

# Clarksville Christian School



## Lower School Parent Student Handbook

505 Hwy. 76  
Clarksville, TN 37043  
Phone: (931) 647-8180  
[www.clarksvillechristianschool.org](http://www.clarksvillechristianschool.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

## **Accreditation**

Clarksville Christian School is a dually accredited institution, serving students in K through 12<sup>th</sup> 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 Cognia (formerly known as SACS/AdvancEd).

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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.

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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. Copies of Report Cards and Test Scores from previous school(s) (\*If applicable)
3. Tuition deposit of \$500.00 is due June 1st. For enrollments after June 1<sup>st</sup>, 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. Letters of Recommendation (\*First Grade and Above)
8. Proof of Custody (\*if required)
9. Tuition payment agreement

## Attendance

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

The Compulsory School Attendance Law in Tennessee (TCA-49-6-3001) requires children (ages 6-17 inclusive) to attend school each day. A student who has been absent five (5) days (this means an aggregate of five days during the school year and not necessarily five consecutive days) without adequate excuse is considered truant and may be summoned to court for as few as 5 absences (TCA-49-6-3007).

The following circumstances constitute excused absences/tardiness.

1. Personal illness (doctor's excuses are required for illnesses over 3 days)
2. Death in the family
3. Preplanned trips or military family visits (Teachers must receive at least two weeks prior notice to prepare make-up work. The days missed will be counted as excused absences. Missed work should be completed during the absence and is due upon return to school. No grace period will be extended.)
4. Circumstances that, in the judgment of the principal, create emergencies over which the student has no control.

All other absences from school shall be considered unexcused.

To excuse an absence the office must be notified by email, or written note, within a week of the absence. Any absence for illness lasting three days or more will require documentation from a medical professional.

It is the student's responsibility to get and complete any work assigned during an excused absence. The amount of time allowed for make-up work will be equal to the length of the absence. (i.e. one-day make-up time for one day absence; two days make-up for two days absence; etc.) Failure to complete make-up work within the allotted time frame will result in a 0 for the work not completed. Extra time will not be given for assignments or tests assigned prior to the student's absence.

If a prearranged absence has been approved for a student, assignments may be obtained from the teacher upon the student's return, and must be made up within two days of the event. Assignments may be issued prior to the absence at the teacher's discretion, however, in such cases, the work is due upon the student's return with no exceptions.

Students must be seated in their classroom at 8:00 a.m. when the bell rings; otherwise, they will be considered tardy and must sign in at the school office. Excused tardies are at the discretion of the principal; however, only six tardies may be excused in any one grading period.

When an excessive number (10 or more) of tardies occur within a single grading period, the student shall be referred to the Principal.

Students are expected to remain at school for the entire school day. Students leaving school early must be checked out by a parent or guardian at the school office. We ask that all early check outs be completed prior to 2:30 p.m. since the end of the school day is a very busy time in the school office. In order to minimize disruption to the class, parents are asked to inform teachers in advance if it will be necessary to check their child out before the end of the school day. Without advance notice, all make up work will be given upon the student's return to school.

A parent conference may be called when a student has excessive absences, tardies or checkouts. More than 30 absences in a school year whether excused or unexcused may lead to retention and/or jeopardize the student's opportunity to re-enroll.

## Student Dress Code

For the 2020-2021 school year, we will be using a one source vendor for our school uniforms. We are pleased to partner with Dennis Uniform.

Dennis Uniform  
[dennisuniform.com](http://dennisuniform.com)  
63 E Thompson Ln #113, Nashville, TN 37211  
(615) 678-6667

### K-3rd grade Daily Attire:

We understand that during these years, your child is growing at a rapid pace, and we want to be mindful of that. Therefore, Kindergarten-3rd grade dress code pant selection will vary slightly from the rest of the school.

*Shirt-* A standard uniform shirt purchased from Dennis Uniform. For a shirt you will have the option to purchase short sleeve polo style, long sleeve polo style, or an oxford style.

*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 Dennis or the vendor of your choice. 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 will not be 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 pants 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.\*

**4th-6th grade Daily Attire:**

*Shirt-* A standard uniform shirt purchased from Dennis Uniform. For a shirt you will have the option to purchase short sleeve polo style, long sleeve polo style, or an oxford style.

*Pants/Shorts-* Pants and shorts should be purchased from Dennis Uniform. They should be black or gray.

*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

The morning drop off system is designed to be safe, practical and expedient for students, parents and staff and to allow students to assume the responsibility of walking to class on their own. If you need to accompany your student into the building, **you must sign in at the office**. To help our flow of traffic, please do not park and walk your child across under the portico. Please drop off in car line.

Teachers are not available to discuss assignments, grades or homework before school unless an appointment is made in advance.

- Drop off begins at 7:45am
- Students should be in their room by 8:00am
- Any student entering the building after 8:00am should be signed in at the office by their parent
- A line will form under the portico and then down along side of the building.
- There are teachers stationed along the sidewalk to ensure safety.
- Please be unbuckled and have your belongings ready when it is your time to get out of the car

### Afternoon Pick up

Afternoon pick up traffic should follow the same guidelines as morning traffic.

- Pick up begins at 3:00pm
- Your student will be sent to after care at the end of our dismissal time
- The line will form under the portico and students will be called out to their car 8 cars at a time.
- Adults will be stationed on the sidewalk to ensure safety.
- Please pull to a parking place once your child is loaded if they need help buckling their seat belt

## **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 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 office. Student can not be checked out in the office after 2:30pm.

## **Field Trips**

School field trips are a vital part of the curriculum and support the learning process. When a field trip has been planned and approved, the classroom teacher will communicate the details to students and parents including the date, time and any associated costs. Written permission is required for each student in advance of the field trip. Any student without parental permission must remain at school.

All students must be transported to the event/venue by school bus. Parents may sign their own child out at the conclusion of a field trip or school sponsored activity and transport them in their personal vehicles. A student must be with his or her own parent in the vehicle unless a waiver has been signed in the school office prior to the event.

A limited number of chaperones will be needed for each field trip and arranged by the classroom teacher. Chaperones may purchase admission to the event/venue utilizing any discounted rate provided to the school.

## **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 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 (this can be done through FACTS). 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 menus will be emailed prior to each month, and can be viewed on the FACTS family portal. Orders will be placed on the portal each month. These must be done in advance. Our lunch manager will send specific instructions concerning lunch orders. Please make sure to always keep enough money in your account to cover orders.

You are always welcome to pack a lunch for your child.

If your child forgets their lunch, we have pizza and other snack items available for purchase. These can be charged to their account.

On Wednesday and Friday, the concession stand is open for ice cream sales at the end of lunch. Ice cream is \$1. Please send cash with your child for this.

Parents and authorized guests are welcome to join students during lunch.

## Autism Spectrum Disorder Program

Clarksville Christian School has an additional program for students with Autism. Due to the program's highly individualized nature with curriculum, discipline, and academics, the ASD coordinator and staff will be customizing a plan for students who fall under this umbrella.

## **Grades and Reports**

Grades and assignments are available online through the FACTS family portal. Report cards are issued and sent home with the students at the end of each 9 week grading period. You can elect to receive notifications from FACTS regarding your child's grades in the family portal.

## **Grading System**

**Kindergarten** uses a standards based grading system. Their report card will reflect progress they are making towards mastering each standard for the Kindergarten year.

**First and Second grades** will receive letter grades for Reading, Language, Spelling, and Math with a grading scale consisting of the following:

A=93-100  
B=85-92  
C=75-84  
D=70-74  
F=0-69

Science, Social Studies, and Bible will receive letter grades with a grading scale consisting of the following:

E = Excellent Progress  
S = Satisfactory Progress  
N = Needs Improvement  
U = Unsatisfactory Progress

**Third through sixth grade** will receive number grades in all academic subjects with a grading scale consisting of the following:

A = 93-100  
B = 85-92

C = 75-84  
D = 70-74  
F = 0 – 69

## Promotion Requirements

In order to be eligible for promotion to the next grade, students must have a passing grade in both Reading and Math. In the event that a student's grade is deficient in either reading or math, promotion may be considered if the following conditions are met:

- the student's grades in all other core subjects are at or above 70%
- the student scores above the 50th percentile on the MAP assessment in the deficient subject area prior to the start of the next school year
- Occasionally the teacher and/or parent may feel that retention is in the student's best interest even when passing grades have been obtained. In such cases, all interested parties will meet with the School Principal to determine the best course of action in the best interest of the student.

Clarksville Christian School reserves the right to make decisions deemed appropriate for the child on an individual basis regarding their promotion. Administration will not socially promote students if it is not in the best interest of the student.

## Communications

- FACTS Family Portal- parents may access grades, attendance and conduct reports online and in real time
- Constant Contact- this email will go out from the office on Monday, Wednesday, and Friday afternoons- it will contain important school wide information
- School website- [www.clarksvillechristianschool.org](http://www.clarksvillechristianschool.org)
- Follow us on Facebook

## **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

## **Electronic Devices and Cell Phones**

Personal electronic devices are prohibited during the school day unless used as part of a sanctioned classroom activity. Students in possession of a cell phone, tablet or other device, may not use it during the school day, including dismissal. It should be understood by the parent that the phone is considered the sole property of the student and therefore not the responsibility of CCS in the case of loss or damage and that the school reserves the right to confiscate cell phones used in a way that is not in accordance with school rules. Furthermore, any student found with inappropriate content on a cell phone or other device will face disciplinary action.

## **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 school office and obtain a visitors pass. A government issued photo ID will be required.

## **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 or coach before anyone else is involved.
- ◆ If the situation cannot be resolved between the parent and the coach/teacher, both parties should request a second meeting that includes the principal or athletic director 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.

## Technology Responsible Use Policy

**Purpose:** Clarksville Christian School (CCS) provides information technology resources with a firm belief that the educational advantages outweigh the potential for misuse. In return, CCS expects our students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide access to educational tools, resources, and communication to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally-sound uses of these tools.

**Expectations & Rules:** Responsible use of CCS's technology resources is consistent with Christian principles and is supportive of the school's mission. Additionally, it is ethical, respectful, and academically honest. We expect students to avoid computer activities which interfere in any way with the learning process. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in various other school policies.

**Internet Access:** In our effort to protect students and teachers from objectionable material and content, we have implemented content filtering software to block access to offensive or inappropriate sites. The teachers will supervise your child's use of technology. Technology use is prohibited outside the classroom during school hours unless under direct supervision by a teacher (lunch, advisory, class change, etc.) Internet activity is logged and periodically reviewed to further strengthen its safe and appropriate use in our school environment. Any student bringing a device to school with 3G, 4G, 5G, or LTE capability must have this function disabled while at school, and all Internet access must be through the CCS network. Despite these precautions, please be aware that it is impossible for the school and its faculty to restrict access to all objectionable materials.

It is understood that Internet access for students is a privilege, not a right. The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the Internet will result in the suspension or revocation of these privileges. Examples of unacceptable use include, but are not limited to, the following:

- using the Internet for any illegal activity
- access to and/or transmission of obscene, pornographic, or sexually explicit material
- posting information not meant to be made public (addresses, phone numbers, email addresses, photos, videos, etc.)
- copying or other misuse of copyrighted software, music, books, or other legally protected materials
- playing non-educational Internet games or accessing social media sites at any time
- vandalizing the data of another user
- attempting to circumvent web content filtering measures
- invading the privacy of others
- posting rude or inappropriate messages or images
- downloading viruses or attempting to circumvent virus protection programs
- surfing questionable sites, i.e. those not in keeping with moral Christian standards
- the use of inappropriate language
- unauthorized attempts to enter restricted areas of information
- wasteful misuse of finite resources (ink, paper, etc.)
- cyber bullying

We encourage you as the parent/guardian to use this opportunity to discuss with your child your expectations and your family's values to guide your child's activities while he or she is using Internet resources. You may contact your child's teacher if you have any questions or concerns about computer use or Internet access by your child. Use of any computing device (BYOD or CCS-owned) in the classroom is ultimately up to the discretion of the teacher as to how and when the device may be used.

If a student is ever uncertain whether a specific computer activity is permitted or appropriate, the teacher should be asked before engaging in that activity. School administration makes the

final determination of what is permitted or appropriate computer activity.

**Other Expectations:**

Depending on our child's grade level, CCS may provide a school assigned email address and Internet –based (i.e. Cloud) file storage to be used for school related communications with teachers and/or classmates and for electronic storage and sharing of school work assignments.

The following are expectations of that privilege:

- CCS email and file share space is provided only for school-related activities.
- CCS email account should not be used to send out mass unsolicited messages or to forward chain letters, joke collections, or objectionable materials.
- CCS reserves the right to look at any data, email, logs, or files that exist on the network or on individual devices without the prior consent of system users.
- CCS-related internet groups may be created with teacher permission only.

## **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 1<sup>st</sup>
- Pay half on August 1<sup>st</sup> and half on January 1<sup>st</sup>
- Ten monthly payments through automatic draft (ACH) on the 1<sup>st</sup> or 15<sup>th</sup> 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. Additionally, no student may participate in extracurricular activities until all tuition payments are current and any fees are paid in full.

#### **Payment of Fees: (\*Excluding Pre-K):**

All fees will be due and payable on the date announced and published with no grace period.

## **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,  
Administration, Faculty and Staff  
Clarksville Christian School