



**CLARKSVILLE**  
**CHRISTIAN SCHOOL**

**Lower School**  
**Parent Student Handbook**  
**Grades K-5**  
**2022-2023**

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# Standards for a Great School Year

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On behalf of the faculty, staff, and Board of Clarksville Christian School, please allow me to thank you for being such a vital part of the CCS Family. From the beginning, Christ has been at the center of everything we do, and God has continued to bless us at every turn as we make it our goal to honor Him in all we do.

With that in mind, the information contained in the Parent/Student handbook has been written in an effort to create consistent guidelines that will support a successful school year. We invite you to think of these items as the standards that will help us live in harmony with one another. Throughout the school year, situations and circumstances may arise that are not covered in this handbook resulting in changes, additions or deletions. As these occur, we will strive to communicate with our parents and students in a timely manner.

Romans 12:18 encourages us to do our part to live peaceably with one another. By reading, understanding, and following these guidelines, we will have the joy that comes from living in a supportive community whose members share a common purpose and love. Every question is important, so please contact us right away if there is any item for which clarification is needed. Thank you and let's make this a wonderful school year!

Dr. Brad Moser  
President

# The History and Mission of Clarksville Christian School

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## School Background

**First Year of Operation:** 2007

**School Colors:** Burgundy and Silver

**Mascot:** The Centurion

**Slogan:** Excellence in Education...Foundations in Faith

## School History

“I have no greater joy than to hear that my children walk in truth...”---3 John 1:4

In November of 2006, a bold decision was made to open a Christian school in the Sango area of Clarksville, Tennessee for the 2007-08 school year. This decision was the culmination of a study process that began in October, 2005 by a group of dedicated Christians known as the Christian School Exploratory Team (CSET). The team was composed of interested individuals including certified educators, business professionals, and interested parents.

Throughout this process, the CSET referred frequently to this quote by the late David Lipscomb, founder of Lipscomb University in Nashville, Tennessee:

*We have but little faith in the church making earnest and faithful Christians, until it takes the children and teaches them, not an hour one day in the week, but every day in the week. The church that gives up the education of the children to others will no doubt have faithless members. A few earnest men or women in the schoolroom, day by day, impressing the hearts of the young with the religious truths that should govern them through life, will do more to advance religion and build up a church than an army of eloquent preachers. (Gospel Advocate, 1870)*

Clarksville Christian School opened its doors in August, 2007 in the youth education wing of the Hilldale Church of Christ. In just three years, CCS was blessed with much growth, and was able to move into the stand-alone facility next door to the Hilldale Church of Christ.

Clarksville Christian School is now entering its sixteenth year of operation and is blessed to serve an increasing number of students each year as enrollment continues to grow. This is an exciting time to be a part of CCS! We continue to improve the academic and extracurricular experiences of our students while continuing to emphasize Biblical principles to encourage each student to grow in his or her own faith walk.

We are thankful for the many ways God continues to bless Clarksville Christian School. By the grace of God and prayerful planning, along with many dedicated Christians who love children, we have arrived at the point at which we are today. This is not the end of our story, but only the beginning. Please help us by continuing to pray for CCS, the Board of Directors, administration, faculty, staff, our students and their families. May God bless you abundantly!

## **Philosophy**

At Clarksville Christian School we believe that children are special creations of God, made in His image. Because of this, we value children regardless of their background or life situation. We desire to help every child reach his or her full potential by helping the child cognitively, physically, emotionally, socially, and spiritually.

*Thus, at our School, we treat children with the dignity and respect they deserve as human beings, help give them the attention, affection, and care they need throughout the day, and work with, teach, and guide each child in a loving fashion.*

We believe that all children can learn. We believe that children learn best through relevant, active learning experiences. We value the importance of play and creative expression.

*Thus, at our School, we provide a variety of hands-on learning experiences to foster each child's development. We encourage children to investigate, discover, and inquire about the things in their world.*

We believe that God has given parents the sacred responsibility of raising children to honor the Lord, His creation, His Word, and the lives and beliefs of other people. Clarksville Christian School seeks to partner with, not replace, parents to help grow their children into the people God created them to be.

*Thus, at our School, we seek to give the children the best possible care and work alongside their parents to help children develop into successful, content, and character-filled individuals.*

We believe that the greatest human influence for either good or bad in the life of a child is the example that others set before him/her. We believe that the character of our staff and attitude of our School needs to be positive, dependable, and morally excellent.

*Thus, at our School, we expect all staff members to represent good Christian morals and maintain a positive attitude throughout the day. Our goal is that each staff member will set a proper Christian example for the children in attitude, speech, and actions.*

We believe that anything worth doing is worth doing with excellence, and that there could be no more worthy cause than influencing young children to become the best they can be. We believe that God expects us to give our very best to the next generation.

*Thus, at our School, we strive to maintain a spirit of excellence in our facilities, curriculum, and staff. We will always remain open-minded to suggestions about how we can improve the quality of our school.*

## **Objectives**

Clarksville Christian School endeavors to educate, train, and develop each aspect of the human character – spiritual, mental, physical, and social. In order to stimulate development in these areas, we strive to instill within each student:

1. Love of God.
2. Sincere concern for the well-being of others.
3. Self-respect.
4. Desire for academic excellence and continuous learning.
5. Qualities of good citizenship.

In order to accomplish these goals, we seek to do the following:

1. Evaluate growth in terms of the personal development of the child as well as in terms of achievement in the academic areas.
2. Utilize the findings of child development research in the construction of curriculum and in the guidance of children.
3. Organize the work of the school to provide strategies for the solution of personal and societal problems.
4. Individualize teaching according to special interests and identified needs of students by providing opportunity for many successful accomplishments.
5. Adapt learning methods and materials to the constant, dynamic flow of knowledge appropriate for the present and the future.
6. Encourage intellectual curiosity and provide stimulation for high-level thinking.
7. Prepare children for their future roles as culturally literate citizens in society – as builders of the home, as husbands and wives, and as fathers and mothers.
8. Hold up Christ as the example to follow daily in every field of activity, and provide opportunities for service to others locally, nationally, and worldwide.

## **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.

## **Governance**

### **Clarksville Christian School 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 2022-2023 board consists of the following members:

Ryan Blount, Board Chair

Joel Ragland, Vice-Chair

Eric Yow

Lance Carpenter

Steve Kirby

Ronnie Moore

Chris Travis

### **Administrators**

Dr. Brad Moser, President

Jerry Lawrence, Upper School Principal & Associate Head of School

Kristin Dickerson, Lower School Principal

Erin Yow, Preschool Director

## **Christ-Centered Worldview**

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### **Statement of Faith**

The Statement of Faith is signed annually by each member of the Board of Directors, the administration, faculty, and staff. It provides affirmation of biblical doctrine that is in concert with the message of God as revealed in the Bible (scriptural examples in parentheses below). The statement also defines the perspective that shapes Clarksville Christian School.



WE BELIEVE in one sovereign God, eternally existing in three persons: The Everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life. (Deut. 6:4; Gen. 21:33; Ps. 90:2; Jn. 1:14; Job 33:4)

WE BELIEVE that God by His spoken word created the heavens and the earth for His own glory. (Gen. 1:1-31; Psalm 33:6-9)

WE BELIEVE that God has revealed Himself and His truth in the created order, in the Scriptures as reflected in the Bible, and supremely in Jesus Christ. (Rom. 1:20; 2 Tim. 3:15-17; Jn. 1:1-4, 14)

WE BELIEVE the Old and New Testaments of the Bible are the sole inspired and authoritative word of God, accurate in all their principles, providing for all humankind absolute moral truths, and are “profitable for teaching, for reproof, for correction and for training in righteousness” so we may be “complete, equipped for every good work” (2 Tim. 3:15-17). We further believe and understand that the New Testament is God’s authoritative covenant directive for humanity today. (Heb. 8:1-15; 9:15-17; Eph. 2:14-16; Col. 2:13-14)

WE BELIEVE that God created man and woman in His own image, as free moral agents, distinct from all other living creatures. We believe they sinned by rebelling against God’s revealed will and thereby incurred both physical and spiritual death; and that all humankind as well carries its own guilt of sin in thought, word, and deed. (Gen. 3:1-19; James 1:13-15)

WE BELIEVE in the existence of Satan, sin and evil powers, and that all these have been defeated by God in the person of Christ on the cross. (Luke 10:18; 1 Cor. 1:18-31; Heb. 2:14; 1 Jn. 3:8)

WE BELIEVE that Jesus Christ was conceived by the Holy Spirit, born of a virgin, was true God and true man, existing in one person and without sin. We believe in the resurrection of the crucified body of our Lord, in His ascension into heaven and in His presence there for us as Lord of all, High Priest and Advocate. (Lk. 1:26-35; Jn. 1:1-3, 14; Heb. 4:14-16; Acts 1:9-11; Rom. 8:34)

WE BELIEVE that the Lord Jesus Christ died for our sins, according to the Scriptures, as a sacrifice, triumphing over all evil; and that those who believe and are baptized are justified by His shed blood and are forgiven of all their sins. (1 Cor. 15:1-4; Rom. 3:24; 5:1, 9; 6:1-6; Eph. 1:7; Acts 2:37-41)

WE BELIEVE that salvation is a free gift from God, undeserved and unearned through our good works; that we are saved by God’s grace through faith in Jesus Christ; that faith shows itself in obedience to Christ through repentance, confession of faith in Him, baptism and a life led by the Holy Spirit, manifesting the Spirit’s fruit. (Rom. 5:1-2; 6:23; Eph. 2:8-9; James 2:14-26; 2 Cor. 7:9-10; Matt. 10:32-33; Rom. 10:9-10; Rom. 6:1-6; Mark 16:16; Gal. 5:22-25)

WE BELIEVE that the Holy Spirit dwells within believers, convicts them of sin, guides them in understanding scripture, empowers them for godly living, and equips them for service and witness. (1 Cor. 3:16; 6:19; Jn. 14:26; 16:8, 13; Rom. 5:5; 14:17-18)

WE BELIEVE that the one Church is the body of Christ and is composed of the communities of Christ's people. The task of Christ's people in this world is to be God's redeemed community, embodying His love by worshiping God with confession, prayer and praise in spirit and truth, by proclaiming the gospel of God's redemptive love through our Lord Jesus Christ to the ends of the earth by word and deed; by submitting to the authority of the Bible and the guidance of the Holy Spirit rather than the dictates of man or ecclesiastical order; and by caring for all of God's creation and actively seeking the good of everyone, especially the poor and needy. (Eph. 1:23; 4:4; Col. 1:18; Matt. 28:18-20; 1 Jn. 3:18; 2 Tim. 3:15-17; Matt. 7:24-27; Acts 5:29; Gal. 6:10; 1 Pet. 3:8-12; Prov. 14:31; 19:17; 21:13; Gal. 2:10)

WE BELIEVE that Jesus Christ will return personally, visibly and unexpectedly, in power and great glory, to gather His people, to raise the dead, to judge the nations, and to bring His eternal Kingdom to fulfillment. (Matt. 24:36-42; 25:31-46; Acts 1:9-11; Rev. 1:7; 1 Cor. 15:24, 50-57; 1 Thes. 4:13-18)

WE BELIEVE in the bodily resurrection of the just and the unjust, to face a just and merciful God in the final judgment. (Jn. 5:28-29; Matt. 25:31-46; 2 Cor. 5:10; Rom. 14:10-12; Ecc. 12:13-14)

WE BELIEVE in the universal worth of all humankind as God's beloved creation, and equality in honor, equity, justice and mercy for every person. (Gen. 1:27; Prov. 3:27; Gal. 6:10; 1 Thes. 5:15; Titus 3:1-2)

WE BELIEVE, promote, and uphold chastity among the unmarried, and the Biblical model of marriage between a man and a woman, and as a result, we avoid all forms of sexual immorality (including pornography, homosexuality, and sex outside of the covenant of heterosexual marriage) (cf. Gen. 2:21-24; 1 Cor. 6:9-10, 18; Eph. 5:22-33; Rom. 1:21-27; Heb. 13:4).

WE BELIEVE and thus will live consistently with the sex and gender God chose for us at birth, recognizing that both wonderfully and immutably "*in the image of God He created them; male and female He created them.*" These two distinct complementary genders together reflect the image and nature of God (Gen. 1:26-27) and honor God's choice as Father and Lord, far above our own human choice (Luke 6:46).

WE BELIEVE that beliefs are far more than intellectual affirmations. Our faith impacts our actions. Therefore, these faith statements will be guiding principles for decision making for both

institutional direction and for each individual entrusted with responsibility within Clarksville Christian School. (James 2:14-26)

## **Expectations**

It is expected that students and their parents will readily agree with the following foundational Christian beliefs:

- God, who reveals Himself in the Holy Bible, is the Creator of the universe, and all human beings are created in the image of God.
- All people eventually sin and are in need of God's saving grace.
- God sent His only begotten son, Jesus the Christ, into the world to be the atonement for humanity's sins.
- God's redemptive gospel plan was accomplished by Jesus' death on the cross, burial in the tomb, and resurrection from the grave on the third day.
- Eternal salvation is available through one's obedience to the gospel of Jesus Christ and only through Him and His gospel.
- The Bible is God's holy, inspired, revealed will to man. It is without error, and is the only true divine guide for all human life.

## **Chapel**

Chapel is a part of the curriculum and is designed to be educational, profitable, and a spiritually enriching experience. Chapel provides multiple opportunities to participate in singing, praying, and learning from God's word. Regardless of the type of program, our chapel worship will be conducted in a reverent manner as described in Hebrews 12:28. Our goal is that chapels are uplifting, respectful and encouraging to all.

*Hebrews 12: 28: Therefore, since we are receiving a kingdom that cannot be shaken, let us be thankful, and so worship God acceptably with reverence and awe,*

## **General Information**

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### **Accreditation**

Clarksville Christian School is an accredited institution, serving students in K through 12<sup>th</sup> grade. The CCS PreK program is licensed by the state of Tennessee and serves students in PreK-3 and PreK-4. CCS is dually accredited by the Association of Christian Schools International (ACSI) and Cognia (formerly known as AdvancED/SACS).

## **School Calendar**

The school year begins on August 10, 2022 and concludes on May 19, 2023. The complete school calendar is available at the school office or can be found on our school website.

## **School Hours**

Lower School hours: 8:00AM-3:00 PM

Lower School Drop-Off: 7:45-8:00 AM

Lower School Pick-up (M, T, Th, F): 3:00-3:15 PM

Lower School Pick-up (Wednesday): 2:00-2:15 PM\*

Early Pick-up for students being checked out of school should occur prior to 2:30 PM

Students not picked up by 3:30 PM will go to CCS Extended Care at parental expense.

\*Families may either follow the Wednesday pick-up schedule or opt to remain on campus for afternoon advisory until the regular pick-up time of 3:00-3:15 PM

## **Before & After School/Aftercare**

Before & Aftercare for CCS students in grades preK-3 through 5th is available through our affiliate, the Hilldale Christian Child Care Center. Information on billing and fees, hours of operation and other program resources is available through the HCCCC office.

In addition to the aftercare program at Hilldale, the school also offers a variety of enriching experiences through our CCS Clubhouse program. A schedule of offerings, dates and times, tuition, and other information is published prior to the start of the school year and is available in the school office or on our website.

## **Check-out Procedure**

Parents may need to check students out of school for a variety of reasons. In order to ensure that students are being released with parent consent we need to be purposeful about that procedure. Parents must come to the office to check their child out of school. If you wish to have someone else check your child out of school, that person must be an adult authorized on your child's record. You may add them to your approved pick up list in your FACTS family portal.

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

## **Scope of Educational Services**

CCS prefers to deliver educational services in traditional campus-based modalities; however, when certain circumstances arise, CCS reserves the right to deliver educational services using a variety of educational modalities, tools, and/or locations. Examples of circumstances may include, but are not limited to: widespread illness, an epidemic or pandemic, and severe or inclement weather such as floods or tornadoes. This policy also pertains to extracurricular activities and athletic programs as applicable.

## **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, behavior, and academics, the ASD coordinator and staff will be customizing a plan for students who fall under this umbrella.

## **Lunch**

CCS is blessed to partner with several local caterers from our community. Our Food Services Manager will provide a monthly lunch menu along with instructions for ordering lunches. You are always welcome to pack lunch for your child

Parents and authorized guests are welcome to join students during lunch. Our goal is to promote good behavior in the dining hall at all times.

## **Visitors**

All visitors to the school must sign in at the school office and obtain a visitor's pass. These passes must be worn in a visible manner at all times while on the school campus until the time that they sign out when leaving the campus. Visitors desiring to see any student or member of the faculty during school hours must first secure permission from the school office and get a visitor's pass. Parents or others wishing to confer with teachers or students should call for an appointment. In general, students should not invite visitors to come to school with them. For situations deserving exceptions to this rule, prior permission must be secured in writing at least 1 day in advance by a school administrator. A government-issued photo I.D. may be required of guests wishing to enter the building.

## **Class Trips/Field Trips**

School field trips are a vital part of our educational system because of the learning process that is involved. 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 other relevant information. Trips are arranged by the sponsoring teacher and approved by the school administration. A permission slip signed by the parent or guardian is required of each student.

School dress code is enforced unless otherwise specifically stated and approved by the administration.

If a school bus or vehicle is being utilized for the event, students are encouraged to be transported to the event/venue by the school vehicle.

Parents who wish to drive their own children to school events must sign the appropriate waivers available through the school office or on the Parent Link on the CCS website.

Parents who drive children other than their own to a school event must successfully complete the CCS Driver Approval process and also have permission from the other student's parent or legal guardian.

Parents may sign their own child out at the conclusion of a field trip or school sponsored activity and transport them from the event in their personal vehicles. Parents who wish for their child to be transported by another parent following a CCS event must provide written permission.

## **Inclement Weather Policy**

The President or Principals will make decisions regarding closing of the school for weather-related causes with the safety of children, parents, and staff as the main consideration. In the event of inclement weather, television Channels 2, 4, and 5 will report school closing information for Clarksville Christian School as well as The Leaf Chronicle and Clarksville Now. Additionally, school closings will be sent by email, text message, and posted on the official CCS Facebook page.

## **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.

## **Textbooks**

Clarksville Christian School is proud to provide high quality textbooks, curriculum and other learning resources for our students. Students are expected to take reasonable care of the textbooks that are issued to them for their classes at CCS. Students are solely responsible for any lost, stolen, or damaged textbooks.

## **Related Arts Classes**

All students will also have the opportunity to participate in related arts classes such as Art, Music, Library and/or others.

## **Changes to Policies**

CCS reserves the right, in its sole discretion, to alter, amend, or repeal any policy, or to adopt new policies when it determines it to be in the best interest of the school. Parents/Guardians agree to abide by the current policies and any changes or modifications made pursuant to this provision.

# Academics

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## Grading

CCS Lower School uses this grading system for all of our core academic classes for grades First Grade through Fifth Grade. These classes include: Reading, Language, Math, Science, Social Studies, and Bible.

The following scales are effective as of the 2022-23 school year and is not retroactive for prior years

Letter Grade	Numerical Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Lower School students receive grades on the grading scale listed below for their special area classes. These classes include: Art, Music, and PE

E = Excellent Progress

S = Satisfactory Progress

N = Needs Improvement

U = Unsatisfactory Progress

Kindergarten students' grades are determined by standard mastery. The report card will not reflect numerical grades.

## 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 Principal to determine the best course of action in the best interest of the student.
- If the student has passing grades in both reading and math, but their MAP scores are below 30% in Reading in Math, the student may be recommended for retention

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.

## **Academic Reporting**

**Report Cards** are posted every nine weeks and available via FACTS and a hardcopy from the teacher is sent home with the student.

**Standardized Assessments** will be administered in the Fall and Spring of each school year. A third assessment flight may be administered in Winter as needed to obtain data. CCS utilizes the MAP Assessment to gauge student growth and provide teachers with data that will help guide their planning and instruction.

## **Accommodation Plans**

At Clarksville Christian School, we will do our best to support students with learning challenges or students who have been identified as having exceptional student needs. Accommodations are available for students with a documented disability. Accommodation Plans will be created for eligible students that will indicate reasonable instructional and testing accommodations. Accommodations are adjustments to the way skills and concepts are taught and assessed, but do not change the learning standards or expectations. We expect all students to abide by the guidelines established in the student handbook and to meet the graduation requirements.

**The following are examples of the types of accommodations that CCS is able provide:**

- Checking for understanding of concepts and assignments
- Extended time for test taking, assignments, homework and projects
- Tests taken in alternate location
- Organizational help (time, assignments, etc.)
- Prompt to stay on task
- Preferential seating (Seating away from distractions windows, doors, etc.)
- Not to be required to read aloud in front of peers unless volunteers

**In order for CCS to develop and implement an Accommodation Plan, the following documentation is required:**

- The specific disability and diagnosis must be provided by the appropriate professional and must be current.
- Documentation must be educationally relevant, describe functional limitations, and include recommendations.
- Documentation may be in the form of an IEP, service plan, private psychoeducational evaluation, or a 504 plan.

## **Academic Grievance Policy**

There may be occasions when disagreement arises regarding the grade a student receives on an assignment, a test/quiz, or other academic coursework. Typically, such differences of opinion can be amicably resolved informally between the parent/ student and teacher. This allows the parent/student and teacher to potentially strengthen their relationship and communication. If the parent/ student cannot resolve the issue directly with the teacher, please follow the instructions below:

- If the situation cannot be resolved between the parent and the teacher, the student and/or parent should contact the Principal
- If the situation cannot be resolved between the parent, teacher, and Principal, the School President will review the case and make a decision. The President’s decision is final and not subject to further appeal.

## **Academic Integrity, Cheating and Plagiarism**

Students at CCS are expected to uphold the highest standards of ethical conduct and academic integrity. Cheating or plagiarism of any kind will result in a minimum level II infraction disciplinary consequence. Consequences for cheating may include a zero on the assignment with no opportunity to replace the grade, repeated offenses may result in dismissal from the school. Our commitment to Christian principles as a school requires us to uphold this high standard.

**Cheating** is giving, receiving, or attempting to give or receive unauthorized help that could result in an unfair advantage in completing schoolwork. It is the act of deceit or fraud. In the virtual classroom environment, it will include a minimum of the following:

- Unauthorized use of another person’s material (copying homework, looking at another student’s test or quiz, etc.)
- Allowing the unauthorized use of your own material (letting someone copy your homework, providing answers to a test, etc.)
- The revelation of privileged information regarding test, quizzes, etc. (discussing a test after completion with students who have not yet taken the test)
- \*Plagiarism. The use of another person’s ideas or phrasing without giving proper credit. Plagiarism can be intentional or a result of carelessness.

- Collaborative work peer/parent/other party without having specific permission from the teacher to work with others (including dividing the work among students but turning it in as a complete work from one student)
- Access to information during an assessment that has not been approved by the teacher (use of an electronic device during an assessment, copies of notes lying on the floor, includes any assessment – classroom/test make-up/test support, etc.)
- Usage of unauthorized resources (translators, tutors, etc.)
- Submitting an item of academic work that has been submitted (even when submitted previously by that student) for credit in another course

**\*Plagiarism is a serious offense. It usually takes one of these forms:**

- No Source – The student does not give the source that was used
- Incorrectly Credited – Incorrect use or no use of quotation marks – changing a few words of the sentence(s) does not make it your own work.
- False Author – Work submitted as though it was the written work of the student when it was written by another person – this includes purchasing a paper from an online source or another person.

## **Academic Probation and Retention**

Students are admitted to CCS on a year-by-year basis and expected to meet minimum academic requirements in core subject areas, which includes the minimum of a passing semester grade in each core subject and an overall “C” average. Failure to maintain these expectations may result in Academic Probation and/or prompt specific retake requirements, possible retention, or withdrawal from Clarksville Christian School. Students on Academic Probation will be required to work with our academic support team to develop a student success plan. Academic Probation will be assessed at the end of each grading period by the school administration.

## **Student Conduct**

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### **Attendance**

Lower 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.

Any work or tests assigned prior to the student's absence will be due on the day he/she returns. In addition, if a student misses a class but is in school for some of that same day, any work due must be turned in to the teacher even if the student was not present for the class. If a student is going to be absent because of an activity or school function (including sports activities) that has been approved in advance, assignments should be obtained from his/her teacher before the absence. If a student is absent for multiple days during the time of an extended project, the teacher has the discretion to extend the deadline.

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.

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.

## **Tardies**

Students must be 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.

## **Early Check Out**

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.

## **Student Code of Conduct**

1. Respect property, students, and personnel
2. Be in compliance with all rules and regulations
3. Maintain decorum in worship
4. Uphold the Honor Code

## **Honor Code**

CCS embodies a spirit of mutual trust and intellectual honesty that is central to the very nature of learning, and represents the highest possible expression of shared values among the members of the school community. The core values underlying and reflected in the Honor Code are:

- Academic honesty
- Respect for others and the learning process to demonstrate academic honesty
- Trust in others to act with academic honesty as a positive community-building force in the school
- Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks
- Fairness and equity are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty
- Integrity of all members of the school community

## **Student Conflict Resolution**

The conflict resolution process starts with only those directly involved and follow the process outlined in the handbook. Matthew 5:9, Matthew 18:15-17, Hebrews 12:14, Ephesians 4:15, Romans 12:18 and several other scriptures inspire our procedures and practices at CCS.

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 other party involved before anyone else is involved. We encourage meetings by phone or in person as conflicts can rarely be solved via email, text, or other similar modes of communication.
- If the situation cannot be resolved between the student and the other party, both parties should request a second meeting that includes a teacher, counselor, coach, or other CCS staff member depending upon the situation.
- If the first two steps have been followed and no resolution reached, the problem may then be brought to the Principal of the school who will seek to bring the parties together to reach a mutual consensus.
- Only after following the aforementioned steps, if the problem has not been resolved, the Principal may then consider presenting the matter to the President for a final decision.

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.

## **Student Conduct and Consequence**

### **General Discipline and Dismissal**

Clarksville Christian School is made up of faculty, staff, and students who are of high moral character. Behavior of all CCS participants should be in accordance with Biblical teachings.

*Hebrews 12:11 No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.*

### **General Guidelines**

Proper student conduct during the school day and at all school related events is outlined and defined in this parent-student handbook. Enrollment requires written acknowledgement and adherence to these policies.

Students are expected to conduct themselves in a responsible manner at all times. Any conduct and/or language not consistent with Christian standards and not conducive to the educational process are prohibited whether specifically stated in this discipline plan or not. Any student at school functions, both on and off campus, shall be governed by school rules and regulations and is subject to the authority of school personnel.

### **Items Inappropriate For School**

The following items are prohibited at CCS: skateboards, fireworks, stink/smoke bombs, toys or games not for instructional use, and any other items which present a danger to any person on campus or disrupt the educational process.

Weapons of any nature, including knives, box cutters, guns (even toy guns) are strictly forbidden on campus. (CCS has armed security present during the school day.) No tobacco products, alcoholic beverages or illegal drugs may be brought on campus at any time. Any weapon or illegal substance violation will result in expulsion from the school and possible legal action.

Clarksville Christian School has made the decision to have armed security on campus. The person(s) armed have undergone the required training and the weapon is carried in a concealed manner so this should not cause any concern among our students, especially the younger ones. All necessary permissions and licenses have been obtained.

*\*All vehicles, containers, packages, lockers, other enclosures used for storage [brought on campus] may be searched by school personnel. (See TN Code Annotated #49-6-4204)*

### Additional Causes for Dismissal

Students may be dismissed from Clarksville Christian School for the following reasons:

1. Violation of CCS Handbook policies
2. Academic failure
3. Excessive absences
4. Failure to pay tuition
5. If CCS determines that the school is not best suited or capable of meeting the academic, physical, or emotional needs of the child

**\*\*Students dismissed from CCS are responsible for the payment of tuition for the remainder of the school year.\*\***

### Lower School Discipline

Christianity is an all-comprehensive world and life view; therefore, students are held accountable for their behavior in accordance with Biblical teaching. Loving, yet consistently firm, discipline is Biblical, practically effective and necessary for a quality educational program. It is the responsibility of the faculty and administration to consistently enforce the school standards of conduct, and the parents' role to support and partner with them. 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 child 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
- Cyberbullying 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

## **Bullying and/or Harassment**

It is the responsibility of Clarksville Christian School to protect all students, employees, and visitors from instances of unlawful harassment. All unlawful harassment is prohibited and includes, but is not limited to, the following behavior:

**Bullying** is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

- **An Imbalance of Power** - Those who bully use their power, such as physical strength, access to embarrassing information, or popularity, to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.



- **Repetition** - Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. There are three types of bullying:

- **Verbal Bullying** is saying or writing mean things. Verbal bullying includes:
  - Teasing
  - Name-calling
  - Inappropriate sexual comments
  - Taunting
  - Threatening to cause harm
- **Social Bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling others not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
- **Physical Bullying** involves hurting a person's body or possessions. Physical bullying includes but is not limited to:
  - Hitting/kicking/pinching
  - Spitting
  - Tripping/pushing
  - Taking or breaking someone's possessions
  - Making mean or rude hand gestures

**Cyberbullying** is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes but is not limited to sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

**Harassment** means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal, or physical conduct directed against a student or school employee that:

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;

- Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
- Has the effect of substantially disrupting the orderly operation of a school

**Sexual Harassment** consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include, but are not limited to, the following:

- Written Contact – suggestive or obscene letters, notes, magazine articles, invitations, or drawings. This also includes digital messages of a sexual nature.
- Verbal Contact – suggestive or obscene comments, rumors about a person’s sexual life, threats, double entendres, jokes (including jokes about gender-specific traits), sexual propositions, demanding sexual favors, or comments used in a negative or embarrassing way about an individual’s body, sexual characteristics, or sexual orientation.
- Physical Contact – any intentional pats, squeezes, touching, pinching, repeated brushing up against another’s body, assault, or blocking of movement.
- Visual Contact – suggestive looks, leering or staring at another’s body, gesturing or displaying sexually suggestive objects, pictures, cartoons, posters, magazines, or digital images.

Students shall not engage in bullying or conduct that would be considered harassment (sexual or otherwise, *including online activity*). Such conduct is unethical, illegal, and will not be tolerated. Administration and teachers shall investigate all allegations of bullying and harassment and take appropriate disciplinary action against students who engage in such behavior. Disciplinary action may include documented warning, detention, in-school suspension, suspension, or expulsion.

**Consequences:**

Students: Consequences for a student involved in harassment, intimidation, hazing, or bullying related conduct or offenses range from behavioral interventions up to and including suspension or expulsion as permitted by school policy. Harassment, intimidation, hazing, or bullying-related conduct or offenses include:

1. actions of harassment, intimidation, hazing, or bullying committed;
2. actions of engaging in reprisal or retaliation against any person who reports an act of harassment, intimidation, hazing, or bullying;
3. actions of engaging in reprisal or retaliation against any person who is a victim of, witness to, or with reliable information about an act of harassment, intimidation, hazing, or bullying; and
4. actions in which one falsely accuses another of having committed an act of harassment, intimidation, hazing, or bullying as a means of reprisal or retaliation or as a means of harassment, intimidation, hazing, or bullying.

The following factors will be considered in determining the consequences and appropriate remedial action for harassment, intimidation, hazing, or bullying-related offenses.

1. The developmental level and maturity levels of the parties involved;
2. The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;
3. The surrounding circumstances;
4. The nature of the behavior(s);
5. Past incidences or continuing patterns of behavior;
6. The relationships between the parties involved; and
7. The context in which the alleged incidents occurred

**Disciplinary Guidelines** (\*Subject to administrative discretion and severity of the incident.):

- 1st offense: Warning
- 2nd offense: One day lunch detention
- 3rd offense: One day in-school suspension
- 4th offense: One day out-of-school suspension
- 5th offense: 3 days out-of-school suspension, pending parent conference. Student is subject to dismissal from the school.

## **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.

## **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.

Third-Fifth graders at CCS are allowed to bring an approved device to school to use for academic purposes only. It is strongly recommended to buy a chromebook for your child if you are purchasing a device. We know that all school material will work on a chromebook, we can not guarantee that google classroom and other academic resources will work properly on a different type of device. While it is just optional, and not required until sixth grade, your child will have plenty of opportunities to use their device to further enhance their learning experience.

### **Guidelines for Personal Computing Devices owned by Students (i.e. BYOD – Bring Your Own Device)**

In addition to a variety of computing resources that CCS provides to support our students' education, we have implemented a program that requires students in grades 3-5 to bring their own computing devices for limited use for educational purposes. This model is popularly termed BYOD, for Bring Your Own Device. Use of any computing device (BYOD or CCS-owned) in the classroom is up to the discretion of the teacher as to how and when the device may be used.

- A cell phone is not an acceptable device for BYOD.
- CCS will provide education for all BYOD students to ensure they understand the responsible and proper usage of technology, particularly in relation to accessing the Internet.
- A student with BYOD is only permitted to access the Internet with the username/password assigned to the individual student by CCS. Using another student's Username/password or sharing your own assigned username/password with other students is a violation.

- BYOD students should only access the Internet at school via CCS's provided WiFi access and disable their own cellular plan while at school.
- CCS will not be held responsible for the loss, theft or destruction of any BYOD devices.
- Internet access for BYOD devices is for educational purposes only and with teacher supervision.
- Students are responsible for backing up their own files to safeguard from loss.
- CCS reserves the right to review files on any BYOD device brought into the school.
- All parts of this Technology Responsible Use Policy also apply to all student-owned computing (BYOD) devices.
- A violation of these rules may result in the loss of the student's privilege to bring a student-owned computing (BYOD) device to school.

### **Consequences for Violations of Policy**

- 1<sup>st</sup> offense - Confiscation that requires student pick up from an administrator and a warning.
- 2<sup>nd</sup> offense - Confiscation that requires parent pick up from an administrator and a write up in FACTS.
- 3<sup>rd</sup> offense - Confiscation that requires parent pick up from an administrator, loss of personal technology privileges, and one day of in-school suspension.
- 4<sup>th</sup> offense - Out-of-school suspension, pending parent conference. The student may be subject to dismissal.

CCS will cooperate fully with law enforcement officials in any lawful investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our community, or if such behavior violates other CCS policies, or constitutes behavior embarrassing to the school.

### **Limitation of Liability**

The parent/guardian understands and acknowledges that there may be unacceptable and controversial material on the Internet that may be accessed despite all precautions, and hereby releases CCS, its administration, teachers, and staff from any and all claims, damages, infringements, or financial liabilities incurred by his/her child's use of the network. The parent and student agree to assume any and all responsibility for any misuse or claims related to the child's misuse of their technology resources. The parent also agrees to explain the terms of the Technology Responsible Use policy to his/her child and will assist the school in helping him understand both its benefits and potential dangers, as well as in providing moral instruction concerning the access of its materials.

Acknowledgements: The student and parent/guardian must sign this form during the online enrollment process after they have discussed these rights and responsibilities together.

## Cell Phones

Cell phones may not be used on campus during the day. All students are fully responsible to abide by the Technology Responsible Use Policy with all electronic devices. If a student is found to be in violation of the Technology Responsible Use Policy, privileges may be revoked and/or discipline may be administered.

Students may not use their phones to film or photograph anyone or any activities without permission from a CCS Administrator or Faculty member.

While you generally are permitted to photograph or record video of people without permission in most public places, it is illegal to photograph a person when that individual has a reasonable expectation of privacy if that photograph would "offend or embarrass an ordinary person" or if the photograph was taken for the "purpose of sexual arousal or gratification of the defendant." Tenn. Code Ann. §39-13-605.

*Violation of this code may result in expulsion from CCS.*

Student cell phones and or other electronic devices may be confiscated under suspicion of improper use and searched for evidence of such activity.

Cell phones and other personal electronic devices are the sole property of the student and therefore not the responsibility of CCS in the case of a lost, damaged, or stolen device.

The use of cell phones or other electronic devices to assist in academic cheating may result in disciplinary action including the possibility of suspension from school with academic consequences and the loss of cell phone, or other electronic privileges.

Students may not use a Virtual Private Network (VPN).

Please refer to Technology Responsible Use Policy for further information regarding the use of electronics, wifi, network, internet and computer use.

### Cell Phone Progressive Discipline

- **1<sup>st</sup> Infraction** - Warning noted in FACTS.
- **2<sup>nd</sup> Infraction** - Phone Call to parent and noted in FACTS.
- **3<sup>rd</sup> Infraction** - Phone Collected. Noted in FACTS. Student may collect cell phone at the end of the school day from an administrator.
- **4<sup>th</sup> Infraction**- Phone Collected. Noted in FACTS. Parent must collect cell phone from the Principal and the student will not be allowed to bring their phone to school for the remainder of the semester. The phone may also be left in the office, daily, for the remainder of the semester if the parent needs for the student to have their phone after school in order for the parent to be able to coordinate pick up from after-school activities, etc.



## Dress Code and Grooming

For the 2022-2023 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  
204 Ward Cir #400, Brentwood, TN 37027  
(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/Skirts-* 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/Tights-* Leggings can be purchased from Dennis or the vendor of your choice. They can be solid black, gray, or white. Leggings should only be worn under a skirt or dress, not with a shirt.

*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 weather permitting; 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:**

On typical Fridays, students may wear a CCS issued t-shirt or one which is purchased from an officially approved CCS vendor. The t-shirt must be worn uniform approved pants, shorts, skirt, etc. 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-5th 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/Skirts-* Pants and shorts should be purchased from Dennis Uniform. They should be black or gray. Shorts, skirts, and skirts should not be rolled at the cuff or waist and should not fall higher than 3" above the knee when in standing position.

*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:**

On typical Fridays, students may wear a CCS issued t-shirt or one which is purchased from an officially approved CCS vendor. The t-shirt must be worn uniform approved pants, shorts, skirt, etc. 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.\*

## **General Guideline**

- Students are not required to wear uniforms at co-curricular activities unless uniforms are specified; but for any school related events, on or off campus, clothing must always be appropriate for Christian you people. Specifically, clothing that is short, revealing, tight, or otherwise immodest is not acceptable.

## **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. Jewelry, bags or backpacks with slogans or emblems that do not conform to the values of Clarksville Christian School are not permitted.

## **Food/Drink in Classrooms**

Each teacher establishes his or her own guidelines regarding food and drink in their classrooms. In some cases, food is not permitted due to safety reasons (Science labs, for example) and teachers do have the right to ban/limit food and drink at any time. Exceptions will be granted for medical reasons. In all cases, however, it is the responsibility of the student to dispose of food wrappers and drink bottles responsibly. These restrictions have been established to promote good stewardship of our buildings as we endeavor to keep the environment clean and safe.

## **Student Interaction with Social Media**

Given the explosive growth and expansion of “social networking” technology such as Facebook, YouTube, Twitter, etc. and related resources such as blogs and other web-based discussion forums across all areas of modern life, students at Clarksville Christian School may be held accountable for their actions related to any and all internet interactions according to the agreed upon conduct policy found in the Parent Student Handbook. Any interactions with social media or other electronic communication by a CCS student which appear to be contrary to the CCS Student Handbook may result in disciplinary action or dismissal, regardless of when the communication occurs.

## **Student Searches**

To ensure the safety of the school community, student lockers, storage areas, backpacks, vehicles, and purses may be searched without prior notice if school leaders have reasonable suspicion to believe illegal, dangerous, or prohibited items are contained therein.

By virtue of enrolling at CCS, parents and students acknowledge that administrators, or designated school personnel, and law enforcement personnel (who will typically be accompanied by school personnel) are authorized to conduct searches that are based on a reasonable suspicion at the time of the search that the search will reveal evidence of a violation of the law and/or school rules and policies. Students will be required to surrender to school administration any illegal item that is prohibited by school policy or law.

As an additional safety measure, trained law enforcement personnel, under the supervision of school personnel may conduct regular drug-sniffing dog searches of the school campus and grounds from time to time.

## **Threats of Violence and Bringing Weapons to School**

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### **Threats of Violence**

CCS seeks to promote a healthy, safe learning environment. CCS does not tolerate threats of violence to oneself, others, threatening behavior, or other acts of violence (including threats to severely damage school property or the property of other students) whether made in school or out of school. Any threats or depiction of violence or harm, whether specific or general, whether done in jest or in all seriousness, whether in school or out of school, whether in person or through some other form of communication (e-mail, IM, message board, Internet posting, letter, picture, etc.) will be taken seriously and may be grounds for immediate discipline, including suspension or expulsion. Following any such events, Clarksville Christian School may suspend or expel the student or may, in its sole discretion, depending upon the facts and circumstances, condition continued enrollment upon satisfaction of additional criteria, which could include certification from a mental health professional and consistent monitoring by a mental health professional. Nothing contained herein, however, shall in any way limit or prohibit Clarksville Christian School, in its sole discretion, from suspending, expelling, or removing any student who violates this policy.

Parents and others will be encouraged to report any such incidents or information to the appropriate school official. Staff shall immediately notify an administrator of any threat, threatening behavior or act of violence he/she has knowledge of, has witnessed or received. All reports will be promptly investigated.

### **Weapons**

Similarly, CCS expressly prohibits the bringing, or possession of a weapon on school grounds or at school functions. No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when at school. Clarksville Christian School will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. Our Clay Sports Team is permitted to bring their shotguns to campus as Tennessee law has an exemption for school

sanctioned, organized teams. There are strict rules which are followed regarding the transport, receipt, and storage of the shotguns during the day.

A “weapon” is defined as any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use, or distribute any object, device, or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons including, but not limited to: weapons listed above which are broken or non-functional; look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.) to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

Clarksville Christian School has made the decision to have armed security on campus. The person(s) armed have undergone the required training and the weapon is carried in a concealed manner so this should not cause any concern among our students, especially the younger ones. All necessary permissions and licenses have been obtained.

## **Violations**

In the event of violation of this policy, Clarksville Christian School may impose disciplinary action, in its sole discretion, including but not limited to, suspension or expulsion. CCS also may make a referral or report to appropriate law enforcement for any violation of this policy when it believes a crime may have been committed or take any other action which it deems necessary in the best interest of the School or to protect the safety of its students, staff, and visitors.

# **Business and Operations**

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## **Bus Regulations**

- Remain seated at all times while the bus is moving.
- Keep arms and head inside the bus.
- No throwing objects while on the bus.
- Good behavior and quiet talking is expected.
- Obey the bus driver at all times.
- The driver has the right to assign students to certain seats.
- Leave no paper, books, clothing, etc. on the bus.

- No glass containers, sharp instruments, or live animals are allowed on the bus.
- The sponsor of any activity group using the bus will be responsible for returning the bus in a clean condition.
- No one is allowed on the bus when the driver is not on the bus.
- Either the bus driver or sponsor may make exceptions to the rules.

Bus drivers will refer unruly students to the office for disciplinary action (i.e. detention, suspension of bus privileges).

## Contact Information

<b>School Address:</b>	505 Highway 76 Clarksville, TN 37043
<b>School Office</b>	(931) 647-8180
<b>Fax Number</b>	(888) 741-0953

## Custodial Concerns and Student Residence

In any family experiencing a transition in parental custodial relationships, the following guidelines will apply:

- In two-parent families, we will assume that both parents live at the same address unless otherwise notified. It is assumed that parents are communicating regarding their child and that all information, including but not limited to, conference appointments, report cards, school activities, discussions with school personnel and financial obligations.
- In families that reside in separate households, all paper communication and student work will be sent home with the child to the parent with physical custody. It is assumed that this is shared by and between the parents.
- In families separated by divorce, the administration should be notified of the parenting plan and/or court ordered custody. A copy of the court order must be on file in the school office. Unless the court has ordered otherwise, all paper communication will be sent home with the child to the custodial parent. The custodial parent is asked to share this information directly with the non-custodial parent unless there is a court order that states otherwise.
- If no court order has been presented that limits a non-custodial parent's rights to access, the school will provide access to digital communications including FACTS.
- It is preferred that parent conferences be conducted with both parents present to avoid miscommunication or misunderstanding. It is assumed that parents will be able to set aside their differences and come together on behalf of their child(ren).
- School personnel will not discuss any school or health concerns with other parties, including grandparents, family members, spouses of parents, etc, unless a Release of Information form has been signed and returned to the school office.
- Financial information may only be released to the parent listed in the FACTS Family Portal as the "financially responsible" parent except under court order.

- Students enrolled at Clarksville Christian School must reside at the residence of their legal parent or guardian, even if the student has reached the age of legal adulthood and/or has been emancipated. In rare circumstances when an exception may be considered, those seeking the exception must present their request to the school administration.

## **Finances**

One of our organizational values is stewardship. As parents and students, it is important that we understand that strict accountability measures are put in place to provide for the stewardship of our resources. The Board of Directors sets the tuition and fee amounts that meet the school's needs to provide the most excellent educational program in the most cost-effective way possible. The tuition schedule for the current year is available on the website. Students will not be allowed to re-enroll for the next year until all outstanding obligations are met for the current year. CCS students with an outstanding balance on their account for tuition, lost books, After Care charges, etc. will not be issued or have access to report cards, transcripts, or diplomas. Records will not be forwarded to another school until all financial obligations have been satisfied.

Academic, financial, or other information related to a student's enrollment at CCS may be disclosed to a legal guardian, or to the individual or individuals who pay all or a portion of that student's tuition.

## **Fines/Debts**

Students may be subject to accumulating fines during the course of the school year. Fines for lost or damaged library books, damaged textbooks, damage to school property, School lunches, After Care fees, etc. can accumulate. The Business Office will hold all school records and reports until all financial obligations have been cleared. Delinquent tuition payments can also result in the holding of student report cards and/or records.

At the end of each school year, all outstanding amounts including but not limited to tuition, aftercare, athletic uniforms/fees, band fees, missing or damaged school textbooks/resources, and school lunches will be compiled by the accounts receivable specialist. Any families that have outstanding obligations will be sent an email notifying them that their grade report will be held until the obligation is paid. The parent will be given the option of paying their balance via electronic check, check or via credit card (fees will apply) to the accounts receivable specialist. At the end of the school year, report cards will be held until all financial obligations have been returned or paid in full.

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 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. This helps the school with reduced administrative expense and you by avoiding late payments and additional fees. If at any time cash flow problems are anticipated, you must contact the bookkeeper at least 3 days before your ACH draft date to make alternative arrangements for payment.

There is a five day grace period for tuition payments. On the sixth day and each day thereafter a \$10.00 per day late fee will be assessed for any past due tuition balance. A \$30.00 rejected ACH fee will be invoiced upon first ACH rejection and each occurrence thereafter.

**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.

**Academic Resource Fee, Technology Fee, and other fees payable:**

Academic Resource Fee, Technology Fee, and Development Fee (due July 1st or upon enrollment if enrolled after July 1st) and other scheduled fees will be due and payable on the date announced and published with no grace period. A late fee of \$10.00 per day will be assessed for any past due fee balance. A \$30.00 rejected ACH fee will be invoiced upon first ACH rejection and each occurrence thereafter.

**Student Lunch Account:**

Lunches are ordered and paid for through your FACTS Family Portal. Menus will be provided for families in advance so that you can select the items you wish to purchase.

**Financial Hardships**

We ask that if your financial situation changes during the school year that you please notify our business office as soon as possible before you incur a past due balance. At your request, families may apply for tuition assistance and your situation will be confidentially reviewed. If CCS can find a way to further assist your family on a temporary basis, you will be promptly notified of that decision. Again, it is our prayer that God will bless your family and our school with the ability to provide your child with the best Christian education at the best value possible.

**Returned Checks**

Returned checks will automatically be submitted for deposit again during the next scheduled deposit. If the check is returned for a third time, parents will be contacted for cash or money order replacement. A \$30.00 fee may be charged for any check-return occurrence. Non-payment of returned checks may result in a report card being withheld until payment is settled.



## Lost and Found

Lost articles, including books, clothing, valuables, etc. may be reclaimed before or after school in designated locations. Items in Lost and Found that are labeled will be returned to the student. Lost items will not be held over the summer months and items not claimed within a week period of time will either be discarded or donated.

## Off-Limit Areas

**The following areas are off-limits except at designated times or when with a teacher or activity sponsor using the area:**

- Stage and stage rooms in both the auditorium and gymnasium
- Athletic Locker rooms shall be off limits during the school day
- The courtyard/fountain area is off limits except for designated lunch times and/or under the direct supervision of a teacher/sponsor
- Upstairs mezzanine, cheer room, weight room and storage areas

## Publications

- *The Centurion Shield* is the school year book. A student staff under the supervision of a faculty advisor edits it. *The Centurion Shield* is printed during the spring semester and is distributed prior to the end of the school year.
- The CCS website at [www.clarksvillechristianschool.org](http://www.clarksvillechristianschool.org).
- We will also send an E-newsletter with current information regarding school activities on a regular basis.
- We also frequently communicate via social media.

## Representing the School

No student(s) or parent(s) may officially represent the school in any way outside the school without prior approval of the administration. Any student who represents the school in any capacity must conform to the rules and principles of the school. The school reserves the right to withhold or withdraw any honor from any student who does not satisfactorily conform to these rules and principles. Students are encouraged to select representatives who maintain good scholarship and conduct to any position of leadership or honor.

## Student Health

In the event that your child becomes ill while at school, the teacher will refer him or her to the school nurse 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 48 hours



- The student must not have vomited for 24 hours prior to returning to school
- 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.

## **Health**

The parent or legal guardian will be contacted immediately in the event of any illness or accident involving a student. In the event of serious illness or injury, emergency medical care will be secured by school officials. If your child becomes sick during the school day, you will be contacted. If a child has a fever (100.5 or greater), parents will be called to take the child home, as fever indicates infection. Please make certain you have updated your emergency form in FACTS so you or another emergency contact can be reached. It is very important to update the information when applicable throughout the year. We ask you to help us protect all students by keeping your child home when he or she is not well (fever, diarrhea, vomiting, etc.). Your child must be free of fever without medications for 48 hours before returning to school. If your child has been exposed to a communicable disease or lice at school, an email will be sent home to notify the parent of such exposure. All illnesses that require more than three days out of school will only be excused with a doctor's note.

## **Nurse**

A school nurse is on staff to assist with administering medications and tending to students who become sick or injured at school. The nurse will not diagnose illness. All diagnoses must be made through your primary care physician.

## **Medications**

An "Authorization for Prescription Medication to be Taken During School Hours" form must be completed by a physician, signed by both doctor and parent, and returned to the school before any prescription medication can be administered at school. Medication must be brought to the school by an adult. No medications may be sent with a child. All medications must be in the original container with the child's name, date, time, and dosage amount displayed on the label. Please do not indicate "give as needed." In order to administer over-the-counter medications, parents must give authorization in the medical section of their FACTS family portal. Telephone authorizations are not permitted.

No student should have any medication in his/her possession while at school unless a medication release form has been signed and approved by the school nurse. Sunscreen and insect repellents are considered medication and should be applied at home as needed.

## 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 the 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 alongside 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 process begins at 2:50 PM on Monday, Tuesday, Thursday and Friday.
- Wednesday pick-up process begins at 1:50 PM for students not staying for advisory. Pick up after advisory begins at the regular time of 2:50 PM.
- 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
- 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

## 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. The admissions process is as follows:

### **Admission Criteria**

Students who wish to be considered for admission must interview with the Admissions Director 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.

In addition, the following items are required:

- Record of most recent standardized testing
- Minimum scores in the 50th percentile for math and reading on the MAP Assessment administered by CCS
- Minimum of an overall C/passing average or from the most recent school year
- Demonstrated ability to succeed in a traditional classroom setting
- Acceptable conduct and attendance records in current/previous settings

All new students are accepted on conditional admission. At the end of the first grading period, academic progress, conduct and cooperation with the school program will be evaluated. Continued enrollment will be based on academic and behavioral standing. More information on the admissions process can be found on the school website or may be obtained from the school office.

Students with two or more failed courses must re-take these credits before admission to CCS. (\*Note: CCS does not offer summer school. These courses must be re-taken through a CCS approved institution.)

### **Priority will be given to applications according to the following factors:**

- Current students in good standing who re-enroll during the re-enrollment period. Dates for this exclusive early access period will be published on an annual basis.
- Siblings of current students will have priority status during the re-enrollment period.
- Other applications will be evaluated in regard to the family's commitment to Christian education and the student's academic and behavioral record.

Students who are accepted for admission to Clarksville Christian School indicate by virtue of attending classes that they and their parents pledge to abide by all school regulations and policies.

A student is not admitted to CCS until the application is complete, all required documents have been submitted, testing has been completed, and written notice of acceptance has been sent and received. The application fee of \$150 is non-refundable. Upon acceptance, all other fee & tuition amounts are due per the payment schedule.

### **In order for homeschool credit to be accepted at CCS, the following guidelines must be met:**

- A request for records must be submitted by the parent to the umbrella school or online school attended, if applicable. Records should be sent from the previous school to CCS to include all attendance records, report cards or transcripts, and standardized testing.
- If the parent was the administrator of the homeschool program, an “Intent to Homeschool Form” must have been filed with the school district of residence. A copy of this document should be presented during the application process at CCS, along with all attendance records, report cards or transcripts, and standardized testing.

Students who are or have been married are not eligible to attend classes at CCS. Those who become involved in a pregnancy must withdraw from the school and will no longer be eligible for enrollment.

### **Enrollment Contract**

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.

By signing this Contract of Enrollment, I further acknowledge and agree that, after March 4, 2022, 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 2022-2023 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 and Procedures**

The Contract of Enrollment is a commitment for the entire 2022-2023 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 4, 2022, 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 2022-2023 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. If the enrollment contract withdrawal deadline has passed and the 2022-23 school year has not yet begun, they will owe only the first semester of 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 the 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 School 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.

# Parent Agreement and Support

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In the spirit of creating and maintaining healthy relationships between the school and CCS families, parents or guardians of students of Clarksville Christian School agree to adhere to the practices and procedures outlined in the handbook.

## Communications

- FACTS family portal
- Constant Contact - this email will go out from the CCS office on a weekly basis. It will contain important school wide information.
- School website - [www.clarksvillechristianschool.org](http://www.clarksvillechristianschool.org)
- Follow us on Facebook and Instagram

## Communication and Conflict Resolution

In any relationship, communication is the most identified component of success or failure. Our ability to communicate what we mean in a positive, caring, and loving manner is a skill that we need to continue to cultivate and exercise. This is a partnership between school professionals, students, and parents. We wish to embrace each opportunity with that in mind and create positive partnerships through proactive communication and addressing every challenge as an opportunity to seek solutions.

The following methods of communication are routinely available for our CCS families:

**Phone** calls are accepted during normal business hours and may be scheduled after hours by appointment. Teachers are on duty supervising students from 7:45 a.m. until 3:30 p.m and many faculty/staff also have extracurricular duties following school hours. Therefore, they are typically unavailable during the day to accept unscheduled calls. A faculty or staff member will attempt to respond to school related phone messages within 24 hours during the school week.

**E-mail** is often the best method for initial contact. Every attempt will be made to respond to emails within 24 hours during the school week.

**School E-News** will be generated on a weekly basis.

**Social Media** posts are made to share campus news and events and to highlight the accomplishments of our students, staff and school family.

Through **FACTS Management** students and parents can access lesson plans, homework assignments, grades and other academic information throughout the school year. In addition, other important enrollment and financial information can be accessed via FACTS

**Conferences** are important in beginning and maintaining a positive relationship between faculty members, parents and students. The goal of the conference will always be to help the student succeed and build stronger partnerships between all parties. Conferences are welcomed but require advanced scheduling in order for teachers and administrators to adequately address your questions and concerns. If you would like to arrange a conference with a specific teacher, please contact the teacher to schedule a time.

### **Conflict Resolution**

While disagreements between school professionals and parents rarely occur, we ask that when they do, the conflict resolution process starts with only those directly involved and follow the process outlined in the handbook. Matthew 5:9, Matthew 18:15-17, Hebrews 12:14, Ephesians 4:15, Romans 12:18 and several other scriptures inspire our procedures and practices at CCS.

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. We encourage meetings by phone or in person as conflicts can rarely be solved via email, text, or other similar modes of communication.
- If the situation cannot be resolved between the parent and the coach/teacher, both parties should request a second meeting that includes a school administrator, department head, 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 of the school who will seek to bring the parties together to reach a mutual consensus. Typically, the decision of the President will be final unless the President deems it appropriate to request the consult of the CCS Board or other parties. (If the conflict is with the President, concerns should be directed to the Associate Head of School.)
- Only after following the aforementioned steps, if the problem has not been resolved, the issue, with the assistance of the President, may be considered by the Chair of the Board of Directors of Clarksville Christian School.

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.

If you are having difficulties reaching a faculty/staff member and are not receiving a response to your requests for communication, you should contact one of the school administrators.

### **Expectations of Parents**

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. We have a positive campus culture rooted in clear expectations and mutual trust. In the unlikely event that a parent disrupts the positive culture by failing to support



the school as outlined in the handbook and in this document, they jeopardize the continued enrollment of their child.

Some examples of unacceptable parent behavior include treating school personnel with disrespect, failing to support student discipline measures outlined by the school, incessantly spreading negativity within the parent community by criticizing and complaining, inhibiting the work of professional educators by being unduly involved in the daily operations of the classroom/school, refusing to follow the conflict resolution process regarding school policy and/or personnel concerns, and treating other parents/students with disrespect.

Any parent demonstrating a lack of support for CCS or the partnership between the school and the home, must understand that the school administration has the right, at its 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.

## **Cell Phones and Social Media**

Student cell phones must be silenced during classroom hours. Students must understand that social media posts are a public record and will be handled as if the student publicly spoke the words or showed the image that was posted.

## **Curriculum Design and Class Size**

Clarksville Christian School chooses textbooks and resources that match our stated curricular objectives and are of high educational quality. Our teachers guide instruction; the textbooks alone do not. When elements of any secular textbook conflict with our Biblical worldview, we embrace that as a teachable moment and will address these issues from a Biblical perspective.

CCS values class sizes that allow students and teachers to get to know one another and build healthy relationships. A number of items are considered in determining the appropriate class size for a given course, and we do not base class size determinations on public school standards or independent school system norms.

## **Drug and Alcohol Prevention**

Helping students make wise choices is of paramount importance at Clarksville Christian School. To that end, we promote age appropriate programs designed to inform students about the dangers of smoking, vaping, alcohol, or drug use and abuse. These efforts are intended to assist students in resisting temptation and to give them another reason to say “no” if pressured to make poor choices.

## **Student Safety and Restricted Areas**

The school works diligently to provide a safe and secure campus. We ask students to follow restricted area guidelines and avoid being in any place on campus without adult supervision.



## **Issues to Avoid**

Clarksville Christian School was established for the purpose of educating students in a Christian atmosphere with Christ-centered instruction. We wish to remain clearly focused on the Gospel, the non-negotiables of our Statement of Faith, and avoid fringe theological issues or political banter. We encourage civil dialogue under the watchful eye of Christian teachers. However, campus protest activities and divisive political banter are not permitted on campus at any time.

## **Suspension, Dismissal, and Expulsion**

While such circumstances seldom occur, there are times when the school may find it necessary to suspend, dismiss, or expel a student when it deems necessary, with or without parental approval.

## **Parent/School Partnership Agreement & Technology Responsible Use Policy**

I understand the opportunity that we all have to model appropriate behavior under any circumstances to our children. I understand that this partnership provides appropriate forums to discuss concerns, compliments, or any other beneficial information that will ensure overall success of the educational process.

Each student and parent is encouraged to read the Technology Responsible Use Policy. Signatures of compliance were collected at re-enrollment or registration which acknowledged your agreement as a qualification of enrollment. In addition, it needs to be understood that the student can lose computer privileges if the Technology Responsible Use Policy is violated.

### **Items also covered in agreement:**

I hereby release CCS and its personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use the school technology, including but not limited to claims that may arise from the unauthorized use of their computers

I understand that it is impossible for CCS to restrict access to all controversial materials, and I will not hold the school responsible for materials accessed on the network. I also agree to report any inappropriate computer use to the school administration.

I accept full responsibility if and when my child's use of technology is not in the school setting and understand that my child is subject to the same rules and agreements while not in school.

I understand that students must use their @clarkvillechristianschool.org email address for all school related and official correspondence.

I understand that a personal log-in will be required to access the school network. This function allows CCS to monitor internet use of devices connected to our wireless network.

I have read and discussed this with my child and agree to abide by the rules set forth in this document as well as other rules or guidelines which may be further defined in the CCS student handbook.

I have received, read, understand and agree to abide by the CCS student handbook (posted at [www.clarksvillechristianschool.org](http://www.clarksvillechristianschool.org)) and its consequences.

I understand that from time-to-time my child's name may appear on the CCS web-site, social media and publications.

During the school year our students have opportunities to travel by bus to other places for educational, athletic, or other purposes.

My child has permission to attend selected events away from the campus at CCS while traveling on school buses and under the supervision of CCS. I further understand that I will be notified in advance of the trip planned.

Permission is hereby given to CCS to use pictures of my children, their artwork, or their suggestions in publications such as newsletters, promotions, or newspapers, etc.

## **CONCLUDING STATEMENT**

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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,

The CCS Board of Directors,  
Administration, Faculty and Staff

