



# CONCORD

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CHRISTIAN SCHOOL

## **STUDENT/PARENT HANDBOOK** 2023-2024



# CONCORD

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## CHRISTIAN SCHOOL

## Welcome to Concord Christian School

Dear Concord Parents and Students,

As a ministry of First Baptist Concord (FBC), our faculty and staff remain a vital part of FBC's outreach to the community. The faculty and staff of CCS also remain committed to our mission, vision and core values as we strive to assist families in inspiring students to serve, lead, and transform their world. We strive to accomplish our mission through the philosophy of Kingdom Education. Kingdom Education recognizes the scriptural mandate for parents to oversee the education of their children assisted by the church and then the school. The CCS handbook is written with this biblical hierarchy in mind.

The policies and procedures in this handbook guide leadership in the daily decisions made regarding the K-12 operations of our school. The information therein is not exhaustive to the operations of CCS but is written as a guiding document to assist in making decisions about daily procedures. Even though normal pre-COVID procedures will be followed this school year, chances are something may arise that may not be covered in this handbook. If that situation arises, CCS leadership will look to best practices in education to solve the issue to ensure the best interest of students and staff are served.

Without a doubt, the 2023-24 school year promises to be an exciting time in the history of our school. Facility upgrades continue around campus. Working together and with His guidance, this year will be a time of unique opportunity for CCS to expand our reach for His glory. As always, the faculty and staff covet your prayers for a safe and productive year. If you have questions, please reach out to a member of the leadership team for assistance.

Pressing on Together,  
Donald Snider, Ed.S  
Head of School

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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.*

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# LEADERSHIP TEAM

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

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

BS Physical Education, Evangel University

M.Ed. Administration and Supervision, Georgia Southern University

Ed.S. Instructional Leadership, Tennessee Technological University

## **Brice Richards**

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

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

BS Business Administration, Central Washington University

Master Business Administration, Washington State University

Master in Teaching, City University (Washington)

## **Jen Studt**

### ***Elementary Principal***

BS Elementary Education, Messiah University

Masters Degree, Concordia St. Paul

## **Karen Littleton**

### ***Assistant Elementary Principal***

BS Education, Tennessee Technological University

Master of Arts in Curriculum & Instruction, University of Kentucky

## **Nathan Pifer**

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

BA Education, Covenant College

MS Education, Western Carolina University

Education Specialist in Instructional Leadership, Tennessee Technological University

## **Daniel Head**

### ***Athletic Director***

Bachelors of Science in Human Development, Warner Pacific University

Master of Education, City University of Seattle

## **Lorna Keeton**

### ***Director of Marketing & Development***

MBA Marketing, King University

Masters of Science in Nursing, University of Tennessee Knoxville

## **Vanessa Mills**

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

BS Accounting, University of Tennessee

**Linda Reedy**

***Academic Dean***

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

**Aly Grimes**

***Director of Admissions***

BS in Elementary Education, Tennessee Tech

**Mackenzie Snider**

***Director of International Programs***

Bachelor of Arts in Conflict Analysis and Resolution, George Mason University  
M.A. in Intercultural Education

**Alexis Head**

***Preschool Director***

Bachelor of Business Administration, Evangel University  
AA Early Childhood Education, Lower Columbia College

**Jess Sowa**

***KidzConnect Director***

Bachelor of Science in Child & Family Development, San Diego State University  
Masters in Child Development, University of La Verne

## ADDITIONAL SCHOOL LEADERSHIP

**Amanda Baldwin**

***IT Director***

BS in Secondary Education, Tennessee Technology University  
MA in Educational Technology, Johnson University

**Lea Ann Voiles**

***Guidance Counselor***

MA School Counseling, Carson-Newman University, Jeffersonville, TN

**Melissa Madonna**

***Preschool Assistant Director***

Bachelors of Science, Palm Beach Atlantic University  
Masters of Art, Liberty University

# CONCORD MISSION and VISION

## 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 AND POWER STATEMENTS

- 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.

## CCS PHILOSOPHY

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

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

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

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

- **Spiritually** – CCS students will be bold and courageous in their faith. They will desire to share and defend their beliefs using sound biblical knowledge and a daily desire to apply the Word of God to their lives. They are committed to a lifestyle of passionately serving others.
- **Academically** – CCS students have the critical thinking and problem-solving skills to be an independent learner. They are college-ready, take ownership of their learning experience, and value life-long learning with a biblical worldview.

- **Athletically** – CCS students understand that athletics exist for them to glorify God through their athletic abilities. They have mental toughness and a sound work ethic. The student values the opportunity to represent their school in a meaningful way that is greater than one individual.
- **Creatively** – CCS students discover and develop their unique God-given abilities. They strive to be open to a variety of aesthetic experiences and continue to develop a wide range of imaginative sensibilities using their gifts and talents.
- **Socially** – CCS students have confidence in seeing themselves the way Christ sees them, and that confidence projects to the people in their sphere of influence. They are committed to serving Christ by serving others in their personal life, community, and around the world.

## HISTORY

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

In 1995, First Baptist Concord established a feasibility committee to evaluate the possibility of adding a primary school to the already successful preschool program. After extensive study, the church started the journey of approving the school growth as listed below.

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

## ORGANIZATION

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

## CONCORD CHRISTIAN SCHOOL BOARD

The Board delegates the daily administration of CCS to the Head of School. The Head of School is responsible for daily operations and serves as the liaison from the school to the Concord Christian School Board. For specific information, refer to the First Baptist Concord bylaws.

## HEAD OF SCHOOL

Past leadership at CCS includes: Bob Templeton (2001-02), Dr. Julia Holmes (2002-2006), Dr. Bill Wilson (2007-2011), Leigh Ledet (2011-2012), Dr. Daniel Patton (2012-2013), Ruston Pierce (2013 – 2017) and Mark Kelly (2017 – 2018). Donald E. Snider, Jr., Concord’s current Head of School, began serving July of 2018.

## PROFESSIONAL ASSOCIATIONS

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

## COMMITMENT STATEMENTS

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

Because Concord Christian School is a ministry of First Baptist Concord, our doctrinal beliefs are a reflection of the church's beliefs. We are unashamedly a Christian program and we make no apologies for or compromise to our convictions. It is our desire to present the gospel of Jesus Christ so that each child may have the opportunity to accept Him as Lord and Savior of his or her life. Because we are committed to giving our best to the Lord, you can be assured that we will continually seek to offer and achieve excellence in academic education. I Corinthians 10:31 says that "whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God."

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

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

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

## BELIEF STATEMENTS

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



## **KINGDOM EDUCATION PRINCIPLES**

1. The education of children and youth is the primary responsibility of the parents. (Deuteronomy 11:19; Proverbs 22:6)
2. The education of children and youth is a 24 hour per day, 7 days per week process that continues from birth until maturity. (Deuteronomy 6:7)
3. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation. (Matthew 28:19-20; Psalm 78:6-7)
4. The education of children and youth must be based on God's Word as the absolute truth. (Matthew 24:35; Psalm 119:89)
5. The education of children and youth must hold Christ as preeminent in all of life. (Colossians 2:6-10; 2:3)
6. The education of children and youth 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*

## **OVERALL OBJECTIVES OF A CONCORD CHRISTIAN EDUCATION**

### **The School**

- Views the student as created by God, in God's image and likeness.
- Pledges to assist the student at each level of education to fully realize his undeveloped capacities for knowledge and wisdom apace with his maturing years.
- Takes a biblical view of the student. Scripture teaches us that our students are unique individuals created in God's image yet possessing a morally corrupt nature. Our goal at CCS is to provide opportunities for spiritual growth through biblical instruction, compassionate discipline and correction, and nurture and encouragement, thus allowing our students to know Jesus Christ.
- Takes a developmental view of the student. At Concord Christian School, we recognize the many facets that contribute to the educational development of our students: personalities, degrees of readiness and motivation, stages of physical growth, environment of the home, spiritual maturity, and relationships to those in the world around them. Such recognition enables us to minister to our students on multiple levels.
- Believes it is important to teach our students to have respect for the United States of America and our form of government. The flag is given proper respect in every classroom and pledges are said each morning in classrooms.

### **The Teacher**

- Will be committed to the Lordship of Jesus Christ and set before students a noble example of Christian life and conduct.
- Will seek to know each student's abilities, feelings, values, and hopes.
- Will build many roads to success into the instructional program.
- Will communicate what is expected of students.

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

### **The Parents**

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

### **The Student**

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

### **Expected Student Outcomes (ESO)**

#### ***SERVE***

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

**LEAD**

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

**TRANSFORM**

1. Succeed in all academic disciplines and commit to lifelong learning. (CCS.T.1)
2. Ask good questions, solve problems, and make wise decisions (CCS.T.2)
3. Articulate and defend a Christian worldview (CCS.T.3)
4. Understand how God's Word applies to daily life (CCS.T.4)
5. Possess apologetic skills to defend the Christian faith (CCS.T.5)
6. Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas) with respect and integrity (CCS.T.6)
7. Understand that work has dignity as an expression of the nature of God (CCS.T.7)
8. Describe and demonstrate lifelong healthy habits in alcohol/substances, nutrition, stress, fitness, relationships, and conflict resolution (CCS.T.8)

# ADMISSIONS and FINANCIAL POLICIES

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

## ADMISSIONS PROCESS

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

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

- Completed On-Line Application
- Completed Student Interview Form (grades 6 - 12)
- \$400 per Student Application Fee - payable online with application
- Tennessee Department of Health School Certificate of Immunization, religious or medical exemption
- Copy of state certified birth certificate
- Copy of most recent report card (1st - 5th grades)
- Copy of at least 2 years of report cards (6th - 12th grades)
- Copy of most recent standardized test results (1st - 5th grades)
- Copy of at least 2 years of standardized test results (6th - 12th grades)

The applicant is scheduled for an interview upon receipt of all applicable forms listed above. A student's file must be complete before it will be reviewed. Incoming students may be given an entrance exam as part of their admissions process.

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

Admissions decisions are determined by the evaluation of several factors:

- the completed application
- current school transcripts
- the behavioral standing of the student at the current school
- readiness assessments/entrance exam
- the Admissions Committee
- the interview

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

## **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 these programs. The list of vaccinations can be found at following website [www.tn.gov](http://www.tn.gov). CCS, CCP, and KidzConnect allow for medical and/or religious exemptions.

### **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 your student is compliant with Tennessee’s law that rising 7<sup>th</sup> graders have the Tdap booster and two doses of the varicella (chicken pox) vaccine.

### **The Tennessee law requires 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

## **CONTINUOUS ENROLLMENT**

A continuous transition from Preschool through High School provides a consistent, comprehensive advancement through academic coursework. From the first accepted application, your child will be enrolled at Concord throughout their education to graduation unless the parent notifies the school, in writing otherwise.

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

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

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

## CONTINUOUS ENROLLMENT AGREEMENT TERMS

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

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

## CONTINUOUS ENROLLMENT FEE

The continuous enrollment fee holds a place for your child for the next academic year and covers registration costs. The continuous enrollment fee for the following academic year was incorporated into the monthly tuition payment. **If you withdraw prior to January 31<sup>st</sup>, the paid continuous enrollment fee will be credited toward your 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.**

## LEARNING CENTER AND SPEECH FEES

Level 1: Meets twice a week on an individual basis.  
 Level 2: Meets twice a week in a small group setting.  
*These fees will be divided into monthly billing payments.*

## TUITION AND LATE FEES

School	2023-24 Tuition	Fees	Lunch	2023-24 TOTAL	12 Mo Payment (JUNE-MAY)
Elementary	\$8,028	\$885	\$785	\$9,698	\$808.17
Middle	\$9,044	\$950	\$890	\$10,884	\$907.00
High	\$9,621	\$1,295	\$890	\$11,806	\$983.83

## Tuition

Once accepted, your family will be required to enroll online in the FACTS Tuition Management Program. Monthly payments run from June—May. Tuition is due by the first of the month according to the terms of your payment plan. If you choose to pay monthly, through FACTS you may choose the 1st or 15th as your payment processing date. **The enrollment process is not complete and students may not start school until a FACTS tuition payment plan is created.**

## 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.

## RENWEB/FACTS ACCOUNT INFORMATION

All tuition payments will be paid online through FACTS. Any exception to this payment method will need to be arranged with the Business Manager and will incur additional fees. Through RenWeb parents have access to account balances, charges and payments at all times. Information is password protected and updated on a regular basis. New Families to CCS will receive FACTS enrollment information upon their acceptance to Concord Christian School.

## DISCOUNTS

- **\$150 Savings if full year is paid by June 15**
- **Concord Christian School Multi-child Discount**

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

- **25% Savings for Full Time Pastor of 501(c)3 Church (documentation required)**

## RETURNED CHECKS

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

## TUITION ASSISTANCE

Financial aid may be available for families approved by FACTS. Applications must be filled out online. Please access FACTS through the link at [concordchristianschool.org](http://concordchristianschool.org).

## WITHDRAWALS

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

1. 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 sixty (60) days prior to the proposed withdrawal date. The reasons for withdrawal must be stated on the form.
2. **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 sixty (60) 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.
3. **Grades and records will not be released until all financial obligations have been resolved to the satisfaction of CCS.**
4. Outstanding fee and tuition obligations will be subject to collections by an outside agency.
5. Student network accounts, RenWeb accounts and Google accounts will be deactivated after the student's last day of school.

## FINANCIAL GIFTS

Concord Christian School is deeply grateful for all gifts received. As a reminder, all gifts to CCS are tax-deductible. Anyone considering giving a memorial, setting up a trust, establishing an endowment or donating a gift of cash or property to Concord Christian School is invited to contact the Director of Development & Marketing Lorna Keeton ([lkeeton@concordcs.org](mailto:lkeeton@concordcs.org)).

### Media Center Donations

Book donations are recognized by a special book plate placed inside each donated book. Those who are interested in participating with such a gift to the CCS Media Center are encouraged to contact the CCS Media Specialist.



# ACADEMICS

## ACADEMIC POLICIES

### Curriculum

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

### Grading Policies

- Report cards will be posted online within 10 days of the completion of each 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 your ParentsWeb account.

### Grading Scale

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

Letter Grade	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

- High 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.
- 4 percentage points will be added to the final semester average in dual enrollment classes.
- 5 percentage points will be added to the semester average in Advanced Placement 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)

### Middle School Mid-term/Final Assessments

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

### Middle School Earn High School Credits

Students in 8<sup>th</sup> grade have the opportunity to earn high school credits for Spanish 1 and Algebra 1.

## **Spanish 1**

After completion of 7<sup>th</sup> grade Spanish, the criteria to move into the HS Spanish 1 level includes, but is not limited to, the following:

- Teacher Recommendation
- Standardized Testing Scores
- Evaluation of Spanish Benchmarks on assessments and course work and Grade Point Average for Spanish 7.

An evaluation of all 8<sup>th</sup> grade Spanish 1 students will be assessed at the end of the first semester. If a student is struggling, a parent meeting will be made to discuss the best option for success for the student. If the 8<sup>th</sup> grader satisfactorily completes the required work for Spanish 1, high school credit will be given for the course.

## **Algebra 1**

After completion of Pre-Algebra (7<sup>th</sup> grade), the criteria to move into HS Algebra 1 includes, but is not limited to, the following:

- An assessment average of 93% or higher in Pre-Algebra
- Teacher Recommendation including the student's work ethic

## **High School Mid-term/Final Assessments**

As CCS goes to a semester average rather than a quarter average model, final exams are going to look different. Starting with the 2022-2023 school year, there will not be a midterm exam at the end of the first semester. High school teachers will be focusing on mastery of skills/concepts as they assess during the semester.

Courses will focus on final assessments that will incorporate all mastery skills for the course. The final assessments may include but are not limited to a project, a paper, presentation, performance, or production or written assessment. Teachers may divide the final assessment into two parts – a written (given up to a week before the final assessment half days) and a final project/ presentation/ performance. This grade will be more heavily weighted and averaged with the other grades for that course, not a separate percentage. AP classes do not apply as they have an AP Exam at the end of the school year.

## **High School Semester and Final Grade Calculations**

Final year grade is calculated by averaging semester 1 and semester 2 final numeric averages. High School transcripts show numeric averages or semester 1, semester 2 and the final numeric average.

## **Promotion Policies**

Students must be in regular attendance to be promoted. Students in K-12<sup>th</sup> grades with excessive absences (excused or unexcused) during a school year may not be promoted unless there is an extenuating diagnosed medical condition and the student has maintained academic progress (*See Attendance Policy of this handbook for additional detail*).

### *Elementary (Grades K-5<sup>th</sup>)*

If a student in grades K-5<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.

### *Middle School (Grades 6<sup>th</sup> –8<sup>th</sup>)*

Students in grades 6-8 must pass a minimum of five subjects to be promoted. These are Bible, Mathematics, English, Science, and Social Studies.

### *High School (Grades 9<sup>th</sup> –12<sup>th</sup> )*

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

### **High School Course Failure**

If a student earns an "F" on the final year grade for a core 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.

# COURSE INFORMATION

## MIDDLE SCHOOL SCHEDULE

Middle School Schedule	M/T/W/F Daily Schedule	Chapel Schedule	Thursday
<b>Period 1</b>	8:00 AM – 8:50 AM	<b>Period 1</b>	8:00 AM – 8:45 AM
<b>Break</b>	8:50 AM – 9:00 AM	<b>Chapel</b>	8:50 AM – 9:35 AM
<b>Period 2</b>	9:05 AM – 10:00 AM	<b>Period 2 (w/snack break)</b>	snack break 9:35 AM – 9:45 AM Period 2 9:50-10:35
<b>Period 3</b>	10:05 AM – 10:55 AM	<b>Period 3</b>	10:40 AM – 11:25 AM
<b>Period 4</b>	11:00 AM – 11:50 AM	<b>Period 4</b>	11:30 AM – 12:15 PM
<b>Lunch</b>	11:50 PM – 12:30 PM	<b>Lunch</b>	12:15 PM – 12:45 PM
<b>Period 5</b>	12:35 PM – 1:25 PM	<b>Period 5</b>	12:50 PM – 1:35 PM
<b>Period 6</b>	1:30 PM – 2:20 PM	<b>Period 6</b>	1:40 PM – 2:25 PM
<b>Period 7</b>	2:25 PM – 3:15 PM	<b>Period 7</b>	2:30 PM – 3:15 PM

## HIGH SCHOOL SCHEDULE

High School Schedule	M/T/W/F Daily Schedule	Chapel Schedule	Thursday
<b>Period 1</b>	8:00 AM – 8:50 AM	<b>Period 1</b>	8:00 AM – 8:45 AM
<b>Period 2</b>	8:55 AM – 9:45 AM	<b>Period 2</b>	8:50 AM – 9:35 AM
<b>Break</b>	9:45 AM – 10:00 AM	<b>Chapel</b>	9:40 AM – 10:25 AM
<b>Period 3</b>	10:05 AM – 10:55 AM	<b>Break</b>	10:25 AM – 10:35 AM
<b>Period 4</b>	11:00 AM – 11:50 AM	<b>Period 3</b>	10:40 AM – 11:25 AM
<b>Period 5</b>	11:55 AM – 12:45 PM	<b>Period 4</b>	11:30 AM – 12:15 PM
<b>Lunch</b>	12:45 PM – 1:25 PM	<b>Period 5</b>	12:20 PM – 1:05 PM
<b>Period 6</b>	1:30 PM – 2:20 PM	<b>Lunch</b>	1:05 PM – 1:35 PM
<b>Period 7</b>	2:25 PM – 3:15 PM	<b>Period 6</b>	1:40 PM – 2:25 PM
		<b>Period 7</b>	2:30 PM – 3:15 PM

### Course Credit (Grades 9-12)

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

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

Planning a student's schedule is the responsibility of both the school, parents, and students; however, the school will place students in classes based on course mastery, course prerequisites, standardized test scores, and teacher recommendation.

## **Course Withdrawal**

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

## **Drop/Add Policy**

Middle or high school students who need a schedule change can obtain a Drop-Add Form in the middle school/ high school office. This form requires student and parent signatures.

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

## **Dual-Enrollment**

Juniors and seniors may dual-enroll in college level classes. Dual enrollment means a student is enrolled in a college course that receives both high school and college credit. CCS partners with Bryan College, Carson-Newman University and Pellissippi State Community College to offer dual enrollment courses. Juniors can take a maximum of 2 dual enrollment classes and these courses must be taken online or on CCS' campus. Juniors cannot leave CCS campus during the school day to take a dual enrollment class. Seniors are allowed to take a maximum of 3 dual enrollment classes.

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 Carson-Newman University are HIST 201 and HIST 202. HIST 201 and HIST 202 can replace US History. The dual enrollment courses offered by CCS through Carson-Newman University are English 101 and English 201. English 101 or English 201 can replace English IV. Students can take world/foreign languages courses that are not offered at CCS as dual enrollment courses.

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 high school principal. Final approval for participation in the dual enrollment must be obtained from the guidance counselor and high school principal.

## **Why should I take dual enrollment classes?**

- Taking dual enrollment classes will challenge a student academically and will introduce him/her to the academic expectations of college level classes.
- Students have the option to complete multiple college credits either at a reduced cost or free through the TN Dual Enrollment Grant.
- Students will receive extra quality points that help boost GPA.

### **Are these real college credits?**

Yes, the instructor's academic credentials, the textbooks and course material have all been approved and certified through Pellissippi State Community College, Carson-Newman University or Bryan College and taught at a college level.

### **Are the credits transferable to a 4 year college?**

In most cases, the credits are transferable, but some colleges will count the class as elective credit. You must do your research to see if the colleges that you are interested in attending will accept dual enrollment credits and if there is a limit to the number of dual enrollment credits they will accept.

### **How hard are dual enrollment classes?**

If you already have completed challenging high school courses, you should feel confident about tackling college class work for dual enrollment purposes. If you struggle with understanding in the class it is your responsibility to contact the professor to ask for help.

### **How do I qualify to take a dual enrollment class?**

#### *Bryan College*

- 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 maintain an overall high school GPA of 3.0 and a GPA of 2.0 in dual enrollment courses to continue in the dual enrollment program.
- Students may participate only in 100 and 200 level courses.
- Tuition for dual enrollment students at Bryan College is \$171 per credit hour plus a \$25.65 material fee.

#### *Carson-Newman University*

- Students must qualify academically as a junior or senior to participate in the dual enrollment program.
- *Students* must have a minimum grade point average (GPA) of 3.0 to enter the program.
- Students must maintain an overall high school GPA of 3.0 and a GPA of 2.0 in dual enrollment courses to continue in the dual enrollment program.
- Students may participate only in 100 and 200 level courses.
- Tuition for dual enrollment students at Carson-Newman University is \$166 per credit hour plus a \$10 technology fee.
- The Carson-Newman University Dual Enrollment Agreement must be signed by students and parents.

#### *Pellissippi State Community College*

- Students must qualify academically as a junior or senior to participate in the dual enrollment program.
- Students must have a minimum grade point average (GPA) of 3.0 to enter the program.
- Students must maintain an overall high school GPA of 3.0 and a GPA of 2.0 in dual enrollment courses to continue in the dual enrollment program.
- Students may participate only in 100 and 200 level courses.
- ACT score of 18 in English and 19 in Reading (preACT and PSAT scores are valid for juniors only)
- Students with an unweighted 3.6 GPA are exempt from entrance testing requirements
- Tuition for Dual Enrollment students at Pellissippi State is \$181 per credit hour, though some courses have extra fees that may cover equipment or lab materials.

## How do I pay for the classes?

Many dual enrollment students qualify for the Dual Enrollment Grant through TSAC (TN Student Assistance Corporation). Apply for the dual enrollment grant at:

<https://www.tn.gov/content/tn/collegepays/tsac-student-portal.html>

The deadline to apply for the DE Grant are as follows

- Fall semester is September 1
- Spring semester February 1
- Summer semester May 15

The award amounts at eligible two-year institutions and four-year institutions will be as follows:

Dual Enrollment Award Amounts

Course	Dual Enrollment Grant
1	Up to \$538.62
2	Up to \$538.62
3	Up to \$538.62
4	Up to \$538.62
5	Up to \$538.62
6-10	Up to \$100/credit hour

Students dual enrolling at two colleges concurrently must contact the financial aid office at their primary DE college to complete a consortium agreement to receive funding for both colleges.

## What happens if I fail or withdraw from the class?

Getting a poor grade in a dual enrollment course is part of your high school transcript; so failing will negatively impact your GPA and could cost your acceptance to the college of your choice. If you fail or withdraw from a dual enrollment class you will no longer be eligible for the TN Dual Enrollment Grant.

## ADVANCE PLACEMENT COURSES

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

The study of Advanced Placement coursework is valuable because through it one can understand and evaluate in light of Scripture and a biblical worldview the identities, histories, and values of humanity throughout a variety of academic disciplines. 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.

Therefore, 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. In doing so, we seek to prepare students to engage potentially controversial ideas equipped with a biblical mindset. If you are uncomfortable with potential reading material and/or controversial topic discussions, we recommend you re-evaluate whether an AP course is the best fit for you.

### **Why Participate?**

- Receive recognition from more than 3,600 colleges and universities that annually receive AP Exam scores. Over 90% of 4-year colleges in the U.S. provide credit and/or advanced placement for qualifying scores.
- Demonstrate your maturity and readiness for college.
- Show your willingness to take the most rigorous courses available to you.
- Emphasize your commitment to academic excellence. Gain Skills that Will Help You Succeed in College
- Get a head start on college-level work.
- Improve your writing skills and sharpen your problem-solving techniques.
- Develop the study habits necessary for tackling rigorous course work. Broaden Your Intellectual Horizons
- Engage in intense discussions, solve problems collaboratively, and learn to write clearly and persuasively
- Talk to an AP teacher or the AP Coordinator about the course you want to take. Discuss the course's workload and any preparation you might need. AP courses have pre-requisites that must be met prior to taking the courses.

### **AP Testing**

- The culmination of the AP course is the AP Exam in May of each year. The score on the exam determines college credit for most universities.
- The expectation is for all AP students to take the AP Exam. If 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. It is approximately \$97 per exam due in the fall.
- The Tennessee Board of Education Uniform Policy only allows quality points for a GPA to be given for any AP course if the student takes the College Board AP Exam. An additional weighting of 5 points will still be given to the final grade at the end of each quarter.



## Graduation Requirements: 26.5 Credits

	<b>Credits</b>
<b>English</b>	4.0
<b>Math:</b> Algebra I*, Algebra II, Geometry & one upper level math	4.0
<b>Bible:</b> (One credit for each year of CCS attendance)	4.0
<b>Science:</b> Biology, Chemistry, or Physics & 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

- All credits earned in 8th grade for Algebra I and Spanish I will be listed on the student's transcript. However, those courses will not be calculated in the student's high school 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 high school 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 take part ("walk") in the commencement exercises. However, no student will be awarded a CCS diploma without successful completion of all requirements.
- Seniors lacking more than one (1) credit towards graduation will not be permitted to take part in commencement.
- Every graduate must have all financial, academic, and personal obligations met by 2:00 PM on the day before graduation in order to receive his/her diploma.

## **ACADEMIC RECOGNITION**

### **Elementary School: Grades 3-5**

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

### **Middle School**

- Academic honors are determined each year
- High Honors – All “A’s”

### **Selection of Valedictorian**

The valedictorian designation shall be the student who has the highest cumulative grade point average from 7 semesters. This designation is determined in January of the senior year.

- The student must have attended CCS for a minimum of 4 consecutive semesters.
- For designation purposes, if any of the top 5 students are transfer students, their cumulative GPA will exclude any AP or elective classes not offered at CCS.
- For designation purposes, 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.

Salutatorian shall be the student with the second highest cumulative grade point average of seven semesters. This may be differentiated to the 1/100th of a point. Same rules apply for the Valedictorian. Any major disciplinary issue with academic dishonesty or out of school suspension could disqualify a student from being selected as Valedictorian or Salutatorian. In the instance of a tie, students will be awarded a designation as co-valedictorian or co-salutatorian. The Valedictorian will give a 10 minute speech at graduation.

### **Additional Graduation Honors**

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

**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. There is nothing to purchase for this, it will simply be recognition during the graduation ceremony.

Cum laude 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** 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 Semi-Finalist
- 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 with for commencement. Honor cords are the student’s responsibility to purchase.

## NATIONAL HONOR SOCIETY MEMBERSHIP GUIDELINES

- 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 faculty council will convene to review and evaluate the applications.
- In September, letters will be mailed with results of the faculty council.
- In October, an induction ceremony will be held for new National Honor Society members.

## NATIONAL JUNIOR HONOR SOCIETY MEMBERSHIP GUIDELINES

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

- **Scholarship:** Students must have a cumulative middle school average of 90 or above. Feedback from each teacher will be considered.
- **Leadership:** Students must show evidence of leadership in one or more capacities.
- **Service:** Students will show evidence of at least eight hours of service. Hours should be served since June 2020.
- **Character:** A letter or recommendation by a teacher, pastor, etc. will be required.
- **Citizenship:** A writing opportunity will be given to demonstrate value of citizenship.

### Timeline of Events:

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

## ALERTS/PROBATIONS/DISMISSAL

### RenWeb Notification

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

### Academic 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 ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES**

**Academic Probation** - Any class average earning a 'D.' *While on probation, the student may still participate in the extra-curricular activity (attend all practices, rehearsals, games, or performances).*

**Academic Suspension** - Any single class average resulting in an 'F' - OR - Any 2 class averages resulting in two 'D's. *While on suspension, the student would no longer be able to participate in games or performances.*

A student's Privilege to Participate in Athletics and other Extracurricular Activities 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 Policy is intended to better align our students' desire to be involved in Athletics and other Extracurricular Activities with the Academic Standards and Expectations of this institution. It is also 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 6 Academic check-points each semester and 12 total throughout the yearly academic calendar. Students can regain the Privilege to Participate at any of these Check-Points if they've successfully improved their academic standing to a satisfactory level. Students can only lose the Privilege to Participate at 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 course work 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 following dates:**

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

- September 5
- September 25
- **October 16** (can lose the privilege to participate on this date)
- November 6
- November 27
- **January 8** (semester check point; can lose the privilege to participate on this date)
- January 29
- February 20
- **March 18** (can lose the privilege to participate on this date)
- April 8
- April 29
- **May 27** (semester check point that counts for the fall of the next school year; can lose the privilege to participate and/or TSSAA eligibility on this date)

- 2 summer checkpoints for any student needing to recover class credit will be determined
- Credit Recovery MUST be complete before the first day of the following school year in order to regain TSSAA Eligibility &/or the Privilege to Participate at the onset of school.
- If a student finished the previous school year on Academic Suspension and fails to complete the necessary Credit Recovery or additional recovery work through the Summer, then they will have the opportunity to regain the Privilege to Participate in Fall Sports if they successfully improve and sustain their academic standing to a satisfactory level by one of the first 2 Check-Points of the Fall Semester of the following school year.
- The first 2 checkpoints of the Fall Semester will be after weeks 3 & 6 of each school year. Exact dates will be determined based on each individual school year's calendar.

*\*Please note in regard to TSSAA Eligibility if Credit Recovery is NOT complete before the first day of the following school year the student-athlete will be unable to regain TSSAA Eligibility until a satisfactory academic level is achieved, which will not be determined until the conclusion of the 1st Semester.\**

## PLACEMENT

The school takes the position that all faculty are equally qualified to implement the grade-level curriculum and that grade-level teachers share materials and ideas freely, working cooperatively to produce grade-level curricula. Previous teacher input, student personality and learning style along with prayer guides the administrative team in forming class lists. **Please do not approach an administrator with your specific desires for placement.**

- Elementary students will receive postcards before school starts letting them know of their teacher assignment.
- Middle School students will receive their class schedules prior to the first week of school.
- High School schedules will be distributed prior to the first week of school.

## HOMEWORK PHILOSOPHY

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

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

## Amount of Homework

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

Some guidelines are as follows:

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

**High School Late Work Policy** (Homework Assignment) - If the student is present in class, but fails to turn in the homework assignment on the due date, then the homework assignment can be turned in the following day for 50% of the grade. After that time, the homework assignment will be graded and recorded as a 0%.

**High School Late Work Policy** (Paper/Project) - If the student is present in class, but fails to turn in a paper or project on the due date, then the paper and/or project will be deducted 10 points for each day it is late up to 50% off the grade. After five days, the project will no longer be accepted and a grade of zero will be given.

## Individual Help/Tutoring

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

## 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, 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.

# Attendance

## SCHOOL HOURS

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

Grade level school hours are as follows:	Full Day	Half Day
Elementary (Grades K - 5 <sup>th</sup> )	8:00 AM – 2:50 PM	8:00 AM – 11:45 AM
Middle (Grades 6 <sup>th</sup> – 8 <sup>th</sup> )	8:00 AM – 3:15 PM	8:00 AM – 12:15 PM
High (Grades 9 <sup>th</sup> – 12 <sup>th</sup> )	8:00 AM – 3:15 PM	8:00 AM – 12:15 PM

After School Care is available with pre-registration.  
Please contact Concord's KidzConnect After School Care for more information.

### Early Arrival

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

### Late Arrival

Students arriving after their grade level's beginning time will be considered late for school. See *more information under tardies*.

### Late Pick-Up

It is unacceptable for a child to remain on campus unsupervised outside of school hours. Therefore, students who cannot regularly be picked up from school by the end of the normal pick-up sequence need to be registered for Concord's KidzConnect After School Care. We understand that unforeseen circumstances may, on rare occasions hinder your ability to pick up your child on time. Please notify the appropriate school office if you are delayed. Students will remain in the 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-8<sup>th</sup> grade students should only be on the campus under supervision of a parent or a designated adult. High School 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.

## **DROP-OFF PROCEDURES**

- Drop off for all students begins at 7:30 AM.
- Please have your child ready to exit the car.
- Pack backpacks ahead of time.
- Give hugs and kisses ahead of time.
- Please be very mindful of other students in the parking lot.
- 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**

- Queue lines will form in the east and west parking lot. Please refer to the campus map to locate the appropriate queue line.
- There will be K-5<sup>th</sup> grade queue lines and 6<sup>th</sup>-8<sup>th</sup> grade queue lines. Please join the queue line based on the oldest child you will be picking up.
- High School students will be picked up in front of the Gathering Space.
- Students will only be released to those adults listed on the student's Transportation Release Form. Updates to the Transportation Release Form may be made in the CCS office.
- Parents should have the CCS pick-up sign ready to show the teacher.
- Students will not be called out of class for dismissal after 2:15pm without proof of appointment.

## **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 from the South Parking Lot pick-up line.

### **In the event of a Two-Hour Delay**

- 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 middle/high school only, absences are recorded by the class period. Each absence will be considered excused or unexcused. All absences and tardies (excused or unexcused) will be reflected on the student's quarterly report cards as well as on the permanent school record.

### Excused Absences

An excused absence is an absence due to the following:

- Personal illness
- Serious illness or death in the family
- A doctor's appointment
- School sponsored field trips are marked as NOC (Not On Campus)
- College Visitation Days – see below
- Approved Prearranged Absences – see below
- Valid reasons as deemed by CCS Administration.

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

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

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

Middle School – email the Middle School Office within 5 days of absence

High School – email the High School Office within 5 days of absence

### The absence communication must include the following:

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

## MAKE-UP WORK

### Make-up Work for Excused Absences

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

When a student has an **excused absence**, he/she has one *day per day of absence* (not to exceed one week) to make up the work. Failure to complete any assignment will result in a "0." If students miss a test or quiz day or a project due date, they should come prepared to take the test/quiz or turn in the project on the day they return. If a student misses the day before a test or quiz, they will have one day for review and will take the test/quiz the following day.

### Make-up Work for Unexcused Absences

All class work missed during the **unexcused absence** will receive a "0." If students miss a test or quiz day or a project due date, they should come prepared to take the test/quiz or turn in the project on the day they return. If a student misses the day before a test or quiz, they will have one day for review and will take the test/quiz the following day; however, the test/quiz/project grades are automatically dropped 10 points.

### Pre-Arranged Absences

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

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

### Excessive Absences

All absences, excused or unexcused, are counted towards excessive absences. A student missing 10 days or more per semester is considered to have excessive absences. The same applies to a Middle/High student who misses at least one class 10 times or more. If a student misses **15** or more classes in a semester 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 Elementary School students based on class attendance.

## EXCUSED AND UNEXCUSED TARDIES

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

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

- Tardiness is a distraction to a proper learning environment.  
***Kindergarten through 8th grade students who are tardy are to be taken to the school office by parents to receive tardy slips.*** Teachers must receive the tardy slip for the student to be admitted to the classroom. High school students must check in at the school office and receive a tardy slip but are not required to have a parent accompany them.
- An excused tardy is a tardy due to personal illness, serious family situation (medical emergencies, etc.), medical appointments, inclement weather, or traffic accidents. This does not include continual travel delays due to leaving home too late
- Tardies accumulated are not limited to one class but are totaled across the student's daily schedule.
- Any student with 10 tardies (excused or unexcused) per semester is considered to have excessive tardies.
- Tardies for Middle School and High 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 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 Middle/High office first and students will be asked to meet parents in the Elementary Office. The following procedures have been established to ensure the safety of our students and parents are asked to cooperate fully with them.

### Elementary

- If possible, a note must be sent to the teacher the morning of an early departure. This note should provide the date and time for the early departure as well as the reason the student should be excused.
- The parent should then report to the office and sign the child out.
- Please do not call the office and ask for your child to be sent down to meet you for your convenience.
- Students will not be called out of class for dismissal after 2:15pm without proof of an appointment.

### Middle School

- The parent should report to the office and sign the child out.
- Please do not call the office and ask for your child to be sent down to meet you for your convenience.
- For the safety of the students, all early departure Middle School students will meet their parents at the office.
- After 3:00pm, middle school students may only be picked up using normal pick up procedures.

## High School

- During the school day, no high school student may leave campus at any point without signing out at the High School Office. The parking lots are considered “off campus.”
- Student drivers may not go to their cars at any point in the school day without receiving permission from the office.
- Parents should report to the office and sign the child out or high school students may sign themselves out with written documentation (email or handwritten note) from the parent/guardian.
- High school student drivers should report to their car and leave campus once they have signed out.
- Non-driving high school students should meet parent at a pre-arranged location.
- Students enrolled in an off-campus Dual Enrollment Course are required to sign in and out. A daily parent note is not required.
- After 3:00, high school students may only be picked up using normal pick up procedures.

## COLLEGE VISITATION DAYS

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

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

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

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

# BEHAVIOR, CONDUCT and DISCIPLINE

## **STUDENT BEHAVIOR**

### **Standards of Conduct**

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

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

In recognition of the guidelines above, we desire to teach children to be polite and courteous. All of our staff members are to be addressed as Dr., Mr., Mrs., Miss or Coach.

### **Academic Integrity**

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

## **DISCIPLINE**

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

Concord Christian School takes pride in the high quality of instruction it provides for its students. A student has a basic right to learn, and the teacher has the important responsibility to carry out the instructional process. For this reason, it is important for students to practice consideration and mutual respect within the classroom and throughout the building at all times. Toys, devices and gadgets or other items that may be a distraction to the learning process and the classroom environment are not allowed on campus.

### **Discipline Procedures**

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

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

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

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

**ACADEMIC DISHONESTY:**

As proponents of truth, cheating and plagiarism are serious offenses. Copying or paraphrasing material/text from another student’s work, from published sources (hard copy or online) and the Internet without proper documentation, constitutes academic theft.

**Cheating**

Cheating includes the following:

- taking information of any form into a quiz/test situation to assist you or others in responding;
- copying someone else’s work without giving them credit (Plagiarism);
- copying assignments that the teacher will grade (homework, notebooks, workbooks, book reports, etc.);
- giving or taking information concerning a quiz/test to another student/class after taking the quiz/test
- talking or exchanging information during a quiz/test

**Plagiarism**

“The unauthorized use of someone else’s material, which is then presented as being the result of the plagiarist’s own primary research, creative impulse, or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words....” stated Laurie Henry, The Fiction Dictionary, p. 219.

## **Procedure**

- The teacher reports the cheating/plagiarism on a conduct report.
- The student receives a "0" for the assignment(s).
- The student will meet with the grade level principal.
- The teacher/principal will notify the parent(s) of the student's academic dishonesty.
- The principal may assign possible ISS (In-School Suspension) or OSS (Out of School Suspension).
- The student's discipline record will include the information of the student's academic dishonesty will be included in his/her discipline record.

## **Detention**

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

## **In-School Suspension**

- The duration of a suspension may be from a portion of a school day up to and not exceeding three consecutive school days. A suspension will be determined by the CCS administration.
- 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. A suspension will be determined by the CCS administration.
- Any student receiving a suspension will be disqualified from attending or participating in any CCS sanctioned activity on or away from the CCS campus during the suspension period.
- Any student receiving a suspension may not be allowed to attend any future end-of-year trips and may not receive a refund on the trip fees.
- 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 unexcused absence and make up work will follow the unexcused absence policy.

## Expulsion

Concord Christian School may expel a student for repeated disciplinary situations or any major infraction that impacts campus safety. An expulsion results in a denial of admission to or entry into or upon the Concord school grounds. The student and parent/guardian will be given written notification regarding the expulsion. All documentation will be kept on file by the CCS administration. An expulsion may adversely affect a student from returning the next year.

## K-12 Harassment 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. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect for the rights, individuality and personal dignity.

CCS is committed to providing an environment in which every person is treated as an image-bearer of God. In light of this, it is imperative that each person is accorded the same dignity, respect and love which we give to God. CCS is committed to providing a learning environment that is free from harassment in any form. Harassment (bullying) of any student by any other student or employee is prohibited. For the purposes of this policy, harassment shall also include those actions that may be called "bullying." CCS treats an allegation of improper treatment, whether deemed harassment or bullying, as harassment under this policy.

The school will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action, up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal. Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or sex. Harassment can occur any time during school or during school-related activities.

For sample purposes, but not provided as an exhaustive list, the following are examples of harassment:

- **Verbal Harassment:** Derogatory comments and jokes; threatening words
- **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work
- **Visual Harassment:** Derogatory or inflammatory posters, videos, memes, cartoons, written works, drawings, gestures/actions, text, or inappropriate social media posts
- **Sexual Harassment:** Includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:
  1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress
  2. Submission to, or rejection of, the conduct by an individual is used as the basis of academic decisions affecting the individual
  3. The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment



4. Submission to, or rejection of, the conduct by an individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.
5. Unwanted sexual advances or propositions
6. Offering academic benefits in exchange for sexual favors
7. Making reprisals, threats of reprisals or implied threats of reprisals following negative response to sexual advances
8. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
9. Verbal conduct such as making or using derogatory comments, epithets, and jokes
10. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
11. Physical conduct such as touching, assaulting, or blocking movements
12. Telling inappropriate or sexually related jokes
13. Any type of inappropriate content on social media

### **Employee-Student Sexual Harassment**

Employee-student sexual harassment is prohibited.

### **Student-Student Sexual Harassment**

Student-student sexual harassment is prohibited.

### **What to Do If You Experience or Observe Sexual Harassment and Where to Report**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a school official. Students are free to raise the issue with another same sex administrator if so preferred. A written complaint will be required to be completed so CCS may investigate the complaint. Students who observe conduct that is of harassing or of a sexually harassing nature are also encouraged to report the matter to school leadership. All complaints will be promptly investigated.

When one of the school leadership members receives a complaint, he or she shall immediately inform the principal/administrator. The principal/administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed that corrective action was taken. In addition, any student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion. The severity of the disciplinary action will be based upon the circumstances of the infraction. If the complaint is against a non-employee or non-student, such as a parent/guardian, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem.

### **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### **Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## Child Abuse Allegations

### [Tennessee Child Abuse Hotline](#)

At CCS, we report all incidents of suspected child abuse to the Tennessee Child Abuse Hotline. The agency then decides if there is enough information to follow through with a visit.

The website with the phone number is: <https://www.tn.gov/dcs/program-areas/child-safety/reporting/child-abuse.html>. It is required by law, and not at an individual's discretion, to report any suspicion of child abuse. Failure to report is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine, or both.

## MIDDLE SCHOOL DISCIPLINE

### Demerit System

The demerit system will be used in the Middle School when a major infraction occurs or repeated minor infractions occur. If minor infractions are not appropriately responded to by a student when given staff correction, the behavior will be referred to the principal for review. The review could result in a number of consequences, applied demerits, parents and/or student conferences, and any combination of this nature.

Minor Infractions	Major Infractions
Examples:	Examples:
Candy, gum, food, drink in class	Lying (forgery)
Cell phone use	Vulgarity or profanity
Electronic device misuse	Stealing
Disrespect	Truancy
Inappropriate language	Bullying
Public display of affection	Vandalism
Headphone/earbuds	Threats
Dress code	
Unapproved location	
Horseplay	

Consequences	
Minor Infractions:	0-1 Demerits lunch clean-up loss of Hangtime or social time
Major Infractions:	2+ Demerits; could result in loss of social lunches up to out of school suspension.
Excessive Infractions:	Could result in extended suspension or expulsion.

**\*Severe Clause:** In severe behavior situations, the student will be immediately referred to CCS administration.

Severe situations could include but are not limited to the following: drugs, alcohol, firearms, physical violence, verbal threats, or immorality.\*

## HIGH SCHOOL DISCIPLINE

### High School Minor Infractions

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

Demerit	Consequence
1st	Student signs referral/warning
2nd	Student signs referral/warning
3rd	After-School Detention
4th	Email to Parent(s)/Possible After-School Detention
5th	Email to Parent(s)/After-School Detention
6th	Meeting with Principal - Possible Detention/Work Detention/ISS
7th	Meeting with Principal - Possible Detention/Work Detention/ISS
8th	Meeting with Principal - Possible Detention/Work Detention/ISS
9th	Meeting with Principal - Possible Detention/Work Detention/ISS
10th & above	Possible Loss of Extracurricular Activities & Dismissal from School

### Academic Honesty

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

### High School Major Infractions

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

### High School Major Infractions

Behavior	Consequence
Academic Dishonesty	Zero on work; possible ISS or OSS
Drugs, Alcohol, Tobacco (including e-cigarettes)	ISS, OSS, probation or expulsion
Fireworks	ISS, OSS, probation or expulsion
Fire Alarm or other	ISS, OSS, probation or expulsion
Gambling	ISS, OSS, probation or expulsion
Lying	ISS, OSS

Major disrespect- includes bullying, threats, sexual harassment, fighting, disrespect of school staff or students	ISS, OSS, probation or expulsion
Profanity/Offensive Language or Materials	ISS, OSS, probation or expulsion
Sexual misconduct <i>(See Purity Policy found in the handbook appendix)</i>	OSS, Probation, or possible expulsion
Skipping class	Zero on all work assigned or due during that period – ISS
Skipping school	Zero on all work assigned or due during that absence - ISS or OSS
Leaving campus without permission	Zero on all work assigned or due during the absence and ISS or OSS
Theft (personal or school property)	ISS or OSS and replacement
Vandalism of property (school or personal)	Payment for damages incurred; possible OSS payment for damages incurred; possible dismissal from school
Weapons	State law and administrative discipline

# DRESS CODE

## STUDENT DRESS CODE

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

Student attire needs to be conservative, modest, neat and appropriate; also it should not be a distraction, express an ungodly lifestyle, nor tempt others to stumble. Parents and students have the primary responsibility to understand and adhere to the dress code. Clothing must fit properly – not too small and not too large. A student should not be dressed in such a way as to draw attention to his/ her body, but to respect and honor God, themselves and others.

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

- My Aplus Uniforms (formerly known as Educational Outfitters)
- LandsEnd (school code #900072596)
- Tommy Hilfiger
- CCS Storehouse

***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.***

## **Shirts**

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

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

*A white Peter Pan collared blouse may be worn under CCS approved jumpers.*

## **Hoodies, Sweatshirts and Sweaters for All Students**

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

- Crew Neck, V-Neck and Sweater Vests
  - Maroon
  - Gray
  - Black
  - White
- Cardigan sweaters and sweater vests
  - Maroon
  - Gray
  - Black
  - White

Approved CCS shirts must be worn under all sweaters, vests and cardigans.

## **Pants for All Students**

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

*Leggings worn with dresses and skirts must be solid colors only and in school colors – maroon, gray, black or white.*

- Plain pants
  - Khaki
  - Gray
  - Black
  - Denim
- Cargo is permitted
- Warm up style jogger pants (sweatpant material) are not permitted.

## **Shorts for All Students**

- Plain shorts
  - Khaki
  - Gray
  - Black
- Cargo is permitted

*Shorts should not be shorter than 3 inches above the knee.*

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

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

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

## **Clothing/Shoes**

- Warm-up or sweatpants of any type are not permitted. *Note: See Game Day Dress.*
- Clothing must be hemmed – no frays, tears, excessive fading, holes, or patches.
- Students will wear clothing of appropriate size. Excessively tight or baggy attire is not acceptable.
- Leggings and denim jeggings may not be worn as pants but may be worn under skirts, jumpers, and dresses. Leggings worn with dresses and skirts must be solid colors only and in school colors – maroon, gray, black or white.
- Shoes must be worn at all times.
- Shoes must have closed toe and closed heel (K-5th).
- Shower shoes, bedroom slippers and athletic slides are not permitted in any grade.
- Attire on field trips, school-sponsored events and athletic events/contests will be communicated by teacher/coach.
- Students must comply with the dress code at all events where they represent the school (unless otherwise directed).

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

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

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

- All students, grades 6 – 12, who participate in PE or Strength and Conditioning class, are required to purchase and wear PE shorts and Concord Spirit shirts. These are available through our uniform suppliers and The Storehouse.
- PE shorts have been chosen to ensure modesty and will have school logo
  - Maroon
  - Black
  - Gray
- Time will be provided for students to change.
- Socks and indoor, non-skid athletic shoes are required for all students during P.E.
- No outdoor terrain shoe (i.e., hiking shoes).

## **Athletics**

Game Day Dress – Each team will have approved attire that the athletes on that team may wear one Game Day per week. The selected attire will be communicated at the beginning of the season from the Head Coach. Game Day dress will be a team jersey (if appropriate as a wear alone item), official team shirt or warm-up. Each occasion a team desires to wear their Game Day attire, they are to communicate that request to the Athletic Director at least 24 hours in advance. This request should be made by the Head Coach or Team Captain(s). By doing so, this ensures adequate communication to Principals and CCS staff/faculty.

## **Friday – Spirit Day**

On Fridays, all CCS students may wear shirts that are more casual and show their school spirit. Spirit shirts must have a CCS Lion or the Concord Christian School logo. Occasionally, we have a special event such as Grandparent’s Day on a Friday. To honor our guests, we will request students to attend school in normal uniforms on those dates. This information will be communicated through the weekly announcements.

## **Hair**

- Hair must be clean/neat and well groomed.
- Hair should not cover the eyes.
- Extreme hairstyles or hair colors that are not natural are not acceptable.

## **Head**

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

## **Face**

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

## **Accessories**

- Jewelry or accessories which distract from the educational process or which present a safety concern will not be allowed. Body-piercing is not allowed except to the ears.
- Visible tattoos are not permitted.

## **Elementary/ Middle School Outerwear**

**All jackets worn in the classroom are required to have either the Concord name, Lion, Shield logo or official school sport or activity. Approved CCS shirts must be worn under all hoodies, sweatshirts and jackets.**

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

## **High School Outerwear**

- Outerwear must be in school colors: maroon, black, gray or white
- All hoodies, sweatshirts, half zips and sweaters worn in the classroom are required to have either the Concord name, Lion, Shield logo or official school sport or activity.
- Winter, rain, wind jackets and coats with a zipper must be in school colors but do not require a logo. CCS collared shirts must be worn underneath.
- Heavy winter coats may be worn in the classroom. Coats must be black, white, maroon or gray.
- Approved CCS shirts must be worn under coats, jackets, sweaters and half zips.

## **DRESS CODE ENFORCEMENT**

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










### **Dress Code Violations**

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



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

## DRESS CODE SAMPLES

<b>Shirts</b> Black Gray White Maroon			
<b>Dresses, Jumpers &amp; Skirts</b> Black Gray Khaki Denim New Plaid			
<b>Pants and Shorts</b> Black Gray Khaki			

# GENERAL CAMPUS INFORMATION

## BIRTHDAYS

Birthdays are an important time for students, but too many parties prove to be a disruption to the learning process. If you would like to send some kind of simple refreshments on your child's birthday, please notify the teacher in advance. The refreshments may be shared with the entire class during lunch, recess time or at a time designated by the teacher. Please do not deliver any type of presents or balloons on school grounds. **Invitations to parties of ANY KIND cannot be passed out at school unless EVERY child or EVERY girl or boy (if the party is so designated) in the class is receiving one.**

## COMMUNICATION

We believe that effective communication is a very important part of having a successful partnership between your family and Concord Christian School. For that reason, we urge parents to confer directly with the child's teacher.

- Every teacher will make an effort to return a parent's call or email as soon as possible or within 48 hours.
- Conferences may be arranged at any time during the school year with the teacher.

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

- For example, coming by the teacher's room to discuss a problem in the morning before school is not an appropriate time.
- Drop-off, pick-up, hallway, lunch etc. are not effective communication times.
- We desire to have in person communication (or, if necessary, a phone call) versus a quick and sometimes misunderstood email when we know that the subject to be discussed is one that may be better handled in person.

Sources of information include the following:

1. Student/Parent Handbook
2. Teacher/Parent conferences
3. Maroon & White newsletter
4. Report Cards
5. Open Houses
6. [www.concordchristianschool.org](http://www.concordchristianschool.org)
7. Orientation for grade levels

Sources of communication include the following:

1. Emails from teachers or administrators
2. RenWeb Grade Notifications
3. Head of School Letters
4. Social Media Posts

## **CONFLICT RESOLUTION (*MATTHEW 18 PRINCIPLE*)**

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

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

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

## **FIELD TRIPS**

In order to enhance and extend the education experience, students may participate in school field trips during the school year. The student costs for field trips are *not* covered in the tuition cost. Students are required to submit a signed permission slip in order to participate. While on the field trip, students are assigned to a teacher or chaperone for supervision. Please note that, for safety and security reasons, siblings and friends are NOT permitted to participate in any portion of a trip. ***Tuition and fees must be current for a student to attend class trips (subject to administration discretion).***

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

## **Parent Involvement**

Often a limited number of parents are invited to accompany the students as chaperones. Chaperoning parents will be responsible for any personal trip costs. Parents will be notified of the chaperone selection procedures, orientation process and trip costs through regular parent/teacher communication methods. Parents chaperoning an overnight trip will be required to undergo a Background Check.

## **Travel Arrangements**

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

## Field Trips – Overnight

Students in grades 5 through 12 may have an opportunity to participate in one extended field trip per year. These trips are educational in nature and the costs are NOT covered in tuition cost. The cost of the trip is non-refundable. Overnight trips are considered a privilege for older students. Cost information, trip details and requirements will be communicated to parents through normal parent/teacher communication. **Tuition and fees must be current to attend school trips (subject to administration discretion).** Any student receiving a suspension may not be allowed to attend any overnight trips.

## HOLIDAY CELEBRATIONS

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

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

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

## LOST AND FOUND

Personal property including uniform pieces should be clearly marked with the student's name. CCS is not responsible for lost personal property. Lost and found items such as spirit wear, school uniforms and personal student belongings will be 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.

## LUNCH PROCEDURES

### Microwave Use Procedures

- Microwaves may only be used by students in grades 4 – 12.
- All food items must be covered by the provided paper towels.
- Students should remain at the microwave while in use and should closely monitor their food.
  
- Any spills or messes must be immediately cleaned up by the user.
- No inappropriate items should be placed in the microwaves.
- Microwave use is a privilege and can be lost.

### Guests

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

## High School Lunch

- High School students are not permitted to leave campus for lunch.
- Ninth through eleventh grade students will eat in the lunchroom (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

#### Cost of Parking Permits:

\$20.00 per year

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

#### Parking Information and Rules:

1. Students must not leave school without 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
2. 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.
3. Student drivers will abide by all school regulations and policies, including a 10 mile per hour speed limit in the parking lot. Student drivers will follow faculty directions when entering or exiting the parking lots.
4. Punctuality and good attendance are necessary to maintain parking privileges. Habitual tardiness and/or absences will be grounds for revocation of parking privileges.
5. Early Dismissal— If a student driver needs to leave school early, he/she should have written permission from a parent. The student will sign out in the school office presenting the permission. If an unplanned early dismissal need arises, the school office will contact the parent before allowing the student to sign out.
6. The student driver will 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.
7. Student drivers will not interrupt the flow of drop-off traffic in the morning.
8. Students will vacate their vehicles immediately upon parking. Loitering in vehicle/parking lot is not permitted before, during or after school.
9. The school assumes no responsibility for vehicles on First Baptist Concord property.
10. Please note that all vehicles are subjects to be searched while on school property. Students are responsible for ensuring all contents in their vehicle adhere to CCS school policies.
11. Elementary students who are dropped off by a high school sibling must be dropped off in the Elementary drop-off carline.

The student driver 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 High School Office and at Concord's Back 2 School Kickoff.

## **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 – 8<sup>th</sup>)** In an effort to coordinate and encourage parent involvement, one volunteer parent per class is selected each year to serve as "Room Coordinator." The Room Coordinators assist the classroom teachers with organizing and carrying out parties and events, along with monthly communications to parents. A Room Coordinator orientation meeting is held each year to familiarize the volunteers with the responsibilities of the positions.

# HEALTH, SAFETY and TECHNOLOGY

## **MEDICAL, HEALTH & SAFETY**

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

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

### **Contagious Diseases**

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

### **Illness or Injury at School**

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

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

### **COVID**

See statement found in the appendix.

### **Medical Emergency**

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

### **PE Restrictions**

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

## **Restroom Use**

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

## **Tennessee Child Abuse Hotline:**

Report Child Abuse or Neglect: 877-237-0004

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

## **HEALTH and SAFETY STANDARDS**

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

### **Health and Safety**

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

## **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 reserves the right to search CCS property used by the students such as computers, cell phones, PDA's, 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.

## **TECHNOLOGY**

### **Electronic Devices**

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

- Elementary students may not wear 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.
- Middle school and elementary students may only use an electronic device if given approval by a faculty member and while overseen by that faculty member. All cell phones must be stored in a student's backpack.
- High school students may check cell phones or respond to text messages between class periods.
- Ear buds and headphone use is not permitted by Middle/High School students.
- Ear buds and headphones may be listed as a supply for Elementary School classrooms and will be used with teacher permission only.

### **Student Accounts**

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, 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**

Widespread use of social media has become a regular part of people's lives. 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 Acceptable Use 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 (6th-12th grade only) will be some of the common items used on computers and Chromebooks.

As a school, we want 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.

### **6th-12th 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. Middle and High school students will be subject to disciplinary action.
- Any Subsequent Offense—Device will be collected by CCS administration (middle or high school principal). If student-owned, the parent may collect the device from the office at the end of the school day. Middle and High 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:**

We understand that accidents happen and Chromebooks are an important tool in today’s education. If your 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.

# APPENDIX

## Counseling Services

The Counseling Center of First Baptist Concord is pleased to serve the families of Concord Christian School. First Baptist Concord practices Biblical Counseling, believing the solutions to man's problems lie in a personal relationship with Jesus Christ and the life-change that comes by the Holy Spirit – who is Comforter and Counselor—through adherence to and encouragement from the Word of God.

While our approach to counseling is first biblical, we also value and often refer to the knowledge gained in the fields of psychology and medicine.

We invite you to review a detailed explanation of Biblical Counseling to which we and our staff adhere (<https://christiancounseling.com/about/overview-main/overview-abc/>, scroll down to 'Biblical Counseling Presuppositions')

We require written parental permission to counsel your child. Our counsel will always include helping equip parents. We like to say, "We want to help 'bigs' help 'littles.' "

To inquire about appointments, call 865-672-1456, or e-mail [counseling@fbconcord.org](mailto:counseling@fbconcord.org).

## COVID-19 Update

CCS leadership continues to monitor COVID-19 trends both locally and nationally. In addition, we are also monitoring plans of local public and private schools. With that information in mind, **current protocols can be found on the CCS website or app**. We are watching the different COVID-19 variants carefully and will take necessary precautions as needed during the school year. Please reach out to your child's principal if you have any questions.

## 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 those we love 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.

## Medication Administration Policy

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

### Regulations

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

### Self-Carry Medications

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



- Student’s self-possession privileges may be revoked if the student misuses the medication or offers it to another student.

## **CCS Library Selection Policy**

This policy applies to all available materials for student use in the library, including computers. 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, Librarian assistant, and/or a member of the Book Review Committee.
- ❖ Selections shall be 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 sensor 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 Elementary students, will be kept in the Restricted Section. These books can be checked out by students in 6-12th grades only. 6-8th 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

**Book Review Committee:** CCS has a team of parents and community members who serve as reviewers of books when it is deemed that we cannot find sufficient information to make a determination of inclusion in the CCS Library and/or the appropriate section or rating. The CCS Library Book Review Form is used by reviewers to aid in these factors.

## **Archival Level Materials**

The CCS Library strives to provide students and staff with as many resources as possible. However, archival level materials are not added to the collection due to space and preservation limitations. These items include, but are not limited to, rare / valuable books, memorabilia, complete collections of magazine titles, and out-of-date formats.

## **Donations and Gifts**

Donations of books or other materials to the library should be made after consultation with the Librarian. Donations will be subject to the selection policy. Any donations not kept for the library collection, will be offered to faculty, staff and students for a limited amount of time. Then, items not claimed are either: donated to McKays for credit to purchase needed items; recycled if able; or disposed of.

## **Selection and Evaluation of Materials**

Preliminary evaluation should be made carefully and prayerfully according to the standard literary criteria. These criteria include:

- a. Credibility, reliability
- b. Physical condition
- c. Scope
- d. Style, format
- e. Special features
- f. Literary and artistic excellence
- g. Lasting importance or significance to a field of knowledge
- h. Support of the curriculum and educational goals of the school
- i. Favorable reviews found in standard selection sources
- j. Favorable recommendations by educational professionals
- k. Reputation and significance of the author, illustrator, and/or publisher
- l. Timeliness of the material
- m. Contribution to the diversity of the collection
- n. Appeal to library patrons
- o. Suitability for intended use; age-appropriateness

2. Final selection will be made on the basis of the particular needs and interests of the school, its people, and its curriculum.
3. Titles that emphasize a Biblical worldview are added whenever possible. Christian and secular titles which are major award winners, current best sellers, classic titles supporting the curriculum, and major works of the subject area are sought for addition to the CCS Library.

### **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 we realize 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.

We will evaluate 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 elementary 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.).

## **Reconsideration of Books or Materials**

The CCS Library welcomes communication from the entirety of the CCS family. Items selected for the library are meant to fulfill the purpose of the library as stated in the Library Policies and Procedures Manual. Parents should be aware that not all items selected will be Christian or acceptable to every family. It is the ultimate responsibility of the parents 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 the item, or request reconsideration of the item for inclusion in the library's collection.

To request reconsideration of any library books or materials, a *CCS Library Book Review Form for Challenged Materials* must be filled out and returned to the librarian within two weeks. At least one member of CCS Book Review Committee *and* an Administrator will review the material in question and a decision will be reached. The item will remain available for checkout, in the library, during the review process.

Any patron who wishes to challenge a book which has been included in the collection to have it removed, must abide by the following procedure.

### **Procedure for Reconsideration of Library Books or Materials:**

1. All complaints to staff members will be reported to the librarian, whether received by telephone, letter, email, or in personal conversation. The librarian will contact the complainant to discuss the complaint and attempt to resolve it informally by explaining the philosophy and goals of the school district and Library.
2. If the complaint is not resolved informally, the complainant will be supplied with a packet of materials including: the CCS Library Selection Policy (this document), the procedure for handling objections, and the *CCS Library Book Review Form for Challenged Materials*. This form will need to be completed and returned *before* consideration will be given to the complaint.
3. If the formal request for reconsideration has not been received by the librarian within two weeks, it shall be considered closed.
4. Upon receipt of a completed objection form, the above-named persons will consider the complaint.
5. The committee will meet, either in person or via group email or virtual meeting, to discuss the material in question. This committee will complete the *Book Review Committee Form*.
6. The committee will notify the Librarian of the decision and submit the *Book Review Committee Form* to him/her.
7. The Librarian will:
  - a. Send the formal report and recommendation to the Academic Dean
  - b. Inform the complainant of the decision, in writing; and, include an explanation *if* the decision was made to retain the item in the collection.
8. If the complainant is still not satisfied, he or she may request the Head of School to present an appeal to the school board, which will make the final determination of the issue.

## **De-Selecting Policy {Weeding}**

Central to ensuring a vibrant library collection is the de-selection (or weeding) of library materials. This process removes out-dated, damaged, non-relevant materials from the library collection thereby freeing shelf space for materials that will enhance the students' curriculum support and recreational reading materials. Weeding is a yearly activity for the CCS librarians in order to maintain a useful collection of materials.

The CCS Library uses the **M.U.S.T.Y.** formula/method as starting points for the de-selection process. This stands for: **M**isleading and/or factually inaccurate information; **U**gly, worn and beyond repair; **S**uperseded by a new edition or better book on the subject; **T**rivial and of no discernible literary or scientific merit; **Y**our collection has no use for the book, it is irrelevant to the needs and interests of your community, and/or is easily available through other means.

Materials with a Christian worldview are given further consideration above and beyond the stated guidelines. Additional criteria includes age appropriate reading, subject matter and whether or not the item encourages spiritual growth and a deeper relationship with Christ.

## **De-Selection Process**

The librarian will examine the collection on a regular basis, as outlined in the De-Selection Schedule. Further examination of the collection will occur during the annual inventory conducted at the end of each school year. The following process is used in making a decision about weeding an item for the collection.

### **I. Identification of material to be weeded**

A. Using the M.U.S.T.Y. method and these other considerations, the librarian will identify items for de-selection (weeding).

1. Circulation Record [materials not checked out within the past 5 years]
2. Curriculum Support & Relevancy
3. Publication Date

a. Copyright date will not be the sole criteria used to weed an item. Many items with older copyright are relevant to the collection due to curriculum needs, historical interest, or status as a classic piece of literature. These are general maximum guidelines for Nonfiction Subject Areas:

- |                                  |   |
|----------------------------------|---|
| 1. Generalities                  | 3-5 years   |
| 2. Philosophy & Psychology       | 10 years  |
| 3. Religion                      | 5-10 years  |
| 4. Social Sciences               | 5-10 years  |
| 5. Language                      | 10 years  |
| 6. Natural Sciences              | 5-10 years  |
| 7. Technology & Applied Sciences | 5 years   |
| 8. The Arts                      | 5-15 years  |
| 9. History & Geography           | 10-15 years   |
| 10. Fiction                      | Varies depending on circulation & condition of item |

B. Exceptions to the above guidelines include, but are not limited to:

1. Books with a Christian/Biblical worldview not found in newer publications
2. Items with historical significance
3. Primary sources which support the curriculum
4. A work by a local author, illustrator, or editor
5. Items about local history or personalities

C. Audio-Visual Materials

1. Special considerations for these materials include:

- Materials that have been transformed into other formats
  - Out of date formats
  - Items will be replaced as budget allows
- Magazines
  - Magazines are kept for 1 year
  - After 1 year, they are offered to

Teachers for classroom use

Students who would like to have them

• Disposed of

a. Exceptions to this policy include professional journals that may continue to be of use and interest to the faculty and staff.

**II. Removal Process**

• Items are removed from the shelf

A. Items are removed from the library system

B. Library barcodes & spine labels are removed or blacked out

C. Items receive a 'discard' stamp inside the cover

**III. Disposal of Items**

• Items are offered to faculty, staff and students for a limited amount of time

A. Items not claimed are:

1. Donated to McKays for credit to purchase needed items
2. Recycled if able
3. Properly disposed of

**De-Selection Schedule**

In general, the CCS Library will follow a 6 year weeding cycle. Books will be weeded throughout the collection as needed. During this time, one section of the library will be evaluated for de-selection each school year.

Year 1	Fiction: Regular, Holiday, Poetry, Folk/Fairy Tales, & Myths
Year 2	Fiction Series, Chapter Books, & Restricted
Year 3	Nonfiction: Sciences, History, Animals, & Sports, Graphic Novels
Year 4	Nonfiction: Arts, Narrative, Biographies, Places, & Generalities
Year 5	Everybody: Nonfiction & Holiday
Year 6	Everybody: Regular, Series, Authors, ER, & Paperbacks

## **Rating Policy of the CCS Library**

In an effort to assist students, parents and other patrons of the CCS library with book content, CCS library has created a rating system for books located in the Restricted Section of the library. To create as much uniformity as possible, this rubric serves as the explanation of the ratings.

Please keep in mind that because every book is different, as are the people rating them, it is impossible to have a perfect system. The 'Rating Explanation' gives more concrete information behind the assigned rating in each category.

We hope that you will take the information we provide and make informed decisions about which books are appropriate for the children/youth in your life.

**NOTE:** only books with a mild or moderate rating are labeled in the general fiction section of the library. **If the book is appropriate for all ages, it is NOT labeled.** If a book is rated as mature, it is placed in the restricted section of the library. Elementary students are not allowed to check out from those sections; and, middle school students must have prior written parent permission on file to check out from those sections. *Restricted Book Permission Form*

**MILD:** Could contain 1 or more of the following:

- a few instances of mild/derogatory language
- small amount of violence
- semi-dark themes
- romantic situations

***Please Note:*** This is considered a level of content acceptable for most students

**MODERATE:** Could contain 1 or more of the following:

- foul/offensive language
- non-gory violence
- dark themes/magic
- romantic scenes including physical touch

**MATURE:** Contains 1 or more of the following:

- consistent foul language
- gory, explicit violence
- very dark themes
- disturbing content
- unethical behavior
- drug/alcohol use
- criminal activity
- gender issues
- intimacy scenes

### **Further Guidelines:**

**Language:** Includes commonly used swear words and profanity (defined as terms traditionally used to denote deity). Also includes derogatory speech referring to race, disabilities, gender, or age; and, disrespectful speech toward authority, parents, leaders, etc. Rating is based on the number of instances. More forceful or offensive language garners a higher rating.

Violence/Horror: Includes any kind of violent act, both fantasy and real. This is where we would list any situations of suicide, self-harm or child harm. Rating is based on intensity and frequency of violence.

Sexual Content: Includes situations of boy/girl relationships with possible occurrences of hand holding, kissing, and other forms of mild physical touch. No book will be kept in the CCS library that includes explicit sexual content with regards to characters engaging in, retelling, or discussing sexual activity or desires.

Adult Themes: Any theme or situation in the book that could be considered 'adult' including, but not limited to, physical, emotional or sexual abuse; unethical behavior; drug/alcohol use; criminal activity; and gender issues. No book will be kept in the CCS library that insinuates and/or proclaims that these behaviors are good or positive. These situations will only be acceptable if given in a context of a past or current behavior/situation which leads a character to redemption.

**No book will be kept in the CCS library that is outright anti-Christian.**

### **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 Elementary students, will be kept in the Restricted Section. These books can be checked out by students in 6-12th grades only. 6-8th grade students *must have parent permission (Restricted Book Permission Form)* to check out these materials. Books marked *Mature+* can be checked out by 9-12th grades only, *without* parent permission.