

Clarksville Christian School



PreK3 and PreK4 Parent Student Handbook

505 Hwy. 76
Clarksville, TN 37043
Phone: (931) 647-8180
www.clarkvillechristianschool.org

Revised 1/2020

Statement of Faith

Each director, and each employee of the Clarksville Christian School, having faith in Jesus Christ, evidenced by obedience to the gospel, shall subscribe annually in writing to the following Statement of Faith:

We believe in the sovereignty of Jehovah God and His inspired scriptures, the Holy Bible, to be the all-sufficient guide to equip humanity completely unto divine goodness (2 Timothy 3: 16-17).

Thus, our foundational aim and purpose is that every student in Clarksville Christian School may be continually nurtured, encouraged, and challenged toward greater excellence in every academic, spiritual, and personal arena of their lives so that he or she may be equipped to become more respectable and productive citizens as life-long Christian servants to God's glory.

Mission Statement

The mission of Clarksville Christian School is to foster and maintain an educational and Christian environment wherein God is glorified in every respect academically, socially, and morally, according to the teachings of the Bible.

Vision Statement

Clarksville Christian School is dedicated to providing academic excellence while equipping our students for righteous Christian living.

Slogan

Excellence in Education + Foundations in Faith

Clarksville Christian School Administration and Board of Directors

Clarksville Christian School is under the guidance of a private board. Members of the board are professional and business people of the Clarksville area and are all members of area Churches of Christ.

The board of directors is responsible for general oversight of school policy. The 2020-2021 board consists of the following members:

Ryan Blount - Board Chair
Lance Carpenter
Ronnie Moore
Chris Travis
Steve Kirby
Joel Ragland
Eric Yow

Dr. Brad Moser, President
Stephanie Travis, School Principal
Kristin Dickerson, Lower School Principal
Erin Yow, PreK Director, Hilldale Christian Childcare Center

Accreditation

Clarksville Christian School is a dually accredited institution, serving students in K through 12th grade. The CCS PreK program is licensed by the state of Tennessee. It is an independent, church-related school operating on income from tuition and gifts.

CCS is dually accredited by the Association of Christian Schools International (ACSI) and AdvancED (SACS).

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Clarksville Christian School Calendar 2020-2021

This is an early projected calendar and is subject to change pending possible emergency closings (weather-related or otherwise), and other unforeseen events. Please log into FACTS or the CCS website for the most up-to-date calendar.

<p>August 3 New Faculty Reports August 5 Faculty/Staff Reports</p> <p>10-11 Orientations-Time TBD 12 First Day of School/Early Dismissal 11:30 13 First full day of school</p>	<p>AUGUST '20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<p>SEPTEMBER '20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table> <p>7 Labor Day Holiday 28 Student Holiday/Parent Conferences</p>	S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			
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Admissions

Clarksville Christian School admits students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, religion, or national or ethnic origin in administration of their educational policies or athletic and other school-administered programs. Also, as required by Title IX of the Education Amendments of 1972, the school does not discriminate on the basis of sex in its educational program or activities or employment except where necessitated by specific religious tenets held by the institution and its controlling body.

The school, by policy, may limit the enrollment in each grade to a maximum number depending upon the grade level. After maximum enrollment has been reached, remaining applicants are placed in a waiting pool until openings occur. Admission is granted after the applicant's grade and test records, along with other pertinent information, have been reviewed. Records of transfer students must give convincing evidence that a student can be successful in Clarksville Christian School before admission is granted. Students with special needs, which the school is not equipped to meet (as decided by the administration and faculty), are referred to appropriate agencies designed to meet those needs. Any student under disciplinary action or whose behavior does not receive commendation from the previous school will not be admitted.

Admission is granted after the applicant and his or her parents/guardians have met with the Admissions Director, and the Admissions Committee has reviewed records to determine the following:

1. If parents and the school share a similar philosophy about educational goals and behavior management.
2. If the school is designed and equipped to meet the needs of the child.
3. If the parents are willing to be responsible for financial obligations to the school.

Completion of the following is necessary for enrollment:

1. Online application accompanied by \$150.00 application fee.
2. Copy of the end of the year assessment from previous preschool if applicable
3. Tuition deposit of \$500.00 is due June 1st. For enrollments after June 1st, the tuition deposit will be due at the time of acceptance.
4. Health Record from Physician showing current medical examination and current immunization record
5. Copy of birth certificate
6. Admissions Testing
7. Proof of Custody (*if required)
8. Tuition payment agreement

Attendance

SCHOOL HOURS: 8:00am-3:00pm

Attendance in PreK is important to your child's development and preparation for Kindergarten. We ask that you bring your child to school each day, and that they arrive on time and stay for the duration of the day.

Related Arts Classes

PreK students will participate in related arts classes such as Art and Library within the Hilldale building.

Student Dress Code

Clarksville Christian School will be using a one source vendor for uniform shirts for the 2020-2021 school year.

We understand that during these years, your child is growing at a rapid pace, and we want to be mindful of that. Therefore, PreK3 and PreK4 dress code pant selection will vary slightly from the rest of the school.

PreK3 and PreK4 daily attire:

Shirt- A standard uniform shirt purchased from Dennis Uniform. This shirt comes in different styles that you may choose from: short sleeve polo, long sleeve polo, or oxford.

Pants/Shorts- These may be purchased from Dennis or another vendor of your choice. Pants and shorts must be **black or gray**. We encourage you to purchase from Dennis because this will ensure your child is in dress code. Pants from an alternate vendor must be uniform style pants. They cannot be skinny, legging, or cargo style pants. They cannot be excessively tight.

*For our girls, any plaid that you purchase **must** be purchased from Dennis*

Socks- Socks can be purchased from Dennis or the vendor of your choice. They can be solid black, gray, or white.

Leggings- Leggings can be purchased from Dennis or the vendor of your choice. They can be solid black, gray, or white.

Hair Bows/Headbands- Hair bows can be purchased from any vendor. They can be black, gray, burgundy, or white. Dennis Uniform has a plaid bow that you may purchase.

Shoes- Students are outside at recess each day; therefore, a closed toe shoe is preferred. They are required to wear tennis shoes to PE. Students may not wear flip flops, crocs, slide-on sandals, or high heels to school for their safety.

Outerwear- Students are allowed to wear any CCS spirit wear over their CCS approved uniform shirt. Otherwise, all outerwear should be purchased from Dennis. Solid color jackets without a CCS imprint or logo are not allowed. When students are outside on the playground, any jacket is fine.

Friday attire:

Students may wear a CCS t-shirt on Friday with uniform approved pants or shorts. All socks, leggings, bows, and outwear guidelines apply on Friday.

When purchasing your items, please note that shirt and pant options should complement each other. If you wear a gray shirt, you should wear black bottoms. If you wear a black shirt, you should wear gray bottoms.

Grooming

Students at Clarksville Christian School are expected to be neat, well-groomed and modest in appearance at all times.

Boys' hair must be clean cut. The eyebrow, ear and collar must be exposed.

Hair coloring should not be bright and draw attention to the student.

Hats, scarves or other head coverings are not permitted during the school day. Boys may not wear earrings. Tattoos, permanent or temporary, are not permitted. Jewelry, bags or backpacks with slogans or emblems that do not conform to the values of Clarksville Christian School are not permitted.

Campus Traffic

Please drive slowly in the parking lot. We have a lot of children walking across the parking lot between the two buildings as well as using our sidewalks.

Please do not turn left out of the parking lot onto the highway during morning drop off and pick up.

Please follow all traffic signs.

Morning Drop Off

Morning drop off begins at 7:30am. Please come into the Hilldale building on the CCS PreK side. Sign in your child on the paper sign in sheet, as well as on the iPad into brightwheel. The doors will be locked at 8:05am. If you arrive after this, please go to the Hilldale office to sign your child in.

Afternoon Pick up

Afternoon pick up traffic should follow the same guidelines as morning traffic. Pickup will begin at 2:45pm. You will need to sign your child out through the brightwheel app. If you arrive before 2:45pm, please go to the Hilldale office to sign your child out.

Leaving Campus

It is the responsibility of the school to know the whereabouts of students. Once students arrive on campus in the morning, they may not leave campus without permission from the office. Students who are leaving school at any time other than the posted dismissal time must be checked out in the Hilldale office by a parent, guardian or other adult authorized on the child's record. Teachers are not permitted to release any child from the classroom without communication from the Hilldale office.

Student Health

In the event that your child becomes ill while at school, the teacher will refer him or her to the school clinic located in the Hilldale office. If the student is unable to remain at school for reasons of fever, contagious illness, rash or lice, a parent or other emergency contact will be contacted immediately. In order to return to school the following conditions must be met:

- The student must be fever free without fever reducing medication for 24 hours
- The student must be vomit free for 24 hours
- Students with head lice must return to the school office for a recheck before being admitted to class. The head must be free of all adult lice and/or nits.
- If a rash is visible, documentation from a medical professional is required to confirm the rash as non-contagious

Parents are asked to please be considerate of other students and adults in the classroom when determining the return of a child who has been ill.

Medication required during the school day must be delivered to the school nurse by the parent. The nurse or other trained professional will administer the medication as directed. The medication must be in the pharmacy container labeled with the prescription. The prescription must have the student's name on it. This includes inhalers and epi pens. Over-the-counter medication may be administered but the parent must have given signed permission beforehand. No student should have any medication in his/her possession while at school. This includes cough drops, lozenges, and topical creams or ointments.

Lunch

Lunch is provided by the Hilldale Christian Childcare Center. A monthly breakfast, lunch, and snack menu will be provided by your child's teacher. If you would like to pack a lunch with milk for your child, please remember we are a **nut free facility**. Your child must either be eating a Hilldale lunch or a packed lunch; they cannot eat some of each.

Assessments

Your child will be assessed throughout each nine week grading period on various skills needed to be ready for Kindergarten. They will be assessed on social, emotional, and academic skills. Your child's teacher will send home progress reports as well as the end of the 9 week reports to keep you informed.

Promotion Requirements

At the end of the PreK4, the PK teachers, Mrs. Dickerson, Mrs. Yow, and the Kindergarten teachers will evaluate the students to make sure they are ready to start Kindergarten. Your child's teacher will keep you well informed throughout the year if retention may be necessary. We want your child to be as successful on the academic journey as he/she can be.

Communications

- BrightWheel
- FACTS family portal
- Constant Contact - this email will go out from the CCS office on Monday, Wednesday, and Friday afternoons. It will contain important school wide information.
- School website - www.clarksvillechristianschool.org
- Follow us on Facebook and Instagram

Student Discipline

Christianity is an all-comprehensive world and life view; therefore, students are held accountable for their behavior both in and out of school. It is the responsibility of the faculty and administration to consistently enforce the school standards of conduct and dress, and the parents' role to support them. Loving, yet consistently firm, discipline is Biblical, practically effective and necessary for a quality educational program. In the event that a student exhibits any of the following behaviors, the teacher will first give a warning and reteach the desired behavior:

- Defiance or Disregard for classroom procedures
- Disrespect
- Disrupting class
- Dress Code violation
- Excessive talking
- Harassment/Teasing/Bullying
- Inappropriate language/profanity
- Inappropriate physical contact
- Interference with another's property

Following the warning, if the student exhibits the same behavior, the teacher will initiate a behavior tracking form. The form will document the specific behavior, the intervention that was used and the details of the parent contact. Parents are asked to follow up with their student at home and return the signed form to school the next day. The same step will be followed for any further occurrences up to three.

Following the third documented occurrence of the behaviors listed above, the student will be referred to the Principal. At this time the following consequences may be necessary:

- Lunch Detention
- In-School Suspension
- Out of School-Suspension
- Expulsion

The following behaviors will result in an immediate referral to the principal and will carry one of the consequences listed above:

- Cheating
- Vandalism
- Theft
- Fighting
- Malicious actions resulting in injury to another
- Cyber bullying or the use of technology resulting in harm or embarrassment to another student or staff member
- Threatening another student or staff member
- False fire alarm or tampering with safety equipment
- Possession of any illegal substance
- Possession of a weapon or other object resembling a weapon

School Property

We are proud of our campus. We appreciate the efforts of those who have made it possible for us to have such a beautiful campus. We expect each student to help keep the buildings and grounds clean and orderly, and to encourage others to do likewise. Any student who intentionally damages school property is responsible for the cost of repair or replacement. Likewise, we make every effort to be good stewards of the resources given to us for use in the classroom. Students will be held responsible for damage to books and/or classroom materials and furnishings.

Visitors

Visitors desiring to see any student or member of the faculty during school hours must first secure permission from the Hilldale office and obtain a visitors pass. A government issued photo ID will be required. Please notify your child's teacher in advance if you know your child will have a visitor.

Parent Expectations

Fulfilling the mission of Clarksville Christian School involves working closely with parents in the overall Christian education of students. CCS regards the school-parent relationship as a partnership rather than one of a client and provider. As a result, parents enrolling their children (and in order to remain enrolled) agree to support and cooperate with CCS in the education of their child(ren) and to support the educational philosophy of the school, including instruction delivered with a Biblical worldview.

Any parent demonstrating a lack of support for this philosophy or the partnership between the school and the home, must understand that the school administration has the right, at their sole discretion, to discontinue the enrollment of the student. If any parent files a lawsuit against the school or threatens to do so, the student will be withdrawn from the school until the matter is settled.

In order to maintain a positive campus culture, it must be rooted in mutual trust stemming from clear expectations. Should any parent, step-parent, family member or an individual in a significant relationship with either parent, disrupt the positive culture by failing to act in a way that supports the culture of the school, they may jeopardize the continued enrollment of their child. Some examples of unacceptable parent behavior include treating school personnel with disrespect, treating other parents or students with disrespect, failing to support school disciplinary measures, spreading negativity or gossip within the greater school community, inhibiting the work of educators by being unduly involved in the daily operations of the school or classroom and failing to follow processes for conflict resolution.

It is the desire of CCS administration, faculty, and students to reach the level of spiritual maturity where conduct and attitudes are directed by sensitivity to God's word. Typically, if a

student's desire is to do what is right at all times, he will seldom find a rule offensive or hard to keep. By enrolling at CCS, each student is pledging himself/herself to live according to the purposes and regulations of CCS.

The policies contained herein are the official policies for elementary students at CCS. Factors of influence, which have brought them to be, are principles of Christianity, purposes of the school, traditions of the school, and the judgment of those having input. The rules of CCS are designed for the welfare of the entire group and for the purpose of creating an environment in which Christian character and academic success are encouraged. All students are under CCS rules from the time they leave home for school or school-sponsored activities until they return home.

If, after learning what is expected of students and families at CCS, you find that you are not in harmony with the principles and purposes and cannot wholeheartedly support them, you are urged to go to some member of the staff who will give a sympathetic hearing to your difficulties. If you find you are still out of harmony with these purposes and cannot cooperate in the support of them, you are urged to seek another school wherein you can be happy.

Conflict Resolution

During the course of a school year, misunderstandings or conflicts may arise. This is often a result of a lack of communication between those involved. The following process should be followed to help all parties achieve a mutually satisfying resolution:

- ◆ All questions, concerns and complaints should be brought directly to the teacher before anyone else is involved.
- ◆ If the situation cannot be resolved between the parent and the teacher, both parties should request a second meeting that includes the PreK director/and or Principal depending upon the situation.
- ◆ If the first two steps have been followed and no resolution reached, the problem may then be brought to the President who will seek to bring the parties together to reach a mutual consensus.

The system is in place to ensure that all parties are treated fairly and that the good reputations of all parties are protected. All school administrators and senior staff are committed to this procedure, therefore, when approached by an individual with a concern, they will first seek to ensure that the initial steps have been followed in order to protect the integrity of the process. Parents are asked to be mindful of the setting in which concerns are expressed. School activities, athletic events, the student pick-up area, etc. are not appropriate venues for expressing questions, concerns or complaints.

CONTRACT OF ENROLLMENT

As the parent or guardian of a Clarksville Christian School student, and by signing the Parent-Student Handbook, I acknowledge and agree that I have full authority to enter into this Contract of Enrollment with Clarksville Christian School, Inc. In consideration of Clarksville Christian School accepting my child for enrollment and other good and valuable consideration, I agree to abide by the terms and conditions of the Contract of Enrollment as set forth herein. I further agree to abide by any and all rules and regulations of Clarksville Christian School.

I further acknowledge and agree that, after March 20, 2020, I shall be financially responsible for the payment of tuition and any and all other school-related fees associated with said student

for the entire 2020-2021 school year. No fees or deposits are refundable or prorated. I further agree that should I default in the payment of any fees due Clarksville Christian School, I shall be responsible for any and all expenses incurred by Clarksville Christian School associated with enforcing this Contract of Enrollment, including but not limited to court costs, discretionary costs and reasonable attorney fees. I further understand and acknowledge that should I default in the payment of any fees due Clarksville Christian School, my default shall result in the immediate termination of said student's enrollment. (*See Tuition Schedule)

WITHDRAWAL POLICY

The Contract of Enrollment is a commitment for the entire 2020-2021 school year. Parents should notify the school as soon as they know that their child(ren) will be withdrawing. A "Withdrawal Clearance Form" must be completed stating the date of withdrawal, the reason for withdrawal, and all books (both classroom and library) have been returned. Immediately upon withdrawal from CCS, 100% of tuition, cafeteria, and any other fees on account are due before records will be released. Please set up an appointment with the bookkeeper to make arrangements.

Clarksville Christian School's withdrawal policy is as follows: If a student withdraws after March 20, 2020, the parent (or guardian) will be financially responsible for the payment of tuition and

any and all other school-related fees associated with said student for the entire 2020-2021 school year. No fees or deposits are refundable or prorated. (Exception to the policy for tuition may be made for military families upon our receipt of official orders to move.)

If a student's family has a non-military job change that requires them to move their primary residence out of the greater Clarksville area, they will owe only the remaining balance of their current semester tuition, as well as any unpaid fees.

Both the parent and the principal must sign the "Withdrawal Clearance Form." Transcripts will be sent to the new school upon request by that school. No academic credit can be given until the withdrawal process is complete. No copies of files will be given to the parent, new school, etc. until the account is paid in full. CCS will complete the records request from the new school and then seal the record once student has been withdrawn and paid in full. A telephone call 48 hours in advance regarding withdrawal of a student will enable the office to have the form ready for signatures and will avoid delays in completing the process.

Withdrawal Process:

1. Formal Request (*48 Hours' Notice Required)
2. Withdrawal Paperwork Completed by the Guidance Counselor (all textbooks, fees cleared, current grades from the teachers, and signature of principal and the parent)
3. All fees and tuition are to be paid in full before records will be released.

Financial Policy

Tuition payment plans will be set up by each family online through the FACTS management system.

Tuition payments may be made in three ways in accordance with the Tuition and Fee schedule:

- 100% paid in full by August 1st
- Pay half on August 1st and half on January 1st
- Ten monthly payments through automatic draft (ACH) on the 1st or 15th of each month (August-May)

Monthly tuition plan:

If you elect a monthly tuition payment plan, each monthly tuition payment is due and payable on the first or fifteenth day of each month beginning in August and ending with the tenth and final payment in May. If at any time cash flow problems are anticipated, you must contact FACTS to make alternative arrangements for payment.

Termination of enrollment due to non-payment:

If any past due tuition payment and associated late fees have not been paid in full by the due date of the next payment along with that payment, your child's enrollment may be terminated.

CONCLUDING STATEMENT

The purpose of this handbook is to acquaint you with the policies and regulations of the school so that you may be duly informed. For any needed clarification, please contact your child's teacher or the office staff. We want an atmosphere of friendliness and cordiality to prevail at Clarksville Christian School. The teachers and all staff members are here to serve you and to communicate freely with you in matters concerning the education of your children. We trust that you will reciprocate by calling to our attention any problem related to your child's progress. We solicit constructive suggestions for the improvement of Clarksville Christian School.

May this be a mutually happy and rewarding school year.

Sincerely,
Clarksville Christian School and
Hilldale Christian Childcare Center