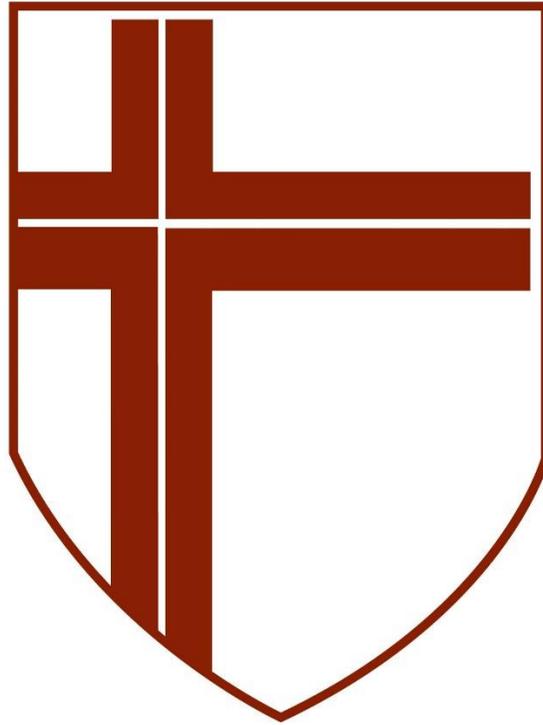


CONCORD
CHRISTIAN SCHOOL



Student/Parent Handbook 2016-2017

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Revision July 2016

CONCORD CHRISTIAN SCHOOL

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MISSION STATEMENT

The mission of Concord Christian School is to lead students to connect with Christ, grow in faith, and serve with conviction, making a world of difference.

VISION STATEMENT

The vision of Concord Christian School is that students will acquire knowledge and wisdom in conjunction with a biblical worldview as demonstrated through service and leadership in worship, missions, care, and growth to make a world of difference.

CCS PHILOSOPHY

The fear of the Lord is the beginning of wisdom. At the heart of the Christian philosophy of education is the acknowledgement that God created all things and that they exist by His power and for His pleasure. Only through Christ can there be a unity which gives meaning to all parts of life. An education which fails to acknowledge God and His work will always be woefully inadequate and incomplete.

An education which understands the nature of reality, God, the universe, man and His purpose for existence, truth and absolutes, must be one which teaches the Bible as God's infallible Word and sees each student as created in God's image for His purpose. Life is then seen as contributing to God's purpose and man's ultimate goal is to know and obey God.

Concord Christian School endeavors to give a completely God-centered orientation of life to each student. It strives to help produce the mind of Christ in its students and to establish a well-grounded, biblical worldview. Academics are not a means of self-promotion or pride but a way of increasing one's awareness of God and being useful in His kingdom. Christians should excel in all subject areas because they put Christ first and see their work as unto the Lord and not unto men.

The ultimate responsibility of educating a child has been given to the parents. Concord Christian School operates as an extension of and partner with the home and church in training children to be godly, and also focuses on developing the whole child: spiritually, academically, athletically, creatively, and socially.

- **Spiritually** – CCS students will be bold and courageous in their faith. They will desire to share and defend their beliefs using sound biblical knowledge and a daily desire to apply the Word of God to their lives. They are committed to a lifestyle of passionately serving others.
- **Academically** – CCS students have the critical thinking and problem solving skills to be an independent learner. They are college-ready, take ownership of their learning experience, and value life-long learning with a biblical worldview.
- **Athletically** – CCS students understand that athletics exist for them to glorify God through their athletic abilities. They have mental toughness and a sound work ethic. The student values the opportunity to represent their school in a meaningful way that is greater than one individual.
- **Creatively** – CCS students discover and develop their unique God-given abilities. They strive to be open to a variety of aesthetic experiences, and continue to develop a wide range of imaginative sensibilities using their gifts and talents.
- **Socially** – CCS students have confidence in seeing themselves the way Christ sees them, and that confidence projects to the people in their sphere of influence. They are committed to serving Christ by serving others in their personal life, community, and around the world.

CORE VALUES

The core values of truth, intellectual development, potential in Christ, Christian personnel, and operational integrity, woven together with worship, missions, care, and Christian growth, are the core values of First Baptist Concord.

HISTORY

Since 1969, First Baptist Concord has been serving the community through the Weekday Early Education Program for preschoolers. The program was developed to support and encourage parents by laying a firm and positive foundation for their young children.

In 1995, First Baptist Concord established a feasibility committee to evaluate the possibility of adding a primary school to the already successful preschool program. After extensive study, the church agreed to add grades 1-3 in the fall of 1996, grade 4 in 1997, and grade 5 in 1998. First Baptist Concord voted to expand Concord Christian School through the middle school grades beginning in 1999. In the spring of 2009 the church voted to add the high school program and the first ninth grade class was enrolled the fall of 2009. The first graduating class was May 2013.

Concord Christian School is governed by a School Board comprised of persons elected by the First Baptist Concord members to serve a three-year term. In 1996, this committee, in conjunction with the personnel committee, called Ray Smith to serve as the first Minister of Weekday Ministries and lead in the administration of the various weekday education ministries.

Past leadership at CCS includes: Bob Templeton (2001-02), Dr. Julia Holmes (2002-2006), Dr. Bill Wilson (2007-2011), Leigh Ledet (2011-2012), and Dr. Daniel Patton (2012-2013).

COMMITMENT STATEMENTS

We, the administration, staff and congregation of First Baptist Concord, believing in the sovereignty of God the Father, the deity of His Son and Our Savior Jesus Christ, the ever present ministry of the indwelling Holy Spirit and unerring authority of God's inspired Word, the Bible, do establish and maintain Concord Christian School on these foundations.

Because Concord Christian School is a ministry of First Baptist Concord, our doctrinal beliefs are a reflection of the church's beliefs. We are unashamedly a Christian program and we make no apologies for or compromise to our convictions. It is our desire to present the gospel of Jesus Christ so that each child may have the opportunity to accept Him as Lord and Savior of his or her life.

Because we are committed to giving our best to the Lord, you can be assured that we will continually seek to offer and achieve excellence in academic education. I Corinthians 10: 31 says that "whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."

Knowing that our school is only as good as the administration, faculty, and staff, we will recruit and retain people of the highest quality and commit to employ those who:

1. Profess to and live the example of a child of God, saved by the atoning death of His Son, our Lord and Savior, Jesus Christ,
2. Believe and agree with Concord Christian School's philosophy and foundation,
3. Feel personally called into Christian education by God, and
4. Possess the ability and aptitude to teach and lead through prior educational achievements and experience.

These statements of our faith and philosophy are important to our school and serve as the foundation of all that we do.

BELIEF STATEMENTS

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15, 2 Peter 1:21).
2. We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14) His sinless life (Hebrews 4:15); His miracles (John 2:11); His resurrection (John 11:25); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith we alone are saved (John 3:16 – 19; 5:24; Romans 3:23; 5: 8 – 9).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5: 28- 29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8: 9; I Corinthians 12: 12; Galatians 3; 26 – 28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8: 13 – 14; I Corinthians 3; 16; 6: 19 – 20; Ephesians 4:30; 5: 18).

BIBLICAL EDUCATION PRINCIPLES

1. The education of children and youth is the primary responsibility of the parents (Deuteronomy 11:19; Proverbs 22: 6).
2. The education of children and youth is a 24 hours per day, 7 days per week process that continues from birth until maturity (Deuteronomy 6: 7).
3. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation (Matthew 28: 19 – 20; Psalm 78:6 – 7).
4. The education of children and youth must be based on God's Word as the absolute truth (Matthew 24: 35; Psalm 119: 89).
5. The education of children and youth must hold Christ as preeminent in all of life (Colossians 2: 6 – 10; 2: 3).
6. The education of children and youth, if and when delegated to others by parents/guardians, must be done so with the utmost care so as to ensure that all teachers follow these principles (Exodus 18: 21; I Samuel 1: 27 – 28).
7. The education of children and youth results in the formation of a belief system or worldview that is based on biblical teaching (Luke 6: 40; Philippians 4: 9).

OVERALL OBJECTIVES OF A CONCORD CHRISTIAN EDUCATION

The School

- Views the student as created by God, in God's image and likeness.
- Pledges to assist the student at each level of education to fully realize his undeveloped capacities for knowledge and wisdom apace with his maturing years.
- Takes a biblical view of the student. Scripture teaches us that our students are unique individuals created in God's image yet possessing a morally corrupt nature. Our goal at CCS is to provide opportunities for spiritual growth through biblical instruction, compassionate discipline and correction, and nurture and encouragement, thus allowing our students to know Jesus Christ.

- Takes a developmental view of the student. At Concord Christian School we recognize the many facets that contribute to the educational development of our students: personalities, degrees of readiness and motivation, stages of physical growth, environment of the home, spiritual maturity, and relationships to those in the world around them. Such recognition enables us to minister to our students on multiple levels.

The Teacher

- Will be committed to the Lordship of Jesus Christ and set before students a noble example of Christian life and conduct.
- Will seek to know each student's abilities, feelings, values, and hopes.
- Will build many roads to success into the instructional program
- Will communicate what is expected of students.
- Will communicate how students can get assistance to achieve successfully what is expected of them.
- Will respect each student as an image bearer of God, regardless of the student's performance.
- Will lead the life of a Christian scholar in the vast and exciting worlds of fine arts, science, mathematics, language, literature, history, etc. The teacher will be a spiritual and intellectual model for students to follow and will have something rich and challenging to offer students.
- Will carefully examine and prepare for the learning styles of students.
- Will bring great enthusiasm to the teaching-learning transaction.
- Will have a passion for learning and an ever increasing mastery of the subjects they teach.
- Will set before students the rigorous requirements of the pursuit of academic excellence.

The Parents

- Have primary responsibility for their students. Parents train by example as well as by precept.
- Have the responsibility to encourage their students by carefully attending to the student's world of school. Parents must listen to and talk with students about the school day.
- Have the responsibility to support the school's and teacher's authority in the eyes of their students.
- Have the responsibility to resolve differences with the school or with a teacher in accordance with the scriptural principles outlined in Matthew 18 and Galatians 6.

The Student

- Will take an interest; he/she will set him/herself to learn and obey.
- Will aim high and strive hard. Whatever the student does, he/she will do with all his/her might as before the Lord's searching gaze.
- Will know that man cannot live without taking sides, without making decisions and taking action, and will know that while he/she is free to make choices, he/she is not free to determine the consequences of his/her choices.
- Will know that the scriptures are the comprehensive equipment of the man of God and fit him/her fully for all branches of his/her life's work.
- Will accept the rigor and discipline which is required to become a Christian scholar.

The following statements and policies are listed in alphabetical order by topic

ACADEMIC POLICIES

Curriculum

All curriculum used at Concord Christian School (CCS) will be Christian in orientation or taught with a Christian worldview.

Grading Policies

- No major grades will be given during the first week of school. Teachers will use this time to carefully evaluate initial assignments and become acquainted with each student's abilities. Elementary teachers will send home weekly folders that contain CCS/teacher communication as well as assignments, tests, and/or quizzes from the previous week to inform parents of their child's progress. These folders are to be reviewed, signed by parents, and then returned to school. Middle and high school folders will contain CCS/teacher communication but tests and quizzes will be returned directly to the student.
- Report cards will be posted online within 10 days of the completion of each nine-week grading period. The school year consists of four grading periods.
- Please note that a family's account must be in good standing in order for a report card to be issued.

Kindergarten

Kindergarten students will begin receiving progress reports at the end of the second nine weeks.

CCS Elementary and Middle School Grading Scale

93 – 100	A (Excellent work)
86 – 92	B (Good)
76 – 85	C (Average)
70 – 75	D (Below Average)
0 – 69	F (Poor)

Promotion Policies

Students must be in regular attendance to be promoted. Students with excessive absences (excused or unexcused) during a school year may not be promoted unless there is an extenuating diagnosed medical condition and the student has maintained academic progress (See Attendance Policy of this Handbook for additional detail).

Middle School (Grades 6-8)

Students in grades 6-8 must pass a minimum of five (5) subjects to be promoted. These are Bible, Mathematics, English, Science, and Social Studies. Additional coursework is recommended for any student who earns a "D" for the year in English or Math.

High School (Grades 9-12)

A minimum of six credits must be earned each year in order to be promoted to the next grade level. Six credits are required for sophomore standing, twelve credits for junior standing, and eighteen credits for senior standing.

Graduation Requirement: (26.5 academic credits):

- English – 4
- Math – 4
- Bible – 4
- Science – 3 (2 of these to be lab sciences) Social Studies – 3
- Foreign Language – 2 Electives – 4 (1 Fine Arts)
- P.E./Wellness – 1.5 Personal Finance – ½ Economics – ½

(The additional ½ credit in P.E. may be met by completing a P.E. course, in addition to PE/Wellness or by participating in a school sponsored sport, such as Volleyball or Basketball).

All credit earned in 8th grade for Algebra I and Spanish I will be listed on the student’s transcript. However, that course will not be included in the 26.5 credits required for graduation and will not be included in the student’s grade point average.

High School Grading Scale:

CCS grades are based on a 4 point scale with quality points added for Honors courses:

Letter Grade		CP	Honors	AP/DE
A	93 – 100%	4.0	4.5	5.0
B	85 – 92	3.0	3.5	4.0
C	75 – 84	2.0	2.5	3.0
D	70 – 74	1.0	1.5	2.0
F	Below 70%	0	0	0

High School report cards will include weighted and unweighted GPA in accordance with Tennessee Uniform Grading Scale.

Academic Recognition

Elementary School – Grades 3-5:

High Honors – All “A’s” per semester with nothing less than an “S” in conduct

Honors – All “A’s” and “B’s” with no more than 4 “B’s” per semester with nothing less than an “S” in conduct

Middle School:

Academic honors are determined each semester High Honors –

All “A’s”

Honors – All “A’s” and “B’s” with no more than 4 “B’s”

High School:

Academic honors are determined by grade point averages on a weighted grading scale. All courses are included and are determined each semester.

High Honors – GPA’s of 4.0 or above

Honors – Students earning GPA between 3.50 and 3.99 will be placed on the Honor Roll.

End-of-Year Awards:

Students earning academic recognition in Elementary School (3rd through 5th grade only), middle and high school will be recognized at the End-of-Year Awards assembly.

Academic Alert

An academic review conference will be held for any 3rd– High School grade student who receives a failing grade in a subject. The student, parents, and teacher will attend the conference to develop the guidelines for an improvement plan.

Academic Probation

Students are placed on academic probation when they have a report card with an annual GPA of less than 2.0, a report card with three grades of "D" or "F" for a grading period or an overall GPA of less than 2.0. Parents are notified of probationary status and will meet with administration to develop an action plan.

Course Credit (Grades 9-12)

Full credit (1) CCS courses are scheduled as either one semester block period courses or full year regular period courses. For a student to receive credit for any CCS course, they must meet the attendance requirements, take all semester or year-end finals for all courses that require such, and receive a passing grade for the course.

High School students must be enrolled in a minimum of six (6) courses each school term. A student's schedule is the responsibility of both the school and the parents. The school will place students in classes based on parental input and past academic performance.

Dual-Enrollment

Juniors and seniors may dual-enroll in college level classes offered on the CCS Campus through Bryan College and PSCC. Students must be enrolled in a minimum of four CCS classes to take one college course or three CCS classes to take two college courses. Students must have a cumulative 3.0 GPA. Specific enrollment information may be obtained in the Guidance Office. Final approval for participation must be obtained from the Guidance Counselor and High School Principal. For information on the TSAC Dual Enrollment grant please go to this website www.tn.gov/tsac or the CCS High School Guidance Counselor.

Selection of Valedictorian

CCS will designate the top students in a graduating class as valedictorian and salutatorian. The ranking will be published by the mid-term of the second semester. These two student ranks will be available at this time for the purpose of college and scholarship applications. Ranking will be based on the cumulative grade point average to the nearest hundredth of a point. The GPA will be calculated based on classes through the first semester of the senior year. The student with the highest GPA will be named valedictorian, and the student with the next highest GPA will be named salutatorian.

In the event of a tied GPA, the numerical averages will be used to determine ranking. If there is a tie with the numerical averages, the student with the highest composite ACT score will be named valedictorian. If a tie remains at that point, co-valedictorians will be named and the student with the next highest GPA will be named salutatorian.

To qualify as valedictorian or salutatorian students must:

- Have attended CCS for at least 2 semesters at the time of ranking
- Take the highest level possible in every course

Students who receive the ranking of valedictorian or salutatorian must maintain acceptable academic standing in the final semester of the senior year in order to graduate with the ranking.

Additional Graduation Honors

Before graduation, CCS students may be recognized as graduating with Honors, with State Honors, or with State Distinction.

- **Graduation with Honors** with a cumulative GPA of 3.5
- **Graduation with State Honors** will be granted to students who score at or above all the subject area readiness benchmarks on the ACT or equivalent score on the SAT.
- **Graduation with State Distinction** will be granted to students who attain a cumulative GPA of 3.75 or better and complete one of the following: participate in a Governor's School, participate in an All-State musical organization, be selected as a National Merit Finalist or Semi-Finalist, score 31 or higher composite on the ACT, or attain a three or higher on at least two AP exams.

Non-graduating Seniors

Seniors who do not complete the graduation requirements may participate in graduation ceremonies only if the work can be made up by August 15. Transcripts may be issued, but no diploma will be granted to seniors who do not meet graduation requirements.

Drop/Add Policy

Middle or High School students who need a schedule change can obtain a Drop-Add form in the middle school/ high school office. This form requires student and parent signature for review.

- Requests to drop/add a course must be made during the first two weeks of the class.
- Requests for specific teacher or class periods will not be considered.
- It may be necessary to change class periods and sections in order to grant a student's request. With a drop/add the student's schedule may look entirely different from the original that was requested.
- No schedule will be changed if the request causes a class to be overloaded or if the request conflicts with required courses.
- Students are to follow up at middle school/ high school office to pick up a revised schedule.

Course Withdrawal

Except in limited cases, high school students may not withdraw from courses in which they are enrolled. A student or parent may request for a student to be withdrawn from a class, but the final decision is made by the school. A student may request to withdraw during the first two weeks of class only. Parental permission is required. Students who withdraw from a class after the two week deadline are subject to a failing grade for the year.

Course Failure

Middle and High School students are required to retake the class or take independent coursework or summer school (outside of CCS) during the summer if they have a year-end average of "F" in any subject. Independent study or summer school is also recommended for students who have year-end grades of "D" in any subject. Students are allowed to replace "D" or "F" grades by retaking the course in the future.

Academic Dismissal

Students who have more than two (2) failing grades for the semester or year are reviewed for academic dismissal. Students who have low grades but whose efforts and attitudes are positive are permitted to remain as long as the school can serve their academic needs.

Extra Credit

Extra credit assignments will be occasionally offered at the teacher's discretion and will be assigned to the whole class not individually. Extra credit is not given in lieu of required work or incomplete work.

Individual Help/Tutoring

Parents and/or students may contact specific teachers to schedule individual help. The guidance counselor can be contacted for a list of tutors to assist students.

ACCREDITATION

Concord Christian School is accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (AdvancEd/SACS). The school completed its 5 year self-study and hosted a joint ACSI/SACS peer review team in 2011. *CCS underwent accreditation review in the 2015-2016 school year, and CCS accreditation has been renewed.*

ADMISSION

The application process is self-managed. It is the responsibility of the parent to ensure that all required information has been submitted to the Admissions Office.

All of the following materials are required prior to final admission:

- Completed Online Application
- Completed Student Interview Form (grades 6 - 12)
- \$400 per Student Registration Fee - payable online with application
- Tennessee Department of Health School Immunization Certification
- Copy of Birth certificate
- Copy of most recent report card (1st – 5th grades), Copy of last two years (6th – 12th grade)
- Copy of most recent standardized test results
- Payment of all registration fees and tuition to date

The applicant is scheduled for an interview upon receipt of all applicable forms listed above.

- An applicant's academic record must indicate that the student is adequately prepared for the instructional program at CCS.
- Students are expected to take their academic responsibilities seriously.
- Students who have exhibited a persistent lack of effort or an uncooperative spirit will not be admitted.
- CCS does not admit students who have a history of disciplinary problems or students who have been expelled from other schools.
- CCS reserves the right to arrange for and/or request further testing if the administration deems it beneficial for the decision making process.

All incoming Kindergarten Students

- Students applying for Kindergarten must be 5 years old by August 15.
- Students applying for Kindergarten will be given a Kindergarten Readiness Assessment as part of their admissions

Admissions decisions are determined by the evaluation of several factors:

- the completed application
- current school transcripts
- readiness assessments
- the interview

Acceptance letters will be mailed at the Administration's earliest convenience.

Probationary Period

- A trial period of nine weeks is required for all new students. The workload, discipline and environment require a considerable adjustment for many students.
- Should a change be necessary at the end of this period, a conference with the parent will be arranged.

Financial Commitment

The school continually works to support the family by seeking to plan effectively and keep tuition costs affordable. It is essential that families meet their obligations to the school in order to maintain financial stability. Please note that if a student is withdrawn during a semester, tuition will be prorated with a two-week notice.

Non-Discriminatory Policy

Concord Christian School does not discriminate on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admission policies, and other school programs.

ATHLETIC STATEMENT OF PURPOSE:

The purpose of Concord Christian Athletics is to prepare students for life.

Academic Eligibility for Athletics and Extracurricular Activities

All students who participate on an organized school team at SBA must meet the following academic and behavior standards:

- In order to try out for a team, a student must have earned a GPA of 2.0 or above.
- Eligibility will be based on 3 week periods. Students must maintain a C or higher in all classes at the end of each 3 week period. If a student is failing at the end of the 3 weeks, they will be put on Athletic Probation. While on Athletic Probation, the student can still participate in sports, but the student's grades will be closely monitored by the Athletic Director and coach using weekly progress reports. Athletic Probation will begin on Monday following the 3 week grading period.
- If the student is failing a course at the end of the next 3 weeks, they will be put on Athletic Suspension. While on Athletic Suspension, they can no longer participate in any sport for the following three weeks. Athletic Suspension will begin on Monday following the final weekly progress report of Athletic Probation. During Athletic Suspension, the student may participate in practices, but not in competitions. The coach and the Athletic Director will determine whether the student may sit (in street clothes) with the team during the competition.
- If, at the end of 3 weeks of Athletic Suspension, the student is passing all classes, the student will be reinstated into athletic eligibility.
- If a student fails a one-semester course, they will be on Athletic Suspension for 3 weeks, or until credit recovery for that course occurs. This Athletic Suspension will begin on the first day of the next semester. A fail spring semester course will result in Athletic Suspension for the first three weeks of the next fall semester, and vice versa.

All players must have completed a **Physical Examination, a Concussion Form, and a Parent/Student Covenant Form** each physical season. These forms are available from the student's physician, the athletic department, and/or the CCS website. All physical forms must be maintained on file. Physical Examination and Sports Medical Permission Forms are only valid for one year from the date of examination. The sports fee is **\$185** per sport.

ATTENDANCE POLICY

Regular attendance and punctuality are essential for success as a student. Attendance at school provides students opportunities to participate in class activities, to benefit from the synergy of their peers, and to

receive direct instruction conducted by the classroom teacher. What transpires in the classroom cannot be duplicated or captured simply by reading and completing an assignment or reviewing material from a book or notes from a class. Therefore, parents should be advised that even when the schoolwork is "made-up," absences might impact their child's understanding of the material missed.

Failure to attend school is an absence. Absences in all grades will be recorded as a full-day or a half-day (must be at CCS by 11:30 a.m. to qualify as a ½ day absence). For high/ middle school only, absences are recorded by the class period. Each absence will be considered excused or unexcused. All absences and tardies (excused or unexcused) will be reflected on the student's quarterly report cards as well as on the permanent school record.

Excused Absences

An excused absence is an absence due to the following:

- Personal illness
- Serious illness or death in the family
- A doctor's appointment

Should a student be out of school for an extended amount of time, a medical excuse is required if the time of absence is to be excused.

Elementary parents are required to send a written excuse or email to the teacher the day the student returns to school. Middle/High parents are required to send a written excuse or email to the Middle/High School Office. The note must include the following:

1. Name of the student
2. Date of absence
3. Specific reason for absence ("an appointment" is not specific enough; please specify "medical appointment," etc.)
4. Parent signature

Absences will only be considered excused after a proper note is received.

Make-up Work for Excused Absences

The student and parent are responsible to see that missed work is made up. In elementary school, requests for books and materials should be made by 9:00am. In middle & high school, for one day absences, the student should collect assignments from each teacher upon returning to school. For multiple day absences, requests for assignments and materials can be made to the teacher(s) through email correspondence.

When a student is absent due to illness, he/she has one *day per day of absence* (not to exceed one week) to make up the work. Failure to complete any assignment will result in a "0." Special arrangements should be made to make up missed tests and quizzes within the first week of the child's return to school.

Unexcused Absences

An unexcused absence is anything outside the guidelines listed above.

Make-up Work for Unexcused Absences

All class work missed during the unexcused absence will receive a "0." Tests and quizzes missed during the unexcused absence must be taken within the *first week* of the student's return to school; however, the grades are automatically dropped one letter grade.

Pre-Arranged Absences

For prearranged absences, parents are to complete an **Absence Request Form** (available in the school office) at least *two weeks prior* to the expected absence. This time frame allows the school administration ample time to approve or deny the submitted request. Teachers are also afforded the time to review the student's current academic status, as well as prepare the necessary assignments for the student. An overall GPA of 3.0 and the recommendation of the teacher(s) is encouraged for an excused absence approval.

Parents should understand that submitting the appropriate form for the planned absence would provide the student with class work; however, it will not guarantee that the child will be where the class is academically when he/she returns. Such variances are the responsibility of the parents to cover. The school is not responsible to provide extra tutorial sessions when the family elects the absence.

Excessive Absences

All absences, excused or unexcused, are counted towards excessive absences. The parent of any student who misses **7 days** (or at least one class 7 times in the middle or high school) per semester will be required to attend a conference with a school administrator. Any student who misses more than **10 days** per semester with doctor's notes may be retained in the same grade for the next school year. If a student misses **15** or more classes in a semester or **30** over the course of the school year, they will automatically fail the course. This policy applies to Elementary School students based on class attendance.

Excused and Unexcused Tardies

Anyone arriving after the class start time listed below is considered tardy.

Grade level school hours are as follows:

Elementary (Grades K - 5th)	8:00 AM – 3:00 PM
Middle (Grades 6th – 8th)	8:00 AM – 3:15 PM
High (Grades 9th – 12th)	8:05 AM – 3:15 PM

- Tardiness is a distraction to a proper learning environment. ***Kindergarten through 8th grade students who are tardy are to be taken to the school office by parents to receive tardy slips.*** Teachers must receive the tardy slip for the student to be admitted to the classroom. High school students must check in at the school office and receive a tardy slip, but are not required to have a parent accompany them.
- An excused tardy is a tardy due to personal illness, serious family situation (medical emergencies, etc.), medical appointments, inclement weather, or traffic accidents. This does not include continual travel delays due to leaving home too late. **Three unexcused tardies equals an absence.**
- Parents of students with excessive tardies will be contacted by school administration.

Early Departures

If possible, a note must be sent to the teacher the morning of an early departure. The parent should then report to the office and sign the child out. *Please do not call the office and ask for your child to be sent down to meet you for your convenience.* After 2:30, elementary students may only be picked up using normal pick up procedures. After 3:00, middle and high school students may only be picked up using normal pick up procedures.

BIRTHDAYS

Birthdays are an important time for students, but too many parties prove to be a disruption to the learning process. If you would like to send some kind of simple refreshments on your child's birthday, please notify the teacher in advance. The refreshments may be shared with the entire class during recess time or at a time designated by the teacher. Please do not deliver any type of presents or balloons on school grounds. Any deliveries will be kept in the CCS office until the end of the day. **Invitations to parties of ANY KIND**

cannot be passed out at school unless EVERY child or EVERY girl or boy (if the party is so designated) in the class is receiving one.

BULLYING

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

Both students who are bullied and who bully others may have serious, lasting problems. In order to be considered bullying, the behavior must be aggressive and include:

- An Imbalance of Power: students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.
- 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 intentionally excluding someone from a group with intent to emotionally impose hurt.

There are three common types of bullying:

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

Common types of normal school behavior that are NOT bullying include:

1. Not liking someone
2. Being excluded -- unintentionally
3. Accidentally bumping into another student
4. Making other kids play things a certain way
5. A single act of telling a joke about someone
6. Disagreements and arguments
7. Expression of unpleasant thoughts or feelings regarding others
8. Isolated acts of assertive behavior

Any incidents of bullying will be handled according to CCS discipline policy.

COLLEGE VISITATION DAYS

College visitation days are encouraged for eleventh- and twelfth-grade students and their families to visit colleges and universities for the purpose of appointments with admissions, financial aid, and other departments. Four college visitation days per year (but not exceeding 3 in any one semester) are allowed if the following criteria are met:

1. The proposed trip is legitimate and necessary to the student's college selection process and the student is:
 - maintaining an overall "C" average or better and not failing any class
 - demonstrating a pattern of good character and conduct that will reflect positively on CCS during the college visit
 - within the allowable range of other absences (See Attendance Section);
2. The student is accompanied by a parent.
3. The student will be required to bring substantiation of the visit upon returning to CCS. (Most admissions departments have a prepared form which they can sign and give to the student at the completion of the visit.)

To initiate a college visit request, the student and/or parent must contact the guidance counselor. A College Visit Request Form will be given to the family to complete. To complete the form, the student gives it to each teacher for approval and remarks. (Due dates for homework, tests, and other assignments are to be arranged with the teacher *at the student's initiative before the student departs for the college visit.*) The student submits the completed form to the guidance counselor at least one week prior to the requested date(s).

*If the above criteria are fully met, the approved college visit will not count as an absence from school. If *any* part of the above criteria is not met or the maximum number of college visitation days has already been used, the college visit will be counted as an absence.

COMMUNICATION

We believe that effective communication is a very important part of having a successful partnership between your family and Concord Christian School. Communication is interpretative and it is important for parents as well as the students to understand the expectations of their teachers. For that reason we urge parents to confer directly with the child's teacher.

- Every teacher will make an effort to return a parent's call or email within 48 hours.
- Conferences may be arranged at any time during the school year with the teacher.
- Many problems can be resolved with improved communication between the teacher and parents.

It is important that parents be sensitive, not only to what is communicated, but also when and where it takes place.

- For example, coming by the teacher's room to discuss a problem in the morning before school is not an appropriate time.
- To be most effective, communication should be attempted when both parties can give the situation their attention without undue distractions (drop-off, pick-up, hallway, lunch etc. are not effective conference times) or time pressures.
- We desire to have in person communication (or, if necessary, a phone call) versus a quick and sometimes misunderstood email when we know that the subject to be discussed is one that may be better handled in person.

Other sources of information and communication will include:

1. Email

2. Student/Parent Handbook
3. Open availability of teachers for ongoing contact (Phone or email to make appointments)
4. Teacher/Parent conferences
5. Weekly/periodic newsletters
6. Report Cards
7. Communications from the Head of School and Administrative Team
8. Orientations for grade levels
9. Open Houses
10. PPO Meetings
11. www.concordchristianschool.org
12. RenWeb
13. Social Media

Conflict Resolution (Matthew 18 Principle)

According to Matthew 18:15-17, there is a procedure that Christians should follow when they have been wronged, offended, or have a conflict with another Christian. The following principles below are the correct ways to handle such situations as they might occur at our school:

- **First Step:** The parent(s) is to make an appointment with the teacher and attempt to resolve the problem at the classroom level. In most cases, this is successful. (Administrators do not normally attend or sit in on these parent-teacher conferences.)
- **Second Step:** If the issue remains unresolved, an appointment should then be made with the appropriate administrator. It may be necessary for the teacher to participate in the conference. This step, in most cases, means that you will schedule a meeting with the principal.
- **Third Step:** If the teacher or principal cannot get the issue resolved, then and only then is it appropriate to contact the Head of School's office for an appointment. If not successful in resolving the matter at this level, your concern can be sent in writing to the Chairman of the Weekday Education Committee, who will determine whether there needs to be further action taken.

Note: Parents who display lack of self-discipline toward any school staff member will be asked to remove their children from the school. The same is true for parents who gossip or attempt to engender a spirit of strife in the school.

Teacher/Parent Conferences

We feel that good communication is essential to the success of your son's/daughter's education. Teachers are available throughout the year for conferences.

CONCORD CHRISTIAN SCHOOL BOARD

The Committee delegates the daily administration of CCS to the Head of School. The Head of School is responsible for daily operations and serves as the liaison from the school to the Concord Christian School Board.

DISCIPLINE

Discipline is training that develops self-control, character, orderliness and efficiency in the individual. The Word of God is used as a guide in Christian discipline. The teacher must involve the student in carrying out his/her Christian responsibility in living a life committed to God and must apply the Law and Gospel appropriately.

Concord Christian School takes pride in the high quality of instruction it provides for its students. A student has a basic right to learn, and the teacher has the important responsibility to carry out the instructional process. For this reason, it is important for students to practice consideration and mutual respect within the classroom and throughout the building at all times.

In order to maintain an atmosphere in which learning and Christian growth can take place, we will follow five behavior guidelines as the basis of our discipline and school procedures:

1. Christ-Like Behavior
2. Honor Authority
3. Absolute Honesty
4. Immediate Obedience
5. Respect Others

In recognition of the guidelines above, we desire to teach children to be polite and courteous. All of our staff members are to be addressed as Dr., Mr., Mrs., or Miss. It is expected that every student will answer authority figures respectfully by saying "yes sir/yes ma'am" or "no sir/no ma'am."

A parent who has a question concerning the decisions of any teacher should call the teacher to set up an appointment and discuss the matter with the teacher. **Parents should not plan on discussing anything with the teacher in drop-off, pick-up lines, hallways, lunch, etc..**

Discipline Procedures

In the event your child chooses not to comply with CCS Standards of Behavior, he or she can expect disciplinary consequences. Each elementary classroom teacher will determine his/her specific rules and consequences. When a student chooses not to comply with the teacher's rules, he/she will be referred to the school office and disciplinary action will be taken by the administration.

In Middle School, a system of Awesome Acts and demerits will be used. Please see the Middle School discipline plan for complete information. In High School, a variety of positive reinforcements along with demerits will be used.

Standards of Conduct

There are specific standards of behavior and conduct regarding the health and safety of the student. They are as follows:

Health and Safety

1. Tobacco, alcoholic beverages and drugs not prescribed for the individual may not be used or distributed. This standard is in effect both on and off campus and at all times. Violation of this standard will result in suspension or possible expulsion.
2. Dangerous items such as matches, lighters, knives, carpenter tools, or guns are not to be brought to school. Weapons of any kind may not be brought to school. Laser pointers are not to be brought to school or any school activity.
3. Running in the buildings, throwing items, rough-housing, or dangerous horseplay is not permitted.
4. After a student arrives at school, he/she is expected to remain on campus unless signed out by a parent, guardian or approved adult. No student may leave campus before the end of the school day without checking out through the school office.
5. Students are not to be in classrooms, in the gym, or other areas on campus without teacher permission and supervision.
6. The parking lots and wooded areas surrounding the campus are considered "off campus." Students found in those areas without permission will be disciplined as having left campus without permission.
7. Use of sports equipment in appropriate areas as they are intended to be used.

The following conduct will result in immediate disciplinary referral and possible suspension or expulsion:

- Any act, written, verbal, gestural, which intimidates, threatens, degrades or disgraces another person
- Open defiance or disrespect of school personnel or anyone acting in the name of the school, during any school sponsored event on or off campus
- Intentional or negligent damage to school property or another's personal property
- Academic dishonesty of any kind
- Theft of personal or school property (i.e. items in lockers, backpacks, and bags)
- Fighting
- Possession of dangerous items such as fireworks or any kind of weapon
- Possession, use, distribution, or sale of controlled substances, alcohol, or tobacco
- Profanity or obscene language or gestures written or verbal
- Gambling
- Public display of affection
- Leaving campus without permission
- Sexual immorality
- False fire or emergency alarm or threat of same
- Failure to respond to teacher discipline for repeated minor offenses
- Inappropriate communication with other people on the Internet
- Willful or persistent violation of school rules
- Inappropriate use of social media
- Any other offense which the Administration may reasonably deem to fall within this category

Detention

Students remaining at school before or after regular hours will do so only under the supervision of a teacher. This practice will be used as a disciplinary measure as directed by the teacher and administration. In the event that detention is administered, all rules and regulations and policies of the regular school day will be enforced. When students receive a detention before or after school hours, parents will be given a twenty-four hour notice prior to the detention. Parents are responsible for the transportation of students who have been assigned the detention.

Suspension

- The removal of a student from the campus excludes them from all school-sponsored activities during the suspension. All documentation regarding the suspension will be kept on file in the school office.
- Any student receiving a suspension may not be allowed to attend any future end-of-year trips and may not receive a refund on the trip fees.
- The duration of a suspension may be from a portion of a school day up to and not exceeding five consecutive school days. A suspension will be determined by the CCS administration.
- Any student receiving a suspension will be disqualified from attending or participating in any CCS sanctioned activity on or away from the CCS campus.
- Any student receiving a third suspension in the same school year may be expelled for the remainder of the school year.
- Absence due to suspension is unexcused. Any student who receives in-school suspension will be required to complete assigned work.
- If a student is assigned an in-school suspension, and a substitute teacher is necessary, then the parent is responsible for paying the cost of that teacher (up to \$50.00 a day).
- Classwork missed due to out of school suspension will receive a "0". Tests and quizzes must be taken within a week and the grade will automatically be dropped one letter grade.
- Absence due to out of school suspension is unexcused.

Expulsion

An expulsion results in a denial of admission to or entry into or upon the CCS school grounds. The student and parent/guardian will be given written notification regarding the expulsion. All documentation will be kept on file by the CCS administration. An expulsion may adversely affect a student from returning the next year.

All disciplinary action is at the sole discretion of the CCS administration.

2016-2017 STUDENT DRESS CODE

The Concord Christian School dress code has been established to provide minimum standards of dress and appearance that will assist parents and students in choosing appropriate clothing to be worn to classes and school functions. We desire our students to choose dress that reflects a commitment to a holy lifestyle, avoiding things like sensuality, pride, and materialism. Above all, modesty is ultimately a reflection of the heart. Our outer appearance should reflect the inner reality of our relationship with Jesus Christ and our desire to honor Him. We realize that clothing styles are cultural and cultural standards are not always right or wrong. However, student attire needs to be conservative, modest, neat and appropriate; also it should not be a distraction, express an ungodly lifestyle, nor tempt others to stumble.

All CCS logo and spirit items must be purchased from:

- **The Store House** – Our Concord School Campus Store
- **Under Armor** – see school website and announcement updates on offerings
- **Educational Outfitters** - <http://knoxville.educationaloutfitters.com/find-my-school/concord-christian-school/>
- **LandsEnd** (www.landsend.com -- school #900072596)
- **Concord Christian School**

The use of Concord's logos requires prior approval. Please ask for the logo use policy for additional information.

Non-Compliance

Any student not attired in accordance with the policy shall be subject to the following consequences:

1. Correct the violation by finding appropriate attire or wear attire provided by the school.
2. Call a parent to bring appropriate attire.

Note: Students who continue to have dress code compliance issues after repeated correction shall be subject to additional measures.

***** All actions regarding dress code violation consequences are at the sole discretion of the CCS administration.***

Elementary Dress Code Standards

Shirts

All shirts worn in the classroom will be required to have either the Lion or Shield logo.

- Polo Shirts - short or long sleeves
 - Maroon, Gray, White, Navy, Black, Soft Yellow
- Oxford cloth, button-down collared shirt – short or long sleeves
 - White, Light blue
- Layering shirts may be with or without the logo since they are worn under another item:
 - Sleeves under a short sleeve shirt should be school approved colors.
 - Maroon, Gray, White, Navy, Black, Soft Yellow
 - Turtlenecks may only be worn under an approved shirt, sweatshirt, sweater or jumper.
 - Maroon, Gray, White, Navy, Black, Soft Yellow

- A white Peter Pan collared blouse may be worn under CCS approved jumpers.
- Shirts must be tucked in at all times.

Sweaters for all students

All sweaters worn in the classroom will be required to have either the Lion or Shield logo.

- Crew Neck, V-Neck and Sweater Vest
 - Maroon, Navy, Gray, Black, Soft Yellow, White
- Cardigan sweaters
 - Maroon, Navy, Gray, Black, Soft Yellow, White
- Approved CCS shirts must be worn under all sweaters.

Pants for all

- Plain pants
- Khaki, Navy, Denim, Cargo is permitted

Shorts for all

- Plain shorts
- Khaki, Navy, Denim
- Cargo is permitted
- Shorts should not be shorter than 3 inches above the knee.

Skirts, skorts, jumpers for girls

- Skirts, skorts, and jumpers
 - Khaki, Navy, Denim, CCS plaid
- Skirts, skorts, and jumpers should not be shorter than 3 inches above the knee.
- Polo dresses are allowed with school logo
 - Navy, Gray, White, Black, Maroon, Soft Yellow, Khaki

Physical Education Dress Code

- Socks and indoor, non-skid athletic shoes are required for all students during P.E. class or athletic events.
- No outdoor terrain shoe (i.e., hiking shoes).
- Guidelines provided by teacher(s).

Friday – Spirit Day

On Fridays, all CCS students may wear shirts that are more casual and show their school spirit. Spirit shirts must have a CCS Lion or the Concord Christian School logo and be in the approved school colors.

- Occasionally, we have a special event such as Grandparent’s Day on a Friday. To honor our guests, we will request students to attend school in normal uniforms on those dates. This information will be communicated through the weekly announcements.

Clothing/Shoes

- Warm-up or sweat pants of any type are not permitted unless approved for special events.
- Clothing must be hemmed – no frays, tears, excessive fading or holes.
- Students will wear clothing of appropriate size. Appropriate sizes are defined as no more than one size smaller or one size larger than the student’s actual clothing size.
- Leggings may not be worn as pants but may be worn under skirts, jumpers, etc.
- Shoes must be worn at all times.
- Shoes must have closed toe and closed heel (K-5th).
- Shower shoes and athletic slides are not permitted in any grade.
- Attire on field trips, school-sponsored events and athletic events/contests will be dictated by teacher/coach.
- Students must comply with the dress code at all events where they represent the school (unless otherwise directed).

Hair

- Hair must be clean/neat and well groomed.
- Extreme hairstyles or hair color are not acceptable.

Head

- Hats, caps, kerchiefs, bandanas, or other head coverings are to be worn outside only.

Face

- Facial hair must be clean, neat and well-groomed.
- If make-up is used (girls only), it must have a natural look.
- Sunglasses are to be worn outdoors only.

Accessories

- Jewelry or accessories which distract from the educational process or which present a safety concern will not be allowed. Body-piercing is not allowed except to the ears.
- Boys – no jewelry worn in piercings while at school or school-related events.

Outerwear

All hoodies, sweatshirts and jackets worn in the classroom will be required to have either the Lion or Shield logo.

- Outerwear must have a dress code approved shirt underneath.
- Heavy outerwear may not be worn in the classroom.

Middle School Dress Code Standards

Shirts

All shirts worn in the classroom will be required to have either the Lion or Shield logo.

- Polo Shirts - short or long sleeves
 - Maroon, Gray, White, Navy, Black, Soft Yellow
- Oxford cloth, button-down collared shirt – short or long sleeves
 - White, Light Blue
- Layering shirts may be with or without the logo since they are worn under another item:
 - Sleeves under a short sleeve shirt should be school approved colors.
 - Maroon, Gray, White, Navy, Black, Soft Yellow
 - Turtlenecks may only be worn under an approved shirt, sweatshirt, sweater or jumper.
 - Maroon, Gray, White, Navy, Black, Soft Yellow
 - A white Peter Pan collared blouse may be worn under CCS approved jumpers.
- Shirts must be tucked in at all times.

Sweaters for all students

All sweaters worn in the classroom will be required to have either the Lion or Shield logo.

- Crew Neck, V-Neck and Sweater Vests
 - Maroon, Navy, Gray, Black, Soft Yellow, White
- Cardigan sweaters
 - Maroon, Navy, Gray, Black, Soft Yellow, White
- Approved CCS shirts must be worn under all sweaters.

Pants for all

- Plain pants
 - Khaki, Navy, Denim
- Cargo is permitted

Shorts for all

- Plain shorts
 - Khaki, Navy, Denim
- Cargo is permitted
- Shorts should not be shorter than 3 inches above the knee.

Skirts, skorts, jumpers for girls

- Skirts, skorts, and jumpers
 - Khaki, Navy, Denim, CCS Plaid

- Skirts, skorts, and jumpers should not be shorter than 3 inches above the knee.
- Polo dresses are allowed with school logo
 - Navy, Gray, White, Black, Maroon, Soft Yellow, Khaki

Friday – Spirit Day

On Fridays, all CCS students may wear shirts that are more casual and show their school spirit. Spirit shirts must have a CCS Lion or the Concord Christian School logo and be in the approved school colors.

- Occasionally, we have a special event such as Grandparent’s Day on a Friday. To honor our guests, we will request students to attend school in normal uniforms on those dates. This information will be communicated through the weekly announcements.

Physical Education Dress Code – Middle School

- All students, grades 6 – 8, who participate in PE or Strength and Conditioning class, are required to purchase and wear PE shorts and shirts. These are available through our uniform suppliers.
- PE shorts have been chosen to ensure modesty and will have school logo
 - Maroon, Black, Navy, Gray
- Time will be provided for students to change
- Socks and indoor, non-skid athletic shoes are required for all students during P.E.
- No outdoor terrain shoe (i.e., hiking shoes).

Athletics

- Game Day Dress - instructions will be provided to the team by their coach.

Clothing/Shoes

- Warm-up or sweat pants of any type are not permitted unless approved for special events.
- Clothing must be hemmed – no frays, tears, excessive fading or holes.
- Students will wear clothing of appropriate size. Appropriate sizes are defined as no more than one size smaller or one size larger than the student’s actual clothing size.
- Leggings may not be worn as pants but may be worn under skirts, jumpers, etc.
- Shoes must be worn at all times.
- Shower shoes and athletic slides are not permitted in any grade.
- Attire on field trips, school-sponsored events and athletic events/contests will be dictated by teacher/coach.
- Students must comply with the dress code at all events where they represent the school (unless otherwise directed).

Hair

- Hair must be clean/neat and well groomed.
- Extreme hairstyles or hair color are not acceptable.

Head

- Hats, caps, kerchiefs, bandanas, or other head coverings are to be worn outside only.

Face

- Facial hair must be clean, neat and well-groomed.
- If make-up is used (girls only), it must have a natural look.
- Sunglasses are to be worn outdoors only.

Accessories

- Jewelry or accessories which distract from the educational process or which present a safety concern will not be allowed. Body-piercing is not allowed except to the ears.
- Boys – no jewelry worn in piercings while at school or school-related events.

Outerwear

All hoodies, sweatshirts and jackets worn in the classroom will be required to have either the Lion or Shield logo.

- Outerwear must have a dress code approved shirt underneath.
- Heavy outerwear may not be worn in the classroom.

High School Dress Code Standards

High School – Shirt and Sweater policy

For the 16/17 school year, CCS High school students are able to choose to wear any style CCS Shirt (casual or dress code, collared or not) Monday - Friday. What that means is that as long as the student is wearing a CCS branded/endorsed shirt, they are in dress code.

- This policy revision will include outerwear as well. Anything worn on the torso must have either the Concord logo or name on it.
- High School Students will need one collared shirt option that we will use for special occasions throughout the year.
- This change is only for high school students.
- Please check the school store periodically for new merchandise options and great deals on older merchandise.

Shirts

All shirts worn in the classroom will be required to have either the Lion or Shield logo.

- Polo Shirts - short or long sleeves
 - Maroon, Gray, White, Navy, Black, Soft Yellow
- Oxford cloth, button-down collared shirt – short or long sleeves
 - White, Light Blue
- Layering shirts may be with or without the logo since they are worn under another item:
 - Sleeves under a short sleeve shirt should be school approved colors.
 - Maroon, Gray, White, Navy, Black, Soft Yellow
 - Turtlenecks may only be worn under an approved shirt, sweatshirt, sweater or jumper.
 - Maroon, Gray, White, Navy, Black, Soft Yellow
 - A white Peter Pan collared blouse may be worn under CCS approved jumpers.
- Shirts must be tucked in at all times.

Sweaters for all students

All sweaters worn in the classroom will be required to have either the Lion or Shield logo.

- Crew Neck, V-Neck and Sweater Vests
 - Maroon, Navy, Gray, Black, Soft Yellow, White
- Cardigan sweaters
 - Maroon, Navy, Gray, Black, Soft Yellow, White
- Approved CCS shirts must be worn under all sweaters.

Pants for all

- Plain pants
 - Khaki, Navy, Denim
- Cargo is permitted

Shorts for all

- Plain shorts
 - Khaki, Navy, Denim
- Cargo is permitted
- Shorts should not be shorter than 3 inches above the knee.

Skirts, skorts, jumpers for girls

- Skirts, skorts, and jumpers
 - Khaki, Navy, Denim, CCS Plaid
- Skirts, skorts, and jumpers should not be shorter than 3 inches above the knee.

- Polo dresses are allowed with school logo
 - Navy, Gray, White, Black, Maroon, Soft Yellow, Khaki

Friday – Spirit Day

On Fridays, all CCS students may wear shirts that are more casual and show their school spirit. Spirit shirts must have a CCS Lion or the Concord Christian School logo and be in the approved school colors.

- Occasionally, we have a special event such as Grandparent’s Day on a Friday. To honor our guests, we will request students to attend school in normal uniforms on those dates. This information will be communicated through the weekly announcements.

Physical Education Dress Code – High School

- All high school students who participate in PE Wellness classes are required to purchase and wear PE shorts and shirts. These are available through our uniform suppliers.
- PE shorts have been chosen to ensure modesty and will have school logo
 - Maroon, Black, Navy, Gray
- Time will be provided for students to change
- Socks and indoor, non-skid athletic shoes are required for all students during P.E.
- No outdoor terrain shoe (i.e., hiking shoes).

Athletics

- Game Day Dress - instructions will be provided to the team by their coach.

Clothing/Shoes

- Warm-up or sweat pants of any type are not permitted unless approved for special events.
- Clothing must be hemmed – no frays, tears, excessive fading or holes.
- Students will wear clothing of appropriate size. Appropriate sizes are defined as no more than one size smaller or one size larger than the student’s actual clothing size.
- Leggings may not be worn as pants but may be worn under skirts, jumpers, etc.
- Shoes must be worn at all times.
- Shower shoes and athletic slides are not permitted in any grade.
- Attire on field trips, school-sponsored events and athletic events/contests will be dictated by teacher/coach.
- Students must comply with the dress code at all events where they represent the school (unless otherwise directed).

Hair

- Hair must be clean/neat and well groomed.
- Extreme hairstyles or hair color are not acceptable.

Head

- Hats, caps, kerchiefs, bandanas, or other head coverings are to be worn outside only.

Face

- Facial hair must be clean, neat and well-groomed.
- If make-up is used (girls only), it must have a natural look.
- Sunglasses are to be worn outdoors only.

Accessories

- Jewelry or accessories which distract from the educational process or which present a safety concern will not be allowed. Body-piercing is not allowed except to the ears.
- Boys – no jewelry worn in piercings while at school or school-related events.

Outerwear

All hoodies, sweatshirts and jackets worn in the classroom will be required to have either the Lion or Shield logo.

- Outerwear must have a dress code approved shirt underneath.
- Heavy outerwear may not be worn in the classroom.

DROP-OFF AND PICK-UP

- All parents and HS student drivers will enter the campus via the Federal Boulevard access.
- The Hill on the East side of campus will be closed to incoming traffic.
- Please note that the campus speed limit is 10 mph and all stop signs need to be obeyed.
- Traffic patterns and parking guidelines for the student drivers are listed in the Student Driver section of this handbook.
- For the safety of all students and campus pedestrians, parents are required to carefully follow the given procedures.

Drop-off Specifics

- Students (elementary, MS students, and HS non-driving students with younger siblings) will be dropped off at the main drop-off in the back of the building.
- High School only students may be dropped off at the Gathering Space entrance.
- Drop off for all children begins at 7:30 AM.
- After entering from Federal Boulevard, continue the traffic flow behind the Worship Center all the way around to the entrance to the Children's building.
- Your child will exit the car on the right side at the appropriate staffed points.
- Just past the covered walkway, all cars will turn right and proceed behind the Worship Center to the West parking lot.

To Exit onto Kingston Pike

- If traveling west on Kingston Pike, please follow the traffic flow to the Federal Boulevard exit and turn left at the traffic light.
- If traveling east on Kingston Pike, follow the traffic flow to the parking lot exit in front of the Worship Center. This exit is for right turns to travel east on Kingston Pike only.

Other Tips

- Please have your child ready to exit the car
- Pack backpacks ahead of time
- Give hugs and kisses ahead of time
- Please be very mindful of other students in the parking lot
- We encourage all students to be dropped off and not walked in for safety reasons.

Pick-up Specifics

- Pick-up traffic will follow the same traffic flow as drop-off.
- The Federal Boulevard entrance to the campus should be used.
- Queue lines will form in the West Parking Lot. Please watch for signage to locate the appropriate queue line.
- There will be K-5th grade queue lines and 6th-12th grade queue lines. Please join the queue line based on the oldest child you will be picking up.
- Students will only be released to those adults listed on the student's Transportation Release Form. Updates to the Transportation Release Form may be made in the CCS office.
- Parents who chose to walk in for elementary dismissal should park in front of the worship center and wait at the side door adjacent to the elementary school office. Parents should have the CCS dismissal sign ready to show the teacher. Students will be called for walk-in dismissal beginning at 3:15 pm. Please do not bypass the walk-in procedures by asking the office to call your child out of class early.

ELECTRONIC DEVICES

Electronic devices include cell phones, iPods, iPads, and e-readers. With technology increasing, we want students to learn to use these devices properly. **If instructed by a teacher, students may use electronic devices for educational purposes during class time.**

High school students may check cell phones or respond to text messages between class periods *in the High School Hallways*. Middle school and elementary students may only use an electronic device if given approval by a faculty member and while overseen by that faculty member.

The consequences for student misuse of electronic devices are:

- First offense—Device will be held by the faculty member. The student may collect the device at the end of the school day. Middle and High School students will receive a demerit.
- Second offense—Device will be held by the school office. The parent must collect the device from the office at the end of the school day. Middle and High School students will receive a demerit.
- Third offense—Device will be held by school administration. The parent must collect the device during a conference with an administrator at the end of the school day. Middle and High School students will receive a demerit.
- Additional offenses will result in Saturday Detention for Middle and High School students.

All electronic devices should be kept in a secure place. The school cannot be responsible for theft, loss or damage. The obligation of financial responsibility is on the one who caused damage.

FIELD TRIPS

In order to enhance and extend the education experience, students may participate in school field trips during the school year. The student costs for field trips are *not* covered in the tuition cost. Students are required to submit a signed permission slip in order to participate. All middle/high school students *will participate* in mission-oriented service day trips. While on the field trip, students are assigned to a teacher or chaperone for supervision. Please note that, for safety and security reasons, siblings, friends and non-chaperoning adults are NOT permitted to participate in any portion of a trip. ***Tuition payments and fees must be current for a student to attend class trips at administrative discretion.***

Students who are not present for class field trips will be counted as absent and may be asked to complete a teacher- approved assignment that correlates to the field trip.

Enrichment field trips are not covered by the activity fee and may result in additional fees.

Parent Involvement

Often a limited number of parents are invited to accompany the students as chaperones. Because chaperone costs are not covered in the student activity fee, chaperoning parents will be responsible for any personal trip costs. Parents will be notified of the chaperone selection procedures, orientation process and trip costs through regular parent/teacher communication methods. Parents chaperoning an overnight trip will be required to undergo a Background Check.

Travel Arrangements

With the exception of kindergarten, all students are expected to travel to and from the field trip destination by bus. Parents who wish to take their child home after the field trip must submit a signed release to the teacher. All final travel arrangements are at the discretion of CCS administration.

Field Trips – Overnight

Students in grades 5 through 12 may have an opportunity to participate in one extended field trip per year. These trips are educational in nature and the costs are NOT covered in the student activity fee. The cost of the trip is non-refundable. Overnight trips are considered a privilege for older students. Cost information, trip

details and requirements will be communicated to parents through normal parent/teacher communication. ***Tuition and fees must be current to attend school trips.*** Any student receiving a suspension may not be allowed to attend any overnight trips.

FINANCIAL GIFTS

Concord Christian School is deeply grateful for all gifts received. As a reminder, all gifts to CCS are tax-deductible. Anyone considering giving a memorial, setting up a trust, establishing an endowment or donating a gift of cash or property to Concord Christian School is invited to contact the Head of School or Director of Development.

HOLIDAY CELEBRATIONS

The following guidelines will be followed as related to holiday celebrations:

1. Thanksgiving is recognized as a true historical event as well as a reminder of God's provision for us all.
2. At Christmas time our emphasis will be on the biblical account of the birth of Christ and the spiritual significance of the Christmas story.
3. At Easter the emphasis will be on the sacrifice, death, burial, and resurrection of Jesus Christ.
4. Halloween will **not** be observed as a holiday, and we ask that parents not send Halloween- related items or treats to school.

Secular images (other than Halloween) like Santa Claus, Christmas trees, Easter eggs, etc. are permitted at school, but they will not be the emphasis of our school programs or decorations.

HOMEWORK PHILOSOPHY

Concord Christian School recognizes the educational value and importance of homework for students. We believe that meaningful home study can be an important part of each pupil's educational program. It should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day, a time which provides the students with additional opportunities for the development and reinforcement of the school's instructional objectives.

The assignment of homework may be regular, should be reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits.

Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. Care must be taken, however, not to diminish the family unit by too much homework. Family communication and togetherness must be a priority.

Amount of Homework

Homework serves two purposes: 1) it reinforces, and 2) it allows enrichment and creativity. The amount of time a student needs to do homework varies from day to day and from student to student. The faculty attempts to assign a reasonable amount of homework in light of the subject matter and the abilities and needs of the students. The school faculty urges that each student plan out-of- school activities wisely so that adequate time is provided for homework. Wise planning of time will allow for completed homework assignments as well as for the development of personal responsibility. Teachers are expected to give reasonable homework assignments with consideration being given to Wednesday-night church meetings and special church activities.

Some guidelines are as follows:

Grade	Minutes per evening
1	0 - 20
2-3	15 - 30
4	30 - 45
5	45 - 60
6-8	45 - 60
9-12	60 - 90

INTERNET AND COMPUTERS

Students and parents are required to read and sign the CCS Acceptable Computer Use Policy. A copy of this policy and signature form is given to each student at registration and the first week of school. Eighth through twelfth grade students will earn a Digital License during the first month of school each year. This process will be communicated by administration to families at the beginning of each school year”.

Sexting

In keeping with the school’s responsibility to provide a safe learning environment for all students, the administration has established the following policy regarding the issue of “sexting”:

Sexting is the act of sending, receiving or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing or even viewing pictures, text messages or emails that contain a sexual message or image a violation of this policy. This violation will result in school discipline, up to and including expulsion and the notification of local law enforcement. Students are expected to immediately report any such activities to a teacher or school administrator.

LOST AND FOUND

Items found on school grounds are brought to the school office. At the end of each grading period, unclaimed items will be given to charity. Parents can assist in recovering lost items by placing their child’s name on all possessions for easy identification.

LUNCH PROCEDURES

Forgotten Lunches

If a student forgets his/her lunch, Valley Food Services will provide a lunch for the student. The student’s account will be charged for the lunch.

Guests

Parents who wish to eat lunch with their child should first sign in at the office and then notify the classroom teacher to ensure someone is aware of the whereabouts of the child.

Non-CCS students are welcome to join class lunchtime with the permission of CCS Administration and must register at the CCS office upon arrival and departure.

Parents who wish to occasionally have lunch with their child should use the tables provided for this purpose in the Café or have lunch with their child in the cafeteria.

The First Baptist Concord Café was established with the purpose of providing a nice, quiet, peaceful setting for community and church members to visit, pray, study God’s Word, enjoy fellowship with friends and just

"hang out." The location of the Café, just outside the gym, is enticing to say the least. The Café has a very small staff. The Café staff is not responsible for monitoring students or cleaning up after them. In order for us to be fully conscious of the Café's intended purpose, the following guidelines have been established:

Café Guidelines:

1. Students (K-8) are not allowed in the Café during the school day unless accompanied by an adult or with the permission of school staff.
2. Parents of **elementary-aged children**, (grades K-5), may eat **only with their child and one friend**.
3. Any parents who choose to eat with their child in the Café is responsible for their child's behavior during this time and should sit with their child.
4. If a parent of a **middle school aged child** wishes to allow his/her friends to have lunch with them, their child may have a **maximum of two** friends. Parents are responsible for the behavior of all students under their care at this time.
5. Students and adults are responsible for cleaning their tables and floor area before leaving the Café.

MEDIA CENTER

Our CCS Media Center (library) is an exciting area of constant growth. The goal of our program is to support classroom studies, instill in students a love of reading, and encourage students' independent learning. The media center is located on the second floor of the F building. It is open during school hours only.

Many additions to the library have been donated in recognition of student birthdays, special events and/or memorials to special friends and family. These donations are recognized by a special book plate placed inside each donated book. Those who are interested in participating with such a gift to the CCS Media Center are encouraged to contact the CCS Media Specialist.

MEDICAL AND HEALTH ISSUES

Parents will submit a Tennessee Department of Health Immunization Certificate for their student to start the admission process. Health records must be kept up-to-date and on file in the school office.

For the comfort and safety of all students, CCS requires that children with a contagious illness, disease, vomiting, or parasites remain at home until they are no longer contagious and have been free of any fever, vomiting, or parasites for at least 24 hours.

Contagious Diseases

As a policy, students and/or staff members who have contagious diseases or illnesses are not to be on campus until they pose no significant risk to themselves or any other individual.

Illness or Injury at School

Students who become ill or injured at school will be brought to the school office. If the child is found to be in too much discomfort or has a temperature of 100 degrees or higher, his/her parent(s) will be contacted and asked to come and take the child home.

In the case of minor abrasions and cuts, the injury will be cleaned gently and bandaged.

Medical Emergency

In a medical emergency, CCS will immediately attempt to notify the child's parents or guardian. If a parent or guardian cannot be contacted, the school will attempt to contact, in order, those parties listed on the emergency contact list. If necessary, professional medical or emergency help will be sought.

PE Restrictions

Physical education restrictions may be obtained with a note from parents to the physical education teacher requesting level of restriction and stating the reason. Notes are good for one day only, and parents should repeat the note if necessary. Any student having to miss more than three consecutive days must have a written excuse from a physician.

Medication Administration Policy

The administration of medicine during school hours should be limited to those necessary to maintain the student's health and their enrollment and attendance in school. Over the counter (OTC) medication such as Tylenol, Advil, or Tums are included in these regulations. CCS regulations are in compliance with Tennessee state law.

Regulations

- All medication must be in the appropriate container. Prescription medication must be in the original pharmacy container clearly labeled with the child's name, name of physician, date of prescription, name and telephone number of the pharmacy, name of the medication, dosage and frequency of administration. OTC medication must be in the original container with the student's name clearly written on it.
- A parent/guardian must bring all medications to the office. Children should not transport medications to and from school; this includes medication placed in a backpack.
- **Over the Counter (OTC) Medication** – an Over the Counter Medication Consent Form must be completed by a parent/guardian and must be on file with the school before any medication can be given. The parent/guardian must select which, if any, OTC medications they want their child to be able to receive at school and school events. Choosing any medications on the form, gives consent for the student to receive OTC medications.
- **Prescription Medication** – A Prescription Medication Form must be completed by a parent/guardian and must be on file with the school before any medication can be given. A separate form is needed for each medication. These forms must be renewed every school year.
- The first dose of all medication must be given at home in case of adverse reaction.
- Changes in medication or dosage must have an updated Prescription Medication Form on file.
- Parents/guardians will be communicated with in person, by phone, or by email if there are any problems with administration of the medication.
- No medication will be given past the expiration date.
- Medications must be stored in a separate locked drawer or cabinet. Each dose of medication must be documented in the student's medical records on the school software program. This should include the name of the medication, dosage, time given and personnel administering it.

Self-Carry Medications

- Students may not carry any medication on their person with the exception of inhalers for asthma, Epi-Pens or insulin delivery systems.
- Written permission from a parent/guardian and physician must be on file in the school office. These forms must be renewed every school year.
- The student's parent/guardian shall sign a statement acknowledging the school shall incur no liability and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the possession or self-administration of the inhaler.

- The student must have a willingness to comply with school rules about the use of the medication during school hours.
- Student's self-possession privileges may be revoked if the student misuses the medication or offers it to another student.

Restroom Use

Our daily schedule allows ample opportunities for students to use the restroom. Therefore, our teachers are instructed not to send children to the restroom during class except in an emergency. If your child has a medical condition that will necessitate frequent trips to the restroom, you need to have a letter from your doctor on file in the office and with the teacher.

NATIONAL HONOR SOCIETY MEMBERSHIP GUIDELINES

- Sophomores, Juniors, and Seniors will be considered for membership in NHS after the completion of the Fall Semester.
- Students must have attended CCS for at least two semesters to be considered.
- Sophomores must have a cumulative weighted GPA of at least 3.85 to be considered.
- Juniors and Seniors must have a cumulative weighted GPA of at least 3.75 to be considered.
- In addition to a minimum GPA, students must demonstrate academic rigor by taking an honors curriculum.
- In February, invitations to apply will be mailed to students who meet the scholarship standards.
- Applications must be completed to demonstrate the standards of leadership, service, and character. Students will also include their faith testimony.
- A faculty council will convene to review and evaluate the applications.
- In March, letters will be mailed with results of the faculty council.
- In April, an induction ceremony will be held for new National Honor Society members.

NATIONAL JUNIOR HONOR SOCIETY MEMBERSHIP GUIDELINES

- Sixth, seventh, and eighth grade students will be considered for membership in NJHS society after the third grading period
- Students must have attended CCS for the three grading periods to be considered.
- Academic eligibility is determined by the numerical average of the core classes for the first three grading periods of this school year.
- Sixth grade students must have at least a 95 average in core classes. Seventh and Eighth grade students must have a 93 average in core classes.
- After the academic eligibility is determined in late March, eligible students will be reviewed by CCS faculty.
- Faculty will consider leadership, service, citizenship, and character and qualities such as honesty, respect, and willingness to work. Students must receive a positive recommendation from a majority of the faculty to meet these requirements.
- In April, students who have met the academic requirements and are recommended by the faculty will receive an invitation to join NJHS.
- In May, an induction ceremony will be held for NJHS members.
- NJHS members must maintain good academic standing to remain in NJHS.

PATRIOTISM

Concord Christian School believes it is important to teach our students to have respect for America and our form of government. The flag is given proper respect in every classroom and pledges are said each morning in classrooms.

PLACEMENT

The school takes the position that all faculty are equally qualified to implement the grade-level curriculum and that grade-level teachers share materials and ideas freely, working cooperatively to produce grade-level curricula. Please do not approach an administrator with your specific desires for placement.

PARENT PARTNERSHIP ORGANIZATION (PPO)

To better work with and involve all parents in Concord Christian School, the school began a Parent Partnership Organization (PPO). This organization is made up of parents and/or grandparents whose children attend Concord Christian School and who have a strong commitment to Christian education.

The PPO organizes various volunteers for special projects, acts as a support group for the CCS staff, and works to increase family involvement within the school. All parents are encouraged to be active members of the PPO. Information on dues, various committees, and projects will be available at the start of each school year.

PROFESSIONAL ASSOCIATIONS

CCS is a member and accredited by the Association of Christian Schools International. ACSI is the largest organization of its kind with members in all fifty states, all ten Canadian Provinces, and sixty three other nations. In addition, CCS is accredited by the Southern Association of College and Schools (SACS).

ROOM COORDINATORS

CCS values the parent/school relationship and believes this partnership to be a vital part of every child's educational experience. In an effort to coordinate and encourage parent involvement, one volunteer parent per class is selected each year to serve as "Room Coordinator." The Room Coordinators assist the classroom teachers with organizing and carrying out special parties and events.

A Room Coordinator orientation meeting is held each year to familiarize the volunteers with the responsibilities of the positions.

SCHOOL CLOSING AND DELAY POLICY

Weather closing or early dismissal will be evaluated individually by CCS Administration. Please note that CCS will make its own call. When it becomes necessary to close school for inclement weather or other unexpected events, parents will be notified by e-mail.

In addition to an e-mail, information will also be placed on:

- concordchristianschool.org
- fbconcord.org
- ParentsWeb - Announcements
- Social Media
- Local TV

In the event of an Early Dismissal

- HS student drivers will be released as soon as the decision is made to ensure safe travel home.
- All other students will be dismissed from the South pick-up line.

In the event of a One Hour Delay,

- We will drop the first class period.
- Any subsequent closings or delays will be communicated by announcements as listed above.

There are five snow days built into the CCS school year.

SCHOOL HOURS

Drop off will begin at 7:30 a.m. for all K-12th grade students. Students not in class by their grade level's beginning time will be counted tardy.

Grade level school hours are as follows:

Elementary (Grades K - 5th)	8:00 AM – 3:00 PM
Middle (Grades 6th – 8th)	7:45 AM – 3:15 PM
High (Grades 9th – 12th)	8:05 AM – 3:00 PM

After School Care is available through the church with pre-registration. You may contact Concord’s KidzConnect-- After School Care for more information at 671-5559.

Early Arrival

Students should arrive at school **NO** earlier than 7:30 a.m.

Late Arrival

Students arriving after their grade level’s beginning time will be considered late for school. See more information on tardies under the Attendance Policy section.

Late Pick-Up

It is unacceptable for a child to remain on campus unsupervised outside of school hours. Therefore, students who cannot be picked up from school by the end of the normal pick-up sequence need to be registered for Concord’s KidzConnect -- After School Care. Students not picked up by 3:30 will remain in the CCS office until a parent arrives. After the first incident, the family account will be charged for late pick-up. Rates listed below are per child.

3:40 PM	\$7.00
3:45 PM	\$9.00
3:50 PM	\$11.00
3:55 PM	\$13.00
4:00 PM	\$15.00

After 4:00 PM, a \$1.00 per minute fee will be incurred.

Outside of School Hours

Outside of school hours, K-8th grade students should only be on the campus under supervision of a parent or a high school aged sibling. Students without proper supervision or those found in unapproved areas will be subject to CCS discipline procedures.

SEVENTH GRADE IMMUNIZATION REQUIREMENTS

Rising 7th graders must have an official TN Department of Health Certificate of Immunization form on file with the school. This record must show your student is compliant with Tennessee’s law that rising 7th graders have the Tdap booster and two doses of the varicella (chicken pox) vaccine.

The Tennessee law requires for All children entering 7th grade

- **Tetanus-diphtheria-pertussis booster (“Tdap”)** – not required if a Td booster dose given less than 5 years before 7th grade entry is recorded on the DTaP/Td line
- **Verification of immunity to varicella – 2 doses** or history of disease

Before the first day of school, parents of rising 7th grade students must provide the CCS office with this official form.

STUDENT DRIVER

Driving to school and parking on the student lot is considered a privilege at Concord Christian School. Students who drive to school must have a current CCS Parking Permit hanging from their rear view mirror, facing out the windshield.

Permits issued are valid for the 2016-2017 school year. Cost of

Parking Permits:

\$20.00 per year

\$30.00 for replacement permit (if lost or destroyed)

Parking Information and Rules:

1. Students must not leave school without authorization. Students must not transport other students off school property during the school day. Parking privileges will be suspended for violations.
1st Offense—1 week without permit 2nd Offense—1 month without permit
3rd Offense—Loss of parking privileges for year
2. The parking permit must be hung on the rear view mirror when the car is parked on school property. The permit number must be visible from outside the vehicle.
3. Student drivers will abide by all school regulations and policies, including a 15 mile per hour speed limit in the parking lot. Student drivers will follow faculty directions when entering or exiting the parking lots.
4. Punctuality and good attendance are necessary to maintain parking privileges. Habitual tardiness and/or absences will be grounds for revocation of parking privileges.
5th Unexcused Tardy—1 week without permit 10th Unexcused Tardy—1 month without permit
15th Unexcused Tardy—Loss of parking privileges for year
5. Early Dismissal—If a student driver needs to leave school early, he/she should have written permission from a parent. The student will sign out in the school office presenting the permission. If an unplanned early dismissal need arises, the school office will contact the parent before allowing the student to sign out.
6. The student driver will drive carefully on school grounds at all times and will park his/her car immediately upon arrival (between 7:25 and 7:40). Students will vacate their vehicles immediately upon parking. Loitering in the parking lots is not allowed.
7. The student driver will park only in the student parking lot in the assigned space. Because of the increase in our number of student drivers, students may not park in a different spot regardless of weather conditions.
8. Student drivers will not interrupt the flow of drop-off traffic in the morning.
9. The school assumes no responsibility for vehicles on First Baptist Concord property.
10. Please note that all vehicles are subjects to be searched while on school property. Students are responsible for ensuring all contents in their vehicle adhere to CCS school policies.

The student driver will immediately notify the school of any change in vehicles. The permit must match the car for which it was issued and cannot be used on any other vehicle or by any other driver.

Driving Privileges may be revoked for the following reasons:

- Driving recklessly and thoughtlessly on school property
- Leaving the school grounds without permission
- Driver faster than 15 miles per hour in the parking lot
- Failing to observe traffic rules and regulations while traveling to and from school
- Being in the parking lot during the school day without authorization
- Excessive tardies and/or absences
- Violation of existing school policies
- Failure to display the school parking permit

TUITION AND LATE FEES

RenWeb/ FACTS Account Information

Starting in June of 2016 all tuition payments will be paid online through FACTS. Any exception to this payment method will need to be arranged with the Business Manager and will incur additional fees.

Through RenWeb parents have access to account balances, charges and payments at all times. Information is password protected and updated on a regular basis.

New Families to CCS will receive FACTS enrollment information upon their acceptance to Concord Christian School.

Tuition

Monthly payments run from June 2016 —May 2017 skipping the February 2017. Making it easier to manage registration fees, accounts that are current will not have a tuition payment in February. Through FACTS you will have the choice of the 1st of the month or the 15th of the month for your payment processing date.

Delinquent Accounts

Late payments will be subject to a late fee. Accounts that are over 30 days delinquent will be emailed. Accounts over 60 days delinquent will be mailed a letter stating the student will not be permitted to attend class after the 25th of that month until payment is made. If an alternate payment plan is needed, you must contact the Business Manager. Any default on the alternate payment plan would revert immediately to the student's loss of class placement. Additionally, progress reports and transcripts will not be issued and students are not eligible to attend class trips for delinquent accounts.

Returned Checks

A \$30.00 return check fee will be assessed to ALL returned checks. After two returned checks, payment will only be accepted by certified check (cashier's check), money order or cash.

WITHDRAWALS

In the event that parents find it necessary to withdraw a student, the following procedures shall be followed:

1. In order to establish a date of withdrawal, the parent will submit a **Withdrawal Form**, obtained from the office, *a minimum of two weeks* prior to the proposed withdrawal date. The reason(s) for withdrawal should be stated.
2. Fees: registration and development fees are non-refundable. When a student is voluntarily withdrawn from school for any reason, tuition will be pro-rated to the two week notice date, or withdrawal date, whichever may be the latter. When the withdrawal form is submitted, the CCS business manager will verify if all accounts are in good standing.
3. **Grades and records will not be released until all financial obligations have been resolved to the satisfaction of CCS.**