asked to review and digitally sign by the next school day. Parents can monitor students' grades daily on Gradelink. 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 through 11<sup>th</sup> 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 students file. The ACT is administered to 11<sup>th</sup> and 12<sup>th</sup> grade students.

## **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 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. Written assignments
4. Parental Conferences
5. Suspension
6. Removal from school

### **Suspension Policy**

If the first 4 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. 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. 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 always be supervised by an adult

(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 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 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.

Students Preschool through 2<sup>nd</sup> grade is 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.

Field Trip Procedure:

1. Always have attendance with you
2. Field trip permission forms should be brought on the field trip

### **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. The administration, school board, and the child's teacher also have 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 access to 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 Kaley.Humphrey@fcsofjackson.org 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 released to the new 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 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.

### **Chapel Services**

All students participate in a Christian chapel service once per week. This is usually led by a staff member 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. 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 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 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 can 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.

## **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 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. The certificate of completion is kept in the teacher's file. First Aid kits are located 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)
  - Alert others to lock-down immediately
  - Lock all hallway & classroom doors & windows
  - Stay away from doors & windows once locked
  - Put barriers (desks, tables, chairs, etc.) between you & the door
  - Hide out of sight as best as possible
  - Remain in room until instructed differently
  - Leave lights on for law enforcement teams
  - 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
  - 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)
  - Alert others to lock-down immediately
  - Lock all hallway & classroom doors & windows
  - Stay away from doors & windows once locked
  - Put barriers (desks, tables, chairs, etc.) between you & the door
  - Hide out of sight as best as possible
  - Remain in room until instructed differently
  - Leave lights on for law enforcement teams
  - Wait for law enforcement to give further instructions
- Once Sheriff Deputy arrives, allow them to take control
  - 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
  - Stay away from doors & windows once locked
  - Put barriers (desks, tables, chairs, etc.) between you & the door

- Hide out of sight as best as possible
- Remain in room until instructed differently
- Leave lights on for law enforcement teams
- Wait for law enforcement to give further instructions
- Once Sheriff Deputy arrives, allow them to take control
  - 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
  - Upon leaving the building, close all doors & windows
  - No student is permitted to exit without a teacher
  - Teachers remain with your students always while outside
  - Perform roll call once you have your class in the proper location
  - Wait for final clearance from authority before reentry
  - 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.

### **Crisis Management**

FCS 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 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.

## 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.

Users may **NOT**:

- Transmit, receive, display, print or store any material/software that is in violation of any federal, state, or local laws including copyright laws.
- Transmit, receive, display, print or store inappropriate material, including but not limited to:
  - text, images, video, audio or other digital content, with the purpose to harass, intimidate, threaten, abuse, illegally discriminate against or offend another person on the basis of race, sex, color, national origin, age, disability or military service.
  - sexually explicit, obscene or pornographic comments, images, audio, or video.
  - fraudulent content.
- Login with any username and password other than their own.
- Attempt to obtain or modify files, passwords, or data belonging to other users.
- Attempt to remove, modify, or otherwise change any preconfigured program or system setting.
- Install any unauthorized programs.
- Attempt to bypass system or internet security or in any way gain unauthorized access to any website, computer, or other network resource.
- Attempt to bypass internet content filtering. If a student should come across a site that contains inappropriate content, they are expected to leave the site immediately and report it to a teacher or administrator.
- **Access streaming media, Facebook, or other social media sites.**
- Use FCS computers to play games of any kind.

While using FCS computers, users will strive to act in all situations with honesty, integrity, and respect for the rights of others. 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.

## **Cell Phones & Other Electronic Devices**

All FCS classrooms will be cell-phone free zones. As a result, cellphones should remain in school bags, turned off or on silent mode, through the entirety of their classes. This is a change from previous years when teachers set individual policy within their classroom. All teachers will abide by this consistent policy and reinforce it. Specifics will be communicated at the beginning of the year.

As a school seeking to build a healthy community, FCS wants to help teach and promote appropriate digital citizenship. Our school staff has overwhelmingly agreed that a consistent, school-wide policy to bar cell-phone use in class will help students stay more present and engaged in their learning. The intent is to support them in their academic success, removing major temptation and distraction, while promoting face to face social interaction and connection. Teachers have repeatedly observed that a cellphone on a desk, even when it is used as a research tool, still provides a temptation for distraction. When it dings or buzzes, the minds of even the best students wander. Studies tell us that it can take the brain up to 10 minutes to re-engage after responding to cell-phone distractions. Phones are not merely distractions for their owners in the classroom, but cellphones can also be a source of distractions for teachers and classmates alike.

Students we interviewed as a part of this process confirmed these assertions.

For new students, it is likely that this is not a change from the policies of your former schools. For parents, please help to promote this policy by restricting phone contact with your child to before and after school. If your child is not feeling well or has a need during the school day, they need to reach out to a teacher or the school office. We commit to communicate with you any pertinent occurrences throughout the school day. If you have an important message for your child during school hours, please contact the school office. In the event of an emergency, students will have access to the phones in their backpacks. We also have security cameras and a school-wide intercom system. We are not formally addressing smartwatches at this time, but the use of them will be limited to telling time during school hours.

### **Disciplinary Action**

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.

Students who violate the Cell Phone/Electronic Device policy will be subject to the following set of consequences:

- 1st and 2nd offense: Cell phone or other electronic device confiscated for the remainder of the day.

- 3rd offense: The student’s parent or guardian will 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.

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 and availability permits. The library will only be open for visits when a librarian or library aide is present.

## **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

### **Zones and Groups**

We will continue to have a regular separation of students for the normal school day. There will be an Early Childhood Zone (Infants – Pre-K 4), Elementary Zone (K-5<sup>th</sup>) and Middle and High School Zone (6<sup>th</sup>-12<sup>th</sup>). Each Zone will be assigned specific restrooms and have its own entrance and exit for drop off and pick up. We will, however, return to our seasonal activities and celebrations. During these events, the whole school will be allowed to congregate together.

Both zoning and grouping are designed to lessen the spread of COVID-19 or any other communicable illness and help us to identify contact.

### **Zones/Groups**

Middle School and Highschool (6<sup>th</sup> - 12<sup>th</sup> grade)  
Elementary Zone (Kindergarten - 5<sup>th</sup> grade)  
Early Childhood Zone (Infants - Pre-K 4),

### **Visitors**



While we typically enjoy inviting visitors onto our campus, we are asking families to refrain from on-site visits during school hours this year. However, we will resume our PIE Events Schedule (located on the school website [www.fcsofjackson.org](http://www.fcsofjackson.org)) and families will be invited to attend. We will monitor the situations on a month-to-month basis, and prayerfully, we will be able to enjoy our events without interruption.

There will be specific times we invite parents to our campus throughout the year. These invitations will be intentional, well-planned, and consistent with our procedures.

### **Morning Procedures & Drop Off**

Staff will be stationed at the assigned entrances for morning drop-off. It is imperative that drivers pay close attention to the directions of our staff members.

High school and middle school students will be dropped off at the back entrance, under the awning. Student drivers must park in the back parking lot.

Grades K through 5<sup>th</sup> will be dropped off at the front entrance. Please do not park. Parents will enter the parking lot from the street at the far entrance, join the carline to approach the front doors, and wait for the teacher to greet them. After your child has been cleared to enter the building, proceed forward to the exit.

Infant/Toddler to Pre-K 4 will be dropped off at the preschool entrance. Parents will park and walk their children inside. Cubbies are located in the hallway. This eliminates the need for any parent to enter a classroom (exception being the infant and toddler room). Sign-in is required for infants, toddlers, and preschoolers. This will also be located in the hallway to eliminate traffic in the classrooms.

Upon arrival, students will be asked to sanitize their hands. There will be a visual wellness inspection of each student as they arrive. Should a staff member flag a student for any sign of illness, the child's temperature will be taken. If they are running a fever, (s)he will be asked to return to the vehicle and remain home for the day. This will be strictly enforced.

#### **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 72 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 72 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.

### **Pick Up**

High school and middle school students will be picked up at the back entrance, under the awning. Parents picking up will join the carline and wait for your child to come out. This is the only entrance and exit door that middle and high school students will use.

Grade K to grade 5 will be picked up at the front door. Please do not park. Parents will enter the parking lot at the far entrance, join the carline, and wait for the teacher to see you and release your child to you or an approved pick-up person (listed on enrollment application).

Infant/Toddler to Pre-K 4 will be picked up at the preschool entrance. Parents will park and come in. The door will be unlocked at 3:00. Sign-out is required for infants, toddlers, and preschoolers. This will be located in the hallway to eliminate traffic in the classrooms.

### **Aftercare**

Aftercare pickup will be in the preschool hallway or on the playground for all early childhood students. All elementary and middle school students will be signed into aftercare by their teacher. Elementary and middle school students will be found in the cafeteria, gym, or on the playground. A bright orange sign will be hung on either the front door or high school entrance door (beneath the awning) to help parents know where to come in to pick up their children that day. If you do not see a sign on either door, then it is likely that they are on the playground. Parents must come inside to sign their child(ren) out from aftercare.

All students who are not picked up by 3:15 will be signed into aftercare. See your tuition contract for details on aftercare fees.

### **Masks or No-Masks?**

This year we are leaving it up to the families if they would like their child to wear a mask daily. Students and staff members are not required to wear a mask unless the school administration announces a COVID-19 alert. Masks may be required for everyone, staff and students alike, in that event. Due to such a possibility, every student should have daily access to a mask, to be kept in his or her backpack.

## **Lunch Schedule and Food Service**

FCS will continue our lunch orders for Thursdays. How to order will be referenced in the Friday Memo. Orders must be submitted by the date listed.

Lunch schedules will be divided into two 30-minute lunch periods.

All students will wash hands before and after their scheduled lunch time.

All staff working with or near the food will be required to wear gloves.

Teachers will need to have less contact with students' food. Please work with your child on opening their own lunch items and drinks. As always, we are here to help your child where needed and we do understand age-appropriate expectations. However, we are working towards as much independence in this area as possible.

Students will be allowed to carry a reusable water bottle labeled with his/her name. We have installed touchless water bottle fillers in three locations to make refilling the water bottles convenient.

Teachers will oversee clean-up and the sanitizing of all tables after each lunch period.

## **Distance-Learning**

As a rule, FCS will NOT be offering optional distance learning this school year.

As usual, teachers will be required to upload weekly lesson plans on their classroom Gradelink by Monday morning of each week. They will also attach any required worksheets or rubrics for projects when necessary. These lesson plans will be consistent in format and available in the instance that a COVID-19 alert is issued.

In the case of mandatory distance-learning, our school schedule will be very similar to that of being on campus. Essentially, the teacher will be conducting class on Microsoft Teams, or a live-stream platform, in real time.

For elementary students, the teacher will not be teaching for the length of a regular school day, considering there are breaks and enrichment classes in a regular school day. She will cover instruction for all scheduled classes and then dismiss students to do their independent work with a parent or guardian. The teacher will make time at the beginning of each new subject area, on the following day, to go over the assigned work, answer questions, and introduce new concepts. The teacher will be available to take your

questions via email or Gradelink message for the remainder of the regular school day hours and will respond in a timely manner.

For middle and high school, students will switch from class to class via Microsoft Teams. The teacher will teach during the scheduled classes, and students will be expected to engage online during the scheduled class time.

The school has purchased more laptops. In the event of mandatory distance-learning, families would be able to borrow a school laptop, if deemed necessary. It will be up to each family to ensure Wi-Fi capability in your home.

More specific details regarding the daily distance-learning schedule will be provided at the beginning of the school year.

Our goal, in all the new procedures, is to keep our students healthy and safe so that we can continue our school year without interruption. In the event of mandatory distance-learning, the only difference between distance-learning and on-site learning is the setting. Parents will not be required to teach the material.

**Current CDC Guidelines: Everyone, regardless of vaccination status. If you are exposed to COVID-19**

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.

*If you have a fever, continue to stay home until your fever resolves.*

**If You Were Exposed to Someone with COVID-19 (Quarantine)**

**If you:** Have been boosted **OR** Completed the primary series of Pfizer or Moderna vaccine within the last 6 months **OR** Completed the primary series of J&J vaccine within the last 2 months:

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

*If you develop symptoms, get a test and stay home.*

**If you:** Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted **OR** Completed the primary series of J&J over 2 months ago and are not boosted

**OR** Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.

- If you can't quarantine, you must wear a mask for 10 days.
- Test on day 5 if possible. *If you develop symptoms*

**Most Importantly:** The Madison Co Health Department will monitor your individual family's situation after someone in your family has been diagnosed with COVID-19. They will determine when you or a family member can return to school.

If a member of your household (non-school related) tests positive or if a member of your household has been in direct contact with someone who tests positive, then your student will be quarantined, but it will not affect the group/zone unless your child tests positive.

\*Definition of direct contact: An individual who is within 6 feet of the infected person for more than 15 minutes. An individual who had unprotected contact with the infected person's bodily fluids and/or secretions, for example, being coughed or sneezed on, sharing utensils or saliva, or providing care without wearing appropriate protective equipment.