



**CONCORD**  

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**CHRISTIAN SCHOOL**

**2024-2025**  
**Student / Parent Handbook**

11704 Kingston Pike  
Knoxville, TN 37934

(865) 966-8858  
[www.concordchristianschool.org](http://www.concordchristianschool.org)

*Updated 11-26-24*

# CONCORD CHRISTIAN SCHOOL

## 2024-2025 Handbook

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*This Student-Parent Handbook supersedes all previous policy manuals and memos that may have been issued from time to time on subjects covered herein. The Administration and Staff reserve the right to waive or modify the policies set forth in this Handbook as the situation may permit or require in their informed judgment and at their sole discretion. This Handbook does not contractually bind Concord. In order to serve the families of Concord and keep up with the changing culture of CCS and the world, the handbook is updated accordingly. It is the expectation that all students and families will carefully read everything in this handbook to prepare for a successful year at Concord Christian School. Changes will be effective on the dates determined by CCS, and after those dates all superseded policies will be null. Acceptance by students and parents with the provisions of this Student-Parent Handbook is deemed to have occurred upon the enrollment of a student at Concord Christian School. Failure to know the rules will not serve as a defense.*

**THIS DOCUMENT IS PREPARED FOR CONCORD CHRISTIAN SCHOOL  
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# CONCORD CHRISTIAN SCHOOL

## School Information

**Contact:** 865-966-8858

**Mailing Address:** 11704 Kingston Pike, Knoxville, TN 37934

[www.concordchristianschool.org](http://www.concordchristianschool.org)

## Leadership Team

**Donald E. Snider, Jr.** | Head of School | [dsnider@concordcs.org](mailto:dsnider@concordcs.org)

**Brice Richards** | Assist. Head of School & Head of Upper School | [brichards@concordcs.org](mailto:brichards@concordcs.org)

**Daniel Head** | Athletic Director & Upper School Principal | [dhead@concordcs.org](mailto:dhead@concordcs.org)

**Colton Sweet** | Dean of Students (Grades 9-12) & Assist. AD | [csweet@concordcs.org](mailto:csweet@concordcs.org)

**Steven Madonna** | Principal of Academy | [smadonna@concordcs.org](mailto:smadonna@concordcs.org)

**Danielle Turner** | Dean of Students (Grades 5-8) | [dturner@concordcs.org](mailto:dturner@concordcs.org)

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**Lorna Keeton** | Director of Marketing & Development | [lkeeton@concordcs.org](mailto:lkeeton@concordcs.org)

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# PROFILE OF CONCORD CHRISTIAN SCHOOL

## 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 Concord Christian School (Prek-12th Grade).

## CONCORD CHRISTIAN SCHOOL BOARD

Concord Christian School is governed by the CCS School Board, which is comprised of 9 First Baptist Concord members elected by the members of First Baptist Concord. Board members are eligible for two three-year terms. 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. For specific information, refer to the First Baptist Concord bylaws. The Board meets regularly throughout the school year to discuss ongoing school business. The Board Chair can be contacted through email ([ccsboard@concordcs.org](mailto:ccsboard@concordcs.org)).

## PROFESSIONAL AFFILIATION

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 Cognia (formerly known as AdvancEd) and affiliated with National Alliance of Christian Schools (NACS).

## MISSION STATEMENT

Inspiring students to follow Jesus by equipping them to serve, lead, and transform their world.

## VISION STATEMENT

To glorify God by advancing Kingdom Education and demonstrating excellence in academics, athletics, and the arts.

## CORE VALUES

- EXCEL in academics, athletics, and the arts.
- LEAD with integrity from a Biblical worldview.
- SERVE compassionately with the mind and heart of Christ.
- TRANSFORM the world by proclaiming the transforming power of Jesus Christ.
- GROW and mature in faith.

## STRATEGIC PLAN

Please reference "Inspire 28," Concord Christian School's Strategic plan, on the website.

## STATEMENT OF FAITH

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).
8. We affirm the Baptist Faith and Message of 2000.
9. We affirm the Nashville Statement 2018 Gender and Sexuality.

## EXPECTED STUDENT OUTCOMES (ESO)

### SERVE

1. Appreciate the arts and understand how they express and shape the students' beliefs and values.
2. Appreciate languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the foreign or stranger.
3. Understand the worth of every human being as created in the image of God.
4. Understand the meaning of a personal relationship with Jesus Christ.
5. Appreciate the natural environment and practice responsible stewardship of God's creation.

## LEAD

1. Respond personally to carry out the Great Commission locally and around the world in a culturally sensitive manner.
2. Serve God and others and are involved in a church community.
3. Practice good stewardship of finances, time, and resources.
4. Empower the next generation to influence culture.
5. Apply interpersonal skills that increase their ability to work with others, effectively communicate, and develop supportive teammate relationships.

## TRANSFORM

1. Succeed in all academic disciplines and commit to lifelong learning.
2. Ask good questions, solve problems, and make wise decisions.
3. Articulate and defend a Christian worldview.
4. Understand how God's Word applies to daily life.
5. Possess apologetic skills to defend the Christian faith.
6. Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas) with respect and integrity.
7. Understand that work has dignity as an expression of the nature of God.
8. Describe and demonstrate lifelong healthy habits in alcohol/substances, nutrition, stress, fitness, relationships, and conflict resolution.

## STATEMENT OF FINAL AUTHORITY AND PHILOSOPHY OF EDUCATION

We, the administration, staff, faculty, 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. This follows the principles of Kingdom Education, crafted by Dr. Glen Schultz.

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 must not hinder the spiritual and moral development of the next generation. (Matthew 18:6; 19:13-14)



7. 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)
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief systems or worldviews of the person’s teachers. (Luke 6:40; Philippians 4:9)
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference. (Romans 1:20; Psalm 19:1)
10. The education of children and youth must have a view of the future that includes the eternal perspective. (Colossians 3:1-2; 3:23-24; Matthew 6:19-20)

*Reference: Kingdom Education: God’s Plan for Educating Future Generations*  
by Dr. Glen Schultz

## SPIRITUAL & STUDENT LIFE

Student Life promotes school culture that inspires students to follow Jesus, love and serve one another, take spiritual risks that advance the Kingdom of God, biblically defend their faith, and answer the call of God in their lives. (Ephesians 2:10)

### CAMPUS PASTOR

The Campus Pastor is the head of Concord Christian School’s Student and Spiritual life office. The campus pastor ensures continuity between CCS and FBC.

### COUNSELING SERVICES

CCS counseling services exist to meet the emotional and mental needs of students from a perspective that aligns with the theology of FBC Concord and closely resembles a Christian psychology view of mental health counseling.

The school counselor is a mental health specialist who provides short term counseling services for students for the purposes of addressing social, emotional, and behavioral concerns. As a result of a student's enrollment at CCS all parents automatically consent to the right to have their student seen at any time by the school counselor during their academic career (K-12), without recurring parent permission for each meeting. Student referrals to the school counselor can be made by parents, legal guardians, faculty, administrators, and/or students. Referrals are to be made via email to the school counselor.

The school counselor is not meant to serve as a diagnostician of a student's mental health. Therefore, the Spiritual & Student Life office, based on the severity of a student’s mental health, reserves the right to suggest that students seek outside psychiatric evaluation or long term consistent outpatient therapy. Also, to ensure optimal care for each student, the Spiritual & Student Life director will require that parents sign a release to allow the outpatient therapist to

share any pertinent behavioral or diagnostic analysis with our school counselor. If parents and/or guardians refuse or delay in seeking outpatient care within 30 days, the school counselor reserves the right to limit that student's in-school meetings until further cooperation is met.

## ADMISSIONS

The admissions process for CCS is structured in such a way that allows the school and prospective families to explore a potential partnership for the education of their students' hearts, minds, souls and strengths.

The full admissions process details can be found on the [Concord Christian School website](#).

Concord Christian School, Preschool, and KidzConnect do 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.

## IMMUNIZATION POLICY AND REQUIREMENTS

Please see Medical section of Student Parent Handbook

## CONTINUOUS ENROLLMENT

A continuous transition from Kindergarten through Upper School provides a consistent, comprehensive advancement through academic coursework. From the first accepted application, students will remain enrolled at Concord until graduation unless the parent notifies the school, in writing otherwise.

An electronic signature on the school enrollment packet is confirmation of understanding the Continuous Enrollment Agreement (CEA). Please review it completely. This agreement applies to that academic year and will be renewed automatically until a student is withdrawn or has graduated from Concord.

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 Facts / RenWeb.

CCS will publish the following school year's tuition rates, the annual continuous enrollment fee, and information regarding tuition assistance by the end of the first semester.

## CONTINUOUS ENROLLMENT AGREEMENT TERMS

- We agree that the term of my child'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 child's demographic information updated in Facts / 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 obligations.

## WITHDRAWALS

In the event parents find it necessary to withdraw a student, these procedures should be followed:

- In order to establish a date of withdrawal, the parent will submit a **Withdrawal Form**, obtained from the office or requested by email, a minimum of thirty (30) days prior to the proposed withdrawal date. The reasons for withdrawal must be stated on the form.
- **Payments:** All fees and tuition are non-refundable. When a student is voluntarily withdrawn from school for any reason, tuition will be prorated to the thirty (30) day 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.
- **Grades and records will not be released until all financial obligations have been resolved to the satisfaction of CCS.**
- Outstanding fee and tuition obligations will be subject to collections by an outside agency.
- Student network accounts, Facts / RenWeb accounts and Google accounts will be deactivated after the student's last day of school.

## FINANCIAL MANAGEMENT

### CONTINUOUS ENROLLMENT FEE

The continuous enrollment fee holds a place for a student for the next academic year and covers registration costs. The continuous enrollment fee for the following academic year was incorporated into the monthly tuition payment. **Withdrawal prior to January 31 means the paid continuous enrollment fee will be credited toward March tuition payment. For withdrawals received after January 31<sup>st</sup>, the continuous enrollment fee will be forfeited.**

### FACILITY FEE /CURRICULUM & TECHNOLOGY FEE

All students are required to pay these annual fees that are an investment in existing facilities and future growth as well as curriculum and classroom-technology and will be assessed each year. These fees will be divided into monthly billing payments **but are due in full in the event of withdrawal for any reason.**

### ACADEMIC CENTER AND SPEECH THERAPY FEES

Academic center and speech therapy fees are reviewed each year and communicated through the Academic Center Director.

## TUITION, DISCOUNTS AND LATE FEES

Annual tuition details can be found on the [Concord Christian School website](#).

## DELINQUENT ACCOUNTS

Late payments will be subject to a late fee. Accounts that are over 30 days delinquent will be emailed and students will not be eligible to participate in extracurricular activities. 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.

## FACTS / RenWeb ACCOUNT INFORMATION

All tuition payments will be paid online through FACTS / RenWeb. Any exception to this payment method will need to be arranged with the Business Manager and will incur additional fees. Through FACTS / 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 / RenWeb enrollment information upon their acceptance to Concord Christian School.

## TUITION ASSISTANCE

Need-based 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).

## 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.

## LUNCH

CCS utilizes Chef Advantage for lunch services. The all-inclusive lunch program is an annual fee. Students wishing to opt out of the lunch program due to documented medical dietary needs must submit a request for consideration each year. Please contact the Business Office for the proper forms.

## FINANCIAL GIFTS

Concord Christian School is deeply grateful for all gifts received. As a reminder, all gifts to CCS are tax-deductible as allowed by law. 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 Director of Development & Marketing.

## TRANSCRIPTS

A student's official transcript will not be released 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, chromebook, uniform and/or equipment. Transcripts can be requested through the Registrar Office. 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/scholarship program.

## MEDICAL

### IMMUNIZATION POLICY AND REQUIREMENTS

Concord Christian School, Concord Christian Preschool and KidzConnect follow the Tennessee Department of Health guideline for admission into child-care, preschool and grades K-12, including required boosters for kindergarten and 7th grade students. Accordingly, a completed and up-to-date Certificate of Immunization must be on file for each student before he/she can begin any of these programs. The list of vaccinations can be found at the following website [www.tn.gov](http://www.tn.gov). CCS, CCP, and KidzConnect allow for medical and/or religious exemptions.

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

Exemptions:

- **Medical** – The physician (MD, DO) or Department of Public Health nurse authorized to indicate specific vaccines medically exempted (because of risk of harm) should make note on the form. All other vaccines remain required. The medical reason for the exemption does not need to be provided.
- **Religious** – The exemption requires a signed statement by the parent/guardian that vaccination conflicts with their religious tenets or practices. If the child needs documentation of a health examination for the school, the health care provider should provide the exemption on the immunization certificate. In that case, the provider should check the box that the parent has sought a religious exemption to explain why the exemption information is absent or incomplete.

Rising 7<sup>th</sup> graders must have an official TN Department of Health Certificate of Immunization form or religious exemption form on file with the school. If submitting the Health Certificate of Immunization record, it must show student's compliance 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 this 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

## ILLNESS OR INJURY

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.

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.

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, school personnel will attempt to contact the parent/guardian in the order that they are listed on the emergency contact list. 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. 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.

## 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 school nurse. Students 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 nurse 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 nurse 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 with the school nurse.
- 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.

## SUICIDE PREVENTION

In the event that a student expresses a plan, or desire, to harm themselves, or attempt suicide, the school counselor or other staff member will contact the students parents and/or guardian. Outpatient care will be strongly suggested by the school counselor. If parents and/or guardians refuse or delay in seeking outpatient care within 30 days, the school counselor reserves the right to limit that student’s in-school meetings until further cooperation is met. The school counselor also reserves the right to share their general concern with the administrator responsible for that student. This administrator will further review if CCS can meet the adequate mental health and general safety needs of the student in question. These, and other steps will be taken to ensure the safety of the student, and, under no circumstances, should be viewed as

punitive towards the student or their family. These actions will be taken to ensure that the best care can be afforded to that student even if he/she and/or their family is not in agreement with the CCS administration's assessment of the situation. This is due not only to the permanent and irreversible effect suicide has on the life taken, but also the traumatic and long lasting spiritual, emotional and mental toll it can have on the friends and family encompassing that student's school and church community.

## SAFETY

### TENNESSEE CHILD ABUSE HOTLINE:

Report Child Abuse or Neglect: 877-237-0004

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

### SAFETY STANDARDS

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

- 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.
- Students are not to be in classrooms, in the gym, or other areas on campus without teacher permission and supervision.
- 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.

### INSPECTION AND SEARCH

CCS reserves the right to conduct searches at any time, with or without notice, of all students, their belongings or CCS property, if in CCS's sole discretion, for any reason with or without cause. This search may include, but is not limited to, an inspection of the following: boxes, lockers, purses, briefcases, bags, lunch boxes, personal computer files, desks, file and other cabinets, packages, or vehicles on school property. In addition, CCS Administration or Security Personnel reserve the right to search CCS property used by the students such as computers, cell phones, voicemail, text messages, email and internet files.

Illegal or unauthorized items (including but not limited to weapons, alcohol, tobacco, illegal drugs, inappropriate communications and sexually implicit or explicit images) will be taken into custody and may be turned over to law enforcement personnel. Any student who refuses to submit to a search may be subject to disciplinary action, up to and including expulsion from CCS.

If a student believes another student has brought an illegal or inappropriate item onto school premises, the appropriate administrator, principal or security personnel retained by CCS should be contacted immediately.



## HARASSMENT / BULLYING POLICY

The environment at CCS must be one in which all individuals are free to work, learn and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. CCS is committed to making our school a safe and caring environment for all students. Following Christ's example to love one another, we will treat each other with respect and refuse to tolerate bullying of any kind. CCS Administration follows the [TN HOUSE BILL 2590](#).

Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- Physically harms a student or damages the student's property
- Causes emotional distress to a student
- Interferes with a student's educational opportunities
- Creates a hostile educational environment
- Substantially disrupts the orderly operation of the school

CCS discipline policies will be followed to address all bullying behavior.

In accordance with the Family Educational Rights and Privacy Act and other laws concerning student privacy, the school will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in bullying incidents.

A care hotline has been established to receive anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.

## TECHNOLOGY

### CELL PHONE & SMART WATCH POLICY

CCS aims to foster an environment that encourages focused learning and personal growth while recognizing the challenges posed by excessive technology use among teens. Therefore, the following policy for cell phone and smartwatch usage in the Upper School:

Policy Overview:

- **Restricted Usage:** Students are not permitted to use cell phones or smart watches during class time. Students are allowed to briefly use their phones during passing periods and lunch.
- **Visibility:** Cell phones should not be visible during class to minimize distractions and promote attentive learning.
- **Storage Requirement:** If a student brings a cell phone to school, it must be securely stored in the student's locker or backpack and turned off at all times.

- **Disciplinary Action:** Any use of a cell phone in class or if the phone rings while improperly stored will result in disciplinary action as outlined below. Forgetting to turn off the device is not an excuse for policy violation.
- **Test Integrity:** Using a cell phone during a test, including for texting or taking photos, is considered cheating and will result in appropriate academic and disciplinary consequences determined by the administration.
- **Media Usage:** Taking photos or videos with cell phones during the school day, including in restrooms or locker rooms, is strictly prohibited to uphold privacy and respect.

#### Parent/Guardian Communication:

Parents/guardians are encouraged not to contact their student via cell phone during the school day. For emergencies, please use the Upper School's established emergency contact process by contacting the main office. Our staff will assist in communicating with your child in appropriate emergency situations.

#### After-School Access:

Students may use their cell phones before and after school hours.

#### Disciplinary Measures:

- **Confiscation:** Any confiscated phone or smartwatch will be held in the school office until the end of the school day.
- **Parent/Guardian Retrieval:** Parents/guardians may retrieve the device between 3:30 and 4:00 PM or during school hours on a later day.
- **Student Accountability:** Devices will not be returned directly to students. Instead, a parent can pick up the device and the student will receive one detention as a reminder of the importance of respecting school policies.
- **Repeat Offenses:** Multiple violations will result in additional disciplinary actions.
- **Use of Another's Device:** Using another student's phone is a serious offense and will be addressed with appropriate disciplinary measures by the division head.

#### Guiding Principles:

Concord's Administration acknowledges the transformative power of grace and redemption. This cell phone policy is designed not only to maintain a conducive learning environment but also to encourage responsible technology use and promote respectful interaction among students.

## ELECTRONIC DEVICES

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

- Lower School students may not wear any watches that allow students to text, message or use the internet or use cell phones during school hours. All cell phones must be stored in a student's backpack.
- Lower School and Academy students may only use an electronic device if given approval by a faculty member and while overseen by that faculty member. All cell phones must be stored in a student's backpack.
- Upper School (grades 7-12) students may check cell phones or respond to text messages between class periods.
- Earbuds are not permitted by Upper School students.
- Earbuds and headphones may be listed as a supply for Lower School classrooms and will be used with teacher permission only.

## STUDENT EMAIL

All software subscriptions and accounts created with a CCS student account or email address remain the property of Concord Christian School at all times. Upon graduation or withdrawal, all CCS owned student network accounts, Facts / RenWeb accounts, Google accounts, and any other accounts tied to the student Google account or email account will be deactivated after their last day of school.

## 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

Students represent CCS on and off campus, and violations of school expectations off campus and during non-school hours can lead to disciplinary consequences. Students who use social media must understand that comments they make on social media can cause disruption to the educational environment. Any comment they make or "like" that causes a substantial disruption to the school environment can result in disciplinary consequences for the student.

It is important for parents, students, and staff members to understand that there can be no expectation of privacy in online media or digital forums. All members of the CCS community, students, administrators, teachers and parents 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 CCS/FBC 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.

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

Any text or social media communication between a staff member and a single student must include another CCS employee or the student's parent/guardian. No one-on-one text or social media communication is allowed.

## TECHNOLOGY / CHROMEBOOK POLICY

School years are wonderful years of learning and the technology provided by the school in the form of computers and Chromebooks is an important component. Many textbooks, Google Apps for Education, YouTube (teacher approved) educational videos and Concord email (5th-12th grade only) will be some of the common items used on computers and Chromebooks.

As a school, CCS desires to ensure that the technology is used effectively, responsibly, and in a God-glorifying way. Electronic devices may be used in the classroom for educational purposes and if instructed by a teacher. To use electronic devices in the classroom for educational purposes, students must agree to the following policy.

5<sup>th</sup>-12<sup>th</sup> grade Students Only - To use the CCS students WiFi Network with Chromebooks:

- Student and parent(s) must read the CCS Acceptable Use Policy and sign the Agreement.
- Student will only use CCS Student WiFi (CCSSchool).
- Student will charge the device each night so it is ready for class use.
- Student will use the CCS student WiFi (CCSSchool) on the Chromebook only.
- Student will NOT use VPNs while on campus.

Guidelines to use computers and Chromebooks on campus:

- Student will show appropriate educational use of technology while on campus.
- Student will show respect for others in use of device (for example, refrain from any activity that will harm another person).
- Student will follow academic honesty guidelines by properly citing sources and giving credit as due for others' work.
- Student will only sign in with the CCS Google account during the school day.

## CCS TECHNOLOGY ACCEPTABLE USE POLICY:

- Do not send, submit, publish, display, or knowingly access any material that is defamatory, inaccurate, abusive, rude, obscene, profane, threatening, harassing, racially offensive, illegal, or that encourages the use of controlled or illegal substances, or is otherwise inconsistent with the policies, purposes, and objectives of Concord Christian School.

- Students who accidentally access inappropriate material are expected to discontinue the access as quickly as possible and to report the incident to a teacher or member of the technology staff.
- Students will not violate any local, state, or federal regulation or statute.
- All works on the network, computers, or storage devices are open to monitoring/scrutiny by the teacher, administration, technology staff, and/or designees of administrators. All files, materials, or documents may be reviewed and deleted by designated technology staff.
- Students will not post personal information about themselves or others (such as addresses and phone numbers).
- Any condition or activity not specifically listed above that is not consistent with the policies, purposes, and objectives of CCS is prohibited.

## CONSEQUENCES FOR STUDENT MISUSE OF DEVICES

- First Offense—Device will be collected by the faculty member. If student-owned, the student may collect the device at the end of the school day. Academy and Upper School students will be subject to disciplinary action.
- Any Subsequent Offense—Device will be collected by CCS administration. If student-owned, the parent may collect the device from the office at the end of the school day. Academy and Upper School students will be subject to disciplinary action.
- Repeated Offenses—The student’s use of the WiFi network and other computers on campus will be suspended until requirements for reinstatement (as determined by the administration) are met. Requirements could include digital citizenship instruction, parent meetings, or possible suspension.
- Severe Offenses--Severe device offenses will be automatically referred to CCS administration and will result in loss of use of WiFi network and school computers, parent meeting, or possible suspension.

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.

## CONSEQUENCES OF INAPPROPRIATE USE OF NETWORK/INTERNET RESOURCES

The use of the network/Internet is a privilege, not a right, and may be revoked if abused. Any action by a student that is determined by CCS to constitute inappropriate use of the network or Internet will result in disciplinary action and/or loss of access to, or use of these resources. A student will be required to reimburse CCS for any losses, costs, or damages caused by inappropriate use. CCS will not be responsible for financial obligations arising through the unauthorized use of the system.

## PAYING FOR DAMAGED OR LOST CHROMEBOOKS

Accidents happen and Chromebooks are an important tool in today’s education. If a Chromebook gets damaged, the Chromebook can be exchanged in the library for a temporary replacement to minimize any learning disruptions. CCS Technology Staff will determine if the Chromebook needs repairs or replacement or if the issue is no fault of the student.

- First Time - \$0 Grace will be extended unless negligence is determined
- Second Time - \$75 repair charge

- Third Time - \$150 repair charge
- Fourth and Subsequent Times - \$225
- Lost - \$350

All electronic devices should be kept in a secure place. CCS cannot be responsible for theft, loss, or damage. Any student who damages or loses an electronic device (their own or someone else's) should expect to be financially responsible.

## AI POLICY

### Goal

The purpose of the following is to assist our students, faculty and staff with the use of artificial intelligence. Widespread use of Artificial Intelligence is a resource we desire to utilize as an educational tool in a thoughtful and intentional manner with appropriate safety guidelines. As this area in education is dynamic, revisions of the guidelines will need to occur on a yearly basis for the next 3-5 years. We will work together as a staff, church and school to protect our students, faculty and staff students while still promoting the effective use of Artificial Intelligence for educational purposes.

### Artificial Intelligence Generally

Artificial Intelligence (hereinafter "AI") refers to computer systems or algorithms that simulate human intelligence or problem-solving. AI has been around for decades and if you have ever used the Siri feature on an iPhone, you have already used AI. AI generates from data collected over the internet therefore the outcome can be amazing yet at times unreliable. AI in education should be used as an enhancement tool rather than an instant Educator. Students can use AI to gain deeper understanding of the area they are studying, can use Tutorbots or Intelligent Tutoring Systems (ITS) when struggling, plan a large project with a generated timeline and goals and think about their individual learning process

Teachers can use AI to supplement and enhance lesson plans, assist with routine tasks, and enhance materials for classroom use efficiently.

The shift of low-level detail tasks from our teachers to AI can ease burdens of small tasks to teachers and in turn allow teachers to focus on more student-centered goals.

When using AI, we want our students, faculty and staff to enjoy the benefits of AI without losing the one-on-one interpersonal interactions that create a nurturing learning environment. CCS is committed to using AI only as a supplement not a substitute for hands-on learning as we recognize the value in our students being well-versed in AI as they graduate and navigate the future.

### Applicability

The guidelines set forth herein apply to all students, teachers, staff, administrators and third parties who utilize AI in any manner within our education systems. This includes but is not limited to automation software, analytic tools, automation software, chat interactions, AI tutoring and AI generative models.

## General Parameters

1. We commit that use of AI will promote kingdom education.  
AI will be used by our students, faculty and staff with the heart of Colossians 3:17 at the forefront of our AI endeavors.
2. We commit that existing policies and regulations as to electronic interaction by students, faculty and staff will apply to AI.  
Our current policies and procedures as set forth in the Student/Parent Handbook shall remain in effect and applicable to all AI uses.
3. We commit to protect the privacy of students and parents and while private, faith-based school are exempt from Family Educational Rights and Privacy Act (FERPA), we as a school will strive to protect our students' privacy as it relates to their education records.  
To that end, no member of CCS faculty or staff will use a student's specific name in any chat interactions or automation software.
4. We will educate our faculty, staff and students about AI.  
We as a school will support our faculty and staff in the safe and effective use of AI through ongoing continuing education. We will guide our students in the safe use of AI and will not permit nor require a student to interact with AI that is not permitted due to age restrictions or that requires the authorization from a guardian over the age of 18.
5. We commit that existing policies as it relates to academic integrity will remain in effect and will apply to AI.  
Students in the Upper School are required to cite to the use of AI as a source if applicable and will be honest in presenting their work acknowledging that dishonesty is a sin and truth is to be paramount when utilizing AI. Due to the potential for bias when it relates to detecting AI, students, if use of uncited AI is suspected due to use of an AI detector will be asked about his/her sources in a direct, face to face interaction with the teacher in whom's classroom uncited AI is suspected. A teacher or administrator will not rely solely on AI detection software or tools when investigating the uncited use of AI by a student. If under able to be ascertained whether the AI detection was flawed or not, the presumption of truthfulness will favor the student. When questioned with uncited AI use, the issue shall be discussed between the student and the teacher with another faculty or staff member present but not in the presence of the student's peers.
6. AI shall not be used in lieu of interpersonal communication when it relates to a disciplinary matter of staff, faculty or student.  
We acknowledge the potential benefit to staff and faculty of being able to use AI for basic tasks such as responding to emails. However, if a staff, faculty or student is facing a violation of the CCS disciplinary policy for any reason, the matter shall not be dealt with using AI in order to protect the identity of the student, faculty or staff and to encourage a Matthew 18 approach.
7. The Governance Committee of the CCS Board of Directors in conjunction with the IT Director and School Leadership will work together to review the policies regarding AI as set forth herein once every 12 months and will be fluid if changes are needed more frequently due to the newness of the area of AI.

As stated by the United States Department of Education in their May 2023 report on Artificial Intelligence and the Future of Teaching and Learning, the area of AI

in education is changing swiftly and requires hands-on policy review. To that end, our goal is to encourage a positive and health relationship with AI for all of our students, faculty and staff and we will be actively reviewing and if necessary, revising the AI policy from time to time.

## ACADEMICS

### Curriculum

All curriculum used at Concord Christian School (CCS) will be biblical 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 semester. The school year consists of two semesters with two (mid-semester) progress reports.
- 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 ParentsWeb.

### Grading Scale

**All grades K – 12th use the Tennessee Uniform Grading scale** and policies listed below. Upper 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 | Numerical Grade Range | College Prep | Honors | AP  | Dual Enrollment |
|--------------|-----------------------|--------------|--------|-----|-----------------|
| A            | 90-100                | 4.0          | 4.5    | 5.0 | 5.0             |
| B            | 80-89                 | 3.0          | 3.5    | 4.0 | 4.0             |
| C            | 70-79                 | 2.0          | 2.5    | 3.0 | 3.0             |
| D            | 60-69                 | 1.0          | 1.5    | 2.0 | 2.0             |
| F            | 0-59                  | 0            | 0      | 0   | 0               |

- Upper School report cards will include weighted GPA in accordance with Tennessee Uniform Grading Policy.
- 3 percentage points will be added to the final semester averages in honors classes.
- 5 percentage points will be added to the semester average in Advanced Placement and Dual Enrollment classes.
- AP courses are eligible for additional percentage point weighting for students who sit for the aligned culminating AP exam. (TN State Board of Education Uniform Grading Policy 3.301f)



### Academy (Grades 5-6) Mid-term/End-of-Year Assessments

An end of semester assessment will be given in core subjects at the academy level. These assessments can be a combination of projects, papers, and traditional tests. Mid-term and end-of-year assessment scores are counted as a test grade.

### Upper School (Grades 7-12) Mid-term/Final Assessments

At the end of the first semester, assessments will be given on half days designated on the school calendar. These assessments may include but are not limited to a project, a paper, presentation, performance, or production or written assessment.

At the end of the school year, final assessments will be designed to evaluate mastery of skills required for each specific course. The final assessments may include but are not limited to a project, a paper, presentation, performance, or production or written assessment.

### Upper School Earn Carnegie Credits

Students in 8<sup>th</sup> grade have the opportunity to earn Carnegie credits for Spanish 1, Algebra 1, and Lifetime Wellness.

After completion of entry-level course, the criteria to move into the next-level course includes, the following:

- Teacher Recommendation including the student's work ethic, grade point average in the prior course, and assessment average
- Standardized Testing Scores

Algebra 1 credit earned in the 8th grade does not count as one of the four required math credits for Upper School graduation

### Academy and Upper School (Grades 9-12) Grade Calculations and Course Credit

The final grade for all academy and upper school courses will be calculated by averaging semester 1 and semester 2 final numeric averages.

### Upper School (Grades 9-12) Transcript

Upper School transcripts show numeric averages for semester 1, semester 2 and the final numeric average for the year. In order to receive credit for a course, a student must receive a passing grade in both semester 2 and for their combined average final grade.

### Upper School (Grades 7-12) Course Failure

If a student earns an "F" on the second semester or final year grade for a course or a course required for graduation, he/she is required to retake the class or take a credit recovery course. Online credit recovery courses must be pre-approved by the Guidance Counselor. The student must have the online school submit an official transcript of the final grade to the CCS Guidance Office prior to the start of the new school year. CCS will then calculate the student's final year grade for the failed course by averaging that grade in the CCS class with the credit recovery course grade.

## PROMOTION POLICIES

Students must be in regular attendance to be promoted. Students in K-12<sup>th</sup> grades with excessive absences during a school year may not be promoted unless there is an

extenuating diagnosed medical condition and the student has maintained academic progress (See *Excessive Absences portion of the Attendance Policy for additional details*).

#### Lower School (Grades K-4<sup>th</sup>)

If a student in grades K-4<sup>th</sup> fails reading or math, he/she may be required to repeat the grade or seek summer academic support. If academic support is chosen, the student will need to retest in mid-July for grade placement clarification.

#### Academy (Grades 5-6)

Students in grades 5 and 6 must pass a minimum of five subjects to be promoted. These are Bible, Mathematics, English, Science, and Social Studies.

#### Upper School (Grades 7-12)

A minimum of six credits must be earned each year. Six credits are required for sophomore standing, twelve credits for junior standing, and eighteen credits for senior standing.

#### Upper School Course Selection (Grades 7-12)

Upper School students must be enrolled in a minimum of six (6) courses each school term. Planning a student's schedule is based on course mastery, course prerequisites, standardized test scores, and teacher recommendation.

#### Course Withdrawal

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

#### Course Schedule Change Policy

Academy and Upper school students who need a schedule change can obtain a change Form in the upper school office. This form requires student and parent signatures.

- Requests to change 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 course change, 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.

## DUAL-ENROLLMENT

Juniors and seniors may dual-enroll in college level classes. Dual enrollment means a student is enrolled in a college course that receives both Upper School and college credit. CCS partners with Bryan College, Tennessee Tech, and Carson-Newman University to offer dual enrollment courses.

Students are allowed to only take courses that are not offered at CCS for dual enrollment credit. The exceptions are US History and English IV. The dual enrollment US History courses offered by CCS through economics and statistics.

If a student wants to take a course that is offered at CCS for dual enrollment credit, there must be extenuating circumstances and will require prior approval from the guidance office and the Upper School principal. Final approval for participation in the dual enrollment must be obtained from upper school administration.

How do I qualify to take a dual enrollment class?

- Students must qualify academically as a junior to begin the dual enrollment program.
- Students must have a minimum grade point average (GPA) of 3.0 to enter the program.
- Students must meet all qualifications of the University offering dual enrollment.

For all information regarding Dual Enrollment offerings at CCS, visit the website. Upper School Administration also hosts various parent information nights throughout the school year to discuss in more detail.

## ADVANCED PLACEMENT COURSES

The Advanced Placement curricula at CCS are based on the course structures provided by the College Board (required reading, textbooks, and topics) but reflect our philosophy of presenting all information in light of a biblical worldview. CCS students are required to read and evaluate a variety of literature and other documents - both Christian and secular - which enables us to discuss societal values and movements from a Christ-centered perspective. Part of CCS' academic philosophy is to prepare students to engage potentially controversial ideas equipped with a biblical mindset. If there are questions or concerns surrounding potential reading material and/or controversial topic discussions, the AP course may not be the best fit.

AP Final Exam

- 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 the student chooses not to take the AP exam, the weighted GPA will not apply, and the student will take a final assessment for the course in lieu of the AP Exam.
- College Board sets the fee for the AP Exams each year.
- AP courses are eligible for additional percentage point weighting for students who sit for the aligned culminating AP exam. (TN State Board of Education Uniform Grading Policy 3.301f)

## GRADUATION REQUIREMENTS: 26.5 CREDITS

*(Through the Class of 2027)*

|         | Credits |
|---------|---------|
| English | 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 & 1 additional lab science   | 3.0 |
| <b>Social Studies:</b> World History, U.S. Government, U.S. History   | 3.0 |
| <b>Lifetime Wellness</b>  | 1.0 |
| <b>Physical Education</b>   | 0.5 |
| <b>Personal Finance</b>   | 0.5 |
| <b>Economics</b>  | 0.5 |
| <b>World Language:</b> 2 of the same language   | 2.0 |
| <b>Fine Arts</b>  | 1.0 |
| <b>Electives</b>  | 3.0 |
| <i>*Algebra 1 credit earned in 8th grade does not count as one of the four required math credits for Upper School graduation.</i> |     |

- All credits earned in 8th grade for Algebra I, Spanish I, and Wellness will be listed on the student's transcript. However, those courses will not be calculated in the student's final grade point average (GPA).
- Bible classes are considered core classes, along with English, Math, Social Studies and the Sciences and will be calculated into the student's final grade point average (GPA).
- The .5 credit in P.E. may be met by completing a P.E course or by participating in a school sponsored team sport or CCS marching band.

## GRADUATION REQUIREMENTS: 26.5 CREDITS

(Beginning with the Class of 2028)

|  | Credits |
|--|---------|
| <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 & 1 additional lab science                | 3.0     |
| <b>Social Studies:</b> World History, U.S. Government, U.S. History, Contemporary Issues | 3.0     |
| <b>Lifetime Wellness</b>   | 1.0     |
| <b>Physical Education</b>  | 0.5     |
| <b>Personal Finance</b>  | 0.5     |
| <b>Economics</b>   | 0.5     |
| <b>World Language:</b> 2 of the same language  | 2.0     |
| <b>Computer Science</b>  | 1.0     |

|   |     |
|---|-----|
| <b>Fine Arts</b>  | 1.0 |
| <b>Electives</b>  | 2.0 |
| <i>*Algebra 1 credit earned in 8th grade does not count as one of the four required math credits for Upper School graduation.</i> |     |

- All credits earned in 8th grade for Algebra I, Spanish I, and Wellness will be listed on the student's transcript. However, those courses will not be calculated in the student's final grade point average (GPA).
- Bible classes are considered core classes, along with English, Math, Social Studies and the Sciences and will be calculated into the student's final grade point average (GPA).
- The .5 credit in P.E. may be met by completing a P.E course or by participating in a school sponsored team sport or CCS marching band.

#### 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 participate 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 participate in commencement.

## ACADEMIC RECOGNITION

#### Selection of Valedictorian and Salutatorian

The valedictorian designation is given to the student who has the highest cumulative grade point average from their first 7 semesters (9-12). Salutatorian designation is given to the student with the second highest cumulative grade point average from their first 7 semesters (9-12). This designation is determined in January of the senior year. This may be differentiated to the 1/100th of a point. The student must have attended CCS for a minimum of 4 consecutive semesters. In the instance of a tie, students will be awarded a designation as co-valedictorian or co-salutatorian. A major disciplinary issue could disqualify a student from being selected.

Transfer students' cumulative GPA will exclude any Honors or AP classes not offered at CCS. Also, Bible class grades will be omitted from the cumulative GPA of all the seniors if the transfer student with a competing GPA did not take Bible.

#### Graduation with Honors

Graduation with Honors will be granted to students who obtain a 3.75 GPA and have scored at or above all of the subject areas readiness benchmarks on the ACT or the equivalent score on the

SAT. The ACT benchmarks are: English - 18, Math - 22, Reading - 22, and Science - 23. This honor will be recognized during the commencement ceremony.

GPA awards include the following:

- Cum laude: 3.5-3.6 GPA
- Magna cum laude: <3.7-3.8 GPA
- Summa cum laude: <3.9-4.0 GPA

#### Graduation with State Distinction

Graduation with State Distinction will be granted to students who attain a cumulative GPA of 3.00 or better and complete at least one of the following:

- Participate in at least one of the Governor's Schools
- Participated in one of the state's All-State musical organizations
- Be selected as a National Merit Finalist or Semifinalist
- Attain a score of 31 or higher composite score on the ACT
- Attain a score of 3 or higher on at least two advanced placement exams
- Earn 12 or more semester hours of transcribed postsecondary credit

Students graduating with State Distinction will wear a gold honor cord during the commencement ceremony.

#### National Honor Society Membership Guidelines

The CCS Chapter of National Honor Society is built on four pillars upheld by the National Honor Society: scholarship, leadership, service, and character.

Eligibility is determined by the following criteria:

- Sophomores, juniors, and seniors will be considered for membership.
- Students must have attended CCS for at least two semesters to be considered.
- Students must have a cumulative weighted GPA of at least 3.75 to be considered.
- In August, applications will be made available to students who meet the academic eligibility standards.
- Applications must be completed to demonstrate the standards of leadership, service, and character (disciplinary record will be reviewed). Students must also include their testimony of their faith.
- A committee will review and evaluate the applications.

#### National Junior Honor Society Membership Guidelines (Grades 7-9)

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 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 during the year of application.
- **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.

## ALERTS/PROBATIONS/DISMISSAL

### FACTS / RenWeb Notification

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

### Academic Probation

Students are placed on academic probation when they have a report card with a cumulative GPA of 2.0 or less or a report card with two grades of "D" or "F" for a semester. 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 EXTRACURRICULAR ACTIVITIES

Academic Probation—Two or more classes with an average of 'F.' While on probation, the student can no longer participate in games or performances.

A student's Privilege to Participate in Extracurricular Activities, like athletics, will be determined according to the dates listed below. Grades earned at the conclusion of each academic school year (2nd semester) will determine the student's actual eligibility for the beginning of the next school year per the TSSAA Constitution and By-Laws. The CCS Privilege to Participate is meant to help ensure the success of all students as they strive to maintain an uninterrupted path to graduation from CCS while simultaneously expressing their God-given talent(s) from various platforms. Therefore, the Privilege to Participate is based on the Academic Standards of CCS and intended for our student population alone.

There are 4 Academic checkpoints each semester and 8 total throughout the yearly academic calendar. Students can regain the Privilege to Participate at any of these Checkpoints if they've successfully improved their academic standing to a satisfactory level. Students can only lose the Privilege to Participate on the dates listed below in BOLD. The dates in which Privilege to Participate can be lost coordinate with naturally occurring quarterly and semester breaks in the academic calendar.

If a student concludes a semester with an "Incomplete (I)," he/she will have a set number of days to complete any and all necessary coursework before receiving his/her final grade for that particular class. The number of days the student has to complete the necessary coursework will be determined by the teacher of that course and the appropriate grade-level principal.

### **Privilege to Participate will be determined on the following dates**

*Note: Privilege to participate can be regained on any of these dates. It can be lost ONLY on the dates in bold.*

- Mid-1st Quarter Grades (can regain eligibility only)
- **1st Quarter checkpoint - can lose the privilege to participate on this date**
- Mid-2nd Quarter Grades (can regain eligibility only)
- **1st Semester checkpoint - can lose the privilege to participate on this date**
- Mid-3rd Quarter Grades (can regain eligibility only)
- **3rd Quarter checkpoint - can lose the privilege to participate on this date**
- Mid-4th Quarter Grades (can regain eligibility only)

*\*2nd-semester checkpoint that counts for the fall of the next school year; can lose the privilege to participate and/or TSSAA eligibility on this date*

*\*Any class a student fails at the end of the school year can be made up over the summer by an online accredited agency that is approved by CCS. If the class(es) is completed with a passing grade by the first day of the next school year, the student will be academically eligible to play during the first semester.*

## HOMEWORK PHILOSOPHY

Concord Christian School recognizes the educational value and importance of homework for students. 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.

### Amount of Homework

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 with consideration being given to Wednesday-night church meetings and special church/school activities.

Some guidelines are as follows:

| Grade | Minutes per evening |
|-------|---------------------|
| 1     | Up to 20            |
| 2-3   | Up to 25            |
| 4     | Up to 40            |
| 5-6   | Up to 60            |
| 7-8   | Up to 60            |
| 9-12  | Up to 90            |

### Upper School Late Work Policy

Late assignments will lose 10% for each day late after the original due date, or no more than five days after a unit has been assessed. The floor for lost points will be set at 50%. In other words, all late work will receive a minimum score of 50% if it is done completely and correctly. An assignment which is not turned in or is incomplete will still receive zero credit. Extenuating circumstances will be reviewed at the discretion of the teacher.



# DISCIPLINE

## STUDENT BEHAVIOR - STANDARDS OF CONDUCT

To maintain an atmosphere in which learning and Christian growth can take place, CCS follows five behavior guidelines as the basis of our discipline and school procedures:

- Christ-Like Behavior - 1 John 2:6
- Honor Authority - Hebrews 13:17
- Absolute Honesty - Colossians 3:9
- Immediate Obedience - John 14:15
- Respect Others - Philippians 2:3

## DISCIPLINE

Discipline is training that develops the individual's self-control, character, orderliness, and efficiency. The Word of God is a redemptive guide in Christian discipline. The teacher will shepherd the student in carrying out his/her Christian responsibility to live a life committed to God. It is essential for students to practice consideration and mutual respect within the classroom and throughout the building at all times.

**The following major disciplinary issues may result in immediate referral and possible suspension or expulsion:**

- Academic dishonesty of any kind (i.e. cheating, plagiarism, inappropriate use of artificial intelligence)
- Bullying / Harassment: An act committed by a student that substantially interferes with another student's educational benefits, opportunities, or performance.
- Reckless driving
- Disruptive behavior
- False fire or emergency alarm or threat of the same
- Physical Altercation
- Gambling
- Inappropriate communication with other people on any communication platform, including social media.
- Intentional or negligent damage to school property or another's personal property
- Leaving campus without permission
- 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
- Possession of dangerous items such as fireworks or any kind of weapon (including toys that resemble weapons, everyday items that can be used as a weapon, or any item perceived as a weapon)
- Possession, use, distribution, or sale of controlled substances, alcohol, tobacco, or vaping materials
- Profanity or obscene language or gestures, written or verbal
- Public display of affection or sexual immorality of any kind
- Prejudice of any kind, including racial slurs

- Repetitive dress code infractions
- Theft of personal or school property

### Notification

Disciplinary actions will be recorded in Facts / RenWeb as a behavior notice. An email notification will be sent to the student's guardian. Each incident will be assigned as a warning or a referral. If a student receives a referral, the student will be assigned a sanction and a completion date.

### Detention

Academy and Upper School detentions will be served during lunch on Mondays, Wednesdays, and Fridays. Students serving detention will be supervised by a staff member. 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, regulations, and policies of the regular school day will be enforced.. If a student fails to show up for disciplinary reasons, they will incur another detention unless there is a reasonable excuse from faculty/staff for their absence.

### In-School Suspension

The duration of a suspension may be from a portion of a school day up to and not exceeding three consecutive school days. The CCS administration will determine a suspension. 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. Any student receiving a third in-school suspension in the same school year will be suspended for all future disciplinary referrals. Any student who receives in-school suspension will be required to complete assigned work. Completed assigned coursework receives full credit.

### Out-of-School Suspension

The duration of a suspension may be from a portion of a school day up to and not exceeding five consecutive school days. The CCS administration will determine a suspension. 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. Any student receiving a suspension may not be allowed to participate in any future end-of-year trips and may not receive a refund on the trip fees. Any student receiving a third suspension in the same school year may be expelled for the remainder of the school year. Out-of-school suspension is considered an absence, and makeup work will follow the absence policy.

### Expulsion

Concord Christian School Administration may make a recommendation to expel a student for repeated disciplinary situations or any major infraction that impacts campus safety. The School Board has the final authority on all expulsion decisions. 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's ability to return next year.

# 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>Full Day</b>          | <b>Half Day</b>           |
| <b>Lower School (Grades K - 4<sup>th</sup>)</b>               | <b>8:00 AM – 3:00 PM</b> | <b>8:00 AM – 12:00 PM</b> |
| <b>Academy (Grades 5<sup>th</sup> - 6<sup>th</sup>)</b>       | <b>8:15 AM – 3:30 PM</b> | <b>8:15 AM – 12:15 PM</b> |
| <b>Upper School (Grades 7<sup>th</sup> – 12<sup>th</sup>)</b> | <b>8:15 AM – 3:30 PM</b> | <b>8:15 AM – 12:15 PM</b> |

Concord KidzConnect is available for after school care with [additional registration](#).

## EARLY ARRIVAL

Students should arrive at school **NO** earlier than 7:30 a.m.  
All Academy and Upper School students (5<sup>th</sup> - 12<sup>th</sup> Grade) arriving before 8:15 a.m. will wait in the cafeteria until class begins. Staff members will supervise early arriving students.  
All Lower School students (K - 4<sup>th</sup> Grade) should report to class.

## 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 KidzConnect After School Care. Unforeseen circumstances may, on rare occasions, hinder the ability to pick up students on time. Please notify the appropriate school office if you are delayed. Students will remain in the appropriate school office until parents arrive.

## OUTSIDE OF SCHOOL HOURS

Students without proper supervision or those found in unapproved areas will be subject to CCS discipline procedures. Concord will not be held liable or responsible for students on campus without supervision before or after school hours. K-8th grade students should only be on the campus under supervision of a parent or a designated adult. Upper School (9-12) students need to be on campus with a purpose.

## 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 emailed to parents.
- Students will not be called out of class for dismissal after 2:30 pm without proof of appointment.

## DROP-OFF PROCEDURES

- Drop off for all students begins at 7:30 AM.
- Please have students ready to exit the car (while remaining safe in the vehicle).
- Please be very mindful of other students in the parking lot.
- All students should be dropped off and not walked in for safety reasons.
- Always pay attention to the school personnel who are directing traffic.
- For safety reasons, students should be dropped off in the normal drop off line allowing for students to exit the vehicle near the sidewalk which keeps students from crossing over traffic.

## PICK UP PROCEDURES

- Lower School (K-4<sup>th</sup>)
  - Queue lines will form in the designated parking lot.
  - Parents should have the CCS pick-up sign ready to show the teacher.
  - 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.
- Academy and Upper School (Grades 5<sup>th</sup>-12<sup>th</sup>)
  - Students will be dismissed through open release to the designated lot.

*Please refer to the current campus map to locate the appropriate pickup locations.*

## 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 decision independently of other schools. When it becomes necessary to close school for inclement weather or other unexpected events, parents will be notified using the following outlets of communication:

- CCS Website ([www.concordchristianschool.org](http://www.concordchristianschool.org))
- CCS App
- Social Media
- Local TV Stations – WBIR, WATE, WVLT

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 according to normal pick-up procedures.

In the event of a Delayed Start

- Class schedules will be modified.

- All classes, Kindergarten through 12<sup>th</sup> grades, will start at 10am with drop off beginning at 9:30am.
- Any subsequent closings or delays will be communicated by announcements as listed above.

## GENERAL SICKNESS POLICY

In general, CCS may close school for sickness when 10% of a grade level, specific school division or CCS faculty are absent from school. In the event that a division closes due to illness, communication will be sent to parents by the specific school division principal.

## 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 Academy/Upper School only, absences are recorded by the class period. All absences and tardies will be reflected on the student's quarterly report cards as well as on the permanent school record.

### Upper School (5th-12th)

Students in grades 5-12 are allotted eight absences per semester in each class without penalty. In extreme cases, students may jeopardize their potential to gain credit for a particular class. When a student accumulates nine or more absences in a particular class during one semester, the following sanctions will likely occur:

- Students are not permitted to exempt the semester exams regardless of the student's semester average.
- Students may not be able to make-up missed assignments.
- Honors students may forgo their additional points for Honors classes

Special circumstances involving death of an immediate family member, surgery, hospitalization, or physician-documented illness will be handled on a case-by-case basis.

School-initiated or sponsored absences (i.e. field trips, special performances or events during the school day, sporting events, snow days, etc) do not count as part of the cumulative total of absences for students.

Students must arrive at school by the end of 3rd period and be in attendance for four classes to be able to participate in extracurricular activities.

## MAKE-UP WORK

In Lower School, requests for books and materials should be made by 9:00 am on the day missed and can be picked up at the end of the school day.

In Academy & Upper 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 Facts / RenWeb and/or Google Classroom per teacher instructions.

## Excessive Absences

All absences are counted towards excessive absences. If a student misses **15** or more classes in a semester course 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 Lower School students based on class attendance.

## TARDIES

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

- Lower School (Grades K – 4<sup>th</sup>) 8:00 AM
- Academy (Grades 5<sup>th</sup> – 6<sup>th</sup>) 8:15 AM
- Upper School (Grades 7<sup>th</sup> – 12<sup>th</sup>) 8:15 AM
- Tardiness is a distraction to the learning environment.
- **Kindergarten through 8<sup>th</sup> 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. Upper School students must check in at the school office and receive a tardy slip but are not required to have a parent accompany them.
- Tardies accumulated are not limited to one class but are totaled across the student's daily schedule.
- Any student with 10 tardies per semester is considered to have excessive tardies.
- Tardies for Academy and Upper School students will be counted each semester.

## 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 Facts / RenWeb authorized pick-up list. Students must be signed out from the appropriate school office. If parents need students from both offices, please stop in the appropriate office first and students will be asked to meet parents in the lower school office. The following procedures have been established to ensure the safety of our students and parents are asked to cooperate fully with them.

### Lower School

- A note must be sent to the teacher the morning of an early departure.
- The parent should then report to the Lower School office and sign the child out.
- Please do not call the Lower School office and ask for a student to be sent down to the office.

- Students will not be called out of class for dismissal after 2:15pm without proof of an appointment.

### Academy

- The parent should see the 2nd floor foyer receptionist to sign the child out.
- Please do not call the Lower School office and ask for a student to be sent down to the office.
- For the safety of the students, all early departure 5<sup>th</sup> and 6<sup>th</sup> grade students will meet their parents at the receptionist desk.
- After 3:00pm, 5<sup>th</sup> and 6<sup>th</sup> grade students may only be picked up using normal pick up procedures.

### Upper School

- During the school day, no Upper School student may leave campus at any point without signing out at the Upper School office. The parking lots 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 Upper School students may sign themselves out with written documentation (email or handwritten note) from the parent/guardian.
- Upper School student drivers should report to their car and leave campus once they have signed out.
- Non-driving Upper 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, Upper 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:

- 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)
- The student is accompanied by a parent/guardian.
- 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).

*\*The approved college visit will not count as an absence from school.*

## STUDENT DRESS CODE

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. Parents and students have the primary responsibility to understand and adhere to the dress code.

All CCS logo and spirit items must be purchased from:

- My Aplus Uniforms (formerly known as Educational Outfitters)
- Lands' End (school code #900072596)
- Tommy Hilfiger
- CCS Storehouse
- Team Stores

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

[See the approved dress code samples.](#)

### DAILY DRESS CODE (MONDAY - THURSDAY)

#### Shirts

One of the following options, with either the Lion, Shield, or Power C logo, is required for all students:

- Polo Shirts - short or long sleeves (maroon, gray, white, black)
- Oxford cloth, button-down collared shirt – short or long sleeves (white)
- Sleeves under a short sleeve shirt should be school approved colors (maroon, gray, white, black)

#### Outerwear

Outerwear options are permissible over an approved dress-code shirt as long as they have the Lion, Shield, or Power C logo.

#### Pants

- Plain pants that are appropriate, modest in nature with no holes (khaki, gray, black, denim)
- Athletic style jogger pants (sweatpant material) are not permitted.



- **Leggings are not pants but may be worn as layers with approved pants / shorts / skirts.** Leggings worn must be solid colors only and in school colors – maroon, gray, black or white.

#### Shorts

- Plain shorts that are appropriate, with belt loops, and modest in nature with no holes (khaki, gray, black)
- Shorts must be fingertip length.
- Athletic shorts are not permitted.

#### Skirts, skorts, jumpers for girls

- Skirts, Skorts, jumpers must be fingertip length.
- Skirts, Skorts, and Jumpers (khaki, black, gray, denim, CCS plaid)
- Polo, knit and ponte dresses are allowed with school logo (gray, black, khaki)

#### General Dress Code Guidelines:

- Students will wear clothing of appropriate size. Excessively tight or baggy attire is not acceptable.
- 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).

#### Shoes

- Shoes must be worn at all times.
- Shower shoes, bedroom slippers, and athletic slides are not permitted in any grade.
- K-4: Crocs or flip flops are not permitted.

### SPIRIT DAY - FRIDAY

On Fridays, all CCS students may wear shirts that are more casual and show their school spirit. Spirit shirts must have either the CCS Lion, Shield, or Power C logo.

Students may choose to wear Monday - Thursday approved attire.

### PHYSICAL EDUCATION DRESS CODE

#### Physical Education Dress Code – Lower School

- Socks and indoor, non-skid athletic shoes are required for all students during P.E. class or athletic events.

#### Physical Education Dress Code – Academy and Upper School (Wellness)

- All students, grades 5<sup>th</sup>–12<sup>th</sup>, 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.
- Socks and indoor, non-skid athletic shoes are required for all students during P.E.

### HAIR

- Hair must be clean/neat, well groomed, and out of your face.

## HEAD

- Hats, caps, bandanas, hoods or other head coverings cannot be worn in the building.

## FACE

- Facial hair/beards must be clean, neat and well-groomed.
- If make-up is worn (girls only), it must not be extreme.
- 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.
- Tattoos must be in line with a Biblical Worldview (avoiding satanic, demonic, alternate lifestyles, etc.).

## DRESS CODE VIOLATIONS

When a dress code issue can be corrected immediately, 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 disciplinary steps.

If the dress code issue cannot be corrected immediately (i.e. no polo shirt, short skirt, inappropriate pants, etc.), the teacher will discuss the matter with the student and send the student to the office to either wait for a parent to come and bring the correct item, or purchase that correct from the store. The student shall remain in the office until the infraction has been remedied. Continuous or blatant dress code infractions will result in progressive discipline.

# 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

## COMMUNICATION - 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 a meeting will be scheduled 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, concerns 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.

## TEACHER COMMUNICATION

CCS Administration believes that effective communication is a very important part of having a successful partnership between families and Concord Christian School. So the teacher can give parents full attention without distractions, please be mindful of when and where communication takes place. Parents are encouraged to communicate 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.

## BIRTHDAYS

Please notify the teacher in advance to send some kind of simple refreshments to celebrate a student's birthday. 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.

## 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.

## FACILITY USE POLICY

FBC and CCS facilities are for church and school use only. All outside requests for the facility must follow the appropriate procedures and gain the approval of school leadership followed by approval by the FBC senior leadership. In addition, the request must promote and further the mission of inspiring people to follow Jesus.

## VISITOR AND CLOSED CAMPUS POLICY

CCS is a closed campus to non-CCS faculty, staff, and students. All visitors must report to either the Gathering Space receptionist or the south entrance receptionist (formerly preschool

entrance) to receive a visitors badge. All visitors are required to have their driver's license scanned to receive a visitors pass, must wear the pass the entire time while on campus and return the pass to the receptionist upon leaving campus.

## VIDEO REQUEST POLICY

CCS uses video recording for the purposes of reviewing activities and incidents on campus. The video cameras are not monitored in real time; thus, there should be no assumption of such monitoring. Due to privacy issues, CCS only allows necessary administrators and security personnel to review video recordings. All requests to review video recordings must be accompanied by the appropriate form which can be obtained from security personnel. The decision to approve such a request will be made by CCS leadership and will be final.

## HOLIDAY CELEBRATIONS

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

- Thanksgiving is recognized as a true historical event as well as a reminder of God's provision for us all.
- At Christmas time, our emphasis will be on the biblical account of the birth of Christ and the spiritual significance of the Christmas story.
- At Easter, the emphasis will be on the sacrifice, death, burial, and resurrection of Jesus Christ.
- Halloween will **not** be observed as a holiday. Parents are asked not to 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 placed in 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.

## VOLUNTEERS

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

- **Library/Media Center**
- **Field Trips**
- **Classroom Helpers**
- **The Storehouse Volunteers**

- **Room Coordinators (K – 4<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.

## LUNCH PROCEDURES

- Microwaves may only be used by students in grades 5<sup>th</sup> – 12<sup>th</sup>.

### Guests

- Parents and adult guests who wish to eat lunch with students should first sign in with the receptionist.
- Parents may have lunch with only their own child(ren). No other students are permitted to eat lunch with the family.

### Upper School Lunch

- Upper School students are not permitted to leave campus for lunch.
- 9<sup>th</sup> - 11<sup>th</sup> grade students will eat in the student gym.
- Seniors are permitted to eat in areas designated for seniors.
- No restaurant/fast food delivery services to students are allowed.

## 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 and abide by the rules listed below.

Permits issued are valid for the school year.

### Parking Information and Rules:

- Students must not leave school without a parent authorization form on file. 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
- The parking permit must be placed on the rear-view mirror when the car is parked on school property. The permit number must be visible from outside the vehicle.
- 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.
- Punctuality and good attendance are necessary to maintain parking privileges. Habitual tardiness and/or absences will be grounds for revocation of parking privileges.
- **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.

- The student driver will park only in the student parking lot. Because of the increase in our number of student drivers, students may not park in a different lot regardless of weather conditions.
- Student drivers will not interrupt the flow of drop-off traffic in the morning.
- Students will vacate their vehicles immediately upon parking. Loitering in vehicle/parking lot is not permitted before, during or after school.
- The school assumes no responsibility for vehicles on First Baptist Concord property.
- 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.

Student drivers should 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. If a different vehicle is being driven temporarily, written notice must be provided to the office prior to parking.

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
- Parking in any guest or handicapped spaces without displaying proper authorization/identification

Student Driver Registration Form may be picked up in the Upper School Office.

## PHYSICAL PRIVACY AND SEXUALITY POLICY

### Purpose

In light of Concord's statement of faith and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members of the Concord community of their duties with regard to use of restrooms, locker rooms, showers, and any other Concord facilities where individuals may be undressed in the presence of others.

### Definitions

Sex means the biological condition of being male or female as determined at birth.

Member of the Concord community means any Concord employee, volunteer, student, parent, or visitor.

### Sincerely Held Religious Belief on Sexuality

Concord's sincerely held religious belief is that God wonderfully and immutable creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's sex is a rejection of the image of God within that person.



## Policy

Notwithstanding any other policy, Concord restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Concord facilities or settings where members of the Concord community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions). Concord shall provide separate, private areas designated for use by a member of the Concord community based on their sex.

Concord recognizes there may be instances where members of the Concord community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Concord encourages members of the Concord community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

Concord will at all times interact with members of the Concord community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist loved ones in doing the same (Ephesians 5:15).

A member of the Concord community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person – behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Concord which is cause for terminated his/her privilege of membership in the Concord community.

To preserve the function and integrity of Concord and to provide a biblical role model to members of the Concord community and the community-at-large, it is imperative that all members of the Concord community agree to and abide by this policy.

## 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.

#### Sanctity of Human Life

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 terminates a pregnancy while enrolled at Concord Christian School may be subject to withdrawal or expulsion at the discretion of the administration.

## CCS LIBRARY SELECTION POLICY

This policy applies to all available materials for student use in the library, including chromebooks. The role of the CCS Library is to provide materials and services that support, enhance, and enrich the curricula used in the classroom. The library also assists students in developing a Biblical worldview and deepening their relationship with Christ. The CCS librarian selects materials with the goal of meeting the educational and inspirational needs, along with encouraging the potential of both students and staff. These materials include both Christian and secular world views in a balanced manner, including teaching that leads students to see His story in every story.

## Guidelines for CCS Library Book Selections and Review

CCS faculty and staff expect parents to be responsible for keeping informed of the books and/or materials that their child is reading or accessing. All acquisitions for the CCS Library will be reviewed and approved by either the School Librarian, or Librarian assistant based on the specific criteria outlined in the CCS Library Selection Policy.

### Important to Note

Parents should be aware that not all items available and/or selected for the library shall be "Christian" or deemed acceptable by every family. Critical evaluation of material is an important skill for students to develop at an age appropriate level. Lower grade students will need more guidance in selecting books than students in upper grades. It is important for parents to know that they should be actively involved in helping their child(ren) evaluate what they read, and censor where they feel it is necessary. In making selection choices for the CCS Library, the librarian attempts to determine the appropriateness of books for the entire collection. However, it is impossible to thoroughly read and know the exact contents of every book added to the collection. It is the ultimate responsibility of the parent to determine what is and is not appropriate for their child. Parents who object to the content of a book may request that their student not be allowed to check out that item.

### The Right to Restrict Access

CCS reserves the right to restrict check out of some books to the students by grade level and/or parent approval. Books which meet the criteria listed in the Selection Policy, but are not appropriate for Lower School students, will be kept in the Restricted Section. These books can be checked out by students in 6<sup>th</sup>-12<sup>th</sup> grades only. 6<sup>th</sup>-8<sup>th</sup> grade students must have parent permission to check out these materials. Books marked Mature+ can be checked out by 9-12th grades only, without parent permission.

### Sources for Reviews

Items for the CCS Library will be evaluated by the librarian to ensure that they meet the guidelines set forth in this document. Professional review aids and other appropriate resources will also be consulted. One or more of the following items will be consulted during the review process. Other resources as appropriate may be consulted as well.

- Required readings by grade
- Common Sense Media
- Kirkus Reviews
- Amazon Reviews
- School Library Journal
- Booklist

### Selection Criteria for Specific Elements

Several subject areas are challenging when selecting items for the CCS Library. Below is a description of the criteria for these challenging categories:

- Religion (200s)  
This area includes titles on Christian living and church/Christian history. Also included are titles about other world religions. Books placed into the Library are evaluated through a theological lens. While there are different Christian denominations represented in our

school, CCS is a ministry of First Baptist Concord [FBC]. Materials placed in the Library should be like minded to the theological positions of FBC. Because of the respect of other similar Christian denominations in our school, FBC does not desire to require books to meet a "Baptistic only" standard, but a standard of Conservative Orthodox Christianity standard.

CCS evaluates books through the theological lens of the Chicago Statement on Inerrancy; the Nashville Statement, and the Danvers Statement to be certain of the theological footing of the Library as well as minister to students from many Christian denominations.

- Links to Statements:
  - Danvers - <https://cbmw.org/about/danvers-statement/>;
  - Chicago - [https://library.dts.edu/Pages/TL/Special/ICBI\\_1.pdf](https://library.dts.edu/Pages/TL/Special/ICBI_1.pdf);
  - Nashville - <https://cbmw.org/nashville-statement/>

Pertaining to books about other religions, materials will be chosen that describe the belief systems of other religions, but do not advocate for adherence to or faith in any religious system of belief other than Christianity.

- Social Sciences and Natural Sciences  
Items that include both the Christian and secular worldviews are present in the collection, with an emphasis on the Christian worldview. Items representing the secular views are placed in regular nonfiction and/or the restricted section respectively to the appropriate age/grade level. These books are not placed in the Everybody section and, therefore, cannot be accessed by 2nd grade or below.
- Fiction (F)  
Literature has the power to transform our lives and to reveal the world to us as readers. This is true at every level -- from lower school children up through adulthood. Difficult subjects and moral issues may be discussed in literature in a way that allows us to consider Biblical Truth and God's purpose for our lives. When adding a work of fiction to the library collection, the CCS librarian considers the message of the book as a whole and avoids taking individual passages out of context. Because of the variety of denominations and churches among our school families, some families may consider certain titles or themes appropriate while others do not. The CCS librarian errs on the side of caution and avoids purchasing items with graphic or explicit sex or violence, inordinate foul language, or inappropriate themes (promotion of same sex relationships, pre-marital sexual activity, occult activities, violence, etc.).

*Please contact the CCS library staff or CCS Principal to request the full Library Selection Policy, which is on file in the CCS Library.*