



**2025-2026**

**FIRST SOUTHERN  
CHRISTIAN SCHOOL**

**PARENT  
STUDENT  
HANDBOOK**



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This handbook does not serve to contractually bind First Southern Christian School, a ministry of First Southern Baptist Church Tucson, in any way. This handbook is subject to change without notice by First Southern Baptist Church Tucson.

Dear Parents/Guardians and Students,

First Southern Christian School would like to welcome back our returning families and extend a warm welcome to our new families. I pray you are having an amazing and relaxing summer. The faculty and I look forward to serving and assisting each of you in raising your child. The Biblical emphasis will continue to be a Christ-centered approach to the Scriptures as we grow together in our faith in Jesus Christ. Our academic emphasis on the core content areas of reading, language arts, mathematics, science, and social studies from a Biblical Worldview will remain a priority, as well as providing a learning program that builds on each year's knowledge and instruction. While every year brings its specific challenges, we will continue to strive to meet the individual needs of all our students. I pray that this year will be the best for you and your family!

This year our school focus verse will be Colossians 2:8 *Be careful that no one takes you captive through philosophy and empty deceit based on human tradition, based on the elements of the world, rather than Christ.*

We view our school as a unique opportunity to introduce children to a saving knowledge of Jesus Christ while providing a quality education grounded in Biblical truth. We eagerly invite you to participate, as much as possible, in your child's education. We need parent volunteers to provide support in several areas including classroom assistance, lunch & recess monitors, and preparing student materials.

I am looking forward to seeing God at work in the lives of the families, students, and faculty of First Southern Christian School.

Sincerely,

A handwritten signature in black ink that reads "Christopher Taylor". The script is cursive and fluid, with the first name and last name clearly distinguishable.

Christopher Taylor  
Administrator

## School Leadership

### PASTOR

Pastor Ed Eddingfield

### FSCS BOARD

Steve Olguin; President – Karla Escamilla - Yvonne Martinez - Linda Wynn

### ADMINISTRATION

Christopher Taylor; School Administrator  
Adela Tarango, Administrative Assistant

### ELEMENTARY FACULTY

Mrs. Carolyn Burger; Kindergarten – Miss Faith Zanta, 1<sup>st</sup> & 2<sup>nd</sup> grade – Mrs. Betty Gilfroy, 3<sup>rd</sup> grade, - Mr. David Hoffman 4<sup>th</sup> grade – Mr. Derek Oliver 5<sup>th</sup> & 6<sup>th</sup> grade - Mrs. Kirkwood, Art & Music

### PRESCHOOL & BEFORE / AFTERCARE FACULTY

Mrs. Kayla Ivey, Preschool Teacher 3–5-year-olds  
Ms. Katie Randall, Aftercare Lead Teacher

## Foundations

### MISSION STATEMENT

Teach the truth in Love. Ephesians 4:15

### OUR PURPOSE

First Southern Christian School comes along side parents to partner with them in the discipleship, education, social and emotional growth of their children. We promote high standards in all areas of the student's life to the Glory of God.

*Start a youth out on his way; even when he grows old he will not depart from it.*

Proverbs 22:6 CSB

## CORE BELIEFS

The following are the core beliefs of First Southern Christian School a ministry of First Southern Baptist Church Tucson based on the foundational truths taught in the Bible. All our teaching and ministry is rooted in and flows out of these Biblical doctrines.

### ABOUT GOD

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God. **Genesis 1:1, 26-27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2.**

### ABOUT MAN

Man is made in the spiritual image of God, to be like Him in character. He is the supreme object of God's creation. Although man has tremendous potential for good, he is marred by an attitude of disobedience toward God called sin. This attitude separates man from God. **Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; 6:23.**

### ABOUT ETERNITY

Man was created to exist forever. He will either exist eternally separated from God by sin or in union with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are places of eternal existence. **John 3:16; Romans 6:23; Revelation 20:15; 1 John 5:11-12; Matthew 25:31-46.**

### ABOUT JESUS CHRIST

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all men by dying on the cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to heaven's glory and will return again to earth to reign as King of Kings, and Lord of Lords. **Matthew 1:22-23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14-15; 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15.**

### ABOUT SALVATION

Salvation is a gift from God to man. Man can never make up for his sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can man be saved from sin's penalty. Eternal life begins the moment one receives Jesus Christ into his life by faith. **Romans 6:23; Ephesians 2:8-9; John 1:12, 14:6; Titus 3:5; Galatians 3:26; Romans 5:16.**

### ABOUT ETERNAL SECURITY

Because God gives man eternal life through Jesus Christ, the believer is secure in the salvation for eternity. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives this security. **John 10:29; 2 Timothy 1:12; Hebrews 7:25; 10:10,14; 1 Peter 1:3-5.**

### ABOUT THE HOLY SPIRIT

The Holy Spirit is equal with the Father and the Son as God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. The Christian seeks to live under His control daily. **2 Corinthians 3:17; John 16:7-13, 14:16-17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18.**



## ABOUT THE BIBLE

The Bible is God's word to all men. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is truth without any mixture of error.

**2 Timothy 3:16; 2 Peter 1:20-21; 2 Timothy 1:13; Psalm 12:6, 119:105, 160.**

**If you'd like more detail, we believe in the Baptist Faith and Message. You can read it online at <https://bfm.sbc.net/>.**

## PHILOSOPHY OF EDUCATION

First Southern Christian School's philosophy of education is based on a Christ-centered view that all truth is God's truth, and that the Bible is the inspired and only infallible, authoritative Word of God containing the truth (John 17:17). Further, that God is the creator and sustainer of all there is. We should therefore pay attention, be interested in, and desire to know our role in what He has made. We understand that "to have the mind of Christ" (I Cor 2:16) is to be obedient to God's revelation. Therefore, we must seek to understand His revelation to the fullest.

We know that children are a gift of God to a husband and wife (Psalm 127:3); however, it is a gift which includes responsibilities. Bringing up and educating a child is primarily the responsibility of parents. First Southern Christian Church exists, therefore, to assist in that education, without replacing the family's role.

## SCHOOL AFFILIATIONS

First Southern Christian School is a ministry of First Southern Baptist Church Tucson and a member of the Association of Christian Schools International (ACSI).



## Admissions & Academics

### EDUCATIONAL PROGRAMS PRESCHOOL

FSCS offers preschool for the children who are potty trained ages 3-5. Preschool is 8:30-11:15am daily and students may attend three or five days a week. Preschool activities and programs include prayer, calendar, pledges, songs, finger-plays, outside play, Bible stories, projects, stories, dramatic play, puzzles, letters, numbers, shapes, and colors.

## PRESCHOOL FIELD TRIPS

Preschool children will receive a special permission slip for each field trip. The slip will contain the destination, times, and date of the trip. Parents are required to attend all field trips with their children. A staff member will ride with any parent who helps to transport students on the trip, or the children will ride only with a staff member. Requirements for drivers are proof of current automobile insurance, a valid AZ driver's license and license plate number of the vehicle that will be driven. No child is allowed to sit where there is an airbag and all children in personal vehicles must be in an appropriate and approved child seat.

\*Our preschool and childcare programs are regulated and licensed by the Arizona Department of Health Services located at:

400 W. Congress  
Tucson, AZ 85701  
Phone 628-6540

Inspection reports are available for viewing upon request.

## EDUCATIONAL PROGRAMS ELEMENTARY

FSCS offers kindergarten through sixth grades. The school day begins at 8:30am and concludes at 3:00pm. Our K-6 faculty are certified or highly qualified professional educators. Our core curriculum publishers include Abeka, Saxon Math, and Purposeful Design. FSCS offers art, music, and other enrichment programs for students K-6.

All textbooks are the property of First Southern Christian School. In the case a book is damaged, a reasonable fee will be assessed for the replacement of the book. If the textbook is lost or damaged beyond use, full replacement cost will be assessed. All textbooks must be returned when the student is promoted, graduated, or transferred. Students are not to write in any non-consumable textbooks.

## KINDERGARTEN - 6<sup>th</sup> GRADE FIELD TRIPS

All classes attend field trips. You will be notified ahead of time as to the destination, date, and times.

## REPORTING STUDENT PROGRESS

Communication between parents, students, and teachers is essential. Students' kindergarten through sixth grade receive report cards at the end of each nine-week period. Preschool students will be evaluated in October and May.

Progress reports for students in grades one through six will be sent midway through each grading period.

Additional information regarding a student's progress is available from his/her teacher. Parents are urged to arrange conferences throughout the school year.

Our school requires at least one parent to attend a conference following the first grading period. This conference will take place in October. Additionally, parent conferences are required each quarter for all students who maintain a “D” (1.00) average or below. Failure to attend these conferences may result in temporary suspension of the student until the conference is completed.

Students in grades 3 - 6 are evaluated using the following system:

	<u>Grade</u>	<u>GPA</u>
90 – 100%	A - Superior	4.00
80 – 89%	B - Above Average	3.00
70 – 79%	C - Average	2.00
60 – 69%	D - Below Average	1.00
0 – 60%	F - Unsatisfactory	0

Students in grades K - 6 will be promoted based on grades and/or teacher recommendations.

#### HONOR ROLL/ HONORABLE MENTION

Students in grades 3 - 6 who attain a 3.5 or better grade point average will be placed on the Honor Roll at the end of each quarter.

If the student’s grade point average is 3.00- 3.40, he/she will be placed on Honorable Mention.

#### CHILDCARE

Tuition for preschool children ages 3 & 4 covers from 8:00 a.m. – 11:15 a.m. and those children who have not been picked up at the end of the preschool time will automatically cycle into childcare. Tuition for kindergarten and elementary school is from 8:00 a.m. – 3:15 p.m.

Childcare is available for all students between 7:30 a.m. and 8:00 a.m. and after class until 5:30 p.m. The charge for this service is \$4.00 per hour for the 1<sup>st</sup> child and \$3.75 per hour for the second child. Childcare is invoiced one-hour increments. The cost for childcare after 5:30 p.m. is **\$1.00 per minute**.

Payment of childcare charges is due upon receipt. If charges are less than \$5.00, you will receive an invoice but will not be required to pay it until the accumulated charges are over that amount. **A 20% late fee will be added for every week if a childcare invoice over \$5.00 is not paid.**

#### EXTENDED SESSIONS ACTIVITIES

Inside play:

- Drawing & coloring
- Free play/home living
- Homework help
- Board games
- Blocks, Legos, tinker toys, cars
- Homework help



Outside play:

- Tether ball, jump ropes, bouncy balls
- Organized ball games with supervision
- Monkey bars, swings, sandbox, sidewalk chalk

## ADMISSIONS PROCESS

Prospective families will complete a new student application and new enrollee questionnaire prior to scheduling an interview with the administrator. Completion of these documents is not a guarantee of acceptance to the educational programs of First Southern Christian School.

Schedule an interview with the administrator. This meeting will include the administrator, the parents or guardians of the student, and the student.

First Southern Christian School will request copies of previous academic records and documents from the child's previous school.

Parents or guardians must agree with the philosophy of the school and show willingness to have their children trained according to the standards, philosophy of the school, and a Biblical worldview.

Students must be able to meet the academic requirements of First Southern Christian School.

Students must be capable of understanding and adhering to FSCS citizenship standards and code of conduct.

Students may be offered conditional admission after the interview with the administrator and documents are obtained and reviewed.

Parents then must complete the following enrollment documents.

- The Parent Student Handbook must be read, and the Parent Student Handbook Agreement must be signed and returned.
- The childcare and special classes agreement, tuition contract, Title 1 form, and emergency card and immunization records.
- Parents must submit a copy of the birth certificate and current immunization records.

Once all paperwork submitted and appropriate fees are paid your child will be officially admitted and enrolled.

*First Southern Christian School reserves the right to refuse admission and/or terminate enrollment for any child, for any reason.*

## KINDERGARTEN ADMISSIONS AGE PHILOSOPHY

Children entering Kindergarten must be five years old before September 1 of the enrollment year. Some children who meet the age criteria might benefit from another year of maturity before entering kindergarten. You are invited to consult with us if you have a question about whether your five-year-old is sufficiently mature to succeed in kindergarten this school year.

## NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

First Southern Christian School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. First Southern Christian School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to partner and cooperate with school administration and to abide by its policies.

## CODE OF CHRISTIAN CONDUCT

First Southern Christian School is an outreach and discipleship ministry of First Southern Baptist Church Tucson. The school reflects and passes on the biblical beliefs of the church. We hold that the Bible is the infallible divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the ideal of spiritual growth into the image of Christ (Romans 8:29), which is the work of Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a whole life, which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 15:15). The result is a life consecrated unto God, separated from the world, and involved in a local Bible-believing gospel-preaching church.

We believe and teach that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that God has ordained the family as the foundational institution of human society. We believe and teach the marriage is the uniting of one man and one woman in covenant commitment for a lifetime. Children, from the moment of conception, are a blessing and a heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage.

First Southern Christian School recognizes that not every family, individual, or group holds or holds true to our biblical beliefs. As a Christian ministry we will do our best to recognize and love people where they are, but we cannot endorse (explicitly or implicitly) that which is contrary to God's desire for our lives, culture, and families. By agreeing to our standards of conduct, you agree to conduct yourself in a way that supports the school's desire to promote a godly environment while at the school and school functions. That which is contrary to God's desire for us (revealed in Scripture and/or in our core values) shall not be practiced, flaunted, or endorsed by anyone in attendance.

First Southern Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperative is necessary to provide such an environment. All the activities of the Christian must be subordinated to the Glory of God who

indwells us (I Corinthians 8:9, 12, and 13, I Corinthians 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental or spiritual well-being. (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led First Southern Christian School to adopt the following standards which it is believed are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requires each student to:

1. refrain from swearing, use of tobacco, indecent language, gambling, drugs drinking alcohol, disorderly and boisterous behavior.
2. maintain Christian standards in courtesy, kindness, morality, and honesty.
3. conduct himself/herself in such a manner that would be above reproach while riding public conveyances and attending field trips.
4. be dressed modestly and appropriately

The selection of the restrictions mentioned in this pledge may appear arbitrary to some and may seem condemning to others who see these behaviors differently. However, First Southern Christian School believes that the restrictions named are noteworthy types of conduct which are detrimental to the standards established as its objective.

Students are expected to abide by these standards throughout their enrollment. Students found to be out of harmony with the First Southern Christian School ideal of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standard of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

## PARENT CONCERNS

Our faculty and staff strive to be respectful of parents and students, and we have that same expectation for parents. If you have an issue with a teacher or student, here is our procedure, based on Matthew 18:15-17. First, share your issue/concern with the teacher/staff member directly. If that does not resolve the issue, then share with the administrator who will go with you to speak with the teacher/staff member. If that does not resolve the issue, then the administration and school board will discuss the issue/concern.

## Attendance

### ABSENCE

When parents know a student will be absent, they must notify the school office by **9:00 a.m.** the day of the absence. This way, we can be assured that nothing has happened to the child on the way to school. In all cases of absence, it is the responsibility of the student to obtain his/her assignments and arrange to make up all missed tests.

In cases of an illness lasting two or more weeks or in cases of communicable diseases, a written note from the attending physician must be presented to the school office before the student may return to class.

All work during an absence must be made up. Work may be made up without penalty if it returned to the teacher within a period equal to the time the student was absent. For example, a student who missed five days of school has five days from the time he/she returns to hand in all assignments missed during his/her absence. In cases of long illness, assignments should be obtained during the illness to keep work as up to date as possible. Work not handed in within the time allowed will receive a mark equal to one letter grade lower for each day late.

*If the child's absence is not due to an illness or a family emergency the teacher will determine whether to allow extra days for make-up work or the child could receive a zero. Please keep in mind that when a child is absent, this causes extra work for the teacher to help that child get caught up. Please keep absences for illness and emergencies.*

### TARDINESS

Promptness is a virtue which we trust our students will learn early in life. However, if students are tardy for school, they **MUST report to the school office** to receive an admission slip to class. Tardy students are expected to obtain assignments for any missed classes and complete them as if they had been in class.

No more than seven unexcused tardies are allowed per quarter. **At seven unexcused tardies there will be a parent/administrator conference. At eight unexcused tardies the child will serve a consequence (community service, detention, etc.)** If there are subsequent tardies in the quarter, the child will be suspended for the day.

There is no penalty for excused tardiness. Examples of excused tardiness: car trouble, illness, and appointments.

Please understand that your child's education is important. When a student is late, important instruction is missed. This causes a disruption to the class and takes time away from all the other students.

### RELEASE FROM CLASSES

Parents are encouraged to make doctor's and dental appointments at times which do not conflict with school hours. When it is necessary for a parent to take a child out of class during the day, release of the student must be made through the school office. You will be asked to sign your child out.

Please notify both the teacher and the school office at least one day in advance of the appointment to ensure minimal disruption to the class.

### WITHDRAWAL OR DISMISSAL

If a student finds it necessary to withdraw from First Southern Christian School, the proper procedure needs to be followed. Simply ending class attendance does not constitute withdrawal

nor does it end financial responsibility. Withdrawal must be completed through the school's office. Attendance during any portion of a month may result in tuition charge for that full month.

A student may be dismissed if his or her attitude has been judged by the administrator to be inconsistent with the goals, beliefs, or rules of the school, or if tuition payments fall behind schedule, unless suitable arrangements are made through the school office. Students who maintain a rebellious or uncooperative attitude towards these or any school policy will be asked to withdraw voluntarily or be dismissed (Romans 13:1-2). Students may be dismissed if a parent or guardian is no longer able to effectively partner with First Southern Christian School.

In case of withdrawal or dismissal, refunds of paid tuition will be made according to the following table. Adjustments for the damage or loss of any school property will be made in addition to the following table:

- Withdrawal before school opens: Total refund of any tuition paid minus a \$15.00 handling charge per family.
- Withdrawal during first week of school: Total refund of tuition paid minus \$30.00 office and classroom charge per student.
- Withdrawal/Dismissal after the first week of school charges are as follows with a \$50.00 withdrawal fee:

August 11- 31	Charge is 1-ninth of yearly tuition plus \$50.00
September 1- 30	Charge is 2 ninths of yearly tuition plus \$50.00
October 1- 31	Charge is 3-ninths of yearly tuition plus \$50.00
November 1- 30	Charge is 4-ninths of yearly tuition plus \$50.00
December 1- 31	Charge is 5-ninths of yearly tuition plus \$50.00
January 1- 31	Charge is 6-ninths of yearly tuition plus \$50.00
February 1- 28	Charge is 7-ninths of yearly tuition plus \$50.00
March 1 to April 15	Charge is 8-ninths of yearly tuition plus \$50.00
After April 15	Full tuition is charged.

## Student Expectations

### GENERAL RULES FOR STUDENTS

- Chewing gum is not permitted at any time on the school grounds.
- Food is to be eaten in the lunchroom, at designated times in the classrooms or at designated locations in school facilities as directed by teachers or staff.
- No running inside the buildings or on sidewalks next to the buildings.
- Students are not permitted to leave the school grounds unless accompanied by an adult and a proper sign-out procedure has taken place.
- Students are always to address teachers, staff, and guests with respect using "Mr.," "Mrs.," or "Miss", or "Ms."
- The church auditorium is off limits to all students except for designated times.
- Students are not to leave class until the teacher dismisses them.
- Students are **NOT** allowed to carry any medicine with them (please see medication section).

- A snack machine is available in the office for after-school use or as permitted by the student's teacher.
- Soda is not permitted.

We want the attitudes of our students to complement the atmosphere our school tries to provide. We expect all our students to demonstrate the following:

- Respect and obedience to all faculty and staff.
- Reverence for the Bible, chapel, and the flags.
- Proper care of all school and church property.
- Cleanliness in work, action, and dress
- Conduct becoming to young people in the classroom, chapel, playground, and restrooms.

**The following items are not permitted:**

Tablets, laptops, iPods, smart watches, cell phones, texting devices, cameras (unless for field trip), matches, knives, guns, toy and water guns, and/or hand-held video games.

This list is not all inclusive. Any item deemed inadvisable by the administrator can be added to the above list at any time.

Additional rules for conduct on the school grounds is posted in each classroom.

## DRESS CODE

*"Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." I Timothy 4:12*

We believe that what is put on the outside reflects what is within. Our purpose as a Christian school is to encourage others. What we wear sends a message to those around us. Let us resolve that the message will be positive.

Parents are the most important key to making this successful. **Please ensure that your child follows the dress code before leaving for school in the morning.** The uniformed dress code is focused on modesty, neatness, and respect, while allowing each student freedom for individual taste and expression.

## GENERAL DRESS CODE PRECEPTS

- All clothing should be neat, clean, and in good repair. (No cutoffs, pants, shorts or skirts with holes or frayed hems, and no spandex biker shorts allowed.)
- Hair should be clean, neat, and properly combed. (No hair coloring or bleaching.) Boy's hair length should be no longer than the top of the shirt collar and clean cut around the ears.
- Hats, sunglasses, and gloves are not to be worn inside the building during the school day.
- Clothing is to be neither too tight nor too loose fitting.
- Shirts or blouses should be long enough to cover the student's midriff when performing routine activities at school (i.e. raising their hand or leaning down to pick up school supplies). All shirts are to be tucked in if designed to be (5 inches below the waistline).



- Moderate jewelry is allowed. Girls should use moderation. No body rings or earrings on boys. Facial jewelry and body piercing (except earrings for girls) are not permitted.
- No tattoos of any kind are permitted.
- The same general standards of conduct and dress required of students at school are also required of students on school-sponsored activities.
- Students must wear closed toe shoes or sandals with heel strap (no flip-flops or beach-style shoes)
- Anything that the school administration considers to be extreme or immodest in hair or dress style for either boys or girls will not be permitted.

### SPECIFIC DRESS CODE GUIDELINES

**SHIRTS:** Cotton or cotton blends collared polo with a buttoned front placket. Shirts must be solid colors. Tight fitting and/or sheer shirts are not acceptable. No sleeveless shirts or tank tops are allowed. School t-shirts may be worn on any day except Wednesday which is chapel day.

**BOTTOMS:** Navy, black, or tan cotton or cotton blend khaki-style pants, shorts, capris, skirts, skorts, or skirted jumpers. Bottoms must be of a solid color. Plaid skirts and jumpers are ok. Pants must fit appropriately and not drag on the ground. Bottoms may not be ripped or frayed. Tight fitting bottoms are not acceptable. Shorts must be longer than the student's fingertips when arms are placed at their sides. No jeans, stretch pants, yoga pants, leggings or jeggings are allowed. Shirts must be tucked in and if the pants have belt loops, then a belt must be worn.

**Wednesdays Chapel:** Boys must wear dress shirts, dress pants, and ties. Girls must wear dresses or skirts if they are of appropriate length. Dresses must cover shoulders and not be low cut.

### ***SPECIAL NOTES:***

- ***Girls must wear shorts under dresses or skirts. No see-through clothing allowed.***
- ***Girls may not wear leggings under dresses or skirts. You may wear solid color tights.***
- ***No light up shoes are allowed.***
- ***No apparel or any items with skulls are allowed.***

### DRESS CODE VIOLATION

Minor **infrequent** offenses such as having a shirttail un-tucked will receive a verbal warning.

- **1<sup>st</sup> offense** - Dress code violation form being given and must be returned to the office the next school day signed by a parent.
- **2<sup>nd</sup> offense** - A second occurrence of the same or similar violation will result in a parent phone call from the office. The parent will be required to bring the proper item(s) to school before the student will be allowed to return to class.
- **Repeated violations will result in a parent conference.**

These consequences are per semester.

### SCHOOL DISCIPLINARY POLICY

FSCS desires to have a safe and fair environment for all our students and staff. This policy seeks to standardize that process. Discipline is training that perfects the mental faculties of moral character. The classroom teachers and staff will use this disciplinary system that consists of 3 levels.

Level	Description	Consequence
1	<ul style="list-style-type: none"> <li>Classroom disruptions</li> <li>Dishonesty</li> <li>General Misbehavior</li> </ul>	<ol style="list-style-type: none"> <li>Teacher/student private reminder</li> <li>Public warning</li> <li>Parental notification</li> <li>Referral to administration</li> </ol> <p>*All incidents shall be documented by staff</p>
2	<ul style="list-style-type: none"> <li>Verbal aggression</li> <li>Willful disobedience</li> <li>Leaving classroom without permission</li> <li>Foul language</li> <li>Interfering or disrupting the educational process</li> </ul>	<ol style="list-style-type: none"> <li>Immediate referral to administrator</li> <li>Mandatory parent/teacher/administrator conference</li> <li>The consequences are at the administrator's discretion.</li> <li>Second offensive: In-house suspension (pastor and school board chairman notified)</li> <li>Third offense: at home suspension</li> <li>Fourth offense: expulsion</li> </ol> <p>*All incidents shall be documented and forwarded to school administration</p>
3	<ul style="list-style-type: none"> <li>Fighting</li> <li>Aggressive actions or defiance against a person of authority</li> <li>Endangering self or others</li> <li>Threats</li> <li>Sexual Conduct/Misconduct</li> <li>Weapons</li> </ul>	<ol style="list-style-type: none"> <li>Immediate call to parents to come and conference and take the student home (pastor and school board chairman notified)</li> <li>Additional consequences may follow the review of the incident which may include but are not limited to suspension and/or expulsion</li> </ol> <p>*All incidents shall be documented by school administration and/or witnesses</p>
	Mandatory reporting Incidents (By Arizona Law or by Church Policy)	<p>❖ The Mandatory Reporting Process shall be followed. Disciplinary action may be considered, as appropriate, once the safety and immediate needs of everyone involved are assured.</p>

## PRESCHOOL AND CHILDCARE DISCIPLINE POLICY

Our teachers model and encourage orderly conduct, personal control, and age-appropriate behavior. Rules are posted in the classroom and reviewed with the children on a regular basis. Positive reinforcement, love and prayer are the main discipline techniques. If a child shows inappropriate behavior, the child will be pulled aside, prayed with and spoken to. If the behavior continues, the child will be separated from the group for no longer than three minutes after the child has regained control or composure. The child will not be separated for more than 10 minutes without interaction from a staff member.

## BULLYING POLICY

A simple definition of bullying is “a physical or verbal attack that devalues another person.” This includes but is not limited to repeated intimidation of students by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. Students who engage in any acts of bullying are subject to disciplinary action, up to and including suspension or expulsion.

All FSCS staff shall take appropriate action when bullying is observed, or a student has informed any school employee or other responsible adult of a bullying situation.

False reporting of a bullying situation is prohibited. If a student is unsure of any possible situation, the student is encouraged to report the information to a teacher or staff member.

Retaliation against a victim, good faith reporter, or any witness of a bully situation is prohibited. Any student who is involved in a bullying situation in any manner which includes but is not limited to retaliation, permitting, condoning or tolerates the act shall be subject to discipline in accordance with the school’s discipline policy.

School staff will investigate any complaints of bullying and will prayerfully take appropriate disciplinary actions against individuals who engage in any form of bullying. These actions will be carried out using a balance of justice and love.

The FSCS staff with support from the FSCS School Board will actively combat bullying and play a key role in creating a safe/loving/Christian environment for all students. They will work together with the parents and students to identify bullying occurrences. The desired result is to invite the Holy Spirit to work in the hearts of the individuals involved so the truth will surface.

## Health & Wellness

### MEDICATION

Our school office is available to dispense medication to your child if you desire. However, students are **NOT** allowed to carry any medicine with them. All medication, either prescription or over the counter, must be checked in at the school office and delivered by a parent or adult. All students must have a written authorization form filled out and signed by a parent for each medication for medication to be administered.

The school does not stock any medications except for cough drops and anti-itch cream for kindergarten through sixth grade students only, to give to your child. Your child will only

receive medication that you provide. We prefer that you provide cough drops and anti-itch cream if you feel your child will require these items.

You can obtain a medication permission form from the office, for kindergarten through sixth grade students only, that gives the school permission to give your child cough drops or use anti-itch cream for insect bites.

## EMERGENCY MEDICAL PROCEDURE

It is very important that the school has all medical/emergency information including allergies on file. If your child has a medical emergency, we will make all attempts to contact the parents first. If they cannot be reached, we will then begin calling the emergency contact people. If unable to contact anyone and we feel your child needs medical attention, we will call 911. Of course, if it is an extreme emergency, we will call 911 first.

## EMERGENCY RESPONSE PLAN

The school has a detailed emergency response plan in place in the event of various incidents.

## FIRE DRILLS

Fire drills are conducted once per month for the safety of our students. The rules for fire drills include:

1. The fire alarm signal is three long rings of the bells
2. Walk quickly to the designated fire exit for your room without talking. Keep your hands to yourself.
3. If you are not with your class, go out of the nearest exit and join the nearest group.
4. The first person through any door should hold the door until everyone is out.
5. Once outside, go to your designated area and stand quietly.
6. Teachers take roll books and ensure that all students are out of the room, lights are out, and windows closed.
7. The administrator will notify the teachers when they can take their students back to the classroom.

## LOCKDOWN DRILLS

A soft lockdown will be called when a problem exists on the exterior of the school grounds.

A hard lockdown will be called when an intruder is in the building. Hard lockdown drills will be practiced on a regular basis.

## General Information

## INSURANCE

All students are covered by school accident/liability insurance during school hours. This is secondary to the family's primary insurance. A copy of our policy is maintained on the premises and is available for review.

## LUNCH PROGRAM

A supervised lunchroom is provided for all students, and they must remain there during the time provided for lunch.

Students may bring their own lunches from home. Soda is not permitted. Milk is included with all school lunches but is also available alone at a cost of 25 cents. A hot lunch program for a daily rate of \$5.00

Microwaveable food is permitted with a maximum heating time of one minute. (Most lunch periods in the cafeteria last only 20 minutes)

## CHANGE OF INFORMATION

Parents are urged to inform the school office when there is a change to any parental and/or child information. This includes a change of address, telephone number (including cell phone numbers) and work information (i.e. business name, address, phone number).

It is equally important to notify the office of a change in the telephone number of people to contact in case of emergency or of any changes for people allowed to pick up your child.

## TRANSPORTATION

First Southern Christian School does not provide any transportation to or from school. We also rely on parents to help with transportation needs.

## VISITATION POLICY

It is the desire of the administration and faculty to be of service to both parents and students; therefore, we welcome inquiries by parents concerning their children.

However, we must insist that parents make such inquiries during non-class hours, and only by previously arranged appointment. Parents are not to talk with teachers while they are on duty supervising students.

For the protection of the students and to discourage people who may be loitering or trespassing, all parents and visitors must sign in at the school office and obtain a visitor's badge. The badge must be always worn while on school premises.

Parents who wish to observe their child's class may observe if prior arrangements have been made with the teacher.

## PRESCHOOL AND CHILDCARE VISITATION POLICY

All parents have access to the areas on facility premises where your child is enrolled and receives our services.

## TELEPHONE POLICY

Telephones in the school office and church building are not to be used by students at any time, except with special permission.

## CELLPHONES

Students are not allowed to have cell phones on the school grounds. If a student needs to bring a cell phone to school, the phone is to be brought to the school office upon arrival at school and will only be released to the adult picking up the child.

This includes smart watches. If you feel your child needs a smart watch for safety reasons, then the phone must be turned off. Your child must use it as a watch only. If the watch becomes a distraction or is used for anything else, then it will be taken away.

## VOLUNTEER/VISITOR DRESS CODE POLICY

It is our desire at First Southern Christian School to have all our volunteers, and visitors dress in a way that honors God. By doing this, everyone needs to always dress modestly and professionally. We do not want to provide a distraction for others.

Please adhere to the following rules:

1. Shirts/tops/dresses: must cover your chest completely. At no time should any part of your cleavage be showing. When you lean over or bend over nothing should be seen. Sleeveless shirts are okay if your entire shoulder is covered.
2. Make sure undergarments are always covered.
3. Shorts are not allowed. Skirts/dresses should be knee length.
4. Anything else the Administrator feels is inappropriate will be brought to your attention.

This policy is important as we seek to fulfill our purpose in glorifying God through a professional learning environment. Adults who are not dressed appropriately will not be able to participate in school activities or field trips.

## SMOKING POLICY

Absolutely **NO SMOKING** is allowed on church or school property at any time.

## PESTICIDES

A notice of pesticide spraying will be posted on the bulletin board west of the office door 48 hours before the pesticide will be applied.



## **First Southern Christian School 2025-2026 Parents and Student Handbook Agreement**

Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Parent and Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Parent Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to God or His Word the Bible, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind First Southern Christian School or First Southern Baptist Church of Tucson and is subject to change without notice by decision of the FSCS School Board. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future school years.

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Student's Name

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Grade

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Signature of Enrolling Parent

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Date

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Signature of Enrolling Parent

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Date