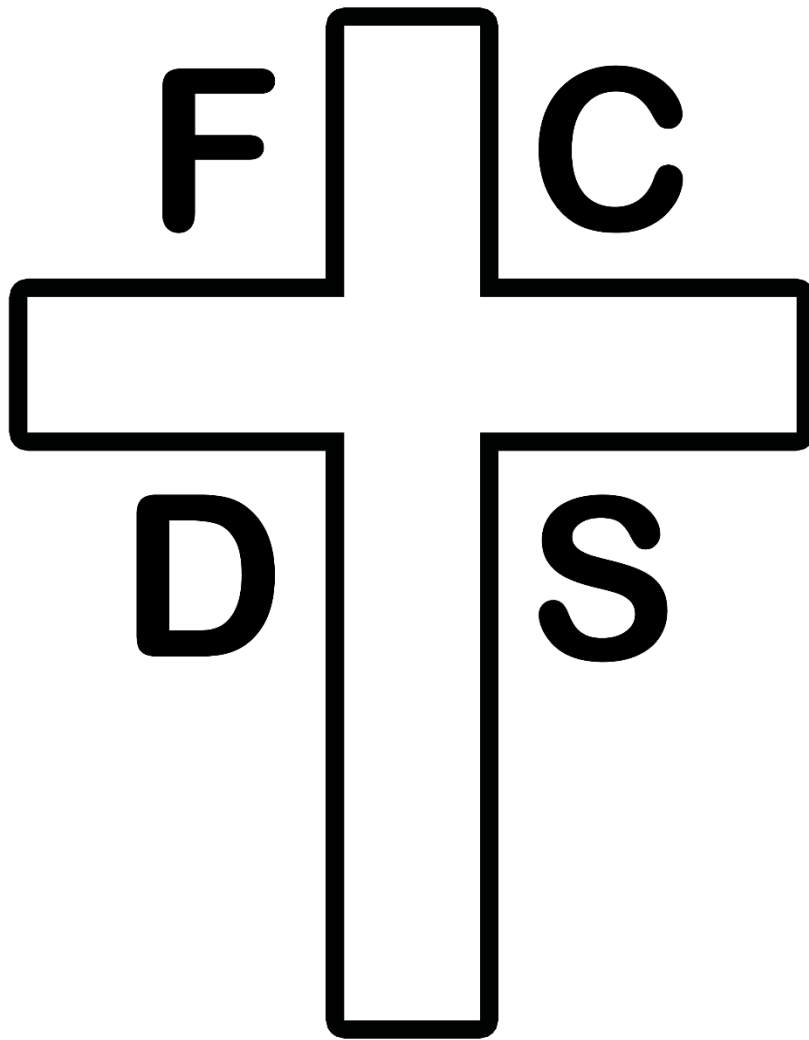


# First Christian Day School

2021 – 2022 Parent and Student Handbook



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## Our History, Purpose and Mission

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First Christian Day School serves students in Waxahachie and the surrounding areas by providing an academic, social and spiritual education for preschool children ages two through four, and elementary students in Kindergarten through 8<sup>th</sup> grade.

Named in honor of Elder Oran E. Coffey, a respected leader at First Christian Church, the original Oran Coffey Preschool was founded in 1982 and focused on providing outstanding care and education to preschool students. As higher grades were added, the school's purpose remained the same – to encourage our students to achieve excellence in all areas of their lives and, most importantly, to teach them the value of a strong relationship with the Lord. Like Elder Oran Coffey, we believe that the world can be changed through the positive impact of kindness, encouragement, and raising children to be faithful followers of Christ.

Our mission is to orchestrate positive learning experiences for each student, each day. Bible-based religion is actively taught in every classroom, and curriculum is always presented with a Christian worldview. These experiences help our students learn to value achievement, to respect and care for others, to embrace diversity, to communicate effectively, and to place their trust in God.

## Licenses and Government

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The school's physical campus is governed by the Board of First Christian Church and is routinely inspected by the Texas Department of Family and Protective Services.

Our curriculum conforms to the standards set by the Texas Education Agency; however, we also include Bible Studies and elective classes such as Art, Vocal Music, Spanish and Keyboarding. We hold memberships in the Texas Licensed Child Care Association, the Association for Supervision and Curriculum Development, and TEA Region 10 Private School Cooperative.

**FCDS Non-Discrimination Policy:** The school is open to all students who meet the requirements appropriate to the grade in which they will be enrolled. We do not discriminate against any race, religion or nationality.

## Admissions and Tuition Policies

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Before enrolling, we strongly recommend that students and parents tour the school, talk with the school Director, and meet the teachers, if possible. This provides ample time to ask questions, express concerns, review our policies, and make the decision that is best for your family.

By enrolling in the school, families are entering into a contract agreement that lasts the duration of the school year, and it should be treated as such. Your tuition payment is a financial obligation which should be given the same value as any other monthly payment.

A yearly schedule of tuition and fees is available anytime in the front office, or on our website. A 10-month payment contract is part of the admissions process and must be signed upon acceptance into the school. Tuition is due on or before the 5<sup>th</sup> day of each month, beginning in August and ending in May; after this date, it is considered past due. If payments or payment arrangements are not made within thirty (30) days of being due, the Director may decide, at her discretion, to dismiss the child from the school.

Tuition payments may be made via cash, check, PayPal, or credit / debit card in the front office. If you would like to pay for the year in full, a 5% discount will be applied to tuition only. In order to receive the discount, the full-year payment must be received by August 5<sup>th</sup>.

Tuition and fees for the full year are divided equally into ten monthly payments, beginning in August and ending the following May. Because of this, tuition is not pro-rated for months with fewer school days. At the Director's discretion and with reasonable cause, a family who withdraws a student during the school year may be released from the contract early; however, this is not guaranteed.

## Attendance, Tardies and Absences

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Since absences and tardies cause a student to miss classroom instruction, and interrupt both students and teachers in class, regular and punctual attendance is essential. Attendance is taken in the home classroom each morning. Classes start at 7:45 a.m.

Elementary students may not be walked to class by a parent after 8:00. Late students will need to stop in the office to check in, after which a staff member will ensure that the child reaches class safely. Preschool parents may walk their children to class until 8:30. After this, they will be escorted to their classrooms by a staff member. Please remember that habitual tardiness not

only creates gaps in a child's instruction, but it also results in consistent distraction in the classroom each morning.

FCDS policy is that students are allowed five (5) absences per semester, and a total of ten (10) absences per year. An absence is considered to be any time that the student does not report to class for the day. All absences, excused or unexcused, count toward the allowed absences. Students with excessive absences may have credit withheld from courses or be reported to local authorities. The truancy policy affects students in Kindergarten through 8<sup>th</sup> grade.

- **Absence Procedure:** When a student is absent from school, the parent or guardian should notify the school Office as soon as possible. (Please do not assume that notifying the classroom teacher is sufficient. It is very important that the office is aware of absences.) If the absence involves illness, the office staff should be made aware of the nature of the illness. If a child needs to leave school early, a parent must come to the office in person. Parental signature will be required to sign the child out during school hours.
- **Excused Absences:** A student may be excused from school because of personal illness, family illness, family emergency, or for circumstances deemed appropriate by the Administration of First Christian Day School. All other absences will be considered unexcused.
- **Extended Illness or Injury:** A student who is absent because of illness or injury which requires medical attention must submit a note from the doctor upon returning to school. This note should be turned in to the Office on the first day the student returns to class.
- **Medical Appointments:** Doctor, dentist or other medical appointments should not be scheduled during school hours if possible. If an appointment must be made during this time, the Office must be notified prior to the start of school on the day of the appointment. Additionally, the student must be signed out at the Office before leaving the school, and signed in again upon returning. The student will be responsible for completing any missed work.
- **Missed Assignments:** Completing assignments or making up quizzes and tests following an absence is the responsibility of the student. Students should collect all missed assignments from teachers on the first day back to classes. Each day absent allows one day to complete the assignments. Any work not turned in during the allotted time will result in a grade of zero (0) for each missing assignment.
- **Tardiness:** Parents should notify the Office when they know their child will be tardy. A student who is not physically in the homeroom classroom when attendance is taken is

considered tardy. Late elementary (K – 8<sup>th</sup>) students should report directly to the school office to receive a tardy slip, which should then be presented to the classroom teacher. As with regular attendance, punctual attendance is paramount to a child receiving all the benefits of classroom instruction. Please be aware that an accumulation of eight (8) tardies, no matter how far apart they are, are equal to one (1) unexcused absence.

## Chapel, Biblical Studies and Curriculum

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All of our curriculum complies with the Core Curriculum guidelines for the state of Texas. A list of curriculum used for Preschool, Elementary and Middle School classes may be requested from the office. Preschool students use a variety of hands-on activities to teach concepts, academics and life skills. In addition to the core subjects, we also provide instruction in Spanish, Vocal Music, Art, P.E., Technology and Keyboarding, Bible and Character Studies.

We are a Christian school, and a biblical approach is incorporated into all areas of study. All students participate in Chapel services which include songs, worship, devotion, sharing and biblical instruction. Teachers also teach Bible stories and biblical concepts in the classroom, often praying with students and leading devotions and discussions. Parents are welcome to join students in the Chapel any morning they wish to do so. We encourage families to join together in prayer and worship, whether at school or at home.

## Communicating Suggestions or Concerns

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The school Director welcomes calls and visits from parents. We know that parents see a different perspective of the school and we enjoy the chance to hear it. Since we teach our children the value of clear, effective and respectful communication, we strive to offer this same courtesy to all of our families.

- If you would like to talk about something that is specific only to your child's classroom or your child's progress, please approach the teacher first. The teacher will then relay the information to the Director. If you are not satisfied with the outcome of the conversation, or still have questions or concerns, it is then appropriate to relay your thoughts to the Director.
- You may email the Director any time at [fcdstx@gmail.com](mailto:fcdstx@gmail.com).
- If you need to speak with the Director personally, it is best to make an appointment for a face-to-face conference. You may schedule an appointment in person in the front office, or call any time during the school day.



## Discipline and Parental Responsibility

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Students are held to a high standard of manners and personal behavior, regardless of their age. Our teachers expect children to do their very best in whatever their age and developmental capabilities allow. Most children who come to us enjoy participating in a variety of activities, are learning personal responsibility and manners at home, and are aware of the value of rules and guidelines. It is our belief that during the school year, we can build on these foundations toward both our and your mutual goals – to raise a child who enjoys learning, behaves in an appropriate manner for each situation, and shows respect for people and possessions. With this in mind, actions such as shouting in anger, making insulting or vulgar remarks, or instigating any kind of physical fighting are unacceptable. Such actions will result in the Director and parents being notified by the teacher immediately.

In general, minor discipline issues are handled in the classroom according to the teacher's personal discretion and policies. Teachers use a variety of age-appropriate techniques to help children redirect their behavior. These techniques may include, but are not limited to:

- A solitary "time out" appropriate to the child's age (one minute per year of age)
- Walking laps at recess or during free time
- Removal of privileges
- Writing sentences or notes of apology
- Head-down silence for an appropriate length of time
- Doing helpful tasks or chores

Older students whose behavior does not improve after teacher intervention and warnings may be sent to speak with the Director or given a Detention. Detentions are served either before or after school. Parents will be notified of consistent misbehavior and may be asked to conference with the teachers and/or Director. In severe cases, a student may be asked to leave the school if the child poses a threat to other students, or if the behavior creates a continual distraction which interrupts classroom learning.

Our teachers understand that behavior is a form of communication, and they are willing to listen to what students are trying to tell them. While we want our students to know that their actions have consequences, we also want to help them learn to modify and correct their own behaviors. In this, we request and expect parents to be highly involved. We firmly believe that with active, mutually respectful communication and involvement between home and school, we can help our children learn to cope with their surroundings and respond with godly and wise actions.

## Drop Off and Pick Up Procedures

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***Preschool and Kindergarten:*** State laws require that all preschool and Kindergarten students be physically signed in and out by a parent or guardian every day. For this reason, these young students must be escorted to their classrooms every morning and picked up from classrooms in the afternoon. PK and Kinder parents should park their vehicles in the school/church office parking lot and walk with the child into the building.

This parking lot can get crowded during peak times. As a driver, please use caution and drive slowly! As a pedestrian, please keep your child at your side and do NOT let them dart ahead of you out the door or into the parking lot!

***Elementary and Middle Grades:*** All students should be dropped off and picked up at the CLC (gym) parking lot. Please enter the parking lot via the north entrance (nearer to 287) and continue out the south entrance (nearer to Marvin Ave). It is acceptable to form one, two or even three lines of traffic in the parking lot, all flowing the same direction, as necessary. During these times, parents should ***not*** park their vehicles in a parking space or exit the vehicles to come inside, as this causes problems with the traffic flow. If you need to come inside for any reason, please park your vehicle in the church parking lot and enter through the main office.

If an elementary parent needs to enter through the front office for any reason, they should park their vehicles in a parking space and walk the child into the building. The church / front parking lot should never be used for a drive-through drop-off; students should always exit from a vehicle which is parked in a parking space.

Drop off and pick up times are not the appropriate times to hold a mini-conference with teachers. If you have a simple question with a simple answer (i.e., What time is the party tomorrow? It's at 2:00.), that is fine; anything requiring a conversation, even a short one, should be addressed at another time.

Elementary students are released to the CLC (gym) at 2:55. Teachers will call them to be released to parents; please wait for your child to be dismissed by a teacher and escorted to the vehicle, if necessary.

***Pick Up by a New Person:*** Should someone other than those specified on the authorized pick up list need to pick up your child, they should be prepared to show a photo ID in the front office. Be sure to call the office ahead of time or send a written note to authorize us to release your child to that person. Children will not be released without proper authorization and identification.



Please be aware that even if a person is authorized to pick up your child on the admissions paperwork, they may be asked to show their ID. This is for your child's protection. Until our staff and teachers comfortably recognize the adults picking up your child, they will check the release forms and ask for ID.

Students will not be released to any person, even siblings, younger than 18 years old.

## Emergency Procedures

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Students participate in monthly fire drills, and quarterly tornado, lock-down and shelter-in-place drills. Evacuation plans are posted in each room, and the location of fire extinguishers and first aid kits are posted. In case of an unexpected school closure that does not require evacuation, parents will be notified via the ParentAlert message system (school-wide text).

In the event of a circumstance requiring immediate evacuation and relocation, students and staff will be taken by authorized parent, staff and church vehicles to:

First United Methodist Church  
505 W. Marvin Ave.  
Waxahachie, TX 75165  
(972) 937-4400

Parents will immediately be notified via RenWeb's ParentAlert text system and will be asked to make pickup arrangements for their child as quickly as possible. Students will be temporarily kept in the Family Life Center (gym) area at the rear of First United Methodist Church. FCDS Staff will remain with students in the gym, in classroom groups, and will be responsible for their supervision until parents arrive. Teachers will have sign-out sheets and attendance records with them, and parents will be required to sign out children as usual.

If a parent needs to contact the school during an emergency evacuation, office staff can still be reached at (972) 937-1952.

## Extended Care Policies

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Extended care is available both in the morning and in the afternoon for parents who need it. Complete details regarding current pricing and times is available in the front office or in your welcome folder. Please adhere to the following guidelines for using this service:

- This service is available for a fee, and like all financial obligations, it is expected that parents who use extended care will remit payment promptly. There is no need to pay separately; the charges will be added to your monthly tuition bill and may be paid in one lump sum.
- After Care services end promptly at 5:30 p.m. The staff who work in After Care are contracted to stay until then, so being late in picking up your child is infringing on their own personal time. Late pick ups will not be tolerated. If a parent arrives to pick up after 5:30, an additional charge of \$1 per minute will be applied to the student's account. If the late pick ups continue, the Director may choose not to offer this service to violators.
- Morning Care ends at 7:45 a.m. This is when classrooms open and children are allowed to enter. If you do not wish to be charged for Morning Care, please wait with your children and escort them to their classroom at or after 7:45. Do not leave them with the Morning Care supervisor or ask them to drop off your child.
- Reservations for extended care are not necessary, but please be sure you have filled out a registration form so that supervisors have emergency contact and medical information on file.
- All children who have not been picked up at 3:00 p.m. will be escorted to the CLC by a teacher for After Care.

## Field Trips and Parties

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The purpose of any field trip is to enrich the child's education by allowing them to see and experience activities which are not possible in a classroom setting. The number of field trips taken per year varies with the age of the students. Please note the following guidelines pertaining to field trips:

- Parents are welcome to attend field trips with their children. However, the purpose of parent attendance is to provide supervision and comfort for the students; therefore, attendance by siblings (younger OR older) may be limited.
- Notarized permission forms are kept in the office. A copy is taken on every field trip by the lead teacher.
- Since it is not possible to anticipate every situation that may arise on a field trip, the lead teacher is responsible for making decisions pertaining to the trip schedule, guidelines, or safety of the students. Parents are expected to abide by the lead teacher's decisions.

- Because our school does not own large vehicles, students will always be transported to and from field trips in private vehicles. Unless a parent is transporting only their own child, the following rules must be observed:
  - All vehicles should be adequately insured and the lead teacher will approve any driver who will be transporting children other than their own.
  - There must be two (2) adults in every vehicle, and one (1) adult for every six (6) children.
  - Seat belts will be worn at all times. If booster seats are necessary, parents should make arrangements to leave seats for use by the person transporting their child. Food, drinks or gum will be allowed at the discretion of the vehicle owner.
  - Any driver transporting children other than their own must allow the office staff to make a copy of their driver's license and present proof of insurance. All drivers MUST obey Texas laws for moving vehicles.
- In case of misbehavior on a field trip, the school will be called, parents will be notified, and the Director will make the decision concerning discipline and removal from the trip.
- No student will be left unattended at any time during a field trip, including trips to the restroom or to and from a vehicle.
- Students should leave school and return to school in the same vehicle, with the same driver. If changes are made, the lead teacher should be notified and approve the changes. This ensures that all children are accounted for and that nobody gets overlooked.
- Each accompanying adult will be assigned students to look after. It will be the chaperoning parent's responsibility to look out for any children assigned to them, as well as to help with the general supervision of the group as a whole.
- Our behavior as a large group provides the public with a lasting impression of our school. With this in mind, all students and parents are expected to show respect for the property and rules of any place we visit. Students will not be allowed to roam freely or be a distraction to other guests, and teachers have the authority to limit student activity as they do in a classroom setting.

**Holiday Parties** are held in the classroom for the following events: Fall, Christmas, Valentine's Day, and Easter. Times and activities will vary greatly from grade to grade and from teacher to teacher, so always check with your child's classroom teacher regarding what you should expect, bring, or contribute.

**Birthday celebrations** in the classroom are allowed at the teacher's discretion. In general, we ask that birthday celebrations be short with limited sweets and treats, and that any favors or

take-home items be given directly to the teacher to be distributed at the end of the day. Invitations to out-of-school birthday parties may be sent home with students as long as all children in the class are invited. If this is not the case, please contact other parents directly to make arrangements for the invitations.

## Lunch and Classroom Snack Policies

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- Students who bring lunches from home should have a cold pack as part of the lunch kit. Not all classrooms have access to refrigerators.
- Any hot foods in a child's lunch should be packed in a thermos-type container. Teachers are not able to heat food for students due to time and resource constraints.
- Parents are welcome to come eat lunch with their children; however, this should be an occasional treat, not an everyday occurrence, and parents may only eat lunch with their own children. Friends and other classmates must remain with the teacher. Parents must sign in and out in the front office.
- Lunch payments should be made promptly, and no lunch debt should be allowed to accrue. If your child is served a hot lunch, please be prepared to pay for it and treat it as you would treat any other financial obligation.
- If you need to drop off a lunch during the day, please leave it at the office. DO NOT walk lunches to the classroom unless you will be eating lunch with the child that day. Our office staff will make sure that lunches get sent to the correct classroom in a timely manner.
- Parents and students are expected to adhere to lunchroom policies and deadlines.
- Classroom snacks are offered for preschoolers. Students may drink water all day; no sugary drinks, including juice, will be served with snack.
- Breakfast may not be brought to school or eaten in classrooms. Breakfast items brought into the classroom will be placed in the child's lunch or backpack.
- Soda may only be purchased from the vending machine by elementary students (1<sup>st</sup> grade and up), and only after 3:00 p.m. Students may purchase sodas, but may not drink them until they have been picked up by parents.

## Medical and Health Concerns

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**Health Records:** All students must have a health record on file. This will include vaccination records with proof of inoculations as required by the Texas Department of Family and Protective Services. Parents are responsible for providing updated records as new vaccinations

are received. Texas law and local health departments hold FCDS responsible for keeping these records on file. Additionally, children must be certified as a “well child” before being admitted. A doctor must certify that the child has been examined and is fit to attend school, and will provide a written statement to be kept with the child’s health records. State approved screening for vision, hearing and spinal problems will be conducted on campus.

***Illnesses:*** Students with a fever or communicable disease are not allowed to attend school, according to the following guidelines:

- An oral temperature of 100.4 degrees or higher requires a student to stay at or be sent home. A student must be fever-free *without the aid of fever-reducing medication* for a full 24 hours before returning to school.
- If a student has a contagious disease (strep throat, flu, pinkeye, etc.), please notify the school so that other parents may be advised of the symptoms and incubation period of the disease.
- If a student becomes ill while at school, the student must be picked up after the parent is notified. Please do not leave sick children at school for the remainder of the day.
- Students who experience diarrhea or vomiting for any non-food related reason should not attend school until the illness has passed.

***Injuries and Accidents:*** Child safety is one of our top priorities. Children are active and unavoidable accidents may occur. Accidents and minor mishaps that do not require professional medical attention will be reported to parents on an Accident / Incident Report sent home in the child’s backpack. In the case of an accident requiring medical attention, parents will be called. If necessary, the staff of FCDS will seek immediate emergency medical attention on behalf of an injured child, and parents will be notified immediately. A written report of the incident will follow. Parents are financially responsible for medical services rendered by outside agencies for the care of their child.

***Medications:*** Students may be given medications or treatments at school. Please follow the following procedures:

- Parents must sign an authorization form (available in classrooms and in the front office), which includes the name of the medication and designated times for administering the medication. Dosage and times must be in compliance with label and/or physician’s instructions.
- Medications must be brought to school in original containers, placed in a resealable bag, and labeled with the child’s full name and date it is dropped off. Parents should clearly label if the medicine is supposed to be refrigerated.



- Medicine that has reached its expiration date will not be administered.
- Students may not keep medicine in backpacks or lunch bags, nor are they allowed to take medicine on their own. This applies even to “minor” medicines like OTC pain relief or cough drops. All medicines must be administered by a staff member, after being properly logged and authorized.
- It is the responsibility of the parent to pick up medicine or breathing treatment equipment at the end of the day.
- Each child should have an over-the-counter medicine authorization (or declination) on file as part of their enrollment paperwork. The school nurse or administrators may use this to administer authorized medications from the school’s first aid supply on an as-needed basis.

**Screenings:** Approved screenings for vision, hearing and spinal problems are conducted on campus. Parents will be notified of results only if it shows a potential deficiency.

## Nap and Rest Time

According to guidelines by the Texas Department of Family Protective Services, all preschoolers are required to have a rest time every full day of school. This takes place in the classroom after lunchtime, and FCDS adheres to the following DFPS rules:

- Two-year-olds are given approximately two (2) hours of rest time. Three-year-olds are given approximately ninety (90) minutes, and four-year-olds generally receive one (1) hour of dedicated rest time. Children will never be allowed to sleep over three hours.
- Children are not required to sleep during this time, but must remain quietly on the mat without disturbing others. Children who are still awake after one hour of rest may be given a quiet activity to do.
- The room may be darkened, but there will always be enough visibility to adequately supervise children. The room will not be so dark that a person’s eyes require an adjustment period upon entering.
- Nap mats may be plastic or rolled-up fabric. Plastic nap mats may *not* be ripped or repaired. Any plastic mat with holes or rips must be replaced. Fabric mats will be sent home weekly to be laundered.
- Nap mats will be placed at least two feet from each other. This is for the child’s health and safety. A child’s head may not remain covered during naptime.
- Students may bring one small blanket that will easily fit in the backpack. A beach or bath towel works well. Blankets will be sent home each Friday to be laundered. Pillows and

toys / stuffed animals should remain at home. Fabric mats with attached pillows are allowed.

## Parents as Partners, Fundraising, and Volunteers

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The Parents as Partners volunteer program is a required part of school involvement. Complete information on this program is available in the front office or in your welcome folder. Parents are encouraged to sign up and choose volunteer opportunities according to their abilities, resources and interests. It is recommended that families participate throughout the year in order to avoid the stress of trying to finish a large amount of hours in a short period of time.

Fundraising is an essential part of providing for the school's ongoing needs. In order to keep our tuition as affordable as possible, we rely heavily on parent involvement to raise the funds needed for physical improvements, technology needs, and special purchases. Many fundraising opportunities will be presented throughout the year, including sales, special events, and capital requests. Parents are not expected to participate in every single fundraising event. Instead, we encourage families to choose which of these fundraisers are most meaningful to them, and to actively participate in those. Our annual Clays For Kids shooting competition is our major source of extra income for the year, and we do ask all families to help with this fundraiser in some way.

## Report Cards and Transfers

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**PK-2 Class:** This age group receives a progress card only the last six weeks of school. This is a very basic assessment and consists mainly of social, physical and emotional achievements.

**PK-3:** The three-year-old classes receive report cards every six weeks, starting in the second semester. As with the younger class, marks are largely based on social and physical developments, with some basic academic skills assessed also.

**PK-4 Classes:** Achievement cards are sent home every (six) 6 weeks, all year. At this age, children are growing rapidly and making progress in many areas of their lives, and at many different rates. It is simply not feasible to measure and apply a grade to everything your child is learning, but observations and general growth patterns will be communicated.

**Kindergarten:** Report cards are available every six (6) weeks and consist of letter grades for each subject area. Teacher conferences are available by request.

**Elementary and Middle Grades:** Report cards are sent out every six (6) weeks and consist of number grades for each subject area. Parents will be given the opportunity to conference with

teachers about student achievement and goals. For 4<sup>th</sup> grade through 8<sup>th</sup> grade students, mid-period Progress Reports will be sent home for any student who is earning below an 80% in any subject.

**Transfers:** Students who enroll at FCDS mid-year, in 1<sup>st</sup> Grade or higher, will need to provide a copy of their annual testing results from the previous year, as well as the latest complete report card from their previous school. If these are not available (homeschool students or other non-traditional schools), the student and parents will meet with the school Director to determine grade placement. For all transfer students, any noticeable academic deficiencies will be addressed in a conference between the parent, student, teachers and Director.

### Technology, Cell Phones and Personal Items

Students are not permitted to have cell phones, tablets or any other personal electronic devices in the classroom without permission. If your child owns any of these devices, they should stay at home. In the event that a student needs to speak with a parent during the day, teachers may call the parent, or the child may request to use the office phones to make the call.

When using technology in class, the students will use devices owned and maintained by the school. These are regularly checked and updated, and you can be sure that all content being used is appropriate.

On occasion, a teacher may allow students to bring electronic devices from home on a specific day and for a specific purpose. In this case, parents will be notified ahead of time, and allowing students to bring their own devices is purely optional. Any student who does not have a device from home may use a school-owned device.

If a teacher or staff member sees a student using personal electronic devices without approval, the device will be confiscated and returned at the end of the day. If the violation happens a second time, the device will be taken and given directly to the parent. Any further violations may result in a \$25 fee being assessed to the student account, and possible confiscation of the device for the remainder of the semester. The best way to avoid problems with electronics is to be sure they are left at home.

Students are never allowed to touch or use phones belonging to teachers without the teacher's express approval.

Toys and personal items from home should be left at home unless the teacher specifically gives permission. (For example, Show and Tell.) Any toys or personal items that are in the child's

backpack for other reasons (going to Grandma's house after school, etc.) should remain in the backpack at all times.

## Uniforms

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First Christian follows a school uniform policy. The complete guidelines are available in your welcome packet, in the front office, and in Appendix B of this Handbook. Please note the following considerations regarding uniforms:

- The PK-2 and PK-3 classes may wear comfortable, seasonally appropriate play clothes, but must follow the guidelines for safe footwear.
- PK-4 and all elementary grades must adhere to uniform policies.
- Make sure that uniforms are in good condition, clean and neat. Clothing that is torn, ragged, ill-fitting, or noticeably stained or faded should be retired. We understand that it can be frustrating having to find new uniform pieces at the end of a school year, and invite you to look through our Uniform Closet for used pieces which may be useful to you later in the year.
- Students who arrive to school out of uniform will be reminded of the correct uniform policies. If the situation is not corrected or becomes habitual, parents will be called to bring in the correct uniform items.
- All students should wear weather-appropriate clothing. This includes sweaters or jackets for playing outside on cool days. We give our children the opportunity to play outside whenever weather permits, so please make sure they are ready with appropriate outerwear.
- Students may wear any type of appropriate outerwear for coming and going to and from school; however, if a student wants to wear a sweater or jacket during classroom time, it must be an approved FCDS sweatshirt, sweater or jacket with the logo. Hoods of jackets and sweatshirts will not be allowed to remain up in the classroom.

**Friday Jeans Day** allows students who normally wear uniforms to wear jeans and an FCDS t-shirt each Friday. Keep the following guidelines in mind for Jeans Day:

- Jeans should be clean and fit appropriately; please do not wear jeans that are torn, frayed, or excessively worn. Also, very loose (sagging) or very tight jeans are not allowed. Jean-patterned leggings are not allowed.
- Jeans should be free of brightly colored ornaments or excessive embellishments.
- Jeans may be replaced with denim shorts, skorts, skirts or capris. However, shorts and skirts should be of modest length, no more than 3 inches above the knee.



- Students may continue to wear traditional every-day uniforms rather than participating in Jeans Day. Jeans may be worn with school polo shirts as well.
- Failure to follow the guidelines for Friday Jeans Day may result in forfeit of the privilege for a period of time.
- One day of every month (usually the last Friday) is designated “Free Dress Day,” and all students may wear appropriate street clothes and footwear.

## Visitors

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Visitors to First Christian are welcome any time, provided they follow our safety procedures:

- All visitors must park and enter at the main office. Please do not knock on the doors of the CLC (gym) and ask for admittance, even if you are coming for lunch.
- Visitors need to sign in and get a Visitor’s Badge, which they should wear for the whole time they are in the building. Be sure to sign out when you leave. The first time you visit, you will need to show your photo ID so that it can be scanned and a visitor’s badge can be made.
- If someone visits the school that the staff is not familiar with by sight, they should be prepared to show a photo ID in the front office, and to state the purpose of the visit before being allowed to enter a classroom.
- Visitors should not park in the back parking lot or enter through the back door.
- Classroom visits should be of moderate length, and it is not permissible to initiate a parent conference or to distract the teacher from his or her classroom duties during school hours.
- Teachers retain authority in their classrooms and with their students, regardless of visitors present in the room. Please do not step in to “take over” a teacher’s job, unless the teacher has specifically asked you to help with something (such as at a holiday party).
- Playgrounds may not be used by parents after school. Playgrounds may only be used when teachers are on duty.

## Weather and Emergency Closings

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In case of inclement weather, our school will follow the WISD decision for closings and delays. You can also check the school’s website, email or Facebook page to know when the weather has affected our schedule. In case of an unexpected closing due to something other than weather conditions, you will receive email and text announcements, and the information will also be displayed on our website and Facebook page.



## Appendix A

### **Child Care Licensing:**

You are entitled to see the following information. You may ask the Director or office staff to show you the most recent copy of:

- The state minimum standards for our facility. These are also available online at [www.tdfps.state.tx.us](http://www.tdfps.state.tx.us), or at our local licensing office.
- The most recent Department of Family Protective Services inspection / investigation report. Compliance information is also available at the above website.
- Documentation of liability insurance that complies with Human Resources Code, Section 42.0491.
- The most recent Fire Marshal Inspection Report.
- The most recent Health Department Sanitation Inspection Report.
- The most recent Gas Pipe Inspection Report.
- The child care center's operational policies.
- Campus Lockdown Policy
- Evacuation Plan
- Fire and Tornado Plan

Please see the office if you have questions regarding Child Care Licensing.

### **Reporting Abuse and Neglect:**

Texas state law requires caregivers to report any suspected abuse or neglect of a child to the Texas Department of Family and Protective Services or a law enforcement agency. Call 1-800-252-5400 to make confidential reports. Failure to report suspected abuse or neglect is a crime. Employers are prohibited from retaliating against caregivers who make reports in good faith.

## **Appendix B**

### **FCDS Uniform Policies**

#### **PreK2 and PreK3 Classes:**

Weather-appropriate street clothes may be worn every day. **Shoes** must be closed-toe and closed-heel, for the child's safety. No sandals, flip-flops, fashion boots or cowboy boots may be worn any day.

#### **PreK4 through 8th Grade:**

- **Socks and Shoes** must be solid colored in neutral or school colors (black, brown, gray, white, red or navy). No cowboy boots, fashion boots, flip-flops, wheeled shoes, light-up shoes, or open-toe / open-heel sandals are allowed, even on Free Dress Days.
- **Jewelry** is limited to one cross pendant necklace and one watch for both boys and girls. Girls may add one pair of stud earrings. No other piercings are allowed.
- **Hair** must be kept neat and out of the child's face. No unusually colored or streaked hair is allowed. Hair accessories are limited to barrettes, bows, hair ties and traditional headbands in red, blue, white, black or gray. No other head accessories (hats, unicorn horns, cat ears, etc.) are allowed.
- **Boys' Uniforms:**
  - *Everyday Bottoms:* Navy or khaki shorts or trousers with a brown or black belt. (Belt required only for 1st grade and higher.)
  - *Everyday Tops:* Navy or red polo shirt with embroidered school logo
  - *Chapel Day:* standard bottoms and belt; white, collared, short-sleeve Oxford shirt; red vest embroidered with logo; plaid tie; standard socks and shoes
  - *Jeans Friday and Field Trips:* jeans or denim shorts; FCDS T-shirt
- **Girls' Uniforms:**
  - *Everyday Bottoms:* Navy or khaki shorts, trousers, skorts or capris.
  - *Everyday Tops:* Navy or red polo shirt with embroidered school logo
  - *Chapel Day:*
    - **PreK4 and Kinder:** white, short-sleeve, collared Oxford shirt; plaid jumper; standard socks and shoes
    - **1st Grade - 8th Grade:** white, short-sleeve, collared Oxford shirt; plaid skirt; red vest with embroidered logo; standard socks and shoes; optional plaid cross-over tie
  - *Jeans Friday and Field Trips:* jeans, denim capris, or denim shorts or skirt of modest length (no more than 3" above the knee); FCDS T-shirt

Friday Jeans Day is optional and available at no cost for students who normally wear uniforms. Please see the handbook section titled "Uniforms" for more information on appropriate attire.

Free Dress Day is generally the last Friday of the month and will be indicated on the school calendar. All students may wear regular street clothes, but are still required to follow the rules for appropriate shoes.