



CLARKSVILLE
CHRISTIAN SCHOOL

Upper School
Parent/Student Handbook
Grades 6-12
2024-2025

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

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Standards for a Great School Year

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

School Background

First Year of Operation: 2007

School Colors: Burgundy and Silver

Mascot: The Centurion

Slogan: Excellence in Education...Foundations in Faith

School History

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

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

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

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

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

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

We are thankful for the many ways God continues to bless Clarksville Christian School. By the grace of God and prayerful planning, along with many dedicated Christians who love children, we have arrived at the point at which we are today. This is not the end of our story, but only the beginning. Please help us by continuing to pray for CCS, the Board of Directors, the 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 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 the 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.
6. A Sound Biblical Worldview

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 opportunities 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 2024-2025 board consists of the following members:

Ryan Blount, Board Chair

Joel Ragland, Vice-Chair

Lance Carpenter

Steve Kirby

Ronnie Moore

Chris Travis

Eric Yow

School Administrators

Dr. Brad Moser, President

Dr. Andrea Pewitt, Vice-President & Director of Schools

Phil Burkhardt, Dean of Students

Jason Shelton, Director of Athletics

Sara Harper, Lower School Principal

Erin Yow, Preschool Director

Christ-Centered Worldview

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; Psalms 33:6-9)

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

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

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

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

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

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

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

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

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

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

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

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

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

WE BELIEVE and thus will live consistently with the sex and gender God chose for us at birth, recognizing that both wonderfully and immutably "*in the image of God He created them; male and female He created them.*" These two distinct complementary genders together reflect the image and

nature of God (Gen. 1:26-27) and honor God's choice as Father and Lord, far above our own human choice (Luke 6:46).

WE BELIEVE that beliefs are far more than intellectual affirmations. Our faith impacts our actions. Therefore, these faith statements will be guiding principles for decision-making for both institutional direction and for each individual entrusted with responsibility within Clarksville Christian School. (James 2:14-26)

Expectations

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

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

Chapel

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

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

General Information

Accreditation

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

School Calendar

The school year begins on August 7, 2024, and concludes on May 15, 2025. The complete school calendar is available at the school office or can be found on our school website.

School Hours

Upper School hours: 8:30 AM-3:30 PM

Upper School Drop-Off: 8:15-8:30 AM

Upper School Pick-up (M, T, Th, F): 3:30-3:45 PM

Upper School Pick-up (Wednesday): 2:30-2:45 PM

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

Students not picked up by 3:45 PM will go to CCS Extended Care at parental expense.

Before & After School/Aftercare

All students must be in an adult-supervised club, sport, or activity by 3:45 PM. Aftercare is available from 3:30 PM - 5:30 PM for students in grades 7-12 for \$115 monthly or \$10 daily. Any student left in aftercare after 5:30 PM will be charged an additional \$1 per minute. Beforecare is available from 7:00-8:00 AM for \$60 monthly or \$7 daily. Applications are available in the school office.

Check-out Procedure

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

In the event that your child drives to school and you wish for them to check out, you must contact the school office, either by phone or email before the student departs from class. **The student must sign out in the office before leaving campus.**

Leaving Campus

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

Lunch

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

All lunchtime visitors are required to sign in at the school office. Our goal is to promote good behavior in the dining hall at all times.

Dining Hall Rules for the middle school and high school are as follows:

- Misbehavior in the cafeteria may result in disciplinary action.
- School personnel and visitors have lunch line privileges and all other students are to allow them their privilege courteously.
- Trash should be placed in trash receptacles.
- Students must enter and exit through the assigned doors of the cafeteria only.
- In grades 6-11, all students must eat lunch in the cafeteria unless authorized by the administration. Juniors and Seniors are allowed to eat in the student lounge. On nice weather days, grades 9-12 are permitted to eat in the courtyard when an adult is present.
- Teachers have the choice as to whether or not gum is not permitted in their classrooms. Students may be asked not to chew gum and are expected to comply if they are asked to spit out their gum.

All lunches must be purchased from the cafeteria or brought from home. Food may not be ordered and delivered to school during lunchtime without permission from the administration. Students should utilize class breaks to retrieve orders and deliveries made prior to lunch and should not be dismissed from class to pick up lunch orders.

The gym and related areas are off-limits to students during lunch waves.

Visitors

All visitors to the school must sign in at the school office and obtain a visitor's pass. These passes must be worn in a visible manner at all times while on the school campus until the time that they sign out when leaving the campus. Visitors desiring to see any student or member of the faculty during school hours

must first secure permission from the school office and get a visitor's pass. Parents or others wishing to confer with teachers or students should call for an appointment. In general, students should not invite visitors to come to school with them. For situations deserving exceptions to this rule, prior permission must be secured in writing at least 1 day in advance by a school administrator. A government-issued photo I.D. will be required of guests wishing to enter the building.

Class and Organization Sponsors

Each grade functions as a unit on certain activities during the school year. No class business is to be carried on without the knowledge, consent, and presence of at least one class sponsor. All class or organization activities must be officially recorded and approved by the administration prior to the activity. All such activities must be chaperoned.

Class Trips/Field Trips

School field trips are a vital part of our educational system because of the learning process that is involved. When a field trip has been planned and approved, the classroom teacher will communicate the details to students and parents including the date, time, and other relevant information. Trips are arranged by the sponsoring teacher and approved by the school administration. A permission slip signed by the parent or guardian is required of each student. School dress code is enforced unless otherwise specifically stated and approved by the administration.

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

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

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

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

Inclement Weather Policy

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

School Property

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

Textbooks

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

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

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.

RISE Academy (Reaching Independence through Support and Education)

Clarksville Christian School has an additional program for students with autism. Due to the program's highly individualized nature with curriculum, behavior, and academics, the RISE coordinator and staff will customize a plan for students who apply and are accepted into this program.

Grading

Grades are available online through the FACTS family portal for parents and students to check. With the accessibility of this information, we encourage you to monitor your child's grades regularly. Please check with the school office for grade access directions.

The following scales became effective for the 2022-23 school year and are not retroactive for prior years.

For students in grades 6-8, CCS awards students grade points on the following scale:

Letter Grade	Numerical Grade	Unweighted Grade Points
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	0-59	0.0

For students in grades 9-12, CCS awards students grade points on the following scale:

Letter Grade	Numerical Grade	Unweighted Grade Points	Honors Weighted Grade Points	Dual Enrollment Weighted Grade Points	Advanced Placement Weighted Grade Points
A	90-100	4.0	4.5	5.0	5.0
B	80-89	3.0	3.5	4.0	4.0
C	70-79	2.0	2.5	3.0	3.0
D	60-69	1.0	1.5	2.0	2.0
F	0-59	0.0	0.0	0.0	0.0

Students shall receive weighted grade points for taking Honors, Dual Enrollment (DE), and Advanced Placement (AP) classes for each semester. CCS uses the weighted grade point scale for the purposes of determining Valedictorian, Salutatorian, academic honors, and transcripts. In addition to the weighted GPA scale, CCS also calculates an unweighted GPA which is used for athletic eligibility.

Graduation Requirements

Each student must earn credits as determined by the graduation requirements outlined in the Tennessee State Department of Education Diploma Project, Clarksville Christian School Board of Directors, and American Christian School International.

Course	Credit Hours	Type of Credit
<u>Bible</u> Bible will be required for each year a student attends CCS.*	4	CCS
<u>English</u> English I, II, III, IV	4	TN
<u>Math</u> Algebra I, Algebra II, Geometry, and ONE of the following: Adv. Algebra & Trigonometry, Pre-Calculus, Calculus, Statistics, or an approved dual credit math. (Students must be enrolled in a mathematics course each school year.)	4	TN
<u>Science</u> Biology I, Chemistry or Physics, and one additional Lab Science	3	TN
<u>Social Studies</u> World History and Geography, U.S. History and Geography, and Economics ½ credit with Government ½ credit	3	TN
<u>Lifetime Wellness & Physical Education</u> The PE requirements may be met by substituting an equivalent timed physical activity in other areas including but not limited to marching band, JROTC, cheerleading, interscholastic athletics, and school-sponsored intramural athletics. Must include a minimum of 0.5 in Lifetime Wellness	1.5	TN

<u>Personal Finance</u>	0.5	TN
<u>Foreign Language</u> Two years of the same foreign language	2	TN
<u>Fine Arts</u> Art, Visual Arts, Music, and Theater Arts	1	TN
<u>Elective Focus</u> Science & math, humanities, or fine arts *Three years of Bible (required) will fulfill the Elective Focus requirement at CCS, which falls under the 'Humanities' category	3	TN
*Based upon when the student enters CCS	24-26	

Academic Reporting

Report Cards are posted every nine weeks and available via FACTS.

Standardized Assessments will be administered in the Fall, Winter, and Spring of each school year. CCS utilizes the MAP Assessment to gauge student growth and provide teachers with data that will help guide their planning and instruction.

Student Classification

High school students will be classified based on the number of credits they have earned. Students who do not have the minimum number of credits to be classified as a sophomore, junior, or senior will be ineligible for participation in the respective class activities.

- **Sophomores** - At least seven (7) credits
- **Juniors** - At least fourteen (14) credits
- **Seniors** - At least twenty (20) credits

Transfer Students and Course Placement

Transfer credit will be evaluated on an individual basis referring to official transcripts and course descriptions.

- CCS recognizes credit earned from other schools that are associated with the regional or state accrediting agencies
- Proficiency evaluations may be needed for class placement
- No duplicate enrollment for credit is permitted
- All prerequisite courses must be completed before a student advances to the next level

Diploma Types

- **Standard:** Will be awarded to students who earn the specified 24-26 credits and have a satisfactory record of attendance and conduct. This includes students with an individual education plan who have earned 24-26 units of credit. However, his or her transcripts will reflect the modified classes.
- **Alternative:** An Alternative Academic Diploma will be awarded to students with an education plan who have met the requirements of their education plans but have not completed the specified standard of 24-26 credits required to earn a regular diploma.

Students who meet Standard diploma requirements may be recognized with Honors or Distinction by meeting the additional requirements below.

- **Honors-** All requirements for Standard Diploma must be fulfilled in addition to maintaining a minimum 3.0 GPA and score at or above the subject area readiness benchmarks on the ACT in at least two of the four core areas (English - 18, Math- 22, Reading - 22, & Science - 23). Additionally, a minimum of one (1) honors or dual enrollment course per school year is required.
- **Graduating with Distinction**
Students earning diplomas will be recognized on the graduation programs as graduating with distinction by maintaining a 3.0 GPA and completing at least one of the following.
 - Earn a nationally recognized industry certification
 - Participate in at least one of the Governor's Schools
 - Participate in one of the state's All-State musical organizations
 - Be selected as a National Merit Finalist or Semifinalist
 - Attain a score of 31 or higher composite score on the ACT
 - Attain a score of 3 or higher on at least two Advanced Placement exams (Students have to take a minimum of 2 AP courses but who have not received final scores yet will be indicated as "pending.")
 - Successfully complete the International Baccalaureate Diploma Program
 - Earn 12 or more semester hours of post-secondary credit on the transcript

Selection of Valedictorian and Salutatorian

The selection of valedictorian shall be according to the following procedures:

1. The valedictorian shall be selected from the honors program and shall have the highest cumulative grade point average (GPA) in the senior class. The GPA shall be calculated at the conclusion of the 1st Semester of 12th grade.
2. In the event of a multi-way tie, the President shall form a committee to select the Valedictorian. Factors such as course schedule, course load, GPA, and ACT scores may be considered when determining a tiebreaker.

3. To be eligible for valedictorian, a student must be enrolled in CCS prior to and continuously following the tenth day of the student's senior year.
4. Foreign exchange students will not be considered.

The salutatorian shall have the second-highest cumulative grade point average (GPA) and will be based on the same criteria as the valedictorian.

Educational Plans

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

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

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

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

- The specific disability and diagnosis must be provided by the appropriate professional and must be current.
- Documentation must be educationally relevant, describe functional limitations, and include recommendations.
- Documentation may be in the form of an IEP, service plan, private psychoeducational evaluation, or a 504 plan. In some instances, CCS personnel may be able to generate the necessary documentation.

Advanced Course Eligibility Requirements

Weighted Course Eligibility Requirements*

- MAP score in the 70th percentile or higher in related subject area; and,
- An A average in the prerequisite course (where applicable), or a B average if the prerequisite was an honors or AP-level course; and,

- Teacher recommendation

Dual Enrollment Eligibility Requirements

- Satisfactory scores on the SAT, ACT, or MAP assessment (can vary by course and institution),
- 3.0 or higher high school GPA
- Administrative recommendation

Please note that additional or different admission and enrollment requirements may be required by different colleges and universities.

AP Eligibility Requirements*

- Satisfactory score on standardized testing; and,
- An A average in the prerequisite course (where applicable), or a B average if the prerequisite was an honors or AP-level course; and,
- Teacher recommendation

*NOTE: Students meeting all of the Honors or AP Eligibility Requirements have priority in registering for courses. Students who do not meet all requirements will be considered on a case-by-case basis.

College Credit

Students have multiple opportunities to earn college credit while in high school. CCS desires for its students to participate in college credit opportunities that are appropriately challenging, yet attainable. Students must meet minimum eligibility requirements and obtain approval from the School Counselor/Academic Advisor.

- **Advanced Placement (AP)** - Advanced Placement courses are rigorous, college-level classes in a variety of subjects that give students an opportunity to gain the skills and experience colleges recognize. College credit is dependent on a passing score on the corresponding AP exam.
- **Dual Enrollment (DE)** - Dual enrollment allows students to take postsecondary coursework and simultaneously earn credit toward a high school diploma. To receive dual credit, all coursework must be taken through a postsecondary school approved by CCS, and all classes must be approved in advance by the school administration.

Online Courses

CCS students are permitted to take online courses under the following conditions:

- All graduation requirements have been met within a given subject area and a student wishes to take a course not offered at CCS
- A student has an unresolvable schedule conflict preventing them from taking a course necessary for graduation

- All online courses require approval from the administration and satisfactory course progress must be maintained throughout the year. Seniors completing online courses must complete all coursework 30 days before graduation. In cases when a required course is not available on campus or an unresolvable schedule conflict exists, students may take up to two (2) credits per year toward graduation through high school-level online courses.

Course Schedule Changes

Students may add or drop a course within the first 10 days of the class if the schedule allows. After the first two weeks, schedule changes may only occur due to academic misplacement or with the joint approval of the administration, the academic advisor, and the parent/guardian. Students adding a class are responsible for making up all missed work. Students will not be permitted to change their courses based on teacher preference or GPA. No courses outside the regular curriculum may be taken without prior permission from the administration.

Course Policies

Homework Policy

Homework serves three purposes - it reinforces learning, provides an opportunity for independent scholarship, and develops individual responsibility. The amount of time a student needs to complete homework varies from day to day and from student to student. The faculty attempts to design assignments so that only a reasonable amount of time will be required, considering the subject matter and individual student needs and abilities. Students are expected to work independently unless otherwise directed by the teacher. Each assignment must be the student's own work.

Students are expected to turn work in by the time designated by the teacher. There are policies in place that vary by grade level. These policies are designed to meet the developmental needs of our students and reinforce individual responsibility. Each teacher/grade level representative will communicate those policies to their students and families through classroom communications/syllabi.

Contact specific teachers first if your student is having difficulty keeping up with homework.

Extra Credit

A teacher may, at his/her discretion, allow a student to repeat an assignment in a different format. A teacher may also individualize a previous assignment in order to improve skills and/or to replace a low grade. This will not, however, be used as a last-minute effort to raise a low grade. Teachers may also give bonus questions on tests or quizzes; however, questions must be from the studied curriculum and of a higher level of thinking and must be made available to all students in that class.

Incomplete Grade Policy

All incomplete ("I") grades require approval from the administration and are generally reserved for students with an extended illness documented by a medical professional. All coursework must be made up within the time frame established by the administration.

Late Work Policy

Work submitted after the established deadline is considered late and will incur a penalty outlined below:

- There will be a 10% reduction in credit per day late if unexcused
- Teachers may choose to override this policy in extreme circumstances

Make-Up Work Policy

It is the student's responsibility to obtain all missed assignments and to make arrangements with the teacher to make up work and tests. Students have one day for each excused absence to make up work and to take makeup tests unless other arrangements are made with the teacher. Makeup tests will be given at the teacher's convenience. CCS reserves the right to give a student an alternate version of a quiz or test that was given during the student's absence. Work not completed within the required time frame will not receive credit. Refer to the Attendance Policy for more information.

Promotion Requirements

In order to be eligible for promotion to the next grade, students must have an overall minimum GPA of 2.0/C average.

In grades 6-8, any failed core subject (English, math, science, or social studies) must be taken prior to promotion to the next grade. If two (2) or more core subjects are failed the student may be required to repeat the current grade.

In grades 9-12, Any semester of a course required for graduation in which a student receives a failing grade must be repeated with a passing grade prior to July 31st of the same academic year.

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

Academic Grievance Policy

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

- The parent should contact the teacher
- If the situation cannot be resolved between the parent and the teacher, the student and/or parent should contact the Department Chair
- If the matter cannot be resolved between the parent, teacher, and Department Chair, it will go to the Academic Dean/Director who will review the case and make a decision.

- If all other avenues have been exhausted, the parent may submit a written appeal to the Executive Council (comprised of the Vice President, President, and appointed members). Upon review, their decision is final and not subject to further appeal.

Academic Probation and Retention

Students are expected to meet minimum academic requirements in core subject areas, which include the minimum of a passing semester grade in each core subject and an overall 2.0 unweighted GPA. Failure to maintain these expectations may result in Academic Probation and/or prompt specific retake requirements, possible retention (grades 6-8), or withdrawal from Clarksville Christian School. Students on Academic Probation will be required to work with our academic support team to develop a student success plan. Academic Probation will be assessed at the end of each grading period by the school administration.

Middle School (grades 6-8) students in need of academic remediation may be recommended for grade-level retention by the administration or at the parent's request. Any student who fails two or more courses in the academic year will be recommended for retention by the administration. Parents, in cooperation with school administrators, may consider retaining their child based on academic or social needs. Any parent requesting retention will require a conference with a team comprised 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 a CCS-approved institution.)

High School (grades 9-12) students must pass all core subjects and earn the appropriate number of high school credits each year to be promoted to the next grade. 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 a CCS-approved institution.)

Transcripts

Transcript Release

Transcripts of a student's record will be released by the school to educational institutions, parents, or the student for any requested purpose without cost. To request a transcript, visit the school [website](#). The request must come from the student, parent, or guardian. CCS reserves the right to place a hold on the release of transcripts for past-due financial accounts.

Transcript Revisions

Once issued, transcripts cannot be revised unless written evidence is provided to indicate that the transcript is inaccurate. A student or faculty member with such evidence can request a transcript revision. The teacher of the course and the School Counselor/Academic Advisor will then review the transcript to determine its accuracy, consulting with the school administration. The School

Counselor/Academic Advisor will be responsible for issuing a revised transcript when appropriate and approved by the school administration.

Student Conduct

Attendance

Upper School, Grades 6 -12 School Hours: 8:30 AM -3:30 PM

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. School-sponsored off-campus activities.
5. Circumstances that, in the judgment of the principal, create emergencies over which the student has no control.

All other absences from school shall be considered unexcused.

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

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

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

for multiple days during the time of an extended project, the teacher has the discretion to extend the deadline.

If a prearranged absence has been approved for a student, assignments may be obtained from the teacher upon the student's return and must be made up within two days of the event. Assignments may be issued prior to the absence at the teacher's discretion, however, in such cases, the work is due upon the student's return.

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

Tardies

Students must be in their classroom at 8:30 AM when the bell rings; otherwise, they will be considered tardy and must sign in at the school office. Excused tardies are at the discretion of the teacher or Dean of Students; however, only six tardies may be excused in any one grading period. When an excessive number (10 or more) of tardies occur within a single grading period, the student shall be referred to the Dean of Students.

Early Check Out

Students are expected to remain at school for the entire school day. Students leaving school early must be checked out by a parent or guardian at the school office. All early checkouts must be completed prior to 2:30 PM on regular school days (and 1 hour prior to dismissal on Wednesday or half days). In order to minimize disruption to the class, parents are asked to inform teachers in advance if it will be necessary to check their child out before the end of the school day. Without advance notice, all make-up work will be given upon the student's return to school.

Student Code of Conduct

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

Honor Code

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

- Academic honesty
- Respect for others and the learning process to demonstrate academic honesty
- Trust in others to act with academic honesty as a positive community-building force in the school
- Responsibility is recognized by all to demonstrate their best effort to prepare and complete academic tasks

- Fairness and equity are demonstrated so that every student can experience an academic environment that is free from the injustices caused by any form of intellectual dishonesty
- Integrity of all members of the school community

Student Conflict Resolution

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

The following process should be followed to help all parties achieve a mutually satisfying resolution:

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

The system is in place to ensure that all parties are treated fairly and that the good reputations of all parties are protected. All school administrators and senior staff are committed to this procedure, therefore, when approached by an individual with a concern, they will first seek to ensure that the initial steps have been followed in order to protect the integrity of the process.

Student Conduct and Consequences

General Discipline Guidelines

Clarksville Christian School is made up of faculty, staff, and students who are of high moral character. The 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.

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 acknowledgment 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 is 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.

Discipline Levels

The following chart will be utilized as a resource for school administrators to address behavioral infractions.

<p>Level 1 infractions are minor misbehaviors on the part of the students that impede orderly classroom procedure or interfere with the orderly operation of the school. These acts should be handled by individual staff members but sometimes require the intervention of other school support personnel including the Dean of Students and/or school counselor.</p>	<p>Level 2 infractions are frequent or serious misbehaviors that tend to disrupt the learning climate of the school and require the intervention of an administrator or Dean of Students. This level of misbehavior does not represent a direct threat to the health and safety of others. NOTE: This includes and repeat of a Level I, or multiple Level I offenses.</p>	<p>Level 3 infractions are acts directed against persons or property whose consequences have the potential to endanger the health or safety of others in the school or cause serious disruption to the educational process. These acts shall be handled by corrective disciplinary actions. NOTE: This includes and repeat of a Level II, or multiple Level II offenses.</p>
<ul style="list-style-type: none"> ● Misconduct in or failure to maintain general use areas (cafeteria, restroom, locker rooms, hallways, etc.) ● Dress code violation ● Being out of your designated area ● Having electronic devices out at inappropriate times ● Parking violation ● Unexcused tardies ● Failure to do assigned work ● Failure to bring required school materials and/or equipment ● Leaving class without the express permission of the teacher ● Failure to honor the Centurion Code (having an uncooperative attitude; disregarding the direction of an adult; being dishonest or disrespectful, misconduct across all school settings) ● Violation of school bus rules (routes, field trips, athletics, other school-sponsored activities) ● Engaging in rowdy behavior (horseplay, pushing, hitting, tripping, teasing, taunting, throwing objects) ● Any other offense which the administration deems sufficiently detrimental or offensive such that it would reasonably fall into this section of the code of conduct 	<ul style="list-style-type: none"> ● Failure to care for school property (theft, vandalism, defacement or destruction) ● Skipping class or school truancy* ● Academic dishonesty (cheating, plagiarism etc.) ● Use of personal computing device and/or social media to misrepresent others or the school, defame, slander, or otherwise post inappropriate material as determined by administration * ● Electronic device offenses* (cellphone, earbuds, headphones, smart watches) ● Forging teacher or parent note, pass, excuse, etc. ● Gambling or wagering ● Inappropriate items in school ● Inappropriate/disrespectful language and/or gestures (written, typed, or spoken) ● Arriving to or leaving campus without checking in/out through the front office ● Peer conflict (non-physical) ● Public display of affection (hand-holding <i>only</i> is appropriate at school and/or school events) ● Missed detention or failure to complete written detention ● Technology contract violation 	<ul style="list-style-type: none"> ● Fighting (minor altercation) ● Assault/assault with physical injury ● Suspended students trespassing on school property or school activities ● Threatening/intimidation/ menacing/harassment (including sexual) of students and/or staff ● Use of tobacco (smoking, vaping, smokeless tobacco) ● Exchanging or sharing prescription medication (consideration with be given to certain OTC medications) ● Using, selling, or possessing alcohol, drugs, or drug paraphernalia ● Possession of dangerous objects ● Bringing guns, knives, or other weapons on campus ● Providing false information to school personnel regarding a Level 3 infraction ● False fire alarm ● Bomb threat or threat of other threats of physical violence ● Inappropriately photographing or taping a teacher, staff, or student. ● Possession of obscene material. In any format ● Sexual misconduct, indecent exposure, or professing immorality ● Other violations of criminal law ● Bullying, including cyberbullying or harassment*

Violations

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

Discipline Process

CCS instructors will generally seek to do the following:

1. Provide students with a clear understanding of classroom expectations.
2. Counsel students to further clarify their understanding if needed
3. Contact parents or guardians about behavior and expectations

In cases where it is warranted, CCS school administrators may bypass instructor procedures and move immediately to disciplinary action based on the circumstance. This may include but is not limited to loss of privilege, lunch detention, before or after-school detention, in-school suspension, out-of-school suspension, or in some cases dismissal from school.

Student Searches

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

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

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

Detention

- Detentions, dates, and locations will be assigned on an as-needed basis and you will be notified if your child needs to serve detention.
- Skipping an assigned detention without excuse will also cause the detention time to double.

- Students are expected to be on time for detention and will not be accepted late.
- Habitual misbehavior resulting in a pattern of detentions that test the system over two or more report periods could result in conduct probation, suspension, or expulsion.
- Conduct Probation (Behavioral Contract) is considered **after the 3rd and 4th offenses**, meaning that the student is in jeopardy of expulsion or damaging their opportunity to return the next school year. A student on Conduct Probation will receive stiffer penalties for misconduct.

Suspension

During a student's suspension of the school year, they will be allowed to make up tests only but no classwork. During any suspension, students may not attend or participate in any extracurricular activity.

Causes for Dismissal

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

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

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

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 that present a danger to any person on campus or disrupt the educational process.

Weapons of any nature, including knives, box cutters, and guns (even toy guns) are strictly forbidden on campus. No tobacco or vaping 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.

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

Academic Integrity, Cheating and Plagiarism

Students at CCS are expected to uphold the highest standards of ethical conduct and academic integrity. Cheating or plagiarism of any kind will result in a minimum level II infraction disciplinary consequence. Consequences for cheating may include a zero on the assignment with no opportunity to replace the

grade, and repeated offenses may result in dismissal from the school. Our commitment to Christian principles as a school requires us to uphold this high standard.

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

- Unauthorized use of another person's material (copying homework, looking at another student's test or quiz, etc.)
- Allowing the unauthorized use of your own material (letting someone copy your homework, providing answers to a test, etc.)
- The revelation of privileged information regarding tests, quizzes, etc. (discussing a test after completion with students who have not yet taken the test)
- Collaborative work with peer/parent/other without having specific permission from the teacher to work with others (including dividing the work among students but turning it in as a complete work from one student)
- Access to information during an assessment that has not been approved by the teacher (use of an electronic device during an assessment, copies of notes lying on the floor, including any assessment – classroom/test make-up/test support, etc.)
- Usage of unauthorized resources (translators, tutors, etc.)
- Submitting an item of academic work that has been submitted (even when submitted previously by that student) for credit in another course

Plagiarism is a serious offense. It often takes one of these forms:

- Plagiarism is the use of another person's ideas or phrasing without giving proper credit.
- Plagiarism can be intentional or unintentional.
- No Source – The student does not cite the source of information that was used
- Incorrectly Credited – changing a few words of the sentence(s) does not make it your own work.
- False Author – Work submitted as though it was the written work of the student when it was written by another person – this includes purchasing a paper from an online source or another person.

Bullying/Harassment/Sexual Harassment

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

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

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

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

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

- **Verbal Bullying** is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- **Social Bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling others not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- **Physical Bullying** involves hurting a person's body or possessions. Physical bullying includes but is not limited to:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's possessions
 - Making mean or rude hand gestures
- **Cyberbullying** is bullying that takes place over digital devices like cell phones, computers, and tablets. Some cyberbullying crosses the line into unlawful or criminal behavior. Cyberbullying can occur through:
 - SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content.
 - Sending, posting, or sharing negative, harmful, false, or mean content about someone else.
 - Sharing personal or private information about someone else causing embarrassment or humiliation.

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

- Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property;
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or

- Has the effect of substantially disrupting the orderly operation of a school

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

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

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

Threats of Violence

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

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

Weapons

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

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

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

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

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

Technology Responsible Use Policy

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 should therefore be ethical, respectful, and academically honest. We expect students to avoid computer

activities that interfere in any way with the learning process. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in various other school policies.

Internet Access

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

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

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

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 your 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 accounts 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 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 student's education, we have implemented a program that requires students in grades 6-12 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 education for all BYOD students to ensure they understand the responsible and proper usage of technology, particularly in relation to accessing the Internet.
- A student with BYOD is only permitted to access the Internet with the username/password assigned to the individual student by CCS. Using another student's Username/password or sharing your own assigned username/password with other students is a violation.
- BYOD students should only access the Internet at school via CCS-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.

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

Limitation of Liability

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

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

Cell Phones

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

In grades 9-12, cell phones may be used during lunch. They may not be used during chapel, class, or assemblies. Students may not use their phones to film or photograph anyone or any activities without permission from a CCS Administrator or Faculty member.

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

Violation of this code may result in expulsion from CCS.

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

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

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

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

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

Morality and Relationships

Consistent with our mission, the goal of Clarksville Christian School is to create an environment that will give its students the encouragement, teaching, and fellowship that will enable them to clearly see and consistently live a God-honoring lifestyle. Clarksville Christian strives to be a light in the community, and therefore, not only its policies but also its people, including students, must bear witness to Christ. We want to teach all members of our community about God's nature—holiness and purity, along with love, forgiveness, and restoration. This teaching inherently requires an element of personal responsibility.

Clarksville Christian upholds a Biblical view of sexual morality (1 Thessalonians 4:3-5). Inappropriate public displays of affection are not permitted on campus or at school functions. School is not the place for kissing, embracing, and other similar displays of affection. Students shall not engage in sexually promiscuous behavior on or off campus. Violation of this policy will result in one of four options: (1) suspension, (2) exclusion from regular school attendance and regular school activity participation (home-based education), (3) request that the student be withdrawn from the School, or (4) expulsion from the School.

In the event a student becomes or causes another student to become pregnant, we want what is best for the prospective parent(s) and the child. Pregnancy itself is not a sin, and in implementing this policy we want to clearly convey that we do not confuse the act of immorality with the value of a child. Clarksville Christian values the sanctity of life. The purpose of this policy is intended to be restorative in nature. We want to encourage and foster an atmosphere of compassion and support in which a pregnant student will feel strengthened in her decision to preserve her pregnancy and will not feel compelled at any time to consider aborting the pregnancy. However, in an effort to support what is best for the prospective parent(s) and the child, it is important for all parties to understand that young men and women facing parenthood face special difficulties as they prepare to bring a new human life into the world, and we do not believe, in most situations, that Clarksville Christian will be able to meet the physical, emotional and spiritual needs of a student facing such a situation. Accordingly, while full-time re-enrollment at Clarksville Christian will be prayerfully considered, it is our anticipation that the long-term educational plan for such student(s) will likely involve a transition to an environment better suited to meet the student's new needs.

Accordingly, when a student enrolled at CCS becomes aware that s/he is a prospective parent, the student shall immediately inform the administration of the situation. The student's parents should

accompany the student to a meeting with the administration as quickly as reasonably possible to discuss the conditions of the student's continued enrollment. Our goal will be to assist the student in preparing for what lies ahead. The student will immediately be placed on out-of-school suspension for a limited period of time to allow for the parents, student, and the administration to work together to develop a transition plan that is in the best interest of the student's continued spiritual and academic future. The goals of the transition plan will be (i) to assist the student in making plans for his/her future and the future of the child, (ii) to help the student reach a point academically that will enable the student to more easily continue his/her education in whatever manner is recommended by the administration or otherwise determined by his/her parents, and (iii) to encourage and restore the student spiritually during a difficult, stressful time in the student's life.

It is our anticipation that a student will be provided the opportunity to complete coursework (via home-based instruction) for at least the current term if not the entire school year. If the administration determines home-based coursework to be warranted under the circumstances, continued enrollment at Clarksville Christian will be subject to the following conditions:

1. Abortion is not an option to be considered in dealing with the pregnancy.
2. Parents and students must agree to ongoing counseling with their minister/church or via another Christian counseling program that is approved by the administration.
3. The student must attend and complete parenting classes or another Christian counseling program that is approved by the administration.
4. Academic standards of the school must be maintained.
5. Pursuant to the transition plan, the student will not hold a student leadership position and will not participate in school activities on or off campus, until allowed by the administration.
6. The student may be subject to additional fees that will be assessed to compensate for the additional time and resources that may be needed to provide and monitor meaningful home-based coursework. These fees will be discussed with the family in connection with the development of the transition plan.

As alluded to previously, re-enrollment, probationary periods, graduation status, and participation in commencement exercises will also be considered by the Administration on a case-by-case basis and will be addressed in the development of the transition plan.

Students who disrupt the school environment by promoting promiscuous practices, endorsing a homosexual/bisexual lifestyle, or promoting other beliefs that are not consistent with biblical teaching are subject to disciplinary action up to and including expulsion of the student. The Administration reserves the right to use its own discretion to determine, on a case-by-case basis, what constitutes disruption of the school environment. The Administration also reserves the right to make inquiries of students and parents regarding these issues and to expect truthful responses.

Dress Code and Grooming

All student uniform attire shall only be purchased through school-approved provider(s).

Dress Code Guidelines

- **Daily Attire** – Refers to the standard attire items that will be typically worn on routine school days
- **Spirit Days** – Throughout routine weeks during the school year, Wednesdays will typically be designated as Spirit Days. These more casual days are designed to promote school spirit and pride at CCS. Students will have to wear CCS imprinted shirts or outerwear. **If a student fails to follow the Spirit Day guidelines they may lose this privilege.**
- **Other Days** – From time to time circumstances may warrant a variation from the above attire days. On school-designated days, CCS will communicate to parents and students any adjustments to the dress code.

Vendor Information

- Standard attire items in bold print should be purchased from our chosen vendor online or at the local storefront.
- All other items may be purchased from the vendor of your choice.

Daily Attire (Girls 6th-12th)

- **Collared Shirts, shorts, skorts, skirts, and pants options with the CCS Logo** are listed in our online store and may be purchased in any desired combination as allowed by the school dress code. When purchasing your items, please note that shirt and pant options should complement one another. If you wear a gray shirt, you should wear black bottoms. If you wear a black shirt, you should wear gray bottoms. Burgundy/wine may be worn with gray or black. Shorts, skorts, and skirts should not be rolled at the cuff or waist and should not fall higher than 3” above the knee when in standing position.
- **Belt*** – solid black; non-adorned
- **Socks*** – white, black, or gray; crew, knee, or no-show. No burgundy/wine socks or tights
- **Shoes*** – athletic (sneaker, tennis), dress shoes, Crocs (must be white, black, or gray), or flats that are safe/suitable for normal school activities. No high heels.

*may be purchased from the school-approved provider or an outside vendor and must follow our color guidelines

Spirit Day Attire (Girls 6th-12th)

- **Tops:** School-issued t-shirts, polos (chorus, band, etc.) or team wear items (jerseys, team shirts, other team apparel, etc.) are acceptable on spirit days.
- **Lower Apparel:** School uniform bottoms are still required on Spirit Days. Pants should be worn at the natural waistline. When jeans are allowed they must not be tight fitting and without rips, tears, or holes.

- **Footwear:** Shoes should be worn at all times and should be sturdy and safe (for example, sandals and athletic shoes are acceptable). **Flip flops, house slippers, and slides are not to be worn on campus or at CCS events or activities off campus unless specifically approved.**

Headwear/Hairstyles (Girls 6th-12th)

Hair coloring is permitted but must be a natural color. Subtle highlights or accents are acceptable. However, extreme hairstyles or hair colors are not appropriate for school or school functions. Hats, hoods, or other head coverings should not be worn during the school day.

Accessories (Girls 6th-12th)

Piercing jewelry may be worn in the ears only and may not include bars, chains, or other similar items. Permanent and temporary tattoos must be covered at all times.

Daily Attire (Boys 6th-12th)

- **Collared Shirts, shorts, and pants options must be purchased from Dennis and may be worn in any appropriate combination.** When purchasing your items, please note that shirt and pant options should complement one another. If you wear a gray shirt, you should wear black bottoms. If you wear a black shirt, you should wear gray bottoms. Burgundy/wine may be worn with gray or black. Shorts should not be rolled at the cuff or waist. Shorts should not be rolled at the cuff or waist and should not fall higher than 3” above the knee when in standing position.
- belt* –solid black; non-adorned
- socks* –white, black, or gray; crew, or no-show
- shoes* – athletic (sneakers, tennis), loafers, (Crocs must be white, black, or gray), or dress shoes that are safe and suitable for normal school activities.

*These items may be purchased from Dennis or an outside vendor and must follow our color guidelines

Spirit Day Attire (Boys 6th-12th)

- **Tops:** School-issued t-shirts, polos (Chorus, Band, etc.) or approved team wear items (jerseys, team shirts, other team apparel, etc.) are acceptable on spirit days. Shirts purchased on campus from the CCS store or at the official CCS online store are acceptable.
- **Lower Apparel:** School uniform bottoms are still required on Spirit Days. Pants should be worn at the natural waistline. When jeans are allowed they must not be tight fitting and be free from rips, tears, and holes.
- **Footwear:** Shoes should be worn at all times and should have a back on the heel (for example, sandals and athletic shoes are acceptable). Flip flops, house slippers, and slides are not to be worn during the school day.

Headwear/Hairstyles/Grooming (Boys 6th-12th)

Boys' hair must be clean-cut and neatly styled. Hair coloring is permitted but must be a natural color. Extreme hairstyles or hair colors are not appropriate for school or school functions. Facial hair must be neatly groomed. Gentlemen may not use hair ties or other foreign matter to pin or tie hair. If the texture of a student's hair makes it challenging to stay within the dress code guidelines, the administration reserves the right to grant an exception on a case-by-case basis. Hats or other head coverings should not be worn during the school day.

Accessories (Boys 6th-12th)

Piercing jewelry may not be worn. Permanent and temporary tattoos must be covered at all times. No painted nails.

Outerwear (All Students 6th-12th)

There are outerwear options (sweatshirts, sweaters, and fleece tops) available through school-approved vendors. Students may also wear any approved pullover with a CCS Logo/imprint. Students may wear any type of coat or jacket that they wish when they are outside. Once inside, however, students must remove their coat/jacket and any item that they want to wear in the building throughout the day must be part of the uniform dress code and must be purchased from a school-approved vendor and have a CCS Logo/imprint. Letterman's Jacket may be worn but must be Clarksville Christian School Letterman Jacket.

Additional Guidelines (All Students 6th-12th)

- **Undershirts are permissible provided that the following guidelines are met:** Must not have writing that is visible through the outer shirt. Long-sleeved undershirts may be white or match the color of the outer shirt.
- Unisex polos and button downs may be worn by males or females.
- All standard attire items must be the appropriate size (e.g., not excessively tight or baggy) and must be in good repair (no rips, tears, excessive stains, etc.). Any alterations should not compromise the basic integrity of the garment.
- Black, non-ornamental belts must be worn with uniform shorts or pants.
- Shirts must be neatly tucked at all times during routine school day activities.
- Socks must be worn with athletic or dress shoes.
- Students are encouraged to write their names inside all standard attire clothing items.

P.E. and Athletic Attire

Families will need to purchase PE uniforms and other attire directly from CCS or the designated vendor. Spandex or similar clothing may not be worn as an outer garment but only under approved shorts or lower apparel. Athletic shorts should not be rolled at the cuff or waist and should not fall higher than 3" above the knee when in a standing position. This guideline applies to all curricular and extracurricular activities (practices, field day, and similar events or activities).

Activity Attire Guideline

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

Eligibility

Middle/High School eligibility applies to athletics, music, theater, and any other activity where students represent Clarksville Christian School publicly. The student must maintain an unweighted 2.0 semester GPA and be subject to the TNCAA/TSIAA guidelines.

Students will be unable to participate in practice or events due to the following conditions:

- Ineligibility due to grades
- Behavioral infractions
- Out-of-school suspension. Students may not participate in practice or events from the beginning of the suspension until the student returns to their classes. This may include evening and weekend events.

Students suspended from participation shall not be permitted to participate in any event-related activity including practice, dress out, or travel to the event with the team or group.

Extracurricular Activities

The extracurricular activities that are available include, but are not limited to, Athletics, Fine Arts, Clubs, and Student Government Association. While extracurricular activities are important and strongly encouraged, these activities do not supersede academics and conduct. Good academic performance and proper behavior are needed to be able to participate in any extracurricular activity.

Participation Guidelines:

- Participation in a school-sponsored extracurricular activity is a privilege.
- A higher standard of excellence is expected from students involved in these activities.
- Participating students are representing our school, our community, our state, and our Lord Jesus Christ.
- The standard of behavior should be one that exhibits pride, politeness, and responsibility.
- It is important for students to understand that the behavioral expectations placed upon them by Clarksville Christian School can extend beyond the classroom and school campus.
- The student must maintain an unweighted 2.0 GPA.
- The student must be at school or involved in an approved school-day activity for at least half of the day in order to participate in any extracurricular event occurring that day. The administration reserves the right to grant exceptions to this policy.

Food/Drink in Classrooms

In grades 6-12, no food will be allowed in any classrooms except on special occasions. Exceptions may be granted for medical reasons. All drink containers must have a lid. These restrictions have been established to promote good stewardship of our buildings as we endeavor to keep the environment clean and safe.

Student Interaction with Social Media

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

Business and Operations

Student Drivers

Any licensed student with a vehicle must register their vehicle prior to driving to school and be issued a parking pass. All laws pertaining to student drivers will apply on school property. The vehicle must be parked only in the designated parking lots and must display their parking permit at all times. The parking lots are off-limits to any student during the school day. Loud music (from cars) on campus is prohibited. The designated traffic flow pattern is to be followed for the safety of all. Improper use of the vehicle may result in the loss of the right to drive to school.

Guns, knives, or other weapons, are strictly forbidden on campus, even in vehicles. In addition, drugs or alcohol are not permitted on this campus. These are punishable by suspension or expulsion.

Bumper stickers, decals, etc. that are deemed inappropriate by the administration will not be allowed on the vehicle. Students who exercise the privilege of driving, riding in, or parking a private vehicle on school property may be subject to a search of that vehicle if school staff has a reasonable suspicion to believe that the student's vehicle contains an illegal or dangerous item or contraband. Reasonable attempts to contact and confront the student will be made before the search is conducted (see "Student Searches" for more details).

Parents are advised that students should be dropped off or picked up at the designated area. If there is a need to visit the school, parking is provided in front of and to the side of the building

Bus Regulations

- Remain seated at all times while the bus is moving.
- Keep your arms and head inside the bus.
- No throwing objects while on the bus.
- Good behavior and quiet talking is expected.
- Obey the bus driver at all times.
- The driver has the right to assign students to certain seats.
- Leave no paper, books, clothing, etc. on the bus.
- No glass containers, sharp instruments, or live animals are allowed on the bus.
- The sponsor of any activity group using the bus will be responsible for returning the bus in a clean condition.
- No one is allowed on the bus when the driver is not on the bus.
- Either the bus driver or sponsor may make exceptions to the rules.

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

Contact Information

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

Custodial Concerns and Student Residence

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

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

Finances

One of our organizational values is stewardship. As parents and students, it is important that we understand that strict accountability measures are put in place to provide for the stewardship of our

resources. The Board of Directors sets the tuition and fee amounts that meet the school's needs to provide the most excellent educational program in the most cost-effective way possible. The tuition schedule for the current year is available on the website. CCS students with an outstanding balance on their account for tuition, lost books, After Care charges, etc. will not be issued or have access to report cards, transcripts, or diplomas. Records will not be forwarded to another school until all financial obligations have been satisfied.

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

Fines/Debts

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

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

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

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

Monthly tuition plan:

If you elect a monthly tuition payment plan, each monthly tuition payment is due and payable on the first or fifteenth day of each month beginning in August and ending with the tenth and final payment in May. This helps the school with reduced administrative expenses 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 the first ACH rejection and each occurrence thereafter.

Termination of enrollment due to non-payment:

If any past due tuition payment and associated late fees have not been paid in full by the due date of the next payment along with that payment, your child's enrollment may be terminated. Additionally, no student may participate in extracurricular activities until all tuition payments are current and any fees are paid in full.

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

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

Student Lunch Account:

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

Financial Hardships

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

Returned Checks

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

Lockers

All lockers are the property of Clarksville Christian School. Lockers, storage areas, backpacks, and purses may be searched without prior notice if the CCS staff has reasonable suspicion that contraband items may be present or they contain evidence of a violation of School Policy or its Student Conduct Agreement. Lockers are issued to students at the beginning of the school year. Students are responsible for all items stored in his/her locker. Students should only use the locker assigned to them. Do not tamper with another locker or give your combination to another person. Stickers or use of markers,

inside or outside of lockers, are prohibited. CCS is not responsible for items lost or stolen from any locker.

Lost and Found

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

Off-Limit Areas

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

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

Publications

- *The Centurion Shield* is the school year book. A student staff under the supervision of a faculty advisor edits it. *The Centurion Shield* is printed during the spring semester and is distributed prior to the end of the school year.
- The CCS website at www.clarksvillechristianschool.org.
- The school publishes an E-newsletter with current information regarding school activities on a regular basis and will 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.

Student Health

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

- The student must be fever-free without fever-reducing medication for 24 hours

- The student must not have vomited for 24 hours prior to returning to school
- Students with head lice must return to the school office for a recheck before being admitted to class. The head must be free of all adult lice and/or nits.
- If a rash is visible, documentation from a medical professional is required to confirm the rash as non-contagious.

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

Health

The parent or legal guardian will be contacted immediately in the event of any illness or accident involving a student. In the event of serious illness or injury, emergency medical care will be secured by school officials. If your child becomes sick during the school day, you will be contacted. If a child has a fever (100.5 or greater), parents will be called to take the child home, as fever indicates infection. Please make certain you have updated your emergency form in FACTS so you or another emergency contact can be reached. It is very important to update the information when applicable throughout the year. We ask you to help us protect all students by keeping your child home when he or she is not well (fever, diarrhea, vomiting, etc.). Your child must be free of fever without medications for 24 hours before returning to school. If your child has been exposed to a communicable disease or lice at school, an email will be sent home to notify the parent of such exposure. Illnesses that require more than three days out of school will only be excused with a doctor's note.

Nurse

When possible, a school nurse may be available to assist with administering medications and tending to students who become sick or injured at school. The nurse will not diagnose illness. All diagnoses must be made through your primary care physician.

Medications

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

No student should have any medication in his/her possession while at school unless a medication release form has been signed and approved by the school nurse.

Sunscreen and insect repellents are considered medication and should be applied at home as needed.

Campus Traffic

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

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

Morning Drop Off

The morning drop-off system is designed to be safe, practical, and expedient for students, parents, and staff. Please drop off in the upper school car line.

- Drop-off begins at 8:15 AM
- Students should be in their room by 8:30 AM
- Any student arriving after 8:30 AM should be signed in at the office by their parent
- Please be unbuckled and have your belongings ready when it is your time to get out of the car
- If you need to drop an upper school student off at the front of the building, do not allow them to cross the lower school drop-off line. This creates a safety hazard for everyone involved. Please get in line and drop them off according to the traffic flow and pattern.

Afternoon Pick up

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

- Pick-up process begins at 3:30 PM on Monday, Tuesday, Thursday, and Friday.
- Wednesday's pick-up process begins at 2:30 PM for students not staying for advisory.
- Your student will be sent to aftercare at the end of our dismissal time.
- The line will form behind the school and students will be called out to their car.
- Adults will be stationed on the sidewalk to ensure safety.

Student Drivers

Traffic on campus is a very important concern for safety. Please carefully read the following points.

- When you arrive on campus, please drive slowly for the safety of everyone.
- Students who drive must have a parking permit and park in their designated parking spot.
- Please obey all traffic directors.
- Do not park your car and leave it in line. If you must leave your vehicle, please park in the spaces provided.
- After students exit their vehicles, please use caution when proceeding and do not pass other cars. Wait for your lane to move.

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. The school does not discriminate on the basis of sex in its educational program, activities, or employment except where necessitated by specific religious tenets held by the institution and its controlling body.

The school determines the maximum enrollment number for each grade level and class. After maximum enrollment has been reached for a given grade level or class, remaining applicants may be placed on a waiting list until openings occur.

Admission may be granted after the applicant's grades and test records, along with other pertinent information, have been reviewed. Records of transfer students must provide convincing evidence that a student can be successful in Clarksville Christian School before admission is granted.

A student's previous disciplinary records and conduct history will be considered when determining admission to Clarksville Christian School. A student must be clear of any serious disciplinary infractions for a period of one year in order to be considered for admission to CCS.

Some students may have needs that the school is not equipped to meet (as decided by the administration and faculty). In these occasional instances, CCS may recommend that parents or guardians pursue educational resources and institutions that are able to provide the support that the student needs.

Admission Criteria

Students who wish to be considered for admission to Clarksville Christian School must successfully complete the admissions process in order to ensure the following:

1. That parents/legal guardians and the school share a similar philosophy about Christ-centered educational goals and behavior management.
2. The school is equipped to meet the social, emotional, academic, behavioral, and spiritual needs of the child.
3. That parents/legal guardians are willing to be responsible for all financial obligations to the school.

The Office of Admissions also requires the following:

- Record of most recent standardized testing
- Minimum scores in the 50th percentile for math and reading on the MAP Assessment administered by CCS
- Minimum of 2.0 GPA from the most recent school year
- Demonstrated ability to succeed in a traditional classroom setting
- Acceptable conduct and attendance records in current/previous settings

- Must be able to independently complete activities of daily living (i.e. personal hygiene, bathing, dressing, toileting, etc.)
- Students who are or have been married are not eligible to attend classes at CCS.

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

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

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

- Students and families must be in good standing with current/previous schools.
- 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.

Accreditation guidelines limit our ability to accept credits from non-accredited high schools. Any student applying to CCS in grades 9-12 who has received credits from a non-accredited school can only be considered if the following criteria are met:

- The student must have passing grades (2.0 GPA or the equivalent) from the previous institution.
- The student must have scored in the 50th percentile or better on the MAP assessment or a comparable test the previous year.
- If a standardized score is not available, then CCS will administer a test prior to the student's being accepted.
- Home School credit will be evaluated by the standards set by Cognia, NCSA, and other Tennessee State guidelines.

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

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

presented during the application process at CCS, along with all attendance records, report cards or transcripts, and standardized testing.

Continuous Enrollment

As the parent or guardian of a Clarksville Christian School student, I acknowledge and agree that I have full authority to enter into the Contract of Continuous Enrollment with Clarksville Christian School, Inc. **I understand and agree that the contract is valid and binding until my child graduates from Clarksville Christian School** unless I complete the Opt-Out Form by the deadline set forth each year.

In consideration of Clarksville Christian School accepting my child for continuous enrollment, 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, to include the Parent-Student Handbook for the current year and any future years my child is enrolled at CCS. Should I or my child not abide by these rules and regulations, my child may not be automatically re-enrolled for any future school years.

By signing the Contract of Enrollment, I further acknowledge and agree that, **after January 31** of any given school year, I shall be financially responsible for the payment of tuition and any and all other school-related fees associated with said student for that entire school year and each successive school year in which my child is enrolled at Clarksville Christian School. 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 any legal fees. I further understand and acknowledge that should I default in the payment of any tuition or fees due Clarksville Christian School, my default shall result in the immediate termination of said student's enrollment. Termination of enrollment by CCS does not negate a family's financial obligation to the school.

I/we understand that Tuition and Fees are subject to change from one academic year to the next and I/we will have the opportunity to review this information prior to the January 31st opt-out deadline each year.

Opt-out Deadline

- Following initial enrollment, students are automatically enrolled for all subsequent school years unless a parent/legal guardian notifies us otherwise during the annual opt-out deadline.

- If a student does not intend to return to CCS the next school year, a parent or guardian must complete the Opt-out process prior to the January 31st Opt-out deadline if they do not want to be charged the tuition and fees for the next school year.
- Updated Tuition and fee Schedules and Parent-Student Handbooks will be posted on the CCS website prior to the Opt-out deadline each year. Once the Opt-out deadline has passed, the families of enrolled students are responsible for tuition and fees for the next school year.

Opt-out Process For Future School Years

Unless otherwise published by the school administration, the Opt-out deadline shall be January 31st of any given school year. Families wishing to Opt-out of enrollment at Clarksville Christian School for future school years should do the following:

Step 1: Notification of Intent to Opt-out. Families wishing to Opt-out of enrollment from Clarksville Christian School (CCS) for future school years must provide a written notification of their intent to the Director of Admissions. This can be done by submitting a formal letter or email. The notification should include the student's name and grade level.

Step 2: Opt-out Exit Survey. Upon receiving the notification of intent to withdraw, CCS will provide the family with an Opt-out exit survey. The survey will consist of questions designed to gather information and feedback that will be useful for both the withdrawing family and the school. The survey will be made available in both digital and printed formats for convenience.

Step 3: Return of Survey. The family will be given a reasonable time frame to complete the Opt-out exit survey and return it to CCS. The survey can be submitted online, returned via mail, or in person. Clear instructions and contact information will be provided to assist families with any questions or concerns regarding the survey. If the family indicates their willingness to engage in further discussions, CCS may offer the option of scheduling a follow-up meeting or phone call.

Step 4: Finalize Opt-out. When the Opt-out exit survey has been received and processed, the business office and academic/administrative staff will verify that any outstanding items have been settled, such as payment of account balances, returning school property, and completion of academic records. Once these offices have cleared the status, the family will be notified of the completion of their Opt-out. Any necessary paperwork, such as transfer documents or academic records, will be prepared and sent upon request by the school to which a student is transferring.

Step 5: Closure and Future Communication. CCS will ensure that families leaving the school receive proper closure and feel valued as members of the school community. The administration may choose

to send a final communication to help maintain positive relationships and leave the door open for potential future re-engagement with the school as appropriate.

Note: The specifics of the process may vary based on the administrative procedures and policies of Clarksville Christian School. Following this process does not relieve, negate, or cancel a CCS stakeholder from their contractual obligations.

Withdrawal Policy during a Current School Year

The Contract of Enrollment is a continual commitment until a parent/legal guardian elects to complete the withdrawal process. Should student(s) need to withdraw during a current school year, parents/guardians should notify the school as soon as possible regarding the withdrawal of their child(ren).

Clarksville Christian School's withdrawal policy for a current year is as follows: If a parent/legal guardian seeks to withdraw student(s) during the current academic year, the parent/legal guardian will be financially responsible for the payment of tuition and all other school-related fees associated with said student for that entire school year. If the notification occurs after the January 31st Opt-out deadline, the family is also responsible for the entire amount of tuition and fees for the school year immediately following. No fees or deposits are refundable or prorated.

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's tuition, as well as any unpaid fees. If the enrollment contract Opt-out deadline has passed and the following school year has not yet begun, they will also owe the first semester of tuition for the following school year, as well as any unpaid fees.

Exception to the policy for tuition may be made for military families upon our receipt of official orders to move.

Once a student account is cleared by the business office and academic files are completed, 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 an 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.

Upon the final date of attendance at CCS, 100% of tuition/fees, cafeteria fees, return of all books or school-owned materials, and any other fees on account are due before records will be released. Please

set up an appointment with the Business Manager to make arrangements for payment and/or the return of school property.

Notwithstanding policy and financial commitments and responsibilities, the steps in the Withdrawal process for a current school year are as follows:

Step 1: Notification of Intent to withdraw. Families wishing to withdraw from Clarksville Christian School (CCS) for a current school year must provide a written notification of their intent to the Director of Admissions. This can be done by submitting a formal letter or email. The notification should include the student's name and grade level.

Step 2: Withdraw Exit Survey. Upon receiving the notification of intent to withdraw, CCS will provide the family with an exit survey. The survey will consist of questions designed to gather information and feedback that will be useful for both the withdrawing family and the school. The survey will be made available in both digital and printed formats for convenience.

Step 3: Return of Survey. The family will be given a reasonable time frame to complete the exit survey and return it to CCS. The survey can be submitted online, returned via mail, or in person. Clear instructions and contact information will be provided to assist families with any questions or concerns regarding the survey. If the family indicates their willingness to engage in further discussions, CCS may offer the option of scheduling a follow-up meeting or phone call.

Step 4: Finalize Withdrawal. When the exit survey has been received and processed, the business office and academic/administrative staff will verify that any outstanding items have been settled, such as payment of account balances, returning school property, and completion of academic records. Once these offices have cleared the status, the family will be notified of the completion of their withdrawal. Any necessary paperwork, such as transfer documents or academic records, will be prepared and sent upon request by the school to which a student is transferring.

Step 5: Closure and Future Communication. CCS will ensure that families leaving the school receive proper closure and feel valued as members of the school community. The administration may choose to send a final communication to help maintain positive relationships and leave the door open for potential future re-engagement with the school as appropriate.

Note: The specifics of the process may vary based on the administrative procedures and policies of Clarksville Christian School. Following this process does not relieve, negate, or cancel a CCS stakeholder from their contractual obligations.

Parent Agreement and Support

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

Communications

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

Communication and Conflict Resolution

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

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

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

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

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

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

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

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

Conflict Resolution

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

The following process should be followed to help all parties achieve a mutually satisfying resolution:

- All questions, concerns, and complaints should be brought directly to the teacher or coach before anyone else is involved. We encourage meetings by phone or in person as conflicts can rarely be solved via email, text, or other similar modes of communication.
- If the situation cannot be resolved between the parent and the coach/teacher, both parties should request a second meeting that includes a school administrator, department head, or athletic director depending upon the situation.
- If the first two steps have been followed and no resolution is reached, the problem may then be brought to the President of the school who will seek to bring the parties together to reach a mutual consensus. Typically, the decision of the President will be final.
- Only after following the aforementioned steps, if the problem has not been resolved, the issue, with the assistance of the President, may be considered by the Chair of the Board of Directors of Clarksville Christian School.

The system is in place to ensure that all parties are treated fairly and that the good reputations of all parties are protected. All school administrators and senior staff are committed to this procedure, therefore, when approached by an individual with a concern, they will first seek to ensure that the initial steps have been followed in order to protect the integrity of the process.

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

Expectations of Parents

Parents are asked to be mindful of the setting in which concerns are expressed. School activities, athletic events, the student pick-up area, etc. are not appropriate venues for expressing questions, concerns, or complaints. We have a positive campus culture rooted in clear expectations and mutual trust. In the unlikely event that a parent disrupts the positive culture by failing to support the school as outlined in the handbook, 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 dispute (see below section) against the school or threatens to do so, the student may be withdrawn from the school until the matter is settled.

Mediation, Arbitration, and Confidentiality Agreement

The overwhelming majority of conflicts are peacefully and amicably resolved through following the steps in the CCS Conflict Resolution policy and process. It is conceivable, however, that there may be some conflicts which do not reach successful resolution via this pathway. In the notably rare instances when this might be the case, this policy outlines the agreement between the parents or legal guardians of students enrolled at Clarksville Christian School (CCS), the educational institution, regarding the resolution of legal disputes and the confidentiality of related matters.

By enrolling a child in Clarksville Christian School, parents and/or legal guardians agree to the following terms:

1. Mediation/Arbitration Agreement:
 - a. In the event of any legal dispute arising between parents/students and CCS, the parties agree to resolve the matter through mediation or arbitration, as outlined in the Tennessee state law.
 - b. Mediation shall be the preferred method of dispute resolution, wherein a neutral third party facilitates communication and negotiation to reach a mutually acceptable resolution.
 - c. If mediation fails or is deemed inappropriate, arbitration shall be pursued. Arbitration involves the submission of the dispute to one or more impartial arbitrators, whose decision shall be binding on all parties.
 - d. The non-prevailing party shall bear the full cost of mediation and/or arbitration for both parties.

2. Waiver of Lawsuit:
 - a. Parents and students understand and agree that by enrolling in CCS, they are voluntarily waiving their right to pursue a lawsuit against the educational institution in relation to any legal dispute.
 - b. Instead, the parties commit to resolving any such disputes through mediation or arbitration, as mentioned in Section 1.

3. Confidentiality Agreement:

- a. All parents and students involved in a legal dispute with CCS affirm their mutual agreement to maintain strict confidentiality regarding the details, discussions, negotiations, and outcomes of the dispute resolution process.
 - b. This confidentiality extends to any documentation, evidence, records, and communications exchanged during the process.
 - c. Violations of the confidentiality agreement may result in monetary damages, as permitted by Tennessee state law.
4. Dispute Notification:
 - a. In the event of a legal dispute, parents/students are responsible for promptly notifying the CCS-designated representative or office.
 - b. CCS will provide information on the mediation or arbitration procedures to be followed and facilitate the selection of a qualified mediator or arbitrator, if required.
 5. External Legal Counsel:
 - a. Parents and students may seek external legal counsel or representation during the mediation or arbitration process, at their own expense.
 - b. The educational institution may also involve legal counsel as necessary.

By entering into the enrollment contract at CCS, parents and/or legal guardians and students agree to abide by the terms of the Parent-Student Handbook for a given school year, to resolve any legal disputes through mediation or arbitration, and to maintain strict confidentiality regarding all matters related to the dispute resolution process.

Athletic and Arts Concerns

We are grateful for our coaches/directors and student-athletes/artists. We view student participation in athletics and the arts as a privilege, not a right. When conflicts arise, it should first be brought to the coach or director before anyone else is involved. If the matter remains unresolved, the next steps in the appeals process will include the Athletic Director or School Administrator. Coaches and directors are encouraged to resolve conflicts in person rather than by email or text. (For more information on policies, practices, and procedures regarding athletics, please refer to the Athletic Handbook.)

Cell Phones and Social Media

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

Curriculum Design and Class Size

Clarksville Christian School chooses textbooks and resources that match our stated curricular objectives and are of high educational quality. Our teachers guide instruction; the textbooks alone do not. When

elements of any secular textbook conflict with our Biblical worldview, we embrace that as a teachable moment and will address these issues from a Biblical perspective.

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

Drug and Alcohol Prevention

Helping students make wise choices is of paramount importance at Clarksville Christian School. To that end, we have created guidelines to protect students. Students who smoke, vape, drink alcohol in any amount, or use illegal drugs while enrolled at CCS (on campus or at school-related activities) will face disciplinary consequences. The school reserves the right to randomly administer drug tests or require ongoing drug testing at any time. Law enforcement resources may be used for drug prevention purposes at the discretion of the Administration. These efforts are intended to assist students in resisting temptation and to give them another reason to say “no” if pressured to make poor choices.

Student Safety and Restricted Areas

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

Issues to Avoid

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

Suspension, Dismissal, and Expulsion

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

Parent/School Partnership Agreement & Technology Responsible Use Policy

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

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

Statement Regarding Outcomes

At Clarksville Christian School, we are deeply committed to delivering a transformative and impactful education to all our students. Our institution endeavors to help each student achieve ambitious goals with the aim of gaining admission into reputable postsecondary educational institutions and, ultimately, cultivating their God-given talents and abilities that lead to their desired career and life paths. While we take pride in the exceptional achievements of our students and the impressive overall track record of our school, it is vital to recognize that educational outcomes can vary significantly from one child to another.

We strive to maintain uncompromisingly high standards and cultivate an environment that fosters academic excellence, personal growth, and character development. However, it is important to understand that educational success is influenced by a multitude of factors, including individual abilities, dedication, motivation, familial support, and unforeseen circumstances.

As an educational institution, we are resolute in providing the best educational opportunities and support systems for each student. However, we cannot guarantee the achievement of specific grades, test scores, assessment results, college or other postsecondary admittance, or other similar outcomes. Our commitment lies in creating a nurturing atmosphere that stimulates learning and personal development, and we strive to equip our students with the necessary skills to thrive.

We encourage parents, guardians, and students to actively engage with our faculty and staff, fostering open communication and collaborative efforts to optimize the potential for success. Together, we can forge a strong partnership that maximizes the educational experience for every student.

The above is intended to serve as a transparent statement, ensuring that all stakeholders understand and acknowledge both the uncertainties inherent in education. By acknowledging these principles, we aim to foster realistic expectations while maintaining an unwavering dedication to providing a top-notch educational journey for all our students.

Items also covered in the agreement:

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

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

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

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

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

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

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

I understand that from time to time my child's name may appear on the CCS website, 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

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

May this be a mutually happy and rewarding school year.

Sincerely,

The CCS Board of Directors,
Administration, Faculty, and Staff