

STUDENT HANDBOOK
ELEMENTARY EDITION



2018-2019

FIRST ASSEMBLY CHRISTIAN SCHOOL

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A WORD FROM THE PRINCIPAL

Dear Parents/Guardians and Students:

Welcome to First Assembly Christian School. We count it a great joy to enter into a partnership with you in providing a quality education for your family.

The chief purpose of our school is to glorify God, and our goals and objectives are designed to provide distinctive Christian education in an atmosphere of academic excellence. At FACS we strive to meet the needs of young people, and we are totally committed to training and developing the body, mind and spirit of our students.

All programs are designed to take a student where he is and develop him to his fullest potential, according to God's plan for his life. It is our desire to place our academic program and extracurricular activities in the proper perspective and to place Jesus Christ as our Head. We aim to provide you with the best possible education, and we pledge our support and assistance to you.

This handbook is designed to answer many of the questions and concerns that you no doubt have regarding the day-to-day operation of our elementary division. We have endeavored to address many issues, stating how each is dealt with in light of school policies and procedures.

We ask that you take time to familiarize yourself with the handbook. Please do not hesitate to contact us if we may be of assistance to you.

In His Service,

Sharon Schaade
Elementary Principal

PHILOSOPHY

First Assembly Christian School purposes to prepare hearts and minds for a lifetime of Christian Service. Our goal is to educate in a manner consistent with a Biblical worldview so that students are prepared for college and are equipped to live for God's glory.

FACS strives continually to improve curricula and instruction, Biblical worldview training, and technological capability in order to prepare students to live for God's glory.

THE ROLE OF STAFF

The role of the Elementary Staff is to fully understand the Word of God to serve as the basis for education at FACS. Each staff member is challenged to establish an environment for learning which communicates who we are as individuals and how we function as a community of faith, giving witness to Christ in word and action.

We believe educational development includes spiritual growth, intellectual awareness, social training, emotional outlets, and physical stimulation. Quality learning experiences relate the Christian faith to life experience of the child.

It is imperative that efforts to following God's command *to love one another and make disciples of all nations* are interwoven in our methods and materials while taking into account the environment from which each child comes and the world in which each student will function as an adult.

THE ROLE OF PARENTS

We believe th academic, emotional, moral, physical, and spiritual growth of every child begins at home. We acknowledge the parents as the primary educators of their child. Parents/guardians and staff purposefully form a partnership to reinforce this relationship between child, parent, and school. It is a collective effort to balance the life of home and school. FACS seeks to collaborate with parents for the benefit of the child as we work together *to train up a child in the way he should go*.

THE ROLE OF STUDENTS

FACS recognizes that the primary responsibility to acquire knowledge, gain skills, become self-disciplined, choose moral and biblical character, and grow intellectually is reliant on on individual student.

As our world increases the role of technology and self-fulfillment, it is imperative to think logically, creatively and critically. FACS promotes methods of discovery and scientific approaches to gain basic knowledge, improve communication skills, and to appreciate the contributions of all in our culturally diverse community.

We appreciate that God created male and female as social beings. FACS is committed to work toward the development of the child as a steward of His gifts in the home, church, and community. When placing a student into an appropriate grade level, we consider the developmental readiness and intellectual capacity to ensure proper placement into the appropriate emotional, social, and intellectual placement.

STANDARDS

CHRISTIAN STANDARDS

When students enter First Assembly Christian School, they become identified with it, and the school is judged by the way they conduct themselves. Their conduct must reflect favorably on themselves and on the school at all times.

FACS insists that its students conduct themselves at school and at all school functions in a way befitting a school seeking to establish Christian standards of learning and living in the lives of its students. Any student who proves himself unable or unwilling to conduct himself accordingly will be dismissed from the school. Such a decision will be made by the Administration, only after every effort has been made to correct the situation.

MATTHEW 18 PRINCIPLE

The elementary division adheres to the Matthew 18 Principle, which simply implies that parents/guardians should seek to resolve differences directly with faculty and/or staff members. If satisfactory resolutions cannot be reached, the Administration will become involved.

CUSTODY ISSUES

Please bring copies of any court-issued documents you feel are necessary for the well-being of your child to the school office. These will be safely filed and held in strictest confidence.

Custodial parents/guardians should communicate all information regarding student progress to non-custodial parents/guardians without the school's involvement.

OUR BELIEFS

- Education consistent with a Biblical worldview promotes academic excellence, Spirit-led vision, moral courage, emotional balance, cultural understanding, and physical fitness.
- Biblical truth is the strongest foundation for intellectual achievement.

- Jesus Christ is preeminent in all facets of academic, fine arts, and athletic education at FACS.
- Administrators, faculty, and staff at FACS maintain a Christian witness and communicate Biblical values to all students.
- Students at FACS are viewed as unique individuals and are encouraged through appropriate resources to develop their God-given talents and abilities.
- Student learning is a cooperative effort of FACS stakeholders comprised of parents, students, faculty, staff, school board, and community.

THE SCHOOL DAY

A calendar of the current school year is posted on FACS' website [HERE](#). Additional events will be announced throughout the school year via the classroom teacher and emails.

Classrooms open at 7:45 a.m. each morning, with the school day beginning promptly at 8:00 a.m. **Elementary students (PreK-Grade 5) MUST enter and exit on the EAST (playground) parking lot. Sixth-grade students may enter either from the West or the East parking lot.**

A car-line policy is in effect for student drop-off and pick up. Car-line policy and procedures are posted online as separate documents [HERE](#).

BEFORE/AFTER-SCHOOL CARE

When arriving prior to 7:45 a.m., students who are dropped off must report **DIRECTLY** to *Before-School Crusader Care*. Permission will then be granted for library usage, as needed. Before school care is a free service for FACS students. Before school, enter either from the outside **OR** thru the elementary eastside hallway (for safety and/or shelter). *Before-/After-School Crusader Care* for grades 1-6 meets in the gym and JrK/SrK meets in room 190.

Before-/After-School Crusader Care policies and procedures are posted online as separate documents. After-School Care is available until 5:45 p.m. Click [HERE](#) for information and available plans. Registration is required for After-School Care. An on-line form is available [HERE](#). Both documents are on the website.

SECURITY

In an ongoing effort to provide a safe environment, doors on both sides of the building will be locked throughout the school day. The East side will be locked at 8:05 a.m. and the West (school office) side will be locked at 8:10 each morning.

If you find it necessary to enter the building during the school day, please enter by the school office on the west side to buzz in. Tardy preschool students go directly to the classroom with parents/guardians. SrK-6 students go directly to the classroom with or without parents/guardians. If accompanying your student, please drop him or her off at the end of the hallway on which his or her classroom is located. At 8:30 or later students in SrK-6 check in the school office.

Cameras are functional and security guards are patrolling the hallways and parking lots throughout every school day.

VISITORS

We are concerned for the safety and welfare of each student, teacher and staff member. Therefore, all visitors to FACS must report to the school office to check in and receive permission BEFORE visiting any part of the school complex. The only exceptions to this policy will be for party days, field trips, pep rallies and Grandparents' Day and other school programs.

CLASSROOM VISITS

FACS maintains an open-door policy, however for security reasons, classroom visits (including before school) must be pre-arranged with the teacher. You may contact the teacher via e-mail. She will respond within the day. Forgotten lunches, books, etc. should be delivered to the school office.

LUNCHROOM GUIDELINES and VISITS

We ask that every parent and student read through cafeteria guidelines handed out at orientation. A preview copy is [HERE](#). Due to crowded conditions in the lunchroom, visits by parents/guardians, other family members and friends should be somewhat limited. Visitors must always check in at the school office.

ATTENDANCE

It is important that a student be at school every day. When circumstances prevent this and students miss school, those students with *excused absences* will be allowed to make up work within a *reasonable length of time* (see MAKE-UP WORK in ACADEMICS section).

An *excused absence* is an absence due to personal sickness, serious illness in the family, death in the family, medical appointments, and situations resulting from providential hindrance. All other absences are *unexcused*. Final authority for judging the legitimacy of an absence rests with the Administration. Students may, however, receive an *excused absence* for special reasons if arrangements are made by the parents/guardians with the Administration, prior to the absence. A pre-excused absence form for absences 3 or more days is available on-line [HERE](#).

Thirty days (15 per semester - whether *excused* or *unexcused*) is the maximum number of absences for one (1) school year, unless a homebound teacher has been assigned. Without a homebound teacher during extended absences, a student becomes ineligible to receive credit for work done in any given semester. When absences due to illness exceed more than five (5) days, a written excuse from a medical doctor, dentist or professional counselor must substantiate the absences.

Please DO NOT send a child to school if he has a fever or communicable illness. Please read and adhere to the policies in Parent Resources under the Health Services Office. Upon his return, a note stating the reason(s) for absence, date(s) of absence, with a parent/guardian signature, should be given to the teacher. Without a note, the absence(s) will be considered unexcused. In cases where the student has had an appointment with a medical doctor, dentist or professional counselor, a note of confirmation from the provider's office is also necessary.

TARDINESS

In order for a student to receive credit for a complete day of school, he must be in class a minimum of three and one half (3.5) hours -- beginning at 8:00 a.m.

Any student arriving after 8:00 a.m. will be considered tardy to class and must bring a note to substantiate the reason. In Grades 1-6, **the child should report directly to his room with all necessary documentation for the tardiness.** After 11:00 a.m. (if full day) student's attendance record will reflect a half-day. JrK-SrK parents should accompany the child to the classroom for security reasons.

- ♦ An *excused tardy* would include an unavoidable doctor, dental or professional counseling appointment, vehicle problems and unusual traffic back-up that is confirmed by the Administration. **A written note of explanation must accompany the student upon arrival.** Final authority for judging the legitimacy of a tardy rests with the Administration.

- ♦ An *unexcused tardy* would include **usual** heavy traffic, oversleeping, forgotten books or projects and last minute changes of clothing to meet dress code regulations, etc.

Students receiving the annual perfect attendance award may not exceed 5 tardies. Students will be allowed two (2) *unexcused tardies* during each 9-week grading period. Excessive unexcused tardies within the grading period will be reviewed by the Administration and may warrant the imposition of disciplinary action on the student.

EARLY DISMISSAL

Classrooms should not be interrupted unless absolutely necessary. Parents/guardians should be aware of the school schedule and make every effort to schedule appointments before or after school hours. Students need the full benefit of classroom time and also need to learn the value of organizing their time around priorities.

An email or a note requesting early dismissal should be sent to the teacher by the beginning of the day requested.

In cases of illness or accidents during the course of a school day, every effort will be made to notify the parents/guardians, so that a quality decision can be made about the validity of early dismissal.

Persons providing transportation for students prior to regular dismissal time must report to the school office before any child will be released. Teachers cannot release students without proper authorization from the school office. After 2:30 p.m., children will be taken to car line for outside dismissal. Infrequent early dismissals are understandable. Frequent check-outs close to carline time will be monitored and the school reserves the right to require substantiation for frequent early dismissals. **EARLY DISMISSAL WILL NOT BE ALLOWED FOR THE PURPOSES OF AVOIDING CAR LINE.**

UNDER NO CIRCUMSTANCES MAY A CHILD LEAVE CAMPUS WITHOUT CHECKING OUT THROUGH THE SCHOOL OFFICE. Students leaving school without checking out will be considered to be skipping and may be subject to suspension for a period of time deemed appropriate by the Administration.

After-school group coaches/leaders (e.g. sports, chess, cheer, camps) may provide an option of taking participants from car line to the after-school event location. A carline liability release **must be signed** in time for the coach/leader to submit the requests/release to elementary administrative staff. This form will be distributed by the coach/leader of the after-school event prior to participation.

Two carline release forms are in the elementary section on the website. Carline release forms are [HERE](#) and [HERE](#).

RECOMMENDED FIRST ASSEMBLY CHRISTIAN SCHOOL 2018-2019 Dress Code for PreK and JrK

Personal appearance affords unmistakable evidence of the respect every person has for himself and the view others have of him. Neatness and modesty must be a priority in dress at First Assembly Christian School. PreK and JrK have a **recommended** dress code for the purpose of a non-competitive environment and for protection from the expense of replacing clothing damaged by a playground surface that may stain clothing.

The FACS School Board, faculty, staff and parents/guardians feel strongly that a dress code contributes to the disciplined environment of the school.

During the year there will be activities (e.g. dress up days, field trips, theme wear) that will call for exceptions. The teachers/administration will approve those exceptions prior to such events.

BOYS and GIRLS

PANTS / SHORTS: All items should be black, navy or dark in color. All pants/shorts must be worn near the waist. No patches, frayed hems, tears, or holes are allowed. Leggings for girls are permitted.

SHIRTS / SWEATERS: FACS issued or DENNIS-Larose Uniforms. T-shirts and/or polo style shirts are recommended.

JACKETS / COATS: Non-uniform jackets and coats worn to / from school and during outside recess are permissible. It is advisable to send non-dressy outerwear for playground activity.

SHOES: Black or dark shoes are recommended.

CHANGE OF CLOTHES: It is recommended that a change of clothes that stays in the classroom be chosen with the above guidelines in mind.

FIRST ASSEMBLY CHRISTIAN SCHOOL

2018-2019 Dress Code for Grades SrK - 6

Personal appearance affords unmistakable evidence of the respect every person has for himself and the view others have of him. Neatness and modesty must be a priority in dress at First Assembly Christian School. Certain guidelines have been established and must be followed while students are on campus.

The FACS School Board, faculty, staff and parents / guardians feel strongly that a dress code contributes to the disciplined environment of the school. To enforce this policy, parents or guardians will be called to bring replacement items of clothing if a child is out of uniform. Your support is necessary for the successful implementation of a policy of this nature. Disciplinary action will be taken if the Dress Code is continually disregarded.

During the year there will be activities (e.g. field trips, Field Day) that will call for exceptions. The teacher(s) and/or Administration will approve those exceptions prior to such events.

BOYS

PANTS / SHORTS: All items must be purchased at DENNIS-Larose Uniforms. All pants / shorts should fit properly and must be worn near the waist. No patches, frayed hems, tears or holes are allowed.

SHIRTS / SWEATERS: All items must be purchased at DENNIS-Larose Uniforms. With the exception of PE class and recess, OXFORD shirts must be tucked in at all times.

JACKETS / COATS: During school hours, DENNIS-Larose Uniforms outerwear items and FACS issued outerwear that are black, white, green, and/or gold will be allowed in the hallways and classrooms. Non-uniform jackets and coats worn to / from school and during outside recess **cannot have writing or pictures nor be camouflage**. Additionally, designer logos on non-uniform jackets / coats should be the size of a credit card or smaller.

SWEATSUITS (SrK – grade 3 only): All items must be purchased at DENNIS-Larose Uniforms and be worn **ONLY AS A SET** (shirt / pants).

SHOES / SOCKS: Close-toed shoes must be worn with socks at least to the ankles, laces being tied. No skate shoes, toe shoes, flip-flops, athletic sandals or beachwear allowed. Socks must be the same color. Shoes must match.

HAIR: Traditional well-groomed hair should be above the collar and not obscure the eyebrows. No unusual hair color or special cuts are allowed. Proper hair length and color will be at the discretion of the Administration.

PE DAYS: Athletic shoes, suitable for use on the gym floor, must be worn.

NOTE: No hats, caps, fatigues, camouflage, tie-dye, sunglasses, visible body piercing or tattoos, chain chokers, Silly Bandz, chain wallets, chain belts, New Age jewelry, and satanic or other anti-Christian symbols.

GIRLS

JUMPERS / SKIRTS / KILTS/ SKORTS: All items must be purchased at DENNIS-Larose Uniforms and be **MODEST IN LENGTH (no more than 2 inches above the top of the knee)**. Additionally, shorts or solid colored leggings/tights should be worn underneath.

SLACKS / CAPRIS / SHORTS: All items must be purchased at DENNIS-Larose Uniforms. **When worn with VISIBLE belt loops, belts must be worn.** All slacks / capris / shorts should fit properly and must be worn near the waist. No patches, frayed hems, tears or holes are allowed.

BLOUSES / SHIRTS / SWEATERS: All items must be purchased at DENNIS-Larose Uniforms.

JACKETS / COATS: During school hours, DENNIS-Larose Uniforms outerwear items and FACS issued outerwear that are black, white, green, and/or gold will be allowed in the hallways and classrooms. Non-uniform jackets and coats worn to / from school and during outside recess **cannot have writing or pictures nor be camouflage**. Additionally, designer logos on non-uniform jackets / coats should be the size of a credit card or smaller.

SWEATSUITS (SrK – grade 3 only): All items must be purchased at DENNIS-Larose Uniforms and be worn **ONLY AS A SET** (shirt / pants).

SHOES / SOCKS: Close-toed shoes must be worn, laces being tied. No skate shoes, toe shoes, flip-flops, athletic sandals or beachwear allowed. If socks are worn, they must be the same color. Tights or leggings must be a solid color. Shoes must match.

HAIR: It is recommended that all accessories be purchased at DENNIS-Larose Uniforms, so as to match uniform colors. No unusual hair color is allowed. Proper hair color will be at the discretion of the Administration. Also, no feathers or Jamaican-type extensions are allowed.

PE DAYS: Athletic shoes, suitable for use on the gym floor, must be worn.

NOTE: No hats, caps, fatigues, camouflage, tie-dye, sunglasses, visible body piercing (other than one per ear) or tattoos, chain chokers, Silly Bandz, chain wallets, chain belts, New Age jewelry, and satanic or other anti-Christian symbols.



Parents / guardians can help a great deal by closely observing students when they leave home on school mornings. This will insure that more instruction time will be spent on the educational process at FACS. Click [HERE](#) for DENNIS UNIFORM price list.

DRESS CODE VIOLATIONS:

- ◆ Students may be asked to sit in a designated area until articles of clothing that are in dress code can be brought to the school by a parent / guardian, relative or friend.
- ◆ Class time missed will be unexcused and could affect daily grades.
- ◆ Repeated offenses may jeopardize continued enrollment.

FACS ADMINISTRATION WILL MAKE THE FINAL DETERMINATION ON THE MODESTY OR APPROPRIATENESS OF ALL CLOTHING AND ACCESSORIES WORN TO SCHOOL.

DRESS CODE ALLOWANCES

Throughout the year there will be pre-announced days when students will have exceptions to the daily uniformed attire. Below are guidelines for some of the exceptions.

Spirit Wear: When FACS elementary announces Spirit Wear this only includes our brand on t-shirts or other garments designed by athletic and other clubs. As always if students have not purchased these shirts either in past years or in the current year, they can always wear a uniform shirt.

Jeans Day: Any FACS issued t-shirt may be worn with jeans. This includes spirit wear sold by booster clubs, PTF, or other organized FACS groups.

Elementary athletic game days and other club performance days: Athletic teams, drama group, and other clubs may have a t-shirt or uniform shirt that every team member purchases. On the day of the home games or performance activity, students involved may wear the team shirt with a uniform bottom.

Classroom Dress-up Days: Teachers will announce in advance any special dress that has been approved by the administration. Please follow the teacher's guidelines.

Field Trips: Most teachers order a class t-shirt for easy identification on field trips. You are encouraged to purchase this shirt in favor of other booster group t-shirts offered.

ACADEMICS

BLACKBAUD INFORMATION

FACS Elementary communicates information online through Blackbaud.

Blackbaud also allow access to financial statements; daily announcements, current news items, and important items from both the guidance and school administrative offices. **Every** parent/guardian should have an account.

Be sure to activate your account and provide your current email address. Please make sure you allow email from FACS. This helps us get information to you easily and quickly.

Parents/guardians who have not yet activated their accounts need to contact clong@facsmemphis.org for their introductory e-mail and their Blackbaud codes.

GRADING PROCEDURES

Progress reports for grades 1-6 are available throughout each 9-week grading period via Blackbaud. Electronic report cards showing numeric and corresponding letter grade will be generated at the end of each grading period. Parents/Guardians are expected to view their child's progress online. Traditional report cards are issued at the conclusion of each nine (9) weeks for JrK and SrK only. PreK does not use formal report cards in preference for daily/weekly progress reports. The following grading system is in effect:

The **JrK/SrK** academic grading process utilizes a simple system of pluses (+) and minuses (-).

	<u>Academic Progress</u>	
Grades 1 -6	A	94-100 Superior
	B	85-93 Above Average
	C	75-84 Average
	D	69-74 Below Average
	F	Below 69 Unsatisfactory

	<u>Conduct/Work Habits</u>	
Grades SrK-6	E	Excellent
	G	Good
	S	Satisfactory

N Needs Improvement
U Unsatisfactory

For those in **grades 1-6**, a grading system ("S" or "N") is utilized on report cards for support classes (Music/Band, PE, Art and STEAM). Grading is based on classroom conduct and class participation. Music grades are also based on involvement and attendance in the Grandparents' Day program and the Christmas program. Exceptions are made for illness and out of town events beyond your control. A written note of explanation must substantiate excused absences. Final determination rests with Administration.

Grades earned at FACS will serve as primary factors for promotion/retention purposes.

No "extra credit" will be given in any subject area, unless the entire class is given the same opportunity by the teacher.

FOLDER DAY

Informational folders (SrK-6), including selected work from the week, study sheets, announcements, etc., are sent home each Friday. Folders are to be returned, with a parent/guardian signature, the following Monday.

Folder day(s) may be adjusted, with consideration given to holidays, half days, field trips, etc.

PRINCIPAL'S LIST & HONOR ROLL

We consider it very important to honor those who have excelled academically. At the end of each 9-week grading period, students in grades 1-6 achieving all A's (and S's or above) will be named to the Principal's List. Those with all A's and B's (with at least one A in grades 1-2 and two A's in grades 3-6 plus all S's or above) will be placed on the Honor Roll.

A "N" or "U" in Conduct/Work Habits automatically keeps a student off the Honor Roll/Principal's List, regardless of academic grades. Grades in Support Classes (Music/Band, PE, Art, STEAM) **do** have an effect on inclusion on Honors Lists.

Blackbaud will calculate the annual highest academic achievement awards for each class in grades 1-6 by carrying averages two decimal places.

HOMEWORK

Homework is a necessary and valuable aspect of education. Its purposes include review, remediation and development of self-discipline and good study habits. Types of homework that can be expected are practice and drill (i.e. math facts), chapter questions, study for tests, reading, and special projects.

Requests for make-up work should be made by calling the school office. You may e-mail the teacher directly. Materials may be picked up after 2:30 p.m.

CLASSWORK should be completed during school hours. Work not finished within the school day is considered late. Late work is subject to work habit checks and/or points off (with exception of students with IEP).

MAKE-UP WORK

Make-up work, following excused absences, should be done within a *reasonable length of time*. **A reasonable length of time is considered from one (1) day for each day missed to one (1) week. Students should not expect teachers to delay tests or allow them extra time simply because they missed the day of school just prior to an announced test.**

Consideration will be given to students missing several days in a row or those who are seemingly too ill to prepare for school.

It is the student's responsibility to ask what work has been missed and then see that it is made up on his own time. Class time will not be provided for this.

Any work assignments received in advance, due to pre-approved absence(s), is due as indicated on the pre-excused absence form. Parents/guardians are responsible for notifying the teacher and requesting assignments.

When a student has obviously delayed or put off work beyond the time granted, no credit will be allowed. A zero (0) will be recorded in the grade book, at the discretion of the teacher.

ACCELERATED READER PROGRAM

All students in grades 2-6 participate in an Accelerated Reader Program this enhances the classroom reading instruction by providing an opportunity for students to choose books that interest them. Most titles have AR quizzes available through web-based testing. A STAR Reading Enterprise Test will determine student's reading range. All students in grades 2-6 will have required points as outlined by classroom teachers. AR tests to gain points must be on books the student has personally read and within their identified reading range. In addition to classtime, the library is open for AR testing at 7:45 a.m. after the student checks with his/her classroom teacher. AR testing is also available at 7:30 a.m. and 3:15 p.m. if accompanied by a parent/guardian. Since this is an integral part of our reading program at FACS we appreciate your efforts in helping motivate your child to read to increase comprehension and recall.

Accelerated Reader program policies and procedures are posted online as separate documents. Click [HERE](#) for easy access.

ENRICHMENT PROGRAM

Students in grades 2-6 who meet certain high academic and conduct criteria may become eligible for advanced projects and learning activities. This program has been formulated to challenge, stimulate and enhance the overall educational experience. Teachers will notify the families of those who qualify. Inclusion in the program will be at the TOTAL discretion of the school.

Once a student begins participation, arbitrary withdrawal by the student or parents/guardians will not be allowed during any given semester. Criteria for remaining in the program will be given to students and parent/guardian once enrolled. Enrichment program policies and procedures are available upon entry into the program.

SPARKS PROGRAM

All students in the elementary division are mainstreamed. Extra help, however, is available for those with a diagnosed learning disability, processing disorder, attention deficit disorder or other academic difficulty. Help in the area of reading is available for children in SrK (second semester) and grades 1-6. Additional instruction in math is offered for students in grades 3-6. For those in grades 5 and 6, a complete psychological evaluation or diagnosis is encouraged.

The school will determine if this program is necessary for your student. Additional fees will be assessed for these services.

Entry into Sparks is available at the beginning of each semester. Sparks program policies and procedures are available upon entry into the program.

CRITERIA TO REPEAT A GRADE

The following shall be established criteria for a student repeating a grade at First Assembly Christian School:

SrK-Grade 2 - Unsatisfactory progress in reading and/or failure to attain necessary academic or maturity levels.

Grades 3-6 - Failure in two (2) major subjects (i.e. reading, math, spelling, english, social studies or science). Unsatisfactory progress in Reading alone (reading below grade level) may also be considered for retention purposes.

TEXTBOOKS

With the exception of certain consumables, all textbooks are loaned to the student and are the property of FACS. When books are returned at the end of the school year, it is expected that they be in good condition. Lost or damaged books will have to be paid for before final grades are released.

DISCIPLINE

FACS believes that discipline is not what you do to a child, but rather what you do for him. A child who cannot be controlled cannot be educated. Christian standards dictate a loving and forgiving atmosphere for learning. The moral standards and behavior of your child are of utmost importance.

The school expects parents/guardians to support the school in disciplinary procedures, as outlined:

- ♦ The teacher will try to handle problems confidentially with the student -- not in front of the class.
- ♦ The child may need to be isolated from the class until the teacher can deal with him.

- ♦ If the teacher is unsuccessful in correcting the child's behavior, the help of parents/guardians will be enlisted.
- ♦ If the problem continues, a conference may be required with the parents/guardians, teacher and Administration. Some behaviors will be handled directly by the Administration.
- ♦ Physical and verbal threats, especially those with perceived motive, are taken seriously by the Administration and will be investigated as warranted.

The school may use a number of disciplinary methods. Each case of misconduct will be handled on an individual basis. The corrective measure in each case will be determined by faculty or Administration. The following are examples of measures that may be employed:

- ♦ Walking around perimeter during recess/physical education
- ♦ Time-outs
- ♦ Write-offs
- ♦ Temporary removal from classroom
- ♦ In-school suspension
- ♦ Out-of-school suspension
- ♦ Expulsion

AT THE DISCRETION OF THE ADMINISTRATION, ZEROES (0's) WILL BE GIVEN FOR CLASSROOM WORK MISSED DURING ANY IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION

Bully Policy

First Assembly Christian School expects students to respect the physical and psychological well-being of others and will not tolerate behavior that exploits another individual. The Administration aggressively seeks to eliminate all forms of overt and social bullying.

Bullying is defined as any action by one student or group of students that is purposely designed to harass, humiliate or intimidate another student. The FACS staff monitors student actions for bullying behavior and intervenes appropriately. Continued, extreme, aggressive bullying is reported to the Elementary Principal or Classroom Teacher. The sensitive nature of this issue requires each case to be handled individually, in order to protect the students and the school community. The following protocol will serve as a guideline to be implemented and/or adapted as determined by the Administration:

- Teacher, parent/guardian, student or Administration reports bullying behavior
- Student's records are evaluated for past incidences
- The Elementary Principal and/or a Guidance Counselor will interview the students who are accused and victimized
- Based on whether the behavior is warranted as persistent bullying, the severity of the incident(s) and on the perpetrator's history at FACS, the Elementary Principal will determine whether the student will serve an in-school suspension, serve an out-of-school suspension or seek mandatory counseling
- If the behavior continues after one or two interventions, the Elementary Principal determines if expulsion is warranted
- No special considerations will be given to students of FACS personnel

FACS is committed to develop resiliency skills in all student to help those who are on the receiving end of irregular negative aggressive behaviors.

ELECTRONIC DEVICES

Elementary students are NOT allowed to have electronic devices, INCLUDING CELL PHONES and WRIST DEVICES with internet and/or photograph capabilities on the FACS campus before, during, or after school. Electronic devices brought to school will have to be picked up by the parent/guardian in the school office. Sixth-graders may have cell phones in the off position for after school events. Phones will be turned in to their teacher or remain in the students' backpacks. The administration reserves the right to monitor this benefit and exclude individuals from this privilege.

CONCERN FOR PROPERTY

Students should consider it a privilege to attend FACS and, therefore, do all that is within their power to keep the campus attractive. Any child who defaces or destroys school and/or church property will be assessed the full cost of repairs and be subject to possible severe disciplinary action by the Administration -- including suspension or expulsion.

DRUGS

On the school premises or at school-sponsored activities, any student under the influence of non-prescribed drugs, having possession of illegal drugs, using drugs illegally or selling drugs shall be subject to immediate dismissal from the school. Any infraction of this nature will be reported to local law enforcement agencies, as required by law.

POSSESSION OF WEAPONS & INTIMIDATING LANGUAGE

Any student having in his possession and/or displaying, using or threatening to use any item resembling a lethal weapon may be subject to immediate dismissal from the school. Any infraction of this nature will be reported to local law enforcement agencies, as required by law.

Also, the usage of any threatening or intimidating language and actions with regard to bodily harm or injury will not be tolerated. This will be dealt with severely by the Administration -- including possible suspension or expulsion. Please help your child understand these policies within the context of our social climate.

INAPPROPRIATE TOUCHING

Inappropriate touching or sexual contact with a student of the opposite sex that is unsolicited and unwanted will be considered a serious offense. Expulsion may be warranted.

GENERAL INFORMATION

IN ALPHABETIC ORDER

CAR LINE

The safety and security of your child is one of our greatest priorities. In order to assist us in protecting your student, JrK-Grade 6 follow policies and procedures that are required of all car riders. A few of the guidelines are listed below.

- Students will be picked up on the elementary (east) side of the building.
- Students will only be dismissed to vehicles in the car line. NO walk-ups allowed.
- The process will end promptly at 3:15 p.m. Students who have not been picked up will be sent to After-School Crusader Care (must be registered to avoid additional charges).
- Car line numbers will be given out at the beginning of each year and official numbers must be visible during carline.
- Students will be loaded CURBSIDE ONLY.
- There are a few weather-related, early-dismissal, special event, and party days when there will be no official pick-up procedure. When possible these days will be announced in advance in a weekly parent communication.
- A complete list of car line policies and procedures are on FACS' website [HERE](#).

Your understanding and cooperation is greatly appreciated.

HEALTH INFORMATION

FACS employs a pediatric nurse practitioner to oversee the health and well-being of your child. Students must have updated Tennessee immunization form on file to enter the FACS Elementary program. Every student must also have a health history form on file. This will help identify students with health concerns that may need to be monitored throughout the school day or conditions that have the potential to flare up occasionally. Students with conditions that warrant potential emergency attention will have a written Individualized Health Care Plan. This plan is a collaboration between your child's doctor and the FACS nurse and will require additional paperwork to be on file. It is to your child's advantage for you to disclose all medical concerns. Such concerns should not prevent acceptance to FACS.

Incidental illnesses and injuries are assessed on an as-needed basis and parents are notified as soon as possible. Specific questions are addressed through the school office.

After a child has been sick there are specific guidelines about when students should return to school. Information in the Health section on the website provide important guidelines to help FACS minimize spread of communicable illnesses, protect students with compromised health, and maximize attendance for all. Click [HERE](#) for guidelines about keeping sick children home. Click [HERE](#) for guidelines about our Communicable Disease Policy.

LOST & FOUND

Each year, many textbooks and personal items are turned in to Lost & Found, located in the Snack Bar area. Unclaimed articles will be given to a charity at the end of each 9-week grading period.

FACS is not responsible for any lost items. Things not properly stored in classrooms, lockers and hallways are removed nightly and placed in Lost & Found.

COMMUNICATION

FACS communicates via phone calls, emails, FACS website, FACS Facebook page and twitter. The Elementary Principal has an open communication policy. She can be reached by calling the school office for an appointment or various communication avenues such as casual consultation, phone call, or email. Teachers communicate through their personal preferences as explained at Back-to-School Orientation. A parent administered Facebook page for various communications for the whole school is FACS FAMILY. Individual Facebook pages are created for each grade with the help of classroom parents. This is designed to facilitate parent to parent communication, post inspirational messages, and share photos. These pages will be open only to that grade/class' parents/guardians. The administration requests that you do not use FB pages administered by parents as a forum for grievances. FACS promotes a Christ-like environment and the Matthew 18 principle.

PARENT SUPPORT GROUPS

There are several support groups, the primary one being the Parent-Teacher Fellowship (PTF). Other organizations, however, exist to provide assistance to individual programs throughout the school. Various activities that foster school spirit are sponsored by each of these groups, and participation through membership(s) is greatly appreciated.

PARTIES & INVITATIONS

No invitations may be distributed in a classroom unless all boys and/or girls in that particular class are included.

PERSONAL INFORMATION UPDATES

When changes of address, email, employment or phone occur, please notify the school office as quickly as possible. It is very important that our records stay current.

RECESS AND OUTDOOR ACTIVITY

If the heat index reaches 95 degrees, teachers have indoor recess or modify recess time.

In Winter, when properly clothed, elementary school-aged children can participate in safe, vigorous play in an outdoor environment in most weather conditions. Increased caution is practiced when temperatures reach below 40 degrees including the *wind chill* factor. When temperature and wind chill falls below 35 degrees, students are kept indoors. The decision making process varies from grade to grade.

The American Pediatric Association advises small children to wear at least one additional layer than an adult would wear when conditions are extremely cold. Please err on the side of caution to keep our students healthy and demonstrate good health practices.

Each year teachers, students and parents are reminded of the school's cold weather guidelines, along with reminders about the necessity of wearing appropriate clothing for cold weather activities. Teachers may consider keeping individual students inside when they are not wearing proper attire for colder conditions or are recovering from a long illness.

Temperature considerations and proper clothing:

- A. Below 60 degrees - jacket or long sleeves recommended
- B. Below 50 degrees - coat and long pants recommended

- C. Below 40 degrees - gloves and hats with previously recommended gear **necessary**; Teachers may consider taking prepared students out for a 10-15 minute brisk walk or vigorous play
- D. Below 35 degrees, including wind chill - indoor recess or physical activity

SCHOOL OF MUSIC

Private music lessons for various instruments are available during or after school hours on the FACS campus. This is private pay arrangement and can be established through our *School of Music* program. More information is available by calling the school office. Registration forms are available by clicking [HERE](#)

SHURLEY ENGLISH CAMP

A Shurley English Camp is offered in July to prepare new students for the FACS English Program. The unique Shurley English approach relies on chants and is generally advanced when compared to traditional programs. New students and students who need a refresher course are encouraged to attend this week of basics. It will make the introduction to Shurley English less stressful for students who have not learned the verbiage and methods of this strong English program.

SPEECH THERAPY AND TUTORS

A speech therapy group comes to FACS' campus to provide services during school hours as arranged by the parent/guardian. Tutors are also available upon request through FACS' tutoring program.

SUPPLIES

Lists of school supplies for the next school year are posted online for each grade PreK-6. These lists are posted at the beginning of each summer. Students generally bring their supplies to Back-to-School Orientation, commonly scheduled the Friday prior to the first day of school. PreK and JrK bring them during stagger start. They may also bring them the first day of classes.

Students with psychological evaluations on file with appropriate diagnoses to warrant "fidget" devices must have approval prior to bringing the devices to FACS. Students without documentation showing necessity for concentration may not have

"fidget" devices during school hours because the devices become distractors for all students.

WEATHER POLICY and EMERGENCY PROCEDURES

The school will make an **independent decision** regarding school closing. If you believe there is a chance our school may close, or if you see that some other area schools have announced closings, please look for a **specific announcement about FACS** on local television. Our announcement will also be posted online.

If early dismissal, please pick up your child from his classroom by the designated time of closure. There will be **no After-School Crusader Care** offered on days when inclement weather causes the school to close early. All students must be picked up by the new time announced online and TV stations.

Also, if weather reports indicate inclement weather will likely happen during After-School Crusader Care hours (3:15-5:45 p.m.), **After-School Crusader Care will be closed**. Parents/guardians will be expected to pick up children no later than 3:15 p.m.

Fire, tornado and earthquake drills, along with other emergency procedures, will be practiced and reviewed on a regular basis, in accordance with local and state regulations.

WITHDRAWALS

All withdrawals are processed through the upper level guidance office in the Jones Center.

Papers should be signed by parents/guardians several days before the actual withdrawal date. This will enable prompt release of up-to-date grades and additional necessary information that may be requested by other educational institutions.

School records will not be released directly to parents/guardians or students. **When financial accounts are current**, records will be forwarded to those schools seeking the information.