



**CLARKSVILLE**  
**CHRISTIAN SCHOOL**

**CCS Preschool**  
**Parent/Student Handbook**  
**PreK-3 and PreK-4**  
**2022-2023**

505 Hwy. 76  
Clarksville, TN 37043  
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[www.clarksvillechristianschool.org](http://www.clarksvillechristianschool.org)

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*Revised 7/2022*

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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 fifteenth 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

Erin Yow, Preschool Director

Kristin Dickerson, Lower School Principal

## 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.

## General Information

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### Accreditation

The CCS PreK program is licensed by the state of Tennessee through our affiliation with the Hilldale Christian Child Care Center and serves students in PreK-3 and PreK-4. Clarksville Christian School is an accredited institution, serving students in K through 12<sup>th</sup> grade. 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**

PreK hours: 8:00AM-3:00 PM

PreK Drop-Off: 7:30-8:00 AM

PreK Pick-up: 2:45-3:15 PM

Early Pick-up for students being checked out of school should occur prior to 2:30 PM via the main HCCCC office (west side entrance)

Students not picked up by 3:30 PM will go to HCCCC Extended Care at parent's expense

See pages 18-19 for more information on pick-up/drop-off and traffic patterns

## **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.

## **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.

## **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. Early Pick-up for students being checked out of school should occur prior to 2:30 PM via the main HCCCC office (west side entrance).

## **Leaving Campus**

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

record. Teachers are not permitted to release any child from the classroom without communication from the Hilldale office.

## **Lunch**

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

## **Visitors**

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

## **Inclement Weather Policy**

The Preschool Director and Administrators 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.

## **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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## Academic Reporting

Your child will be assessed throughout the year on various skills needed to be ready for Kindergarten. CCS students will be assessed for social, emotional, and academic skills.

## Promotion Requirements

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

## Related Arts Classes

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

# Student Conduct

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## Attendance

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

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

## Student Conduct and Consequence

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 undesirable behavior, the teacher will first give a warning and reteach the desired behavior. If the behavior persists, the teacher will implement appropriate consequences. If these interventions do not create the desired changes in

behavior, the teacher will contact the parent or legal guardian to discuss the situation. If these steps do produce the desired outcomes, a meeting will be set up with the Preschool Director to discuss possible solutions including, but not limited to, further intervention/consequences, the development of a behavior plan, placement, suspension and/or dismissal from the program.

## 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  
www.dennisuniform.com  
63 E Thompson Ln #113, Nashville, TN 37211  
(615) 678-6667

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

### PreK3 and PreK4 daily attire:

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

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

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

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

*Leggings-* Leggings can be purchased from Dennis or the vendor of your choice. They can be solid black, gray, or white. Leggings should only be worn under a skirt or dress, not with a shirt.

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

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

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

### Friday attire:

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

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

## Grooming

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

- Boys' hair must be clean cut. The eyebrow, ear and collar must be exposed.
- Hair coloring should not be bright and draw attention to the student.
- Hats, scarves or other head coverings are not permitted during the school day. Boys may not wear earrings. Jewelry, bags or backpacks with slogans or emblems that do not conform to the values of Clarksville Christian School are not permitted.

## 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

### Contact Information

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



**HCCCC Address**

501 Highway 76  
Clarksville, TN 37043  
(931) 920-3931

**School Office**

## **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. 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. Business administration 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 and aftercare 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.

### **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 not labeled with the student's name will be sorted and reminders to check for Lost and Found items will be issued on a periodic basis. Lost items will not be held over the summer months and items not claimed within a certain period of time will either be discarded or donated.

### **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 clinic located in the Hilldale office. If the student is unable to remain at school for reasons of fever, contagious illness, rash or lice, a parent or other emergency contact will be contacted immediately. In order to return to school the following conditions must be met:

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

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

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

## **Campus Traffic**

Please drive slowly in the parking lot at all times. There are several children walking across the parking lot between the two buildings throughout the day.

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

Please follow all traffic signs.

### **Morning Drop Off**

Morning drop off begins at 7:30am. Please come into the Hilldale building on the CCS PreK side. You will sign your child in using the Brightwheel app. The doors will be locked at 8:05am. If you arrive after this, please go to the Hilldale office to sign your child in.

### Afternoon Pick up

Afternoon pick up traffic should follow the same guidelines as morning traffic. Pickup will begin at 2:45pm. You will need to sign your child out through the Brightwheel app. Early pick-up should occur prior to 2:30pm at the main HCCCC office.

## Admissions

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

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

### Admission 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.

### 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.

## **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

- BrightWheel
- 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 important enrollment and financial information.

**Conferences** are important in beginning and maintaining a positive relationship between teachers, parents and students. The goal of a conference will always be to help the student succeed and build stronger partnerships between all parties. Conferences are welcomed throughout the year 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 staff member 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 teacher/staff member, both parties should request a second meeting that includes the Preschool Director.



- If the first two steps have been followed and no resolution reached, the problem may then be brought to the Lower School Principal who will mediate and seek to bring the parties together to reach a mutual consensus.
- Only after following all of the aforementioned steps, if the problem has not been resolved, the issue may be considered by the President 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.

### **Curriculum Design and Class Size**

Clarksville Christian School chooses materials and resources that match our stated curricular objectives and are of high educational quality. Our teachers guide instruction; the materials 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.

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

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,

Clarksville Christian School and  
Hilldale Christian Childcare Center