

# CONCORD

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CHRISTIAN SCHOOL

**STUDENT/PARENT HANDBOOK**  
2018-2019





# CONCORD

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## CHRISTIAN SCHOOL & PRESCHOOL

## Welcome to Concord Christian School

Dear CCS Students and Parents,

It is with great anticipation that we start the 18-19 school year. The School Board, Leadership Team, faculty, and staff have been praying for the start of school for several weeks now. Every pre-planning session has started with a time of prayer for specific divisions of CCS. Just yesterday, Pastor Davis took time during the two Sunday services to specifically pray for the CCS leadership, faculty, and staff, as well as, every educator present. Every day brothers and sisters in Christ are praying for our school, what a comforting thought!

As you reference the handbook, please remember the policies and procedures therein are not necessarily exhaustive. While we have attempted to cover as many details as possible, it is possible that you will need clarification from time to time regarding the information as it pertains to you or your child. If that is the case, please do not hesitate to contact someone on the Leadership Team as needed.

If I can ever assist you in any matter, please do not hesitate to contact me. I can be reached by email at [dsnider@concordcs.org](mailto:dsnider@concordcs.org).

Remember, "It's a Great day to be at Concord!"

Pressing On Together,  
Donald Snider, Ed.S

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# LEADERSHIP TEAM

## **Donald E. Snider, Jr.**

### ***Head of School***

BS Physical Education, Evangel University  
M.Ed Administration and Supervision, Georgia Southern University  
Ed.S Instructional Leadership, Tennessee Technological University

## **Nathan Pifer**

### ***High School Principal***

Bachelor of Arts in Education, Covenant College  
MS Education, Western Carolina University  
Education Specialist in Instructional Leadership, Tennessee Technological University

## **Amanda Lane**

### ***Middle School Principal***

Bachelor of Arts Child Psychology & Learning, Maryville College

## **Leigh Ledet**

### ***Elementary School Principal***

BS Elementary Education, University of North Carolina

## **Bruce Johnson**

### ***Athletic Director***

Youngstown State University, Youngstown, OH

## **Stephanie Mason**

### ***Director of Admissions and Marketing***

BS Business, Miami University, Oxford, OH

## **Vanessa Mills**

### ***CCS Business Manager***

BS Accounting, University of Tennessee

## **Linda Reedy**

### ***Academic Dean***

BS Art Education, Bob Jones University  
MA Christian Education, Newburgh Theological Seminary

## **Judy Stogner**

### ***Preschool Director***

BS in Early Childhood Education, Auburn University  
MS in Early Childhood Education, Belmont University

# ADDITIONAL SCHOOL LEADERSHIP

**Amanda Baldwin**

***IT Director***

BS in Secondary Education, Tennessee Technology University

MA in Educational Technology, Johnson University

**Tamara Dallery**

***High School Counselor***

BA in Psychology, Gordon College

MS in Counseling and Human Development, Long Island University

**Kenda McHale**

***International Director***

Bachelor of Arts in Communications, Arizona State University

# 2018 – 2019 SCHOOL CALENDAR

## Concord Christian School

### 2018-2019 School Holiday Calendar

August 2018						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August		
1	New Teacher In-Service	<b>Kindergarten Phase In</b> 9/10 Half Day A/B 13/14 Full Day A/B 15 All K5 Attend
2-6	Teacher In-Service	
2	Full School In-Service - Preschool Closed	
3	Back to School Kick Off	
7	CCS Launch Day	
8	First Day for Students/ Half Day - Kindergarten Mix & Mingle	
13	Senior Photo Day	
21	MS Night Out	
28	Head of School Coffee with Parents	

September 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

September		
3	Labor Day Holiday	
4	School Resumes	
4	Senior Parent Night w/ Guidance	
6	School Pictures	
9 - 11	High School Retreat - Doe River Gorge	
21	ES & MS Parent Conferences - HS normal class schedule	

October 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October		
2	Book Fair	
2	Christian College Fair	
8-12	Fall Break	
24	PSAT Test	

November 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November		
1	FAFSA Worshop - Senior Parents	
6	Kindergarten Sneak Peek	
8	Storehouse Christmas Open House	
8-9	High School Production Lab	
14	Veterans Day Program (Rehearsal on 11/13)	
20	Thanksgiving Holiday/ Half Day for Students	
21-23	Thanksgiving Holidays	
29	Concord Christmas Marketplace	

December 2018						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December		
7	Middle School Theatre Arts Performance	
11	Winter MS/HS Band & Chorus Concert	
13	Elementary Christmas Program (K - 2nd grade)	
18 - 20	HS Exams	
18 - 19	MS Exams	
20	Half Day/ Christmas Holidays Begin	
21-31	Christmas Holidays	

Testing Half Day Event Holiday In-Service Admissions Event

January 2019						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### January

1-4	New Years Holiday	1/19	Preschool Re-Enrollment
7	Teacher In-Service	1/26	Priority Enrollment
8	School Resumes	2/1	Open Enrollment
15	Welcome to MS Parent Meeting		
16	5th Grade Step Up Day		
17	8th Grade Step Up/ Welcome to HS Parent Meeting		
21	Martin Luther King Holiday		
24	School Preview		
31	Junior Parent Night with Guidance		

### February

1	Open Enrollment
14 - 15	Book Fair
15	Grandparents Day (rehearsal 2/14)
18	Presidents' Day/Student Holiday/Staff In-Service

### March

18-22	Spring Break
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### April

Still yet to be Scheduled - Elementary Spring Concert ( 3 - 5th Grade)	
3 - 5	Terra Nova Standardized Testing
9	Math Olympics - ES & MS off, HS normal classes
11 -13	Spring Theatre Arts Performance ( MS/HS)
19	Good Friday
22	Easter Monday
23	Spring Band Concert ( MS/HS)
25	Spring Preschool Program
27	Prom

### May

2	Elementary Art Show
9	Spring Chorus Concert (MS/HS)
10	ES Field Day (Rain Date - 5/17)
10 - 16	Fay Boston Art Show (Opening 5/10) MS/HS Student Art Show
13,14 & 16	Preschool Graduation
18	Commencement
20	Kindergarten Graduation
20 - 23	MS/HS Exams
22	MS Field Day
24	Teacher In-Service
27	Memorial Day

**Testing** **Half Day** **Event** **Holiday** **In-Service** **Admission**



June 2019						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## June

24 - 28 TSSAA Summer Dead Period

July 2019						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## July

1 - 5 TSSAA Summer Dead Period

4 Thursday Independence Day - Concord Parade & Picnic

August 2019						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

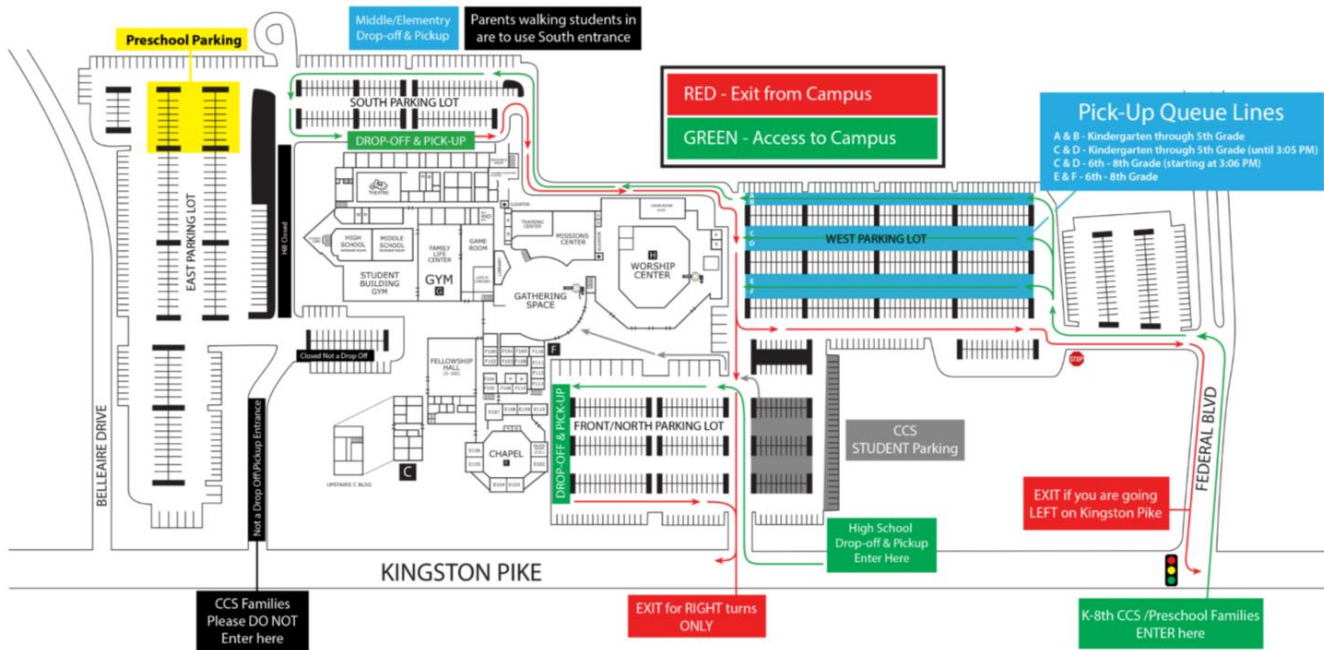
## August

Half Day   Event   Holiday   In-Service

# CAMPUS MAP



## STUDENT DROP-OFF & PICK-UP MAP



**Handicap spots are NOT to be used out of convenience. Persons parking in those spots MUST BE AUTHORIZED by the state and display the proper pass/license.**

	Drop – Off	Pickup	Entrance
Elementary	7:30 – 8:00	3:00	South
Middle	7:30 – 8:00	3:15	South
High School	7:30 – 8:00	3:15	North

# CONCORD MISSION and VISION

## 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.

## 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.

## 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.

## 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 started the journey of approving the school growth as listed below.

Fall 1996	Grades 1 – 3
Fall 1997	Grade 4
Fall 1998	Grade 5
Fall 1999	Middle School was approved and the first 6 <sup>th</sup> grade class began
Fall 2009	High School was approved and first 9 <sup>th</sup> grade class began
May 2013	First Graduating Class

## ORGANIZATION

Concord Christian School is governed by a School Board comprised of persons elected by the Members of First Baptist Concord to serve a three-year term. In 1996, this group, in conjunction with the FBC 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), Dr. Daniel Patton (2012-2013), Ruston Pierce (2013 – 2017) and Mark Kelly (2017 – 2018). Donald E. Snider, Jr., the interim Head of School, began serving the school in July of 2018.

## PROFESSIONAL ASSOCIATIONS

CCS is a member of 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).

## 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 hour 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.
- Believes it is important to teach our students to have respect for the United States of America and our form of government. The flag is given proper respect in every classroom and pledges are said each morning in classrooms.

### **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.

# ACADEMICS

## ACADEMIC POLICIES

### Curriculum

All curriculum used at Concord Christian School (CCS) will be Christian in orientation or taught with a Christian worldview. Concord Christian School is a college preparatory institution providing a rigorous course of studies to prepare students for enrollment in institutions of higher education. All curriculums are reviewed on a regular schedule making certain to provide the highest academic experience for our students.

### Grading Policies

- 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.
- Grades are available on your ParentsWeb account.

### Kindergarten

Kindergarten students will begin receiving report cards at the end of the second nine weeks.

### Grading Scale

**All grades K – 12<sup>th</sup> use the scale below. High School students will also have a GPA calculated using a 4 Point Scale with quality points added for Honors, AP and Dual Enrollment Courses.**

Letter Grade		College Prep	Honors	AP
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.
- 3 points will be added to the student's final class average in Honors Courses.
- 5 points will be added to the student's final class average in Advanced Placement.

### High School Mid-term/Final Exams

Exams are to be taken on the designated days on the school calendar. No exams will be allowed to be taken early. Students who miss exams for illness or emergency will be allowed to make up exams

### 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.

**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 through an approved summer school or on-line credit recovery program 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. The School's Guidance Counselor will assist in providing the steps required for course recovery.

**Graduation Requirements:** 26.5 Credits

	<b>Credits</b>
<b>English</b>	4.0
<b>Math:</b> Algebra I, Algebra II, Geometry & one upper level math	4.0
<b>Bible:</b> (One credit for each year of CCS attendance)	4.0
<b>Science:</b> Biology, Chemistry or Physics & one additional lab science	3.0
<b>Social Studies:</b> World History, Government, U.S. History	3.0
<b>PE:</b> PE/Wellness plus an additional .5 credit	1.5
<b>Personal Finance</b>	0.5
<b>Economics</b>	0.5
<b>Foreign Language:</b> 2 of the same language	2.0
<b>Fine Arts</b>	1.0
<b>Electives</b>	4.0

- If Algebra I and Spanish I are taken in 8<sup>th</sup> grade, there will be a proficiency test given at the end of the course in order to receive high school credit.
- 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.
- Bible classes are considered core classes, along with English, Math, Social Studies and the Sciences.
- The additional .5 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.

## **Requirements for Commencement Ceremony**

Students who have satisfied the CCS graduation requirements will be eligible to participate in commencement.

- Students who earn an F in one required course may participate in commencement, but will not receive a diploma or be designated as a graduate on official records until the required course is retaken and passed with a D or better.
- Students who receive more than one F in required courses may not participate in commencement and must retake courses and pass with a D or better to receive a diploma from CCS.
- Graduating Seniors who are within one (1) credit of meeting all graduation requirements may take part ("walk") in the commencement exercises. However, no student will be awarded a CCS diploma without successful completion of all requirements.
- Seniors lacking more than one (1) credit towards graduation will not be permitted to take part in commencement.
- Every graduate must have all financial, academic, and personal obligations met by 2:00 PM on the day before graduation in order to receive his/her diploma.

## **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 of 4.0 or above

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

### **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.

## **ALERTS/PROBATIONS/DISMISSAL**

### **RenWeb Notification**

If a failing grade is entered into the gradebook, you will receive an email notification from RenWeb. It is the parent's option to opt out of email notification.

### **Academic Alert**

An academic review conference will be held for any 3<sup>RD</sup> – 12<sup>TH</sup> grade student who receives a failing grade in a subject on an end of quarter report card. 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 quarter report card with a cumulative GPA of 2.0 or less or a report card with two grades of "D" or "F" for a grading period. Parents are notified of probationary status and will meet with administration to develop an action plan.

### **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.

## ACADEMIC POLICY FOR ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

1. To be eligible to participate in athletic contests during any school year, the student must earn 6 credits the preceding school year. All credits must be earned by the first day of school of the beginning of the school year. Credits earned in a summer school accredited by the State Department of Education shall be recognized for eligibility purposes provided the student was enrolled at CCS the spring semester immediately preceding the summer session. Students who are ineligible the first semester may gain eligibility the second semester by passing five subjects.
2. During the school year, students must maintain a C average in each class in order to try out for athletics or audition/sign-up for extra-curricular activities.
3. Eligibility will be based on 9-week grading periods. Students must maintain a C average in each class at the end of each grading period. If a student has below a C average in any class at the end of the 9-week grading period, they will be placed on Extra-Curricular Probation. While on probation, the student may still participate in the extra-curricular activity. The student may still attend all practices, rehearsals, games, or performances. Probation will go into effect the day following the eligibility checkpoint and will continue for 3 weeks.
4. If the student's average is below C in any class at the end of the 3 week probationary period, the student will be placed on Extra-Curricular Suspension. The suspension will go into effect the day following the day the end of the grading period and will continue for 3 weeks. The student would no longer be able to participate in games or performances.
5. If the student has a C (or higher) average in all classes at the end of that three week suspension or probation the student will be released from probation or suspension. Students on probation or suspension will be monitored on a three week basis.
6. The administration for each school division will notify by email to the parents and student regarding probation or suspension status. The athletic director, head coaches of sports, and directors of extra-curricular activities will be copied on the email.
7. The extra-curricular eligibility policy applies to CCS middle and high school sports and extra-curricular programs.

## 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. Previous teacher input, student personality and learning style along with prayer guides the administrative team in forming class lists. **Please do not approach an administrator with your specific desires for placement.**

- Elementary students will receive postcards before school starts letting them know of their teacher assignment.
- Middle School students will receive their homeroom assignments and class schedules at the annual Back 2 School Kick Off.
- High School schedules will be distributed prior to the first week of school

## 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:

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

### **TRANSCRIPTS**

A student's official transcript will not be sent to another school until the student's account is current and all the obligations owed to the school are fulfilled. These obligations include but are not limited to disciplinary actions, books, fees, uniform and/or equipment. Transcripts can be requested through the Office of the Registrar. Transcripts will have all SAT and ACT test scores sent with the transcript unless a specific written request is made indicating which scores to send and which scores not to send. Official transcripts are sent directly to the college or scholarship program.

# ADMISSIONS and FINANCIAL POLICIES

Concord Christian School and Preschool 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.

## ADMISSIONS PROCESS

Applying is easy using our Online Application. We encourage families to apply online as it simplifies submission and provides parents a tool for tracking online the status of their admission after their application has been submitted. 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 On-Line Application
- Completed Student Interview Form (grades 6 - 12)
- \$400 per Student Application 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 at least 2 years of report cards (6th - 12th grades)
- Copy of most recent standardized test results (1st - 5th grades)
- Copy of at least 2 years of standardized test results (6th - 12th grades)

The applicant is scheduled for an interview upon receipt of all applicable forms listed above. A student's file must be complete before it will be reviewed.

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

Admissions decisions are determined by the evaluation of several factors:

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

**Acceptance letters will be mailed within one week of the interview. This decision is final.**

## **CONTINUOUS ENROLLMENT**

At Concord Christian School and Preschool, we know the impact in a sustained, long-term relationship with families in the education of their children. A continuous transition from Preschool through High School provides a consistent, comprehensive advancement through academic coursework. From the first accepted application, your child will be enrolled at Concord throughout their education to graduation unless the parent notifies the school, in writing otherwise.

Your electronic signature on this year's school reenrollment packet is confirmation that you understand the Continuous Enrollment Agreement (CEA). Please review it completely. This agreement applies to the 2018–2019 academic year and will be renewed automatically until your student has graduated from Concord. This agreement will be active unless and until it is terminated by Concord Christian School or completion by the family of the withdrawal procedures as outline below.

The family maintains each student's information (i.e. address, phone, email, emergency contacts and medical information) on a continual, as needed basis. Concord will help to maintain the database by reminding parents to update their demographic information through RenWeb.

At the beginning of the Second Semester, CCS will publish the following school year's tuition rates, the annual continuous enrollment fee, and information regarding tuition assistance.

## **CONTINUOUS ENROLLMENT AGREEMENT TERMS**

- We agree that the term of my student's continuous enrollment begins with this signed Continuous Enrollment Agreement and, thereafter, continues automatically through completion of Grade 12 or, if necessary, until the Future Withdrawal Form is completed.
- We understand that the continuous enrollment fee will be incorporated into the monthly tuition payment plan.
- We agree to keep our student's demographic information updated in RenWeb.
- We agree to maintain a current FACTS agreement with terms as specified above and that any changes to those terms must be communicated in writing to the Business Manager.
- We agree to the financial policies set forth in this agreement and acknowledge that we will review the Parent-Student Handbook each year for any changes to those policies.
- We agree to fulfill all financial obligation promptly.

The Continuous Enrollment Agreement will be signed through Online Application for new families and Online Reenrollment for returning Concord Families.

## **CONTINUOUS ENROLLMENT FEE**

The continuous enrollment fee holds a place for your child for the following academic year and covers registration costs. The continuous enrollment fee for the following academic year is incorporated into the monthly tuition payment. If you withdraw prior to January 31st, the paid continuous enrollment fee will be credited toward your last month's tuition payment. For withdrawals received after January 31, the Continuous Enrollment Fee will be forfeited.

## **FACILITY FEE - \$300 per student**

All students are required to pay an annual facility fee. This fee is an investment in existing facilities and future growth and will be assessed each year. This fee will be divided into monthly billing at \$25 per month but is due in full in the event of withdrawal for any reason.

## **TUITION AND LATE FEES**

<b>SCHOOL</b>	<b>2018 - 2019 TUITION</b>	<b>FACILITY FEE</b>	<b>19/20 CONTINUOUS ENROLLMENT FEE</b>	<b>TOTAL</b>	<b>12 Mo PAYMENT (JUNE - MAY)</b>
<b>ELEMENTARY</b>	\$6,320	\$300	\$300	\$7,120	\$593.33
<b>MIDDLE</b>	\$7,405	\$300	\$300	\$8,005	\$667.08
<b>HIGH</b>	\$7,800	\$300	\$300	\$8,400	\$700

### **Tuition**

Once accepted, your family will be required to enroll online in the FACTS tuition management program. Monthly payments run from June 2018—May 2019. Tuition is due by the first of the month according to the terms of your payment plan. If you choose to pay monthly, through FACTs you may choose the 1st or 15th as 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.

## **RENWEB/FACTS ACCOUNT INFORMATION**

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.



## DISCOUNTS

- **\$150 Savings if full year is paid by June 10, 2018**
- **Concord Christian School Multi-child Discount**

	<b>Elementary</b>	<b>Middle</b>	<b>High</b>
2nd Child	\$630	\$720	\$760
3rd Child	\$940	\$1080	\$1140
4th Child +	\$1260	\$1440	\$1520

- **35% Savings for Full Time Pastor of 501(c)3 Church (documentation required)**

## 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.

## TUITION ASSISTANCE

Financial aid may be available for families approved by FACTS. Applications must be filled out online. Please access FACTS through the link at [concordchristianschool.org](http://concordchristianschool.org). Financial aid application for returning students has the deadline of May 30, 2018.

## 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.**

## 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.

## Media Center Donations

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.

# ATTENDANCE

## SCHOOL HOURS

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

### Grade level school hours are as follows:

<b>Elementary (Grades K - 5<sup>th</sup>)</b>	<b>8:00 AM – 3:00 PM</b>
<b>Middle (Grades 6<sup>th</sup> – 8<sup>th</sup>)</b>	<b>8:00 AM – 3:15 PM</b>
<b>High (Grades 9<sup>th</sup> – 12<sup>th</sup>)</b>	<b>8:00 AM – 3:15 PM</b>

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 under tardies.

## Late Pick-Up

It is unacceptable for a child to remain on campus unsupervised outside of school hours. Therefore, students who cannot regularly 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. We understand that unforeseen circumstances may, on rare occasions hinder your ability to pick up your child on time. Please notify the appropriate school office if you are delayed. Students will remain in the CCS Elementary office until parents arrive. Families who are repeatedly late will be charged for their late pick up.

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-8<sup>th</sup> grade students should only be on the campus under supervision of a parent or a high school aged sibling or designated adult. Students without proper supervision or those found in unapproved areas will be subject to CCS discipline procedures.

## DROP-OFF AND PICK-UP

**For the safety of all students and campus pedestrians, parents are required to carefully follow the given procedures:**

- Please note that the campus speed limit is 10 mph and all stop signs need to be obeyed.
- Drop-Off and Pick-Up locations and instructions are on the Drop-Off/Pick-Up Map.

## **DROP-OFF PROCEDURES**

- Drop off for all students begins at 7:30 AM.
- 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.
- Always pay attention to the school personnel who are directing traffic.

## **PICK UP PROCEDURES**

- Queue lines will form in the West Parking Lot. Please watch for signage to locate the appropriate queue line.
- There will be K-5<sup>th</sup> grade queue lines and 6<sup>th</sup>-8<sup>th</sup> grade queue lines. Please join the queue line based on the oldest child you will be picking up.
- High School students will be picked up in front of the Gathering Space.
- 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. Please do not bypass the walk-in procedures by asking the office to call your child out of class early.
- We will no longer call students out of class to avoid the pick-up line.

## **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 Parking Lot 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.

## **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 (11:30 a.m. is considered a ½ day absence). For middle/high 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
- School sponsored field trips are marked as NOC (Not On Campus)
- College Visitation Days – see below
- Approved Prearranged Absences – see below
- Valid reasons as deemed by CCS Administration.

Should a student be out of school for 5 or more consecutive days, a medical excuse is required if the time of absence is to be excused. Based on state law, CCS is required to report any student who has accumulated 5 unexcused absences in a year.

**Absences will only be considered excused after a proper communication (note or email) is received. All absences are considered unexcused until proper communication is received.**

Elementary – note/email to class teacher is required the day the student returns to school

Middle School – email to [jarnold@concordcs.org](mailto:jarnold@concordcs.org) within 5 days of absence

High School – email to [kbailey@concordcs.org](mailto:kbailey@concordcs.org) within 5 days of absence

**The absence communication 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

## **MAKE-UP WORK**

### **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 on the day missed and can be picked up at the end of the school day. 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 or by checking RenWeb.

When a student has an **excused absence**, 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." If students miss a test or quiz day or a project due date, they should come prepared to take the test/quiz or turn in the project on the day they return. If a student misses the day before a test or quiz, they will have one day for review and will take the test/quiz the following day.

### **Make-up Work for Unexcused Absences**

All class work missed during the **unexcused absence** will receive a "0." If students miss a test or quiz day or a project due date, they should come prepared to take the test/quiz or turn in the project on the day they return. If a student misses the day before a test or quiz, they will have one day for review and will take the test/quiz the following day; however, the test/quiz/project grades are automatically dropped one letter grade.

### **Pre-Arranged Absences**

For prearranged absences, parents are to complete an **Anticipated Absence Request Form** (available in the school office or on the school website under the Resource Tab) 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. Solid academic standing and the approval 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. A student missing 10 days or more per semester is considered to have excessive absences. The same applies to a Middle/High student who misses at least one class 10 times or more. If a student misses **15** or more classes in a semester or **30** over the course of the school year, they may be retained, fail the course, and/or be reported to the County Truancy Officer in accordance with Tennessee Code Annotated Section 49. 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:**

<b>Elementary (Grades K – 5<sup>th</sup>)</b>	<b>8:00 AM – 3:00 PM</b>
<b>Middle (Grades 6<sup>th</sup> - 8<sup>th</sup>)</b>	<b>8:00 AM – 3:15 PM</b>
<b>High (Grades 9<sup>th</sup> – 12<sup>th</sup>)</b>	<b>8:00 AM – 3:15 PM</b>

- 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
- Five unexcused tardies will result in the student serving a one hour after school detention.
- Tardies accumulated are not limited to one class but are totaled across the student's daily schedule.
- Any student with 10 Tardies (excused or unexcused) per semester is considered to have excessive tardies.

## **EARLY DEPARTURES**

To avoid disrupting the educational process, early departures should be kept to a minimum. Anyone picking up a student for early departure may be asked to provide a photo ID and must be listed on the RenWeb authorized pick-up list. Students must be signed out from the appropriate school office. If you need students from both offices, please stop in Middle/High office first and we will have those students meet you in the Elementary Office. The following procedures have been established to ensure the safety of our students and parents are asked to cooperate fully with them.

### **Elementary**

- If possible, a note must be sent to the teacher the morning of an early departure. This note should provide the date and time for the early departure as well as the reason the student should be excused.
- 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.*
- We will no longer call students out of class to avoid the pick up line.

### **Middle School**

- The parent should 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.*
- For the safety of the students, all early departure Middle School students will meet their parents at the office.
- After 3:00, middle school students may only be picked up using normal pick up procedures.

### **High School**

- During the school day, no high school student may leave campus at any point without signing out at the High School Office. The parking lots and wooded areas surrounding the campus are considered "off campus."
- Student drivers may not go to their cars at any point in the school day without receiving permission from the office.
- Parents should report to the office and sign the child out or high school students may sign themselves out with written documentation (email or handwritten note) from the parent/guardian.
- High school student drivers should report to their car and leave campus once they have signed out.
- Non-driving high school students should meet parent at a pre-arranged location.

- Students enrolled in an off-campus Dual Enrollment Course are required to sign in and out. A daily parent note is not required.
- After 3:00, high school students may only be picked up using normal pick up procedures.

## COLLEGE VISITATION DAYS

College visitation days are encouraged for eleventh-grade 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 three 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 excused absence.

# BEHAVIOR, CONDUCT and DISCIPLINE

## **STUDENT BEHAVIOR**

### **Standards of Conduct**

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."

### **Academic Integrity**

Concord Christian School students are expected to display academic integrity. Academic integrity is honesty with all aspects of coursework (homework, classwork, test, quiz, paper, project, etc.). Failure to display academic integrity would include but is not limited to: cheating, plagiarizing, deception, use of technology to provide unauthorized assistance, giving or receiving work to be represented as someone else's.

## **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 help guide the student in carrying out his/her Christian responsibility in living a life committed to God.

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. Toys, devices and gadgets or other items that may be a distraction to the learning process and the classroom environment are not allowed on campus.

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



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

## **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.

### **Action Points**

If your child feels they are being bullied, please refer to the action points listed below.

#### **Student**

- Student should ask the offending student to stop their behaviors.
- Student being bullied should report it to staff, parent/guardians or another adult.
- Students who are aware of bullying should report it to a **teacher** or **administrator**.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

#### **Parent/Guardians**

- Parent/guardians are encouraged to take what their children say seriously and to report bullying concerns to the teacher first.
- Parent/guardians need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parent/guardians not satisfied with the action may refer to administrators if the need arises.

### **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
- Bullying
- 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 serving detention 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.

## **In-School Suspension**

1. The duration of a suspension may be from a portion of a school day up to and not exceeding three consecutive school days. A suspension will be determined by the CCS administration.
2. Any student receiving an in-school suspension may still attend or participate in any CCS sanctioned activity on or away from the CCS campus during the in-school suspension period.
3. Any student receiving a third in-school suspension in the same school year will be suspended for all future disciplinary referrals.
4. Any student who receives in-school suspension will be required to complete assigned work. Completed assigned coursework receives full credit.

## **Out of School Suspension**

1. 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.
2. Any student receiving a suspension will be disqualified from attending or participating in any CCS sanctioned activity on or away from the CCS campus during the suspension period.
3. 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.
4. Any student receiving a third suspension in the same school year may be expelled for the remainder of the school year.
5. Out of school suspension is considered an unexcused absence and make up work will follow the unexcused absence policy.

## **Expulsion**

Concord Christian School may expel a student for repeated disciplinary situations or any major infraction that impacts campus safety. An expulsion results in a denial of admission to or entry into or upon the Concord 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.

# COURSE INFORMATION

## SAMPLE MIDDLE SCHOOL SCHEDULE

Sixth Grade		Eighth Grade	
8:00-8:55	Mathematics	8:00-8:55	Language Arts
9:00-9:40	Band or Chorus	9:00-9:55	Science
9:45-10:40	Language Arts	10:00-10:40	Band, Chorus, or Art Appreciation
10:45-11:40	History	10:45-11:40	Bible
11:45-12:30	Hang Time (15 min) and Lunch	11:45-12:30	Hang Time (15 min) and Lunch
12:35-1:30	Science	12:35-1:30	Mathematics
1:35-2:15	Elective Choice	1:35-2:30	History
2:20-3:15	Bible and Flex Time (20 min)	2:35-3:15	Elective Choice

## SAMPLE HIGH SCHOOL SCHEDULE

High School Schedule	M, W, TH & F
Period 1	8:00-8:50
Period 2	8:55-9:45
Break	9:45-10:00
Period 3	10:00-10:50
Period 4	10:55-11:45
Period 5	11:50-12:40
Lunch	12:40-1:30
Period 6	1:30-2:20
Period 7	2:25-3:15

Chapel Schedule	Tuesdays
Period 1	8-8:45
Chapel	8:50-9:35
Period 2	9:40-10:25
Period 3	10:30-11:15
Period 4	11:20-12:05
Period 5	12:10-12:55
Lunch	12:55-1:40
Period 6	1:40-2:25
Period 7	2:30-3:15

### Course Credit (Grades 9-12)

Full credit (1) CCS courses are scheduled as full year regular period courses. For a student to receive credit for any CCS course, they must meet the attendance requirements, take all 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.

### 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.

### **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 five school days 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.
- 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.

### **Dual-Enrollment**

Juniors and seniors may dual-enroll in college level classes. 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](http://www.tn.gov/tsac) or the CCS High School Guidance Counselor.

### **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 principal or guidance counselor can be contacted for a list of tutors to assist students.

## **ADVANCE PLACEMENT COURSES**

Are you ready for a unique learning experience that will help you succeed in college? Each year, students around the world who want to learn and achieve at the highest level become AP students. Through AP's college-level courses and exams, you can earn college credit and advanced placement, stand out in the admissions process, and learn from some of the most skilled, dedicated, and inspiring teachers at CCS.

### **Why Participate?**

- Receive recognition from more than 3,600 colleges and universities that annually receive AP Exam scores. Over 90% of 4-year colleges in the U.S. provide credit and/or advanced placement for qualifying scores.
- Demonstrate your maturity and readiness for college.
- Show your willingness to take the most rigorous courses available to you.
- Emphasize your commitment to academic excellence. Gain Skills that Will Help You Succeed in College
- Get a head start on college-level work.

- Improve your writing skills and sharpen your problem-solving techniques.
- Develop the study habits necessary for tackling rigorous course work. Broaden Your Intellectual Horizons
- Engage in intense discussions, solve problems collaboratively, and learn to write clearly and persuasively
- Talk to an AP teacher or the AP Coordinator about the course you want to take. Discuss the course's workload and any preparation you might need. AP courses have pre-requisites that must be met prior to taking the courses.

### **AP Testing**

- The culmination of the AP course is the AP Exam in May of each year. The score on the exam determines college credit for most universities.
- The expectation is for all AP students to take the AP Exam. If a student chooses not to take the official exam, the student will take a final exam for the course. Those taking the AP Exam will be exempt from the final exam.
- College Board sets the fee for the AP Exams each year. It is approximately \$95 per exam due at the end of January.

# DRESS CODE

## **WHAT'S NEW for 2018 - 2019?**

1. Beginning the fall of 2018, all students have 4 key school colors to choose from for uniform options. Concord's approved school uniform colors are Maroon, White, Grey and Black.
2. Uniform shirts from previous years that are in the colors navy and yellow may be worn as Spirit Wear on Fridays.
3. New in the Storehouse this August – Tommy Hilfiger Uniform Polos and more.

## **2018 - 2019 STUDENT DRESS CODE**

The Concord Christian School dress code sets standards for student dress that enhance the atmosphere of the school and reflect biblical standards of modesty and appropriateness. The dress code boundaries are also designed to promote the safety, security, protection, and the moral well-being of the students and staff. This written dress code is to provide guidance to parents and students on the proper attire for our students.

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. Parents and students have the primary responsibility to understand and adhere to the dress code. Clothing must fit properly – not too small and not too large. A student should not be dressed in such a way as to draw attention to his/ her body, but to respect and honor God, themselves and others.

### **All CCS logo and spirit items must be purchased from:**

- The Storehouse – Our Concord School Campus Spirit 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](http://www.landsend.com) -- school #900072596)

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

### **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
  - White
  - Gray
  - Black
- Oxford cloth, button-down collared shirt – short or long sleeves
  - White

- 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
    - Black
  - Turtlenecks may only be worn under an approved shirt, sweatshirt, sweater or jumper.
    - Maroon
    - Gray
    - White
    - Black
- 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
  - Gray
  - Black
  - White
- Cardigan sweaters
  - Maroon
  - Gray
  - Black
  - White
- Approved CCS shirts must be worn under all sweaters.

### **Pants for all**

**Leggings are not pants but may be worn as layers with approved dresses and skirts.**

- Plain pants
  - Khaki
  - Gray
  - Black
  - Denim
- Cargo is permitted

### **Shorts for all**

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

### **Skirts, skorts, jumpers for girls**

**Skirts, skorts, and Jumpers should not be shorter than 3 inches above the knee.**

- Skirts, Skorts, and Jumpers
  - Khaki
  - Black
  - Gray
  - Denim
  - CCS plaid
- Polo, Knit and Ponte dresses are allowed with school logo
  - Gray
  - Black
  - Khaki

### **Physical Education Dress Code – Elementary School**

- 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).

### **Physical Education Dress Code – Middle School and High School (Wellness)**

- All students, grades 6 – 12, who participate in PE or Strength and Conditioning class, are required to purchase and wear PE shorts and Concord Spirit shirts. These are available through our uniform suppliers and The Storehouse.
- PE shorts have been chosen to ensure modesty and will have school logo
  - Maroon
  - Black
  - 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 – Each team will have set attire that the athletes may wear on game day. This will be communicated at the beginning of the season from the coach. Game day dress will be a team jersey or official team shirt.

### **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.

- 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.

### **Belts for 6th – 12th Grade**

- Must be worn with all pants, capris, shorts, skorts, and skirts with belt loops.

### **Clothing/Shoes**

- Warm-up or sweat pants of any type are not permitted.
- Clothing must be hemmed – no frays, tears, excessive fading or holes.
- Students will wear clothing of appropriate size. Excessively tight or baggy attire is not acceptable.
- Leggings and Denim Jeggings 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 communicated 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.
- Hair should not cover the eyes.
- Extreme hairstyles or hair colors that are not natural are not acceptable.
- Sideburns may not extend below the bottom of the ear.

## **Head**

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

## **Face**

- Facial hair/beards 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.
- Visible tattoos are not permitted.

## **Outerwear**

**All hoodies, sweatshirts and jackets worn in the classroom are required to have either the Concord name, Lion, Shield logo or official school sport or activity.**

- Outerwear must have a dress code approved shirt underneath.
- Winter, Rain and Wind jackets with a zipper do not require a logo.
- Heavy outerwear may not be worn in the classroom.

## **DRESS CODE ENFORCEMENT**

The administration of Concord Christian School expects that all students will comply with the expectations set forth regarding dress code. The purpose of a dress code is to motivate self-discipline in the areas of modesty, neatness and appropriateness. It is the responsibility of parents to help ensure that their child's attire conforms to these standards. It is the responsibility of the student to make proper choices which glorify our Lord Jesus Christ. It is the responsibility of teachers to enforce the dress code at CCS.

### **Dress Code Violations**

When a dress code issue can be corrected immediately (sagging pants, etc.), the teacher will speak with the student concerning the issue and have the student make necessary corrections immediately. No further action will be taken. However, if the student continues to persist with these "correctable" issues, the teacher should send the student to the office where he/she will be subject to the disciplinary steps noted below.

If the dress code issue cannot be corrected immediately (i.e. short skirt, inappropriate pants, etc.), the teacher will discuss the matter with the student and send the student to the office where the student will be subject to the disciplinary steps noted below. The student shall remain in the office until the infraction has been remedied. Any class time missed to correct a dress code problem will be considered unexcused absences.

Continuous or blatant dress code infractions will result in the student receiving demerits. Please see Appendix for specifics.

# DRESS CODE SAMPLES

## Shirts

Black  
Gray  
White  
Maroon



## Dresses, Jumpers & Skirts

Black  
Gray  
Khaki  
Denim  
New Plaid



## Pants and Shorts

Black  
Gray  
Khaki  
Denim



# GENERAL CAMPUS INFORMATION

## 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. **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.**

## COMMUNICATION

We believe that effective communication is a very important part of having a successful partnership between your family and Concord Christian School. 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 as soon as possible or within 48 hours.
- Conferences may be arranged at any time during the school year with the teacher.

So the teacher can give you full attention without distractions, please be mindful of when and where communication takes place.

- For example, coming by the teacher's room to discuss a problem in the morning before school is not an appropriate time.
- Drop-off, pick-up, hallway, lunch etc. are not effective communication times.
- 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. [www.concordchristianschool.org](http://www.concordchristianschool.org)
11. RenWeb
12. 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 Concord Christian School Board, which 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.

## **CONCORD CHRISTIAN SCHOOL BOARD**

The Board 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.

## **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. While on the field trip, students are assigned to a teacher or chaperone for supervision. Please note that, for safety and security reasons, siblings and friends are NOT permitted to participate in any portion of a trip. ***Tuition and fees must be current for a student to attend class trips (subject to administration discretion).***

Students who do not participate in a class field trip or end of year trip will be counted as absent and may be asked to complete a teacher- approved assignment.

## **Parent Involvement**

Often a limited number of parents are invited to accompany the students as chaperones. 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**

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 tuition cost. 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 (subject to administration discretion).*** Any student receiving a suspension may not be allowed to attend any overnight trips.

## **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.

## **LOST AND FOUND**

Personal property including uniform pieces should be clearly marked with the student's name. CCS is not responsible for lost personal property. Lost and found items such as spirit wear, school uniforms and personal student belongings will be stored for two weeks in the Lost and Found. Items not claimed will be donated to charity. Unclaimed uniform items will be donated or sold in the Consignment Sale. The lost and found will be located in a central location. Students are encouraged to check the box for their belongings. Items found on school grounds should be brought to the school office(s). 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.

### **Dropped off Lunches**

Each office has a designated area for dropped off lunches. If a parent chooses to leave a lunch at school for their child, please make prior arrangements so that your child knows to go by and pick up their lunch from the designated area.

### **Food Delivery**

No restaurant/fast food delivery services to students are allowed.

### **Microwave Use Procedures**

- Microwaves may only be used by students in grades 3 – 12.

- All food items must be covered by the provided paper towels.
- Students should remain at the microwave while in use and should closely monitor their food.
- Any spills or messes must be immediately cleaned up by the user.
- No inappropriate items should be placed in the microwaves.
- Microwave use is a privilege and can be lost.

## Guests

- Parents and adult guests who wish to eat lunch with students should first sign in at the appropriate office. If you are eating outside of the lunchroom (Café, Game Room, etc,) guests must notify the teacher to ensure someone is aware of the whereabouts of the child.
- Non-CCS students are may join class lunchtime with the permission of CCS Administration and must register at the appropriate 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.

## 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. **Due to food allergies and or dietary restrictions, please do not bring or purchase food/drinks for any child besides your own.**
4. 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.
5. 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.
6. Students and adults are responsible for cleaning their tables and floor area before leaving the Café. If used, the microwave should be left clean for the next user.
7. Any furniture that has been moved should be returned to its original location.

## High School Lunch

- High School students are not permitted to leave campus for lunch.
- Freshman – Junior students will eat in the lunch room (student gym).
- Seniors are permitted to eat in the Café.
- All High School students are permitted to purchase lunch items from both the cafeteria (Valley Foods) and the Café.

## 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 3.75 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

The CCS Chapter of NJHS will be developed on five pillars upheld by the National Junior Honor Society: scholarship, leadership, service, character, and citizenship. Students interested in being considered for NJHS will be asked to give the following evidence for each of the five pillars:

- **Scholarship:** Students must have a cumulative middle school average of 90 or above. Feedback from each teacher will be considered.
- **Leadership:** Students must show evidence of leadership in one or more capacities.
- **Service:** Students will show evidence of at least eight hours of service. Hours should be served since June 2018.
- **Character:** A letter or recommendation by a teacher, pastor, etc. will be required.
- **Citizenship:** A writing opportunity will be given to demonstrate value of citizenship.

Timeline of Events:

- Mid-January: Student encouraged to check cumulative average (for all of middle school) to anticipate candidacy. Forms will be available for interested students on CCS website.
- Mid-March: A letter to those who meet academic eligibility will be sent. Eligibility will be based on cumulative middle school grades. Grades on this year's third quarter report card will be included.
- Late March: NJHS Candidate Form will be due. The turnaround from eligibility letter to Candidate Form due date will be short. The goal is for students to demonstrate initiative by downloading and beginning process as early as January.
- Early April: The Faculty Council will meet and principal will send out results. The Faculty Council will have a rubric to rate the evidence provided on the Candidate Form. All students who submit a Candidate Form will have access to a copy of the completed rubric with their results.
- Early May: Induction ceremony will be held



## **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 2018-2019 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.
  - 1<sup>st</sup> Offense—1 week without permit
  - 2<sup>nd</sup> Offense—1 month without permit
  - 3<sup>rd</sup> 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 10 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.
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 7:55). 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.
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.
11. 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 10 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

## **VOLUNTEERS**

CCS values the parent/school relationship and believes this partnership to be a vital part of every child's educational experience. Areas include but are not limited to:

- **Media Center**
- **Field Trips**
- **Classroom Helpers**
- **The Storehouse Volunteers**
- **Room Coordinators (K – 8<sup>th</sup>)** 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 parties and events, along with monthly communications to parents. A Room Coordinator orientation meeting is held each year to familiarize the volunteers with the responsibilities of the positions.

# HEALTH, SAFETY and TECHNOLOGY

## **MEDICAL, HEALTH & SAFETY**

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 who have contagious diseases or illnesses are not to be on campus until they pose no significant risk to themselves or any other individuals.

### **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, has a temperature of 100 degrees or higher, or has vomited, his/her parent(s) will be contacted and asked to come and take the child home.

In the case of minor abrasions and cuts, first aid will be applied.

### **Medical Emergency**

In case of an accident, illness, or other emergency, contact will attempt to contact parent and then in order the emergency contact. If the school cannot reach a parent/guardian after conscientious effort, the school staff has been given authorization to call paramedics or any licensed physician or dentist. If a life-threatening emergency exists, the parents gave permission with enrollment for the school staff to call paramedics immediately and then contact them as soon as possible hereafter. Authorization was also given for any X-ray examination, anesthetic, medical, dental or surgical diagnosis or treatment, and hospital care which in the best judgment of a licensed physician or dentist is deemed advisable. The family also agrees to be financially responsible for emergency medical transportation.

### **PE Restrictions**

A student who has a medical condition that keeps them from participating in Physical Education should provide a note from the parent to the physical education teacher. Notes are good for one day only and should include the level of restriction and reason. Parents should repeat the note as necessary. Any student having to miss more than three consecutive days must have a written excuse from a physician.

## **PURITY POLICY**

This policy applies equally to male and female students.

### **Sexual Purity**

Concord Christian School follows the Biblical principles set forth in God's Holy Word on all matters of a lifestyle set on the foundation of Jesus Christ. The Word of God makes it clear that we are called into a deep and abiding relationship with Him and part of that calling involves a

pure lifestyle in regards to matters of our sexual nature. (Psalms 51:10, Galatians 5:17, 1st Thessalonians 4:3) With these scriptures as our guide, Concord wants our students to engage in healthy relationships while abstaining from all kinds of sexual immorality.

### **Sexual Orientation**

Concord follows biblical principles on all matters as it relates to holy living. In Leviticus 20:13, the Bible clearly states that it is a sin for genders of the same kind to engage in sexual relations. In the matter of preference, if a student finds his or herself struggling with intimate feelings towards a person of the same sex and the school finds out about it, the school will assist the student and parent with counseling and additional measures. A student's preference, as it pertains to sexual orientation, will not prohibit them from attending Concord. However, the school administration will be proactive in helping students understand the Lord's directives towards us regarding sexual orientation.

### **Excessive Displays of Affection**

Inappropriate displays of affection will not be permitted on campus at any time or at any school functions.

### **Pregnancy**

Our hope and prayer for each of our students is that they choose to honor the Lord by remaining sexually abstinent until marriage. Scripture is clear that sexual immorality is a sin. Scripture is also clear that all have sinned. Although we strive and desire to be Christ-like, we sometimes act in sinful and self-serving ways. Such is the case with sexual immorality. If a pregnancy results from the sexual activity of a CCS student, the sanctity of life will be honored. Concord does not condone sex outside the confines of marriage nor does it condone abortion. Life is a gift from God and should be treasured as such. Life should always be celebrated, preserved, and protected. It is the policy of the school to intervene when a student becomes pregnant or causes a pregnancy, and to make resulting decisions on a case-by-case basis. A pregnancy will not necessarily preclude a student from completing his/her course work at Concord Christian School. The school's intervention, designed to be restorative in nature, is intended to encourage an atmosphere of compassion and support so that a student is strengthened in the decision to preserve the pregnancy. This policy and any resulting intervention will govern both male and female students in a similar manner.

### **Abortion**

CCS holds firmly to the biblical teaching that all human life is sacred and created by God in His image; human life is, therefore, of inestimable worth in all its dimensions, including pre-born babies (Genesis 1:26-27; Genesis 9:3-6; Job 31:15; Psalm 139:13-16). We are therefore called to defend, protect, and value all human life. For a student to in any way encourage or facilitate another person having an abortion is considered a major violation of our biblical values and is subject to requested withdrawal or expulsion at the discretion of the administration. A student who has an abortion while enrolled at Concord Christian School may be subject to requested withdrawal or expulsion at the discretion of the administration.

## 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.

## **Seventh Grade Immunization Requirements**

Rising 7<sup>th</sup> 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 7<sup>th</sup> graders have the Tdap booster and two doses of the varicella (chicken pox) vaccine.

### **The Tennessee law requires for All children entering 7th grade**

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

- **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

### **Tennessee Child Abuse Hotline:**

Report Child Abuse or Neglect: 877-237-0004

In Case of Emergency and Life-Threatening Situation Call 9-1-1

## **HEALTH and SAFETY STANDARDS**

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 using proper early departure procedures. 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. Sports equipment is to be used in appropriate areas as it is intended to be used.

## **TECHNOLOGY**

### **Electronic Devices**

Electronic devices include cell phones, iPods, iPads, smart watches, e-readers and any computer. 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.

- Elementary students may not wear smart watches or use cell phones during school hours.
- 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.
- High school students may check cell phones or respond to text messages between class periods.
- Ear buds and headphones should be used in the classroom with teacher permission only.

The consequences for student misuse of electronic devices are:

- First offense— Device taken 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 taken and 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 permanent loss of electronic devices on campus.

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

By completing a CCS application/re-enrollment, parents agree with the Internet and Computers Safety and Use Policy. The Concord Technology Acceptable Use Policy and signature form is also given to each middle and high school student 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.

## **Social Media**

Social media has many benefits but when social media postings violate the law, school policies, and/or create a disruption to the school community and/or specific individuals, Concord may have an obligation to respond and take appropriate action, including but not limited to investigation and discipline.

It is important for parents and students to understand that:

- In this digital age, there can be no expectation of privacy in online media or digital forums.
- All individuals are responsible for the information they post, share, or respond to online. Anything posted on the internet may be subject to public viewing and republication by third parties without a person's knowledge or consent.
- Posting inappropriate, threatening, harassing, racist, biased, derogatory, disparaging or bullying comments, videos or other types of communication toward or about any student, employee, or member of the school community anywhere on the internet is prohibited and may be subject to discipline, even when a posting was initially believed to be private.
- All threats are taken seriously and are subject to law enforcement intervention, including but not limited to formal threat assessments.
- CCS may discipline students who violate rules of appropriate online and offline conduct, which includes but is not limited to, the use of social networking sites during or outside of school hours. Additionally, CCS will not be able to protect or assist individuals who incur legal action from a second party in response to student behavior in a social networking, file sharing site or online activity.



# APPENDIX

## MIDDLE SCHOOL DISCIPLINE

### Core Attitudes Expected

#### Perseverance

Let perseverance finish its work so that you may be mature and complete, not lacking anything.  
James 1:4

#### Reliability

“Well done, my good servant!” his master replied. “Because you have been trustworthy in a very small matter, take charge of ten cities.” Luke 19:17

#### Integrity

The integrity of the upright guides them, but the unfaithful are destroyed by their duplicity.  
Proverbs 11:3

#### Discipline

Whoever heeds discipline shows the way to life, but whoever ignores correction leads others astray. Proverbs 10:17

#### Excellence

But since you excel in everything—in faith, in speech, in knowledge, in complete earnestness and in the love we have kindled in you—see that you also excel in this grace of giving. 2  
Corinthians 8:7

### **Academic Integrity**

Concord Christian School students are expected to display academic integrity. Academic integrity is honesty with all aspects of coursework (homework, classwork, test, quiz, paper, project, etc.). Failure to display academic integrity would include but is not limited to: cheating, plagiarizing, deception, use of technology to provide unauthorized assistance, giving or receiving work to be represented as someone else's.

### **Promoting PRIDE**

CCS is striving to develop a student with a Godly sense of PRIDE.

Middle school is updating its positive system for recognizing behaviors exhibiting

Perseverance, Reliability, Integrity, Discipline, and Excellence.

Watch for details on updates to the Awesome Act and Above and Beyond system of previous years.

When the PRIDE attitudes are missing, teachers will either deduct points from the weekly participation grade or give demerits.

### **MS Participation Grade**

For core classes and the majority of elective classes, participation grades will be given every week or every two weeks depending on the frequency of the class meeting. Each student will begin with a 100, and teachers will deduct points per incident for classroom offenses such as:

- Unexcused tardiness (except first period)
- Disturbing class
- Unprepared for class
- Writing or passing notes

Three repeated classroom offenses will be handled using the demerit system.

## **Demerit System**

Demerits will be given for repeated classroom offenses, more severe offenses, and non-classroom offenses. Non-classroom situations will include areas such as hallways, gym, lunchroom, and other common areas. Demerits are cumulative for the semester. Consequences will be given based on the total number of demerits.

Demerits will be given for offenses such as:

### One Demerit Offenses

- Candy, gum, food, and drink consumption in class
- Disobedience
- Electronic device misuse
- Disorderly conduct
- Inappropriate language
- Public displays of affection
- Unexcused tardies (see Questions section for more information)
- Repeated classroom disobedience or disturbance
- Dress Code violations
- Presence in unapproved locations of campus
- Horseplay

### Three Demerit Offenses

- Disrespect (one blatant act or repeated acts)
- Lying (including forgery)
- Vulgarity or profanity
- Stealing
- Class truancy

### Five Demerit Offenses

- Bullying
- Vandalism
- Class truancy (which includes leaving campus)
- Failure to serve detention

The final decision regarding the assignment of demerits will be at CCS administrator discretion.

**Severe Clause:** In severe behavior situations, the student will be immediately referred to CCS administration. Severe situations could include but are not limited to the following: academic dishonesty, drugs, alcohol, firearms, physical violence, or immorality.

## **Consequences**

Demerits are cumulative for the semester. Consequences will be given based on the total number of demerits.

Level (based on total demerits for semester)	Consequences
1	Loss of one Social Lunch/Hang Time
2	Loss of two Social Lunch/Hang Times
3	Loss of three Social Lunch/Hang Times
4	One After School Detention and Behavior Reflecting Bible Study to be signed by parent
5	Two After School Detentions, Behavior Reflecting Bible Study, and Conference with Principal
6	Saturday Detention
7-8	Conference with Principal and In-School Suspension
9-10	Out of School Suspension and Loss of Class Trip
11	Additional Consequences (Suspension or possible Expulsion)

Saturday Detention will be the third Saturday of each month beginning in September. The hours will be 9 am-12 pm.

## **Demerit Forgiveness**

God forgives our sins as far as the east is from the west. We also want to extend grace to students who demonstrate a changed heart after receiving a demerit. Students who would like to have a demerit forgiven may contact the principal. A student must complete a time period of at least six weeks without a new demerit for a past demerit to be forgiven. **The student** must initiate the conversation with the principal to determine if he/she qualifies.

## **Common Questions**

*What is the cell phone/electronic device policy?*

Electronic devices include Chromebooks, cell phones, iPods, iPads, smart watches, e-readers, and any computer. 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.** Middle school students may only use an electronic device if given approval by a faculty member and while overseen by that faculty member.

- First offense - Device will be taken up. The student may collect the device at the end of the school day. The student will receive a demerit.
- Second and following offense—Device will be taken up. The parent must collect the device from the office at the end of the school day. The student will receive a demerit.

Additional offenses may result in permanent loss of electronic devices on campus.

Any student using an electronic device in violation of local, state, or Federal laws will be subject to school discipline, up to and including expulsion, and notification to local law enforcement.

### *What is a Dress Code violation?*

Dress Code violations that result in a demerit will include:

- Shirt not tucked in
- Unapproved outerwear

Dress code violations that question modesty will require a parent contact for change of clothes.

### *What is an unexcused tardy?*

A tardy is considered unexcused when the student is without written excuse from a parent or teacher to explain the lateness. Attendance is taken every class period, and tardies can be accumulated for any class period. Unexcused tardies will result in deductions from the participation grade for the week. An accrual of three unexcused tardies for one class will result in a demerit from that teacher.

\*\*Because of the importance of arriving to school on time, first period tardies are handled separate from this discipline plan. An accrual of five (5) unexcused tardies to school will result in an after school detention. A detention will be assigned for each accrual of 5 unexcused tardies.

### *What if my child receives demerits while still serving consequences for previous offenses?*

Students will conclude the consequences for the first offense. Then they will serve consequences for the next offense. It is not possible to pass over the Behavior Reflecting Bible Study or the Saturday Detention. If a student accumulates demerits and seems to skip levels of consequences (i.e. moving from 2 demerits to 7 demerits), the student is still responsible for the Bible Study and the Saturday Detention.

### *How can parents assist with the school discipline system?*

CCS recognizes that the primary responsibility for discipline of a child falls to the parents. Our goal is to partner with parents to train Godly young men and women. We request parent support in the following ways:

- PRAY—Please pray for our teachers and students. Ask God to grant wisdom and self-control to each person at CCS. Our teachers are seeking to be Godly role models, and the students are learning to live a life for Christ.
- KNOW—Be aware of your child's level of consequences. Pay attention to communication from the school.
- SUPPORT—Allow your child to experience the consequences given for his/her actions. Monitor the completion of Behavior Reflecting Bible Studies. Ensure that your child attends Saturday detention even if it is inconvenient. These procedures will aid in your child's growth only if you support them.
- DONATE—Homeroom teachers may need items for the recognition of PRIDE behaviors. Please be willing to give items your child would enjoy.

## HIGH SCHOOL DISCIPLINE

### High School Minor Infractions

- Disruptive classroom behavior
- Disrespect to a student
- Dress Code Violations
- Inappropriate Language
- Inappropriate use of cellphones
- Unauthorized area
- Other inappropriate behaviors

<b>Demerit</b>	<b>Consequence</b>
1st	Student signs referral/warning
2nd	Student signs referral/warning
3rd	Administrative Meeting-after school work detail
4th	Contact parent and one-hour detention
5th	One hour-Saturday Detention
6th	Meeting with Principal-possible ISS (Principal's discretion)
7th	Meeting with Principal-possible ISS (Principal's discretion)
8th	Meeting with Principal-possible ISS (Principal's discretion)
9th	Meeting with Principal-possible ISS (Principal's discretion)
10th & above	Possible dismissal from School & loss of extracurricular activities

### Academic Honesty

Students are expected to be honest in all of their actions and words (Matthew 5:37; Ephesians 4:25). Students are to complete all assignments, papers, and tests from their own knowledge. If another source is used, students are to document or to give credit to that source when appropriate. Academic dishonesty will result in a failing grade (0 points) on the assignment or test. See chart on following page for additional consequences.

## High School Major Infractions

An administrative conference with the parent and the student will be scheduled following the first major disciplinary offense to determine the student's future standing at Concord Christian School. See chart on next page.

## High School Major Infractions

Behavior	Consequence
Academic Dishonesty	Zero on work; possible ISS or OSS
Drugs, Alcohol, Tobacco (including e-cigarettes)	ISS, OSS, probation or expulsion
Fireworks	ISS, OSS, probation or expulsion
Fire Alarm or other	ISS, OSS, probation or expulsion
Gambling	ISS, OSS, probation or expulsion
Lying	ISS, OSS
Major disrespect- includes bullying, threats, sexual harassment, fighting, disrespect of school staff	ISS, OSS, probation or expulsion
Profanity/Offensive Language or Materials	ISS, OSS, probation or expulsion
Sexual misconduct (See Purity Policy)	OSS, Probation, or possible expulsion
Skipping class	Zero on all work assigned or due during that period - ISS
Skipping school	Zero on all work assigned or due during that absence - ISS or OSS
Leaving campus without permission	Zero on all work assigned or due during the absence and ISS or OSS
Theft (personal or school property)	ISS or OSS and replacement
Vandalism of property (school or personal)	Payment for damages incurred; possible OSS payment for damages incurred; possible dismissal from school
Weapons	State law and administrative discipline