

Clarksville Christian School



Parent – Student Handbook 2019-2020

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

Statement of Faith

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

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

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

Mission Statement

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

Vision Statement

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

Slogan

Excellence in Education + Foundations in Faith

**Clarksville Christian School
Administration
And
Board of Directors**

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

The board of directors is responsible for general oversight of school policy. The 2019-20 board consists of the following members:

Members:

Ryan Blount
Steve Kirby
Joel Ragland

Lance Carpenter
Ronnie Moore
Chris Travis

Eric Yow – Board Chair

Dr. Brad Moser, President

Amanda Binkley, Principal

Forward

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

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

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General Information

Re-enrollment: February 4 – 8, 2019 (restricted to current families)

Early Enrollment: February 11 – 15, 2019 (restricted to wait-listed families, members of the Hilldale Church of Christ and Hilldale Christian Child Care Center families).

Open House: February 19, 2019 – 5:00-7:00 PM

Open Enrollment: Begins February 19, 2019 for the general public.

KINDERGARTEN INFORMATION:

Age Requirements - Children entering kindergarten shall be five (5) years of age on or before August 15th of the current kindergarten term. If your child will be five (5) years of age by September 30th, 2019, and you feel your child is sufficiently mature emotionally and academically to enter Kindergarten, you may request testing for Kindergarten entrance.

Starting & Testing Dates - Kindergarten students begin the first day of school with an uninterrupted schedule. Testing will be completed prior to the first day of school or included as part of a regular school day for late enrollees.

SCHOOL HOURS

- Lower School drop-off is from 7:45-8:00 and dismissal is from 3:00-3:15.
- Upper School drop-off is from 8:00-8:15 and dismissal is from 3:15-3:30.
- Students not picked up by 3:30 (Lower School) or 3:45 (Upper School) will be sent to Extended Care at parental expense.

EXTENDED CARE: Available as follows:

- Ages 4-12 extended care provided by Hilldale Christian Child Care Center from 6:00 AM – 6:00 PM at an additional charge. Please call Erin Yow, Director, at 931-920-3931 for more information.
- Ages 13-18 extended care provided by CCS from 7:00 AM – 8:00 AM and 3:45 PM – 5:30 PM at an additional charge. Homework supervision and a snack are provided.

LUNCH: The CCS lunch program is overseen by our Food and Beverage manager. All meals are catered and vary in portion and price. Lunch menus are distributed monthly and lunches must be ordered through Sycamore Education by the published deadline.

TRANSPORTATION: Parents are responsible for their child's transportation to and from school. Please review the transportation section for further information.

Clarksville Christian School Calendar 2019-2020

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

July 29 New Faculty Reports
July 31 Faculty/Staff Reports

| AUGUST '19 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

6 Parent/Student Orientation 5:30
7 First Day of School/Early Dismissal 11:30
8 Student Holiday/Staff Development
9 First full day of school

| SEPTEMBER '19 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

2 Labor Day Holiday

| OCTOBER '19 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

7 Student Holiday/Parent Conferences
14-18 Fall Break

| NOVEMBER '19 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

4 Student Holiday/Staff Development
11 Veterans' Day Holiday
27-29 Thanksgiving Holidays

| DECEMBER '19 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

13 *Tentative Early Dismissal pending results of food drive
20 Early Dismissal 11:30
23-31 Christmas Holidays

| JANUARY '20 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

1-5 Christmas Holidays
6 Staff Development
7 Students Return
20 M.L. King Jr. Day Holiday

| FEBRUARY '20 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |

17 Presidents' Day Holiday

| MARCH '20 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

23-27 Spring Break

| APRIL '20 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

19 Good Friday Holiday

| MAY '20 | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

16 Graduation
21 Early Dismissal/Summer Break Begins

School Policies

Admission and Enrollment

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

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

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

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

Completion of the following is necessary for enrollment:

1. Enrollment Packet accompanied by \$150.00 application fee.
2. Copies of Report Cards and Test Scores from previous school(s) (*If applicable)
3. Tuition deposit of \$500.00 is due June 1st. For registrations after June 1st, the tuition deposit will be due at the time of registration (acceptance).
4. Health Record from Physician showing current medical examination and current immunization record
5. Copy of birth certificate
6. Admissions Testing
7. Letters of Recommendation (*First Grade and Above)
8. Proof of Custody (*if required)
9. Tuition payment agreement

Admissions Policy

Students in the **Lower School (grades Pre-K through 6)** who have failed a grade level may be admitted in the current grade level (grade that was failed), but will not be admitted to the next grade level (see retention/ promotion policy).

Students in **Middle School (grades 7-8)** who have failed two or more courses may be admitted only at the current grade level (grade that was failed). Middle school students may re-take these courses in summer school at the parents' expense in order to be promoted to the next grade. (*Note: CCS does not offer summer school. These courses must be re-taken through CMCSS or the student's school of zone.)

Students who have failed two or more high school credits may not be admitted into **High School (grades 9-12)**. Exceptions to this policy may be made at administrator's discretion. Students with one failing course must make this credit up by re-taking this course at CCS (academic schedule permitting), or in a summer school program at the parents' expense. Students who fail to recover credit may be dismissed from CCS.

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 CMCSS or the student's school of zone.)

Retention Policy

Lower School (grades Pre-K through 6) students in need of academic remediation may be recommended for grade level retention by the administration or at parent's request. Any student who fails the current grade will be recommended for retention by the administration.

Parents may choose to retain their student based on academic or social need. Any parent requesting retention will require a conference with a retention committee made up of administration, guidance, and teaching staff before the request will be processed.

Any student who is retained will be placed on academic probation. Two years of non-promotion may result in student dismissal from CCS.

Middle School (grades 7-8) students in need of academic remediation may be recommended for grade level retention by the administration or at parent's request. Any student who fails two or more courses in the academic year will be recommended for retention by the administration. Parents may choose to retain their student based on academic or social need. Any parent requesting retention will require a conference with a retention committee made up of administration, guidance, and teaching staff before the request will be processed. Any student who is retained will be placed on academic probation. Two years of non-promotion may result in student dismissal from CCS. (*Note: CCS does not offer summer school. These courses must be re-taken through CMCSS or the student's school of zone.)

High School (grades 9-12) students must pass seven of their eight high school credits (including Math and English) to be promoted to the next grade. Students may enroll in courses for the next grade (except those courses that require a passing grade on the prerequisite that was failed) but will not be promoted until those failed courses are passed. Any student who is retained will be placed on academic probation. Two years of non-promotion may result in student dismissal from CCS. (*Note: CCS does not offer summer school. These courses must be re-taken through CMCSS or the student's school of zone.)

Promotion Policy

It is the policy of CCS that it is never in the best interest of students to be promoted an additional grade (i. e. "skip" a grade). Socially and emotionally, we believe students are best served in their peer group. Students who demonstrate increased academic ability will have their individual needs met through differentiated instruction and appropriately challenging course work.

Likewise, high school students may not graduate before their assigned graduation date, but students who meet the academic requirements may enroll in Contract Honors Courses and Dual Enrollment Courses. Students may use Dual Enrollment Courses to earn college credit while still enrolled in high 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

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. (The Trap Team Coach arranges with parents to receive their gun and store it properly for practice and competitions.)

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)*

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, 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.

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 7-12 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 Digital Driver's License curriculum for all BYOD students to ensure they understand the responsible and proper usage of technology, particularly in relation to accessing the Internet.
- Students will attend a Digital Driver's License class the first week of school. Students will not be allowed to bring a device or use another student's device until successful completion of the class and signing the annual student user agreement. It could also adversely affect assignment grades if not completed by the August deadline.
- A student with BYOD is only permitted to access the Internet with the username/password assigned to 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

- 1st offense - Confiscation that requires parent pick up
- 2nd offense - Confiscation that requires parent pick up and results in one day of lunch detention.
- 3rd offense - Confiscation and loss of personal technology privileges and results in one day of in-school suspension.
- 4th offense - Out-of-school suspension, pending parent conference. Student is 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 the 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 the Parent-Student handbook after they have discussed these rights and responsibilities together.

By signing the Parent-Student handbook signature sheet, the **STUDENT** acknowledges that he/she has read and understands this CCS Technology Responsible Use Policy and agrees to follow the rules contained in this policy.

By signing the Parent-Student handbook signature sheet, the **PARENT/GUARDIAN** acknowledges that he/she has read this CCS Technology Responsible Use Policy and grants permission for his/her child to use CCS technology resources in accordance with it.

Rev. 01/18

Harassment Policy

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:

Harassment, Intimidation, Hazing and Bullying (& Cyber-bullying) Defined:

Any act that substantially interferes with a student's educational benefits, opportunities or performance and if the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation that has the effect of:

- 1) physically harming a student or damaging a student's property;
- 2) knowingly placing a student or students in reasonable fear of physical harm to the student(s) or damage to the student's or students' property; or
- 3) causing emotional distress to a student or students' or
- 4) creating a hostile educational environment; or
- 5) If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Bullying includes cyber-bullying which includes, but is not limited to, the use of information and communication technologies, such as e-mail, cell phone text or picture messages, instant messaging, and defamatory personal websites, social networking sites, and online personal polling sites – to support deliberate, hostile behavior intended to frighten or harm others.

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. See Physical Altercation Policy (page 19):

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: Three days out-of-school suspension, pending parent conference. Student is subject to dismissal from the school.

**Any conduct categorized as prohibited may result in dismissal from Clarksville Christian School.*

Classroom Procedures & Office Referrals

CCS prefers **counseling with students as the method of first choice** for correcting undesired behavior in most situations. Parental contact may be used by teachers and administration to help reinforce behavioral policies. Academically rigorous and engaging curriculum minimalizes behavior problems.

Discipline Steps are as follows:

1. Warning – A student is given a verbal warning.
2. Counseling – The teacher speaks with the student about the problem and the expectations to correct the problem.
3. Alternative Placement- The teacher will send the student to an alternative environment to redirect behavior.
4. Parent Contact – The teacher will contact the parent or guardian to discuss the situation.
5. Office Referral – The principal will counsel with the student and notify the parent or guardian.

Physical Altercation Policy **Behaviors deemed severe will be subject to immediate office referral.*

Fighting is not tolerated for any reason. Any student involved in a physical altercation may be subject to a minimum one day out-of-school school suspension. Students involved in horseplay or play fighting may subject themselves to disciplinary action.

1st offense- One day Out-of School Suspension or administrator's discretion

2nd offense- Three days Out-of School Suspension pending parent conference

3rd offense- Five days Out-of School Suspension & possible dismissal from CCS

Honor Code

As a student of Clarksville Christian School, I acknowledge that the unauthorized use of any academic material (student work, answers, published materials, internet sources, etc.) is unacceptable and in violation of the standard of Christian ethics upheld at CCS.

1st offense - Zero on the assignment and parent contact.

2nd offense - Zero on the assignment, parent conference, and one day lunch detention.

3rd offense - Zero on the assignment, parent conference, and one day in-school suspension.

4th offense - Zero on the assignment, parent conference, and out-of-school suspension.

5th offense - Zero on the assignment, out-of-school suspension pending parent conference. Student is subject to dismissal from the school.

Cause for Dismissal

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

1. Violation of CCS Handbook policies
2. CCS program not capable of meeting the academic, physical, or emotional needs of the child
3. Academic failure
4. Excessive absences (*See Attendance Policy)
5. Failure to pay tuition

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

Financial Policy

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 \$25.00 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.

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

All 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 \$25.00 rejected ACH fee will be invoiced upon first ACH rejection and each occurrence thereafter.

Student Lunch Account:

Lunches are to be prepaid and funds are to be deposited into your child's lunch account. Lunch accounts are charged only on days they order school lunches or purchase a la carte items. Lunch credits at the end of the school year can be refunded or rolled over for the next school year. Menus will be emailed prior to each new month and can be viewed on Sycamore for parent and student consideration. Notification of overdrawn lunch accounts will be sent by email on a monthly basis. There is a five-day grace period for overdrawn lunch accounts. On the sixth day, and each day thereafter, a \$10 per day late fee will be assessed for any past due lunch account balance.

Communication in changes of financial circumstances:

It is our desire to serve every child and family possible with a quality Christian school education. We are blessed to have the use of a fine facility because of the sacrifices of many people in the church and our community. We have been blessed by the Hilldale Church of Christ, other various congregations, individuals, and corporations in the community to provide tuition assistance for many of our students. We ask that if your financial situation changes during the school year that you please notify our principal as soon as possible before you have a past due balance that might force us to make a difficult decision. At your request, your situation will be confidentially reviewed by the school's tuition assistance committee. If we can find a way to further assist your family on a temporary basis, you will be promptly notified of a 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.

CONTRACT OF ENROLLMENT

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

By signing this Contract of Enrollment, I further acknowledge and agree that, after April 1, 2019, 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 2019-2020 school year. No fees or deposits are refundable or prorated. I further agree that should I default in the payment of any fees due Clarksville Christian School, I shall be responsible for any and all expenses incurred by Clarksville Christian School associated with enforcing this Contract of Enrollment, including but not limited to court costs, discretionary costs and reasonable attorney fees. I further understand and acknowledge that should I default in the payment of any fees due Clarksville Christian School, my default shall result in the immediate termination of said student's enrollment. (*See Tuition Schedule)

WITHDRAWAL POLICY

The Contract of Enrollment is a commitment for the entire 2019-2020 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 April 1, 2019, 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 2019-2020 school year. No fees or deposits are refundable or prorated. (Exception to the policy for tuition may be made for military families upon our receipt of official orders to move.)

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

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

Withdrawal Process:

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

Academic Information

Curriculum

A pursuit of excellence is the over-all objective at Clarksville Christian School, and our desire to assist every child in achieving their maximum potential.

Spiritual – The curriculum is designed to strengthen character and prepare a young person for a life of service. The goal of our Bible program is to develop within our students a love for God and respect for the Bible as God’s inspired Word. In order to accomplish these objectives each student will study the Bible in the classroom every day following a set of Bible standards and in weekly chapel services as a part of their regular curriculum. The principles of Christianity are the guiding force in every activity at CCS. This, along with quality training in all areas, will equip CCS children to make a lasting contribution of service to the world.

Intellectual – Clarksville Christian School makes every effort to maintain the highest academic standards. Good citizenship requires a disciplined effort for mastery, understanding, and application of the fundamental skills of communication, mathematics, and sciences. By the use of sequential curriculum in all areas, Pre-K through 12th grade, we seek to equip the children with the academic skills needed for the future.

Cultural– The cultural arts program is planned to interrelate with the academic areas to lend cultural interest to instruction. Teachers in the fields of music and art provide enrichment and reinforcement of fundamental skills and principles. Opportunities for participation in school-wide programs are offered yearly.

Physical – Clarksville Christian School is aware that an organized developmental program of physical education is important to the total growth of the child. Hence, principles of healthful living are included in classroom curricular areas. Weekly physical education time is included in the curriculum for each student K-6, and is a semester course for grades 7-8. For students in grades 9-12, one PE class (.5 credits) and one Wellness class (1 credit) are required for graduation.

Grading Scale

Kindergarten will receive attribute grades for all subject areas.

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

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

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

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

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

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

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

***Bible** will be taught daily and will be a graded subject.

Homework

Homework serves three purposes:

1. Students have an opportunity through drill to reinforce knowledge of material and processes already taught;
2. Homework provides an opportunity to pursue independent assignments of a creative and individual nature;
3. Completion and return of homework develops individual responsibility.

Assignments should be completed within the assigned deadline. Teachers will only accept late work for full credit within the Excused Absence Policy. Late assignments that do not fall within this policy will not be accepted for full credit.

Teacher Late Work Policy

One letter grade will be deducted from the student's POSSIBLE score for every day the assignment is late. Late assignments exceeding 3 days will not be accepted.

A Honor Roll

Students who have earned all A's in a grading period will be placed on the "A" Honor Roll.

A/B Honor Roll

Students who have earned all A's and B's in a grading period will be placed on the "A/B" Honor Roll.

Exams

Examinations shall be given at the end of each semester and shall be required of all students with one exception:

*A student will be exempt from a second semester course examination provided the student has a 93% or higher for each 9 week grading period during the second semester and the course is a full year class. All students enrolled in a one-semester course must take a final examination. Exams will be given on scheduled days only. NO early exams will be given.

No extra-curricular activities will be scheduled for Upper School students (7-12) during exam weeks. This will be applicable to the Fall and Spring semester exams. Students may continue to attend practice, etc., but games, performances, and similar activities will not be scheduled during this time. (*Exceptions may be made at administration's discretion.)

Attendance

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 judgment of the principal, create emergencies over which the student has no control.
5. CCS will accept up to five parent notes per school year for student illness not requiring a doctor visit (submit within 5 school days of absence)

When a student returns to school after an absence, he or she must bring a note signed by the doctor or parent to explain the absence. Otherwise, the absence will be considered unexcused. Unexcused absences or tardiness will cause assignments to fall under the late work policy.

Makeup Assignments

Makeup assignments for excused absences must be obtained by the student upon their return to school. The student should turn in makeup work in the same amount of time the student was absent: i.e. absent 1 day (Monday) – student gets make up assignment (Tuesday) – turns in (Wednesday). If this procedure is not followed and makeup work is not turned in on time, the resulting grade will fall under the late work policy.

Consequences for unexcused absences

1st and 2nd unexcused absence: Warning

3rd and 4th unexcused absence: Parent notice of attendance policy violation.

5th unexcused absence: Report of truancy to local officials.

Punctuality/Tardiness:

Lower School hours are from 8:00 a.m. – 3:00 p.m. Beginning at 7:45 a.m., students are to go directly to their classrooms. Students are considered tardy after 8:00 a.m., and a parent must sign them in at the office.

Upper School hours are from 8:15 a.m. – 3:15 p.m. Beginning at 8:15 a.m., students are to go directly to their classrooms. Students are considered tardy after 8:15 a.m., and a parent must sign them in at the office.

Students who arrive late **must be signed in by a parent** at the office before going to their classrooms. They will receive a tardy slip. Three unexcused tardies (any period of the day) during a nine week grading period will count as one unexcused absence. (*See Attendance Policy)

Tardy Discipline:

- 3 Unexcused Tardies in the same class period during a 9 week grading period: Lunch Detention
- 4 Unexcused Tardies in the same class period during a 9 week grading period: 1 day in-school suspension
- 5 Unexcused Tardies in the same class period during a 9 week grading period: 1 day out-of-school suspension
- 6 Unexcused Tardies in the same class period during a 9 week grading period: 3 days out-of-school suspension, pending parent conference. Students is subject to dismissal from CCS.

Early Dismissal

A student will be excused to leave school before regular dismissal time for only the following reasons:

1. Personal illness
2. Death in the family
3. Appointment with doctor or dentist
4. 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 absences. Make-up work should be submitted upon return to school. No grace period will be extended.)
5. Circumstances that, in judgment of the principal, create emergencies over which the student has no control.

*Unexcused early dismissals will follow the same consequences as unexcused tardies.

No students will be dismissed less than 30 minutes prior to dismissal (2:30 for Lower School and 2:45 for Upper School) in order to accommodate dismissal policy and ensure student safety. Emergency situations, at the discretion of the school administration, are exceptions.

*Students cannot make up the hands-on experiences, thoughtful discussions, or cooperative learning experiences they receive regularly in class. Handouts cannot replace time out of the classroom. Therefore, attendance is always a serious concern.

Communication

Good communication is the key to building good relationships between all members of our school family. At Clarksville Christian School, we believe that the most effective means of communication is to begin with the parties most directly involved with the subject you wish to discuss. Therefore, the typical communication sequence that we ask our students and families to abide by is as follows:

A conference with the teacher, staff member, or coach should be scheduled first. If the situation cannot be answered or resolved, the parent may make an appointment with the principal. If further guidance is needed, a meeting may be scheduled with the president.

Conferences with parents are important to teachers in beginning and maintaining a positive relationship. Parent Conferences will be scheduled in the first nine weeks grading period. Parents and teachers are encouraged to schedule additional conferences as needs arise. Please contact the school office to schedule a conference with your student's teachers.

School Newsletters will be generated on a periodic basis. If you do not have email access, please let us know.

Progress Reports are sent home every 4 ½ weeks. Please sign and return the report promptly. Checking progress between report card and mid-term reports can occur by reviewing graded papers sent home or checking posted grades online at [Sycamore Education](#).

Online School Management

In August of this school year, parents will be emailed a user name and password for our on-line school management system, Sycamore Education. Posted grades can be checked between report card and mid-term reports and are updated in Sycamore each Monday. Sycamoreeducation.com will enhance overall communication. It also gives access to homework assignments, lunch accounts, tuition accounts, etc.

Sycamore Education includes a family directory with information that is available to other families. If you would like for your information to be made available to other families, you may enable this function through your login or contact the school office.

Report Cards will be made available following each nine week grading period. A paper copy will be provided upon parent request. If you wish to inquire about student progress, at any time, please feel free to do so. Transcripts and other official records may be held at the end of the school year until all fees are paid in full.

Academic Testing will be administered at various times throughout the school year.

General Regulations

Arrival Procedures – Lower School students may begin arriving at 7:45 a.m. Upper School students may begin arriving at 8:00 a.m. Parents should follow the prescribed traffic patterns and drop-off points to ensure student safety and prevent hindering traffic on Hwy 76. Parents are asked not to let students out in the parking lot unsupervised. Parents are also asked not to park in order to drop off students unless they check in at the office and receive a visitor's pass. Staff will be at designated areas to escort students into the building.

Departure Procedures – Lower School students will be dismissed at 3:00 p.m. and parents should arrange for pick up prior to 3:15 p.m. Upper School students will be dismissed at 3:15 p.m. Parents should follow the prescribed traffic patterns and pick up points to ensure student safety and prevent hindering traffic on Hwy 76. No students will be dismissed less than 30 minutes prior to dismissal (except through car line) in order to accommodate dismissal policy and ensure student safety.

Students not picked up by the end of the dismissal period will be sent to after-care at the parents' expense.

**No left turns out of the parking lot are permitted during arrival or dismissal. These aforementioned policies are in place to ensure the safety of all students, parents, and staff and therefore must be strictly enforced. Refusal to adhere to these policies may result in termination of enrollment.*

Before and After School Care Policies (Ages 4-12)

1. All children must be with parents, adult caretakers, or in the Hilldale Christian Child Care Center before/after school program.
2. Before care begins at 6:00 a.m. Students should go directly to the Hilldale Christian Child Care center **if** they are **enrolled** and arrive prior to 7:45 a.m.
3. After care students who are enrolled will be escorted to the Hilldale Christian Child Care area by an adult at 3:00 p.m. After care ends at 6:00 p.m. Parents should pick up students at the designated after care location between 3:00 and 6:00 p.m.

Before and After School Care Policy (Ages 13-18)

Middle and high school students who have arranged for extended care through the office will be cared for by a CCS aide from 7:00-8:00 a.m. and/or 3:45-5:30. Snacks and study hall will be provided. Students are expected to remain in that designated area at all times.

Wednesday & Sunday Activities: - Practices, rehearsals, etc. may be scheduled on Wednesdays, but all extra curricular activities must conclude by 5:30 p.m. in order to allow students and families to attend worship service.

Likewise, Sunday practices, rehearsals, etc. are not permitted as a general rule. Exceptions to this policy may be made with administrator approval.

Student Drivers - Student drivers must fill out the appropriate forms in the office to register the vehicle with the school. A parking pass will be assigned. All laws pertaining to student drivers will apply at school. Parking lot speed limit of 5 MPH will be enforced. Students arriving late must sign in at the office. Parents will be contacted if no note is presented and student is more than 10 minutes late. Students may NOT leave campus prior to regular dismissal without written parental permission. Student drivers may not leave before 3:30 in order to prevent interference with dismissal. Student drivers are NOT permitted to transport themselves or other students on field trips or school activities that take place during the academic day.

Senior Privileges – Seniors may be given special permission to arrive late and dismiss early from school. Please remember, these are privileges, not rights. As with all privileges, they can be revoked at any time the school feels is necessary. They can also serve as a great addition to your senior year if handled with responsibility.

Senior Privilege Qualifications:

- Any Senior student who is passing all classes for which they are enrolled with a “C” or better.
- Any Senior student who is in good standing with discipline (*no I.S.S. or O.S.S.).
- Any Senior student who has signed parent permission to participate.

Senior Privilege Restrictions:

- Any student whose grade drops below a “C” at progress report or report card time will have their privileges suspended until the next grading report is released and proof can be shown that the grade has been raised into the acceptable range.
- Any student who receives disciplinary action will have their privileges suspended until the end of the current 9 week grading period. Privileges will be reinstated if no further disciplinary action is needed during their privilege suspension period.
- No student may participate without written consent from parents. After revocation of privileges for any reason, upon reinstatement of privileges, written consent from parents must be obtained again.

Senior Privileges:

- Students may leave campus during any period in which they do not have a class scheduled. Students may choose to schedule a free period during any elective class time. Students may not opt out of classes required for graduation or any non-elective academic requirement.
- Students may arrive late to school on Mondays-Thursdays. Advisory will not be mandatory for Seniors, but all students must attend chapel on Friday.
- All Senior students will take their exams one week prior to other high school students, regardless of privilege status.
- All Senior students will graduate on May 18th, 2019 and will not be required to attend the last week of school, regardless of privilege status (*any student who does not qualify to graduate will be required to attend the last week of school).

Use of Telephones should be restricted to necessary communication. Teachers and office staff may give children permission to use the phone for important calls. Use of personal cell phones is not permitted as they are not an approved as a BYOD.

Teachers' Workroom has been prepared for teachers. No student will be allowed to use the workroom for any reason except by special permission.

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 several phone numbers on the emergency form where someone 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 24 hours before returning to school.** If your child has been exposed to a communicable disease or lice at school, a letter 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.” An “Authorization for **Over the Counter Medication**” form must be completed and signed by the parent before any over the counter medication can be administered at school. Telephone authorizations are not permitted.

Parties – Holiday parties and birthday parties will be arranged at the discretion of the teachers. Please contact your child's teacher to schedule these events. Please consider food allergies in your planning.

Library- Clarksville Christian School provides library resources for all students in the library and through our OverDrive Electronic Library for students in grades 5-12.

Outside the Building - Students are expected to assume these responsibilities:

1. Gather all supplies needed before dismissal.
2. Remain in the building (Lower School) or on the sidewalk (Upper School) in an orderly manner while waiting for pick-up. Students should not play in the parking lot.
3. Refrain from going into the grassy areas adjacent to the parking lot.
4. No student may leave the school premises with anyone except those authorized for pick-up on their emergency information/pick-up form.

Field Trips – Teachers will be responsible for arranging all field trips. Homeroom parents will be contacted if assistance is needed. Teachers have been given specific guidelines and planning forms. Chaperones may be limited due to the nature of the trip and are expected to assist the teachers and students. Written permission from parents will be required for all field trips. Chaperones with other children in their care (i.e. younger siblings) may attend CCS field trips; however, they will be limited to supervising their own children to avoid liability issues.

Transportation- When a school bus is used, all students are to ride the bus to and from activities. The teacher is also to be present on the bus. However, the teacher may release a student to ride with his/her parents or a chaperoning parent once they have provided the teacher with written permission. Exceptions to this may be evaluated when the number of students warrants consideration for an alternative to school transportation. Teachers may transport groups of students when necessary, but a teacher may never transport an individual student. Parents chaperoning field trips are expected to provide their own transportation.

Inclement Weather Policy –The president or principal 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.

Visitors – Advanced approval should be obtained before bringing visitors to school. All visitors must check in at the office when they first arrive on campus.

DRESS CODE

DRESS CODE IS MANDATORY FOR ALL GRADES

School uniforms originated in the private school sector, but more recently have been adopted by public school systems across the country. Research has shown that in schools where a dress code policy is implemented, there are less disciplinary issues and students at those schools are more able to concentrate on learning due to less peer pressure. In order to maximize learning and minimize stress on students, Clarksville Christian School will require its students to adhere to a dress code policy.

TOPS:

- Navy, burgundy, gray, or white polo-style shirts, or button down shirts with a collar.
- Dress code approved colored vests, cardigans, spirit wear hoodies, or pullover sweaters with a dress code approved collared shirt underneath
- No emblems over two inches or stripes.

Exception: Students may wear polo shirts embroidered with the CCS logo and/or mascot.

Approved dress code items ordered from French Toast in the color “burgundy plaid” are also acceptable.

BOTTOMS:

- Khaki or navy solid color pants, shorts, skirts, jumpers, scooters or skorts. All bottoms should be purchased from the uniform section of local retailers (Walmart, Target, Old Navy, Children's Place, etc.) Bottoms should have slack between the skin and fabric, and should not be stretch, skinny, or fitted.
- Shorts, skirts, skorts, and jumpers should be **no more than two inches above the knee**.
- No emblems or decorations over two inches. Pants should not have holes or tears. Inappropriately tight clothing (as determined by the administration and staff) is in violation of the dress code.

P.E. CLOTHES:

- Gym shorts should be solid navy, white, burgundy, or gray. Shorts should be no more than 2 inches above the knee (front and rear). No leggings or capri tights.
- Shirts should be solid gray, white, navy, or burgundy t-shirt (with no logo) or any CCS t-shirt.

SHOES:

- No high heels or open toed shoes on the playground or in the gym.

SOCKS AND TIGHTS:

- Visible socks or tights must be matching and in the prescribed solid dress code colors.

OUTERWEAR:

- Layered items should be in the approved colors. Jackets in appropriate solid dress code colors and CCS outerwear such as hoodies may be worn during school hours.
- Non-dress code outerwear worn to school will be removed while in the classroom.

HAIR:

- No brightly colored hair or hair pieces, feathers, etc. are to be worn at CCS, nothing that draws attention to self (male or female).

DRESS CODE VIOLATION POLICY:

Inappropriate items worn to school will be taken up and can be picked up in the administrative offices after school. Students who fail to abide by the school dress code will not be allowed to attend class until they are in compliance. Parents may bring appropriate items. A limited number of dress code items will be available in the administrative office.

Violations are cumulative. ANY violation of the dress code will be subject to disciplinary action. Different violations will still be considered cumulative infractions.

1st violation - Sent to class with a warning once in compliance.

2nd violation - Lunch Detention

3rd violation - One day in-school suspension

4th violation - One day out-of-school suspension, pending parent conference

5th violation - Three days out-of-school suspension, and student may be subject to dismissal from the school

PARENT CODE OF CONDUCT

Clarksville Christian School is blessed to have a community of staff, faculty, and parents to support the education of our students. We recognize that this is a partnership, requiring cooperation between all parties to ensure the success of our children.

We expect our school community to respect our school mission and philosophy, protect our school facilities, and to set a good example of their own behavior, both on school premises and when accompanying classes on field trips and activities.

In addition, we also expect our parents and guests to respect the safety guidelines put in place for the protection of our students. This includes not turning left out of the parking lot between 7:30-8:15 and 2:45 and 3:30, as well as following the procedures of car line, drop off and pick up, and visitor protocol when checking in and out of the office.

We acknowledge and appreciate the help of our parents and guests. We recognize that our educational environment would not be possible without your help and support. For this reason, we welcome parents and guests into our school.

The purpose of this code of conduct is to provide the expectations around the conduct of all parents and guests connected to our school, both on campus and at school associated events.

In the spirit of Matthew 18, we are committed to resolving difficulties in a Biblical manner. It is always our intention to speak openly and directly to those with whom we have an issue. A conference with the teacher, staff member, or coach should be scheduled first. If the situation cannot be answered or resolved, the parent may make an appointment with the principal. If further guidance is needed, a meeting may be scheduled with the president.

This code of conduct is designed to clarify the expectations the school has for parents and guests when on our campus. We seek your cooperation and agreement to adhere to these expectations.

The code of conduct is also designed to lay out the actions the school can take should this code be ignored or breached.

Behavior that will not be tolerated:

- Disruptive behavior which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening in any way, a member of staff, visitor, fellow parent/guest or child.
- Damaging or destroying school property.
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.

- Defamatory, offensive or derogatory comments regarding the school or any of the students/parents/staff/board members at the school on Facebook or other social media sites
- The use of physical, verbal or written aggression towards another adult or child.
- Approaching someone else's child in order to discuss or intimidate them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking, taking illegal drugs or the consumption of alcohol on school premises.

We would also like to ask all parents and guests in the building to wear appropriate attire for the educational setting. Please refrain from wearing excessively casual attire or clothing that is an inappropriate length or fit for a professional environment. We ask that you set a good example for the students in the building in what you choose to wear on campus.

Should any of the above occur on school premises, or in connection with any school activity, the school may feel it is necessary to take action by requesting the parent or guest to leave the premises, contacting the appropriate authorities and consider banning the offending adult from entering the school premises in the future.

We would like to thank our parents and guests for agreeing to abide by this code. It is our goal to create an environment where all parents, guests, faculty, staff, and students are respected and treated according to the teachings of the Bible.

It is important for parents to make sure any persons visiting or picking up their children are aware of this policy.

What happens if someone ignores or breaks the code?

In the event of any parent or guest of the school breaking this code, actions will be taken as follows:

- In cases where the unacceptable behavior is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the police. This will include any or all cases of threats of violence and actual violence to any child, staff or board member in the school. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as any form of insulting social media post or any form of social media cyber bullying. In cases where evidence suggests that behavior would be tantamount to libel or slander, then the school will refer the matter to the board of directors for further action. In cases where the code of conduct has been broken but the breach was not libelous, slanderous or criminal matter, then the school will send out a formal letter to the parent or guest with an invitation to a meeting.

- If the parent or guest refuses to attend the meeting, then the school will write to the parent or guest and ask them to stop the behavior causing the concern under consequence of being banned from the school premises should the behavior continue.
- If after this, behavior continues, the parent or guest will again be written to and informed that a ban is now in place.

Note:

(1) A ban from the school can be introduced without having to go through all the steps offered above in more serious cases.

(2) Site bans will normally be limited in the first instance.

Issues of conduct with the use of Social Media:

The school acknowledges that social media is a part of our culture. We also acknowledge that, when used appropriately, it can be a positive tool for communication and promotion.

All CCS-related social media pages must be set up and approved by school administration. We encourage you to positively participate if you wish.

Within these spaces however, we ask that you use common sense when discussing school life online.

‘Think before you post’

We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticize another parent, member of staff, or child.

It should be noted that parent, faculty member, staff, child, school, or form of media does not have to be specifically referenced, named or tagged to for the school to consider it inappropriate.

If parents or guests have any concerns about their child in relation to the school as we have said above they should:

- Initially contact the class teacher or coach
- If the concern remains they should contact the administration
- If still unresolved, the parent should submit a letter to the board of directors via the administration (Parents are not permitted to attend board meetings)
- They should not use social media to air any concerns or grievances

Online activity which we consider inappropriate:

- Abusive or personal comments about staff, board members, children or other parents
- Bringing the school in disrepute
- Posting defamatory or libelous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- Voicing concerns, dissatisfaction, or questioning school methods, curriculum or policy.
- Threatening behavior, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

At our school we take the safety of our staff and students seriously. We will deal with any reported incidents appropriately in line with the actions outlined above.

Please note that CCS reserves the right to dismiss a student in the event a parent is in violation of the code of conduct and a resolution cannot be found. Dismissal from CCS does not exempt families from the Enrollment Contract.

CONCLUDING STATEMENT

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

May this be a mutually happy and rewarding school year.

Sincerely,

Administration, Faculty and Staff
Clarksville Christian School

Acknowledgement of Receipt and Agreement to Adhere to 2019-2020 Parent-Student Handbook

I _____ hereby acknowledge that I have received, read, and reviewed the policies in the Parent-Student Handbook, and do agree to adhere to all policies and regulations stipulated within. I understand that policies are interpreted and enforced by the school administration. Any questions or concerns about policies should be expressed to the administration, but will not exempt me from adherence to them. I further understand that any aspect of this handbook can be modified, amended, or otherwise edited by school administration with or without prior notice. I understand when substantive changes are made, the school will strive to communicate those changes when and where appropriate.

Student Signature _____

Date _____

Parent Signature _____

Date _____