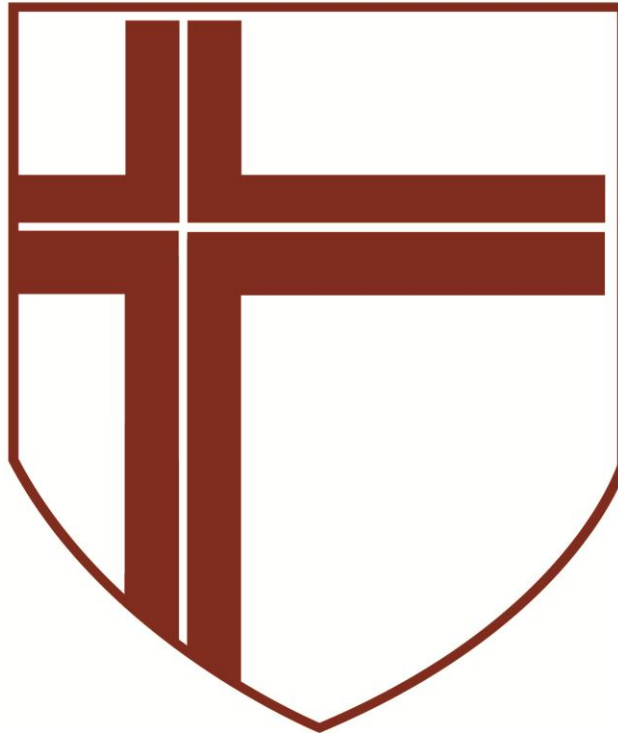


CONCORD
CHRISTIAN SCHOOL



Student/Parent Handbook

2012-2013

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MISSION STATEMENT

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

VISION STATEMENT

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

CCS PHILOSOPHY

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

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

The 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 world view. 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. The Christian school operates as an extension of and partner with the home and church in training children to be godly.

CORE VALUES

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

HISTORY

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

In 1995, First Baptist Concord established a feasibility committee to evaluate the possibility of adding a primary school to the already successful preschool program. After extensive study, the church

agreed to add grades 1-3 in the fall of 1996, grade 4 in 1997, and grade 5 in 1998. First Baptist Concord voted to expand Concord Christian School through the middle school grades beginning in 1999. In the spring of 2009 the church voted to add the high school program and the first ninth grade class was enrolled the fall of 2009.

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

Past leadership at CCS includes: Bob Templeton (2001-02), Dr. Julia Holmes (2002-2006), Dr. Bill Wilson (2007-2011) and Leigh Ledet (2011-2012). Dr. Daniel Patton joined the FBC Leadership Team as the Headmaster, in 2012 and currently oversees the CCS and WEE programs.

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 (Hebrew 4:15; His miracles (John 2:11); His resurrection (John 11:25); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God’s grace and through faith we alone are saved (John 3:16 – 19; 5:24; Romans 3:23; 5: 8 – 9).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5: 28 – 29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8: 9; I Corinthians 12: 12; Galatians 3; 26 – 28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8: 13 – 14; I Corinthians 3; 16; 6: 19 – 20; Ephesians 4:30; 5: 18).

BIBLICAL EDUCATION PRINCIPLES

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

OVERALL OBJECTIVES OF A CCS 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 CCS we recognize the many facets that contribute to the educational development of our students: personalities, degrees of readiness and motivation,

stages of physical growth, environment of the home, spiritual maturity, and relationships to those in the world around them. Such recognition enables us to minister to our students on multiple levels.

The Teacher

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

The Parents

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

The Student

- Will take an interest; he will set himself to learn and obey.
- Will aim high and strive hard. Whatever the student does, he will do with all his 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 is free to make choices, he is not free to determine the consequences of his choices.
- Will know that the scriptures are the comprehensive equipment of the man of God and fit him fully for all branches of his life's work.
- Will accept the rigor and discipline which is required to become a Christian scholar.

The following statements and policies are listed in alpha order by topic.

ACADEMIC POLICIES

Promotion Policies

Students must be in regular attendance to be promoted. Students who are absent in excess of 20 days (excused or unexcused) during a school year may not be promoted unless there is an extenuating diagnosed medical condition and the student has maintained academic progress (See Attendance Policy of this Handbook for additional detail).

Middle School (Grades 6-8)

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

High School (Grades 9-12)

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

Graduation Requirement: (26 academic credits and 60 hours of community service are required):

- Bible – 4 credits
- English – 4 credits
- Science – 3 credits
- Math – 4 credits
- Social Studies – 3 credits
- Foreign Language – 2 credits
- PE/Health – 1 ½ credits
- General Electives – 4 ½ credits (includes Personal Finance)
- 60 hours of community service (see CCS High School Community Service Guidelines, available on our website and Guidance Office).

Honor Rolls

Academic honors are determined by grade point averages on a weighted grading scale. All courses are included. Highest Honors are awarded for GPA's of 4.0 or above. Students earning GPA between 3.50 and 3.99 will be placed on the Honor Roll. The quality points assigned for grades in various level courses are as follows:

Honors Courses	CP Courses
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A – 4.50	A – 4.00
B – 3.50	B – 3.00
C – 2.50	C – 2.00
D – 1.50	D – 1.00
F – 0	F – 0

All courses are used in computing the Grade Point Average. Students in grades 9-12 are ranked on a weighted cumulative G.P.A. Percentage grades rather than letter grades will be used as the tie breaker in determining the Valedictorian and Salutatorian of a class.

Academic Probation

Students are placed on academic probation when they have a report card with an annual GPA of less than 2.0, a report card with three grades of “D” or “F” for a grading period or an overall GPA of less than 2.0. Parents are notified of probationary status and are given a full explanation of its impact.

Athletic Eligibility Status

Middle and high school students are required to maintain a cumulative 2.0 grade point average in order to compete in athletics. See the Athletic section of the Handbook for more information.

Course Credit (Grades 9-12)

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

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

Dual-Enrollment

Juniors and seniors may be dismissed early from school to attend dual-enrollment college level classes. Students must be enrolled in a minimum of five CCS classes to take one college course or four CCS classes to take two college courses. Students must have a cumulative 3.0 GPA. College courses will not appear on the high school transcript. No college course may be taken in lieu of a course which is offered at CCS. Specific enrollment information may be obtained in the Guidance Office. Final approval for participation must be obtained from the Guidance Counselor , High School Principal, and the Headmaster.

Non-graduating Seniors

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

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. In elective classes, a student may request to withdraw during the first week of class only. Parental permission is required. Students who withdraw from a class are subject to a failing grade for the year.

Course Failure

Middle and High School students are required to take independent course work or summer school (outside of CCS) during the summer if they have a year-end average of “F” in any subject. Independent study or summer school is also recommended for students who have year-end grades of “D” in any subject.

Academic Dismissal

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

Extra Credit

Extra credit assignments may be given to students desiring to improve their academic standing. It is not given in lieu of required work or incomplete work. Individual teachers will announce their class policy in regard to extra credit work at the start of the school term. It is the school’s policy that no extra credit work be assigned the last two weeks of a grading period. Extra credit work will not be used to raise a grade that has been previously entered into a student’s records.

Individual Help/Tutoring

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

ACCREDITATION

Concord Christian School is accredited by the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (AdvancEd/SACS). The school recently completed its 5 year self-study and hosted a joint ACSI/SACS peer review team. The accreditation committee recently met and renewed the school’s accreditation with both organizations for another 5 years.

ADMISSION

An applicant's academic record must indicate that the student is adequately prepared for the instructional program at CCS. Students are expected to take their academic responsibilities seriously. Students who have exhibited a persistent lack of effort or an uncooperative spirit will not be admitted.

CCS does not admit students who have a history of disciplinary problems. Students who have been expelled from other schools will not be admitted in the same school year.

All of the following materials must be in the school office prior to final admission:

1. Completed application
2. State of Tennessee Physical & Immunization Green Card
3. Copy of Birth Certificate
4. Most recent standardized testing scores
5. Most recent report card and/or current grades
6. Registration fee/ Development fee

CCS reserves the right to arrange for and/or request further testing if the administration deems it beneficial for the decision making process.

Birth date eligibility will include:

- Kindergarten students must be 5 years old by October 1.
- First grade students must be 6 years old by October 1

Probationary Period

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

Financial Commitment

Christian education involves financial sacrifice for many families. The school works hard to plan effectively and keep tuition costs affordable. It is essential that families meet their obligations to the school in order to maintain financial stability. Please note that if a student is withdrawn during a semester, tuition will be prorated with a two-week notice.

Non-Discriminatory Policy

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

ATHLETIC STATEMENT OF PURPOSE:

The purpose of Concord Christian School Athletics is to lead students to connect with Christ, grow in faith, and serve with conviction, making a world of difference through individual and team sports. We will do this by:

- Sharing the love of Jesus Christ with each player, coach, referee, family member, spectator and opponent.
- Representing Christ, CCS, FBC, and one-self well in all athletic endeavors.
- Helping every player grow as Jesus did- physically, mentally, socially and spiritually.
- Helping every player develop character, an understanding of sportsmanship and a respect for authority in any situation on and off the court.
- Teaching every player solid foundational fundamentals of their respective sport and helping them grow in their understanding and enjoyment of the sport.
- Focusing on “Team” versus “Individual” in those sports where the competition is team oriented.
- Focusing on fielding competitive teams versus winning at any cost.
- Learning humility and how to improve through both the wins and the losses.

ATHLETIC OVERVIEW

The CCS Middle School (6th -8th) participates in the Knoxville Independent School League (KISL). The following represent the MS athletic teams:

1. Girls Basketball
2. Boys Basketball
3. Cheerleading
4. Co-ed Soccer
5. Boys Baseball
6. Co-ed Track and Field
7. Girls Volleyball
8. Tennis (to add fall of 2012)
9. Girls Softball (to add spring of 2013)
10. Co-ed golf (to add spring of 2013)

The CCS High School (JV and Varsity) participates in the Tennessee Secondary School Athletic Association (TSSAA). The following represent the HS athletic teams:

1. Girls Basketball (JV)
2. Girls Volleyball (JV and Varsity)
3. Boys Basketball (JV)

Athletic Department Administration

The athletic director works with school personnel to ensure that each player maintains his or her eligibility status for his or her respective sport. Should a player become ineligible for any reason, the athletic director will notify his or her coach. The athletic department works closely with the KISL to ensure that Concord Christian School is properly represented at all levels. The athletic director will coordinate scheduling for all teams and sports. The athletic director will provide oversight to any tryouts that are conducted for any Concord Christian School athletic teams. The athletic director will meet with each volunteer coach at the beginning of each season to review expectations and policies for that particular sport.

Academic Eligibility for Athletics and Extra-Curricular Activities

Students seeking to participate in the Concord Christian School athletic program must maintain a minimum grade of “C” in every core subject to tryout. If, once on a team, a student falls below a “C” in a core subject, he/she may, with the approval of the athletic director, continue to practice, but will be ineligible for games until the next nine-week grading period. If the student fails to earn a minimum grade of “C” in a core subject for two consecutive grading periods, he/she will be dismissed from the team. Certain circumstances may warrant further review, at which time an ad hoc committee made up of school and athletic department representatives will review and enforce any necessary action. The same standards apply for extra-curricular activities.

All players must have completed a **Physical Examination and Sports Medical Permission Form** before try-outs. These forms are available from the athletic department and the CCS website. All physical forms must be maintained on file. Physical Examination and Sports Medical Permission Forms are only valid for one year from the date of examination.

ATTENDANCE POLICY

Regular attendance and punctuality are essential for success as a student. Attendance at school provides students opportunities to participate in class activities, to benefit from the synergy of their peers, and to receive direct instruction conducted by the classroom teacher. What transpires in the classroom cannot be duplicated or captured simply by reading and completing an assignment or reviewing material from a book or notes from a class. Therefore, parents should be advised that even when the schoolwork is “made-up,” absences might impact their child’s understanding of the material missed.

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

Excused Absences

An excused absence is an absence due to the following:

- Personal illness
- Serious illness or death in the family
- A doctor’s appointment
- A prearranged school-approved event

Should a student be out of school for more than 3 days, a medical excuse is required if the time of absence is to be excused.

Parents are required to send a written excuse to the teacher the day the student returns to school. The note must include the following:

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

4. Parent signature

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

Make-up Work for Excused Absences

The student and parent are responsible to see that missed work is made up. When a student is absent from school, parents and students can access the day's assignments on Info Direct. If additional books and other materials are needed from the classroom, a specific request should be made by 9:00 a.m.

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

Unexcused Absences

An unexcused absence is anything outside the guidelines listed above.

Make-up Work for Unexcused Absences

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

Pre-Arranged Absences

For prearranged absences, parents are to complete an **Absence Request Form** (available in the school office) at least *two weeks prior* to the expected absence. This time frame allows the school administration ample time to approve or deny the submitted request. Teachers are also afforded the time to review the student's current academic status, as well as prepare the necessary assignments for the student. An overall GPA of 3.0 and the recommendation of the teacher(s) are required 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. The parent of any student who misses **7 days** (or at least one class 7 times in the middle or high school) per semester will be required to attend a conference with a school administrator. Any student who misses more than **10 days** per semester may be retained in the same grade for the next school year.

If a field trip is missed, the student will complete an assignment approved by the teacher that correlates with the trip.

Excused and Unexcused Tardies

For Middle and High School (6th to 12th), the day begins at 7:45 a.m.; for Elementary School (K- 5th) grade, the day begins at 8:00 a.m. Anyone arriving after this time is considered tardy. Tardiness is a distraction to a proper learning environment. ***All 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.

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.

Early Departures

If a student needs to leave school early, a note must be sent to the teacher the morning of that departure. The parent should then report to the office before 2:45 p.m. and sign the child out before going to the classroom to get the student. *Please do not call the office and ask for your child to be sent down to meet you for your convenience.*

BIRTHDAYS

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

BULLYING

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

Both students who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power**: students who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others.
- **Repetition**: Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally excluding someone from a group with intent to emotionally impose hurt.

There are three common types of bullying:

1. Verbal bullying is saying or writing mean things. Verbal bullying includes:

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

Common types of normal school behavior that is Not bullying includes:

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

COLLEGE VISITATION DAYS

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

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

To initiate a college visit request, the student and/or parent must contact the guidance counselor. A College Visit Request Form will be given to the family to complete. To complete the form, the

student gives it to each teacher for approval and remarks. (Due dates for homework, tests, and other assignments are to be arranged with the teacher *at the student's initiative before the student departs for the college visit.*) The student submits the completed form to the guidance counselor at least one week prior to the requested date(s).

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

COMMUNICATION

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

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

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

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

Other sources of information and communication will include:

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

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 Headmaster's office for an appointment. If not successful in resolving the matter at this level, your concern can be sent in writing to the Chairman of the Weekday Education Committee, who will determine whether there needs to be further action taken.

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

Teacher/Parent Conferences

We feel that good communication is essential to the success of your son's/daughter's education. Teachers are available throughout the year for conferences. Parents should contact the school office, and teachers will call and set up appointments. Two conferences are scheduled per year in the fall and spring.

DISCIPLINE

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

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

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

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

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

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

Discipline Procedures

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

Standards of Conduct

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

Health and Safety

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

6. The parking lots and wooded areas (WL) surrounding the campus are considered “off campus.” Students found in those areas without permission will be disciplined as having left campus without permission.

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

Detention

- Students remaining at school before or after regular hours will do so only under the supervision of a teacher. This practice will be used as a disciplinary measure as directed by the teacher and administration. In the event that detention is administered, all rules and regulations and policies of the regular school day will be enforced. When students receive a detention before or after school hours, parents will be given a twenty-four hour notice prior to the detention. Parents are responsible for the transportation of students who have been assigned the detention.
- After three detentions, a suspension will result for the offense. The fourth detention may result in a one-day suspension. The fifth detention may result in a three-day suspension. Any detention after this point may result in an expulsion.

Suspension

- The removal of a student from the campus excludes them from all school-sponsored activities during the suspension. All documentation regarding the suspension will be kept on file in the school office.

- Any student receiving a suspension will not be allowed to attend any future field trips or end-of-year trips and may not receive a refund on the trip fees.
- The duration of a suspension may be from a portion of a school day up to and not exceeding five consecutive school days. A suspension will be determined by the CCS administration.
- Any student receiving a suspension will be disqualified from attending or participating in any CCS sanctioned activity on or away from the CCS campus.
- Any student receiving a third suspension in the same school year may be expelled for the remainder of the school year.
- Absence due to suspension is unexcused.
- Any student who receives suspension will be required to complete assigned work. If a student is assigned an in-school suspension, then the parent is responsible for paying the cost for a substitute teacher (up to \$50.00 a day).

Expulsion

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

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

DRESS CODE

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

Dress Code Standards

Shirts for all students

- White or light blue oxford cloth, button-down collared shirt with the CCS logo, short or long sleeves;
- Maroon, gray, or white polo shirt with the CCS logo, short or long sleeves;
- Maroon, gray, or white turtlenecks may only be worn under an approved shirt, sweatshirt, sweater or jumper.

- A white Peter Pan collared blouse (with or without logo) may be worn under CCS approved jumpers.
- High school students may wear any color of polo as long as it has the CCS approved logo (Lands End).
- Shirts must be tucked in at all times.

Sweaters for all students

- Maroon, navy or white crew neck and v-neck sweaters or sweater vests, with or without CCS logo;
- Maroon, navy or white cardigan sweaters, with or without CCS logo;
- Approved CCS shirts must be worn under all sweaters.

Pants for all

- Plain khaki, navy or denim pants – flat or pleated front.

Shorts for all

- Plain khaki, navy or denim shorts – flat or pleated front;
- Girls: Shorts should not be shorter than 3 inches above the knee.

Skirts, skorts, jumpers for girls

- Plain khaki, navy, denim or CCS plaid skirts, skorts, and jumpers;
- Skirts, skorts, and jumpers should not be shorter than 3 inches above the knee.
- Polo dresses are allowed with school logo in navy or khaki.

Special note: high school and middle school boys and girls must wear a belt when belt loops are present.

Clothing/Shoes

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

Hair

- ✓ Boys – hair must be above the eyebrows, earlobes, and collar.
- ✓ Hair must be clean/neat and well groomed.
- ✓ Extreme hairstyles or hair color are not acceptable.

Head

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

Face

- ✓ Facial hair is not acceptable.
- ✓ If make-up is used (girls only), it must have a natural look; not excessive.
- ✓ Sunglasses are to be worn outdoors only.

Accessories

- ✓ Jewelry ornaments, chains, or accessories which distract from the educational process or which present a safety concern will not be allowed. Body-piercing jewelry or accessories are not allowed except to the ears (maximum of 2 per ear).
- ✓ Boys – no jewelry worn in piercings while at school or school-related events.
- ✓ No visible tattoos.

Outerwear

- ✓ Any light outerwear worn to school (hoodies, sweatshirts, and jackets) must have a CCS approved logo.
- ✓ Outerwear must have a dress code approved shirt underneath.
- ✓ Heavy outerwear may not be worn in the classroom.
- ✓ Unapproved hoodies and sweatshirts may not be worn to school.
- ✓ Only on announced and approved “Cold Weather Dress” days will heavy outerwear without CCS approved logo be permitted to be worn to school. On those days, students will place the heavy outerwear in their lockers or homeroom/classroom upon arrival to school.

Physical Education Dress Code

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

Non-Compliance

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

1. Correct the violation by finding appropriate attire or wear attire provided by the school.
2. Call a parent to bring appropriate attire.
3. Spend the remainder of the day in isolation.10999

Note: Repeat offenders shall be subject to additional measures, which include parent conferences and out-of-school suspension. The student will receive a notice of dress code violation that will be kept on file in the school office. Three dress code infractions will result in a detention.

Any time spent out of class due to non-compliance to the dress code will be treated as an unexcused absence from class. The academic consequences of an unexcused absence will be in full force and effect.

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

All CCS logo items must be purchased from Educational Outfitters or Lands End
(www.landsend.com -- school #900072596)

DROP-OFF AND PICK-UP

Note there will be a change in traffic flow for 2012-13 school year – All parents will enter the campus via the Federal Street access. All students (including MS students and HS non-driving students) will be dropped off at the main drop-off in the back of the building. Only HS students who drive and park in the east parking lot will be permitted to enter the school via the FBC high school entrance.

A map and written directions of drop-off and pick-up is available on the CCS website at www.concordchristianschool.org. For the safety of all students and campus pedestrians, parents are required to carefully follow the given procedures. No student may be picked up early after 2:45 p.m. All students should be dropped off and not walked in for their own safety.

Students will only be released to those adults listed on the student's **Transportation Release Form**. Updates to the Transportation Release Lists may be made in the CCS office.

FIELD TRIPS

In order to enhance and extend the education experience, students will participate in at least two school field trips per year. Most of the student costs for field trips are covered in the tuition cost; students are only 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, friends and non-chaperoning adults are NOT permitted to participate in any portion of a trip. ***Tuition payments and fees must be current for a student to attend field trips.***

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

All high/middle school students *will participate* in mission-oriented service day trips.

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

Parent Involvement

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

Travel Arrangements

With the exception of kindergarten, all students will 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.

Kindergarten

A parent, guardian, or designated adult must accompany each kindergarten student on field trips, providing transportation to and from the field trip destination. This conservative policy has been established to aid in the transition to upper grade field trips and for the safety of the kindergarten student. Carpooling is an option only if the parent or guardian is with his/her child.

Field Trips – Overnight

Students in grades 5 through 12 may have an opportunity to participate in one extended field trip per year. These trips are educational in nature and the costs are NOT covered in the student activity fee. The cost of the trip is non-refundable. Overnight trips are considered a privilege for older students. Because of this, students wishing to participate must adhere to certain disciplinary requirements for the duration of the school year. 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.*

Field Trip Absences

If an overnight field trip is missed, the student will complete an assignment approved by the teacher that correlates with the trip.

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 school office.

FIRST AID CLINIC AND HEALTH ISSUES

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

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

Contagious Diseases

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

Illness or Injury at School

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

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

Medical Emergency

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

P.E. Restrictions

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

Prescription Medications

Prescription medication will be administered to students at school on the specific written request of the student's physician and parent or guardian. **The required Medication Authorization and Release Form must be completed by the parent or guardian AND also must contain your physician's signature for each medication or change of medication the parent wishes to have administered to the student.** Medication must be left at school in the original container that has the doctor's name and instructions. Asthma inhalers are the only exception to this policy; however the authorization for administration of inhalers needs to be on file in the school office. Possession of any medication without a Medication Information Form containing the physician's signature will be considered a serious violation.

Over-the-counter medications will **only be administered with written parental and physician permission.** Faxed physician permission will be accepted. Absolutely no medications (non-prescription or prescription) will be administered by either school personnel or self (student) without written authorization of a physician and parent.

Copies of this form will be required to be completed BEFORE any field trips. Forms are located for your convenience, on the CCS website or in the school offices.

Students are allowed to leave class for illness in cases of emergency as determined by the teacher. The teacher will refer the student to the school office and an individual assigned to assess the student's illness will evaluate the student's medical condition and call a parent or guardian to arrange for the student to be picked up if needed. Students will remain in the office or designated supervised area until a parent arrives.

Students must be fever free without the use of medication for 24 hours before returning to school. All rashes should be evaluated by a physician. Please reference the Guidelines for Common Illness available on the school's website.

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. Children will never be allowed to go to the restroom by themselves.

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.

GRADING POLICIES

No major grades will be given during the first week of school for K-8. Teachers will use this time to carefully evaluate initial assignments and become acquainted with each student's abilities. Teachers will send home weekly folders that contain CCS/teacher communication as well as assignments, tests, and/or quizzes from the previous week to inform parents of their child's progress. These folders are to be reviewed, signed by parents, and then returned to school.

Report cards will be posted online within 10 days of the completion of each nine-week grading period. The school year consists of four grading periods with each including a mid-term progress report.

Please note that a family's account must be in good standing in order for a report card to be issued.

Kindergarten

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

CCS Grading Scale

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

Academic Alert

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

Academic Recognition

Elementary School – Grades 4-5:

High Honors – All “A’s” per nine-week grading period with nothing less than an “S” in conduct

Honors – All “A’s” and “B’s” with no more than 4 “B’s” per nine-week grading period with nothing less than an “S” in conduct

Middle School – Grades 6-High School:

High Honors – All “A’s” per nine-week grading period

Honors – All “A’s” and “B’s” with no more than 4 “B’s” per nine-week grading period

Curriculum

All curriculum used at Concord Christian School will be Christian in orientation or taught with a Christian world view.

HOLIDAY CELEBRATIONS

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

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

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

HOMEWORK PHILOSOPHY

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

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

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

Amount of Homework

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

Some guidelines are as follows:

Grade	Minutes per evening
1	0 - 20
2-3	15 - 30
4	30 - 45
5	45 - 60
6-12	90 - 120

INTERNET AND COMPUTERS

Students and parents are required to read and sign the CCS Acceptable Computer Use Policy. A copy of this policy and signature form is given to each student at registration and the first week of school.

Sexting

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

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

LOST AND FOUND

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

LUNCH PROCEDURES

Forgotten Lunches

If a student forgets his/her lunch, the office will attempt to contact the parent. If the parent cannot be reached, CCS will provide the child with a snack lunch and bill \$3.00 to the student's account. A conference with the administration will be set for any parent who consistently neglects lunch arrangement for his/her child.

Exclusions

Elementary students are not permitted to drink carbonated beverages. (This includes colas in prepackaged lunches.)

Guests

Parents who wish to eat lunch with their child should first sign in at the office and then notify the classroom teacher to ensure someone is aware of the whereabouts of the child. A parent-signed note is required for a child to eat lunch with any adult other than the parent (elementary school only).

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

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

The First Baptist Concord Café was established with the purpose of providing a nice, quiet, peaceful setting for community and church members to visit, pray, study God's Word, enjoy fellowship with friends and just "hang out." The location of the Café, just outside the gym, is enticing to say the least. The Café has a very small staff. The Café staff is not responsible for monitoring students or cleaning up after them. In order for us to be fully conscious of the Café's intended purpose, the following guidelines have been established:

Café Guidelines:

- 1) Students (K-8) are not allowed in the Café during the school day unless accompanied by an adult or with the permission of school staff.
- 2) Parents of **elementary-aged children**, (grades K-5), may eat **only with their child and one friend**.
- 3) Any parents who choose to eat with their child in the Café is responsible for their child's behavior during this time and should sit with their child.

- 4) If a parent of a **middle school aged child** wishes to allow his/her friends to have lunch with them, their child may have a **maximum of two** friends. Parents are responsible for the behavior of all students under their care at this time.
- 5) Students and adults are responsible for cleaning their tables and floor area before leaving the Café.

MEDIA CENTER

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

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

PATRIOTISM

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

PLACEMENT

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

PARENT PARTNERSHIP ORGANIZATION (PPO)

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

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

PROFESSIONAL ASSOCIATIONS

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

PROHIBITED ITEMS

The following items are not allowed at school: toys, skateboards, walkmans, radios, questionable literature or posters, weapons, knives, inappropriate games, trading cards, hanging backpack attachments other than one identification tag, any articles which promote or advertise non-Christian music. Cell phones, pagers, iPods, MP3 players, and any other portable media devices are prohibited during the school day (7:30 a.m. – 3:45 p.m.). CCS reserves the right to evaluate and restrict any other item that may come to the attention of the administration.

Special note: School issued or parent purchased iPads will be used each academic day by HS students.

Elementary and middle school students will only be permitted to use Kindles and other eReaders that do not require internet access. (Please see your school secretary or principal for the eReader approval form). iPads and other tablets will not be approved for ES or MS student use until we add that specific technology into our programs in the coming years.

ROOM COORDINATORS

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

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

SCHOOL CLOSINGS AND DELAYS

When it becomes necessary to close school for inclement weather or other unexpected events, parents will be notified by text service, T.V., radio, and the church/school website.

If Knox County schools close or delay opening due to inclement weather, CCS will follow the Knox County schedule for the first day. However, each subsequent day following a weather closing or early dismissal will be evaluated individually by CCS Administration. In the event of an **Early Dismissal**, students will be dismissed from their respective pick-up line. Students may be dismissed to a parent *only if they are signed out from the office*. In the event of a **One Hour Delay**, we will drop the first class period. Any subsequent closings or delays will be communicated by announcements as listed above.

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

SCHOOL HOURS

Drop off will begin at 7:30 a.m. for middle and high school, 7:45 a.m. for K – 5th grades. Students not in class by their grade level's beginning time will be counted tardy.

All drivers must:

1. Have a valid Tennessee driver's license, proof of insurance, and parental approval.
2. **Adhere at all times to the campus speed limit of 10 m.p.h.**
3. Comply with parking restrictions by parking in designated areas only.
4. Show extra care in observing traffic signs and other vehicle laws in the community around the school.
5. **Promptly park their car and come into the building in the morning and must promptly leave the parking lot in the afternoon. Students will lose their driving privilege if they ignore this.**

STUDENT RECOGNITION

Honor Roll: End-of-Year Awards: Students in Elementary School (3rd through 5th grade only), middle and high school will be recognized for attaining either the All A-Honor Roll or the A-B Honor Roll at the End-of-Year Awards assembly.

TELEPHONE USE

Phone use will be restricted to emergencies only. Personal matters between parents and their children should be handled at home before leaving for school. Personal matters include getting homework, asking permission to go home with a friend, etc.

Cellular Phones/Wireless Communication Devices

Wireless communication devices (aside from iPads instructional use) shall not be activated or used during school hours. There are to be no incoming or outgoing calls received or placed by students during the course of the school day. Additionally, there is to be no text messaging during the course of the school day.

If a student violates these guidelines, the following consequences will occur:

- First offense: Phone will be taken from the student and may be retrieved at the end of the school day by the parent (phone will be held in school office).
- Second offense: Phone will be taken from the student and retained until the student pays a \$5.00 fine. Third offense: Phone will be taken from the student and held in the school office until the student's parent can come to claim it. The student will be assigned a Saturday School.
- **Please Note:** Additional offenses beyond three will result in suspension.

Cellular phones should be kept in a secure place. The school cannot be responsible for theft or loss.

TUITION AND LATE FEES

Tuition

Statements are available on Info Direct on the first day of each month. Tuition is due by the 10th of each month (except for February registration), starting in June and running through the following May.

Delinquent Accounts

Any accounts with a balance after the 10th will be charged a \$10 late fee. Accounts that are over 30 days delinquent will be mailed a registered letter stating the student will not be permitted to attend class after the 25th of that month until payment is made in full or an alternate payment plan has been approved by the Weekday Education Committee. Any default on that 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 fieldtrips or end of year class trips for delinquent accounts.

Returned Checks

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

Withdrawals

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

1. In order to establish a date of withdrawal, the parent will submit a **withdrawal form**, obtained from the office, *a minimum of two weeks* prior to the proposed withdrawal date. The reason(s) for withdrawal should be stated.
2. Fees: registration and the first month's tuition are non-refundable. When a student is voluntarily withdrawn from school for any reason, tuition will be pro-rated to the two week notice date, or withdrawal date, whichever may be the latter. When the withdrawal form is submitted, the CCS business manager will verify if all accounts are in good standing.
3. On the last day of attendance when a student is withdrawing, the student must obtain an **exiting form** from the school office and acquire the initials of all classroom teachers to verify that all books and school property have been returned in good condition.
4. **Grades and records will not be released until all financial obligations have been resolved to the satisfaction of CCS.**

WEEKDAY EDUCATION COMMITTEE

The Committee delegates the daily administration of CCS to the Headmaster. The Headmaster is responsible for daily operations and serves as the liaison from the school to the Weekday Education Committee.

Closing Thoughts and a Scripture Verse!



The Teacher

The teacher said to the students: “Come to the edge.” They replied: “We might fall.”

The teacher again said: “Come to the edge,” and they responded: “It’s too high.”

“Come to the edge,” the teacher demanded.

And they came and the teacher pushed them and they FLEW!



I dreamed I stood in a studio,
And watched two sculptors there.
The clay they used was a young child’s mind,
And they fashioned it with care.
One was a teacher; the tools he used
Were books and music and art.
One a parent with a guiding hand,
And a gentle, loving heart.
Day after day the teacher toiled,
With touch that was deft and sure,
While the parent labored by his side
And polished and smoothed it o’er.
And when at last their task was done,
They were proud of what they had wrought,
For the things they had molded into the child
Could neither be sold nor bought.
And each agreed he would have failed
If he had worked alone.
For behind the parent stood the school,
And behind the teacher, the home.

Anonymous



Scripture Verse

1 Timothy 4:12 “Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.” (NKJV)