



**NASHVILLE
CHRISTIAN**

S C H O O L

**2010-2011
Student Handbook**

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I. MISSION STATEMENT

Nashville Christian School exists to provide a quality Christian environment. It is our mission to help students grow spiritually, academically, physically, and socially to the fullest extent of their abilities. Our goal is to assure that our students are as prepared for eternity as they are for their temporal lives.

II. PHILOSOPHY AND GOALS

A. Philosophy

Nashville Christian School, in partnership with parents, strives to give honor and glory to God through Jesus Christ by educating students in a loving, nurturing environment to be committed and productive Christian servants in all areas of this life and in preparation for eternity. We, Nashville Christian School, believe that the Bible is the inspired word of God, that Jesus Christ is God's son, and that the Holy Spirit dwells in each of us. We believe that all have sinned and fallen short of the glory of God and that God seeks to reconcile His creation to Himself. We believe that Christianity promotes high ideals, develops strong character, and holds the only promise for eternal life with God. In light of each student's individuality, we seek to develop his/her mind and character. Nashville Christian School, established by members of the churches of Christ, centers its entire program on Christian principles.

B. Goals

1. Spiritual and Moral Responsibility

Nashville Christian School seeks to:

- a. Teach each student that he or she is an individual created in the image of God, (Gen. 1:26-27) with individual responsibilities in this life and individual hope for life to come.
- b. Develop in students a knowledge, appreciation and respect for God, His son Jesus Christ, and the indwelling of the Holy Spirit, thus instilling a desire in each student to do His will.
- c. Communicate the fundamental importance of developing a personal relationship with Jesus Christ and the importance of His Body in the world and in the church.
- d. Teach students how one becomes a Christian and leads a life of service that brings glory and honor to God.
- e. Teach a commitment to the practice of high moral and ethical values in personal, family, and community living as the logical and necessary out-working of faith in Christ.
- f. Allow the Holy Spirit to kindle and develop a student's desire to be more reverent, respectful, humble, and keenly aware of the awesomeness of our God through active participation in chapel and other devotional activities.
- g. Provide a distinctly Christian learning environment where:
 - Every teacher is a Christian.
 - Every subject is taught from a Christian viewpoint.
 - Bible classes are required for all students.
 - Daily periods of worship are an integral part of the program
 - Special emphasis is placed on training for service.

2. Academic

Nashville Christian School seeks to:

- a. Stimulate in students an intellectual capacity motivated not by materialism but by love of God and their fellow man.
- b. Assure that students have the opportunity to develop their God given gifts to the fullest in all areas of learning through various teaching styles appropriate to the individual student.
- c. Develop academic skills and disciplines that:
 - Produce a highly motivated, life-long learner.
 - Enable each student to read with understanding and pleasure.
 - Provide each student with the ability to effectively use the English language to express thoughts, ideas, and feelings in both speaking and writing.
 - Prepare each student to use research, analysis, and evaluation in making decisions and problem solving.
 - Provide each student with an understanding of and the ability to use the basic mathematical skills essential to the workplace and everyday living.
 - Prepare each student to act upon the basic principles of science necessary for work, daily living, and personal safety.
 - Assist students in gaining knowledge of the geography and history of the United States and of the world.
 - Provide students with the knowledge of the social structures of the United States and of other societies in order to help the student identify with the present and meet the demands of the future.
 - Provide students with the competence needed to use computers and other information technologies.
 - Provide students with a basic understanding of the fundamental economic structures and processes of America.
- d. Teach cultural and aesthetic appreciation that:
 - Provides students with an exposure to cultures other than those in the United States and to languages other than English.
 - Develops in the student an appreciation for aesthetics through organized participation in the Arts through classes and choral, instrumental, and dramatic performance.

3. Family

Nashville Christian School seeks to:

- a. Encourage and support the stability and integrity of the family, which is uniquely designed by God to nurture children.
- b. Establish meaningful lines of communication between the school and parents.
- c. Communicate, in a timely fashion, the progress children are making at school.
- d. Make available to parents and/or guardians supplemental resources and programs to assist in meeting some of the specific educational challenges faced by their children.
- e. Encourage the participation of parents in all phases of the education of their children.

4. Social and Civic Responsibilities

Nashville Christian School seeks to:

- a. Teach students the importance of loving and respecting each other, because all people are valuable in God's eyes, regardless of physical, social, economic, ethnic, or other factors.
- b. Teach students to recognize their weaknesses without developing a sense of failure, to overcome their weaknesses when possible, and to cultivate their strengths without developing arrogance.
- c. Provide students with the opportunity to participate in group activities designed to develop cooperative attitudes and skills while deferring to other's strengths, contributing their own strength, and encouraging each other in areas of weakness.
- d. Teach students that a person's value is independent of his or her performance.
- e. Discipline students for misbehavior in a way that:
 1. Recognizes individual worth.
 2. Leads to taking responsibility for one's actions.
 3. Encourages the development of self-discipline.
 4. Restores relationships with both God and man.
- f. Develop in the student a readiness to assume the rights and responsibilities inherent in membership in a democratic society.
- g. Instill in the student a respect for a lawful society through adherence to lawful practices which uphold rights and freedoms guaranteed to fellow citizens.
- h. Develop skills in the student that would enable participation in the electoral processes of this country.

5. Physical Growth and Development

Nashville Christian School seeks to:

- a. Teach students that the body is a creation of God, His temple, and should be respected and cared for accordingly (I Cor. 6:1-20).
- b. Provide daily, systematic and organized physical activities.
- c. Help students develop physical skills that will help them refresh and restore their bodies throughout life.
- d. Teach students physiology, hygiene, nutrition, and safety.
- e. Instruct students in Christian principles relating to all aspects of physical activities.
- f. Teach students the recognition and prevention of communicable diseases and other environmental health problems.
- g. Develop character through the teaching of Christian principles in competition--the highest achievement one can claim is that he did his very best and with victory comes humility.

6. General Statement of Purpose

Academic development will be attained by following:

- a. High expectations --- The course of study at Nashville Christian School is designed to prepare students for college entrance and achievement. Students are provided opportunities to develop logical thinking processes, including analysis, evaluation, synthesis, and problem solving, and are encouraged to be creative and develop new ideas and solutions for many types of problems.

- b. Motivation and instruction --- Teachers strive to motivate and instruct all students toward these high expectations. Academic standards are high with classes taught on the college preparatory level. Teachers, who continue to learn how to better serve their students, employ a variety of methods to encourage and challenge students while guiding them to a higher level of skill, appreciation, and self-confidence.
- c. On-campus tutoring --- Teachers are available at designated times to tutor any student experiencing difficulties in that teacher’s subject area(s). These tutoring sessions may be required by the teacher or requested by the student or parents.
- d. Academic Guidance Counselor --- Students may be referred to the academic guidance counselor for evaluation
 - 1. Upon recommendation of the classroom teacher
 - 2. After a student/teacher(s)/parent conference
- e. Formal evaluation --- Students may be referred for further evaluation and recommendations, which may included the following:
 - 1. Parent education on symptoms of learning problems and methods of equipping a child for success in school
 - 2. Written plan for overcoming difficulties for the individual student
 - 3. Screening for learning disability, ADD, ADHD, etc. and appropriate follow-up
 - 4. Professional testing and diagnosis*
 - 5. Professional tutoring
 - 6. Alternative placement**

* *Professional testing/diagnosis may be available through the school, public school or through a certified professional at an additional cost.*

** *Students who are unable to maintain an acceptable level of success, or who do not follow the steps above, may be asked to relocate.*

III. BIBLICAL PRINCIPLES TO GUIDE STUDENT BEHAVIOR

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith and purity.” I Timothy 4:12

With all the questions regarding human conduct, we must go to the Bible, God’s inspired Word, for valid answers. The message from God must be heard. He has given us the Bible, a Book, which contains principles by which He wishes to guide our lives. He has given us the Book for our well being, so that we may avoid many of the traps Satan has set for us in this world.

- A. Obedience – Acts 5:29, “We are to obey God...,” Ephesians 6:1-2, “...parents,” “Obey your leaders and submit to their authority,” Hebrews 13:17; “Everyone must submit himself to the governing authorities...,” Romans 13:1. Christians will obey God, parents, elders, and those in authority.
- B. Modesty – I Timothy 2:9 and I Timothy 3:2; God commands His children to be “modest” and “orderly.” “Modesty” means “well arranged, seemly; living with decorum. A well-ordered life.” Therefore, the Christian will have propriety in dress,

speech, appearance, and conduct, and will be acceptable, appropriate, well-ordered and not calling attention to self.

- C. Moderation – Philippians 4:5, “Let your moderation be known unto all men.” Moderation literally means “seemly, suitable.” It is “agreeably fashioned; marked by propriety and good taste.”
- D. Love – Mark 12:13-31: Christians are to love the Lord above all and their neighbors as themselves. I Cor. 13:5-6, “Love is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth.”
- E. Glorify God – I Cor. 10:31, “...do it all for the glory of God.” Whatsoever Christians do will be to the glory of God, not causing others to stumble (I Cor. 8:9, Rom. 14:21), not dishonoring themselves (I Cor. 11:14). I Thess. 5:22, “Avoid every kind of evil.” Phil. 4:8, “ Finally brothers, whatsoever is true, whatsoever is noble, whatsoever is right, whatsoever is pure, whatsoever is lovely, whatsoever is admirable – if anything is excellent or praiseworthy – think about such things.”

IV. PARENTAL INVOLVEMENT

Parents can help reinforce Christian values, responsibilities, and conduct. To accomplish these objectives, the parent:

- Recognizes that the school is an extension of the parent while the child is at school,
- Teaches the child respect for the law, for authority, for the rights of others, and for private and public property,
- Shares with the child and with the school an active interest in the child’s schoolwork and personal development,
- Arranges for the child’s regular school attendance and complies with attendance regulations and procedures,
- Works with the school in carrying out recommendations, which both school and parents feel are in the best interest of the child,
- Cooperates with the school in carrying out disciplinary action when such action is necessary.

V. PROBLEM RESOLUTION

It is the Board’s intent that all disagreements be resolved at the lowest possible level.

Throughout the appeal or complaint process, mutual respect should be demonstrated by all parties, and the dignity of all parties involved will be preserved. The focus of discussions should be on problem resolutions that are mutually acceptable rather than an adversarial win-lose conclusion.

Retaliation of any kind against a student or parent for utilizing this procedure is strictly prohibited.

A standing Appeals Review Committee will be appointed by the Chairman of the Board. The Committee will consist of three or five board members. The Committee will act on behalf of the Board in regard to appeals or complaints that it hears. However, the Committee will not have the authority to establish or revise policy. New policy and/or

changes to existing policy require full Board approval. The Committee will provide a report to the Board on each case it hears.

Individual board members may not participate in the resolution process until the complaint is properly before the Board or the Appeals Review Committee.

- Step 1: If the complaint or appeal involves a problem that results from the action of a teacher, the student/parent shall discuss the matter with the teacher involved. If an acceptable resolution is not achieved at this step, the teacher will arrange for a Step 2 meeting. If the complaint involves alleged discrimination or harassment by a teacher, the student/parent shall discuss the matter with the principal, who will attempt to resolve the matter.
- Step 2: If the problem does not involve a teacher or if an acceptable resolution was not achieved at Step 1, the student/parent shall meet with the principal to discuss and resolve the matter. If an acceptable resolution is not achieved at this step, the principal will arrange for a Step 3 meeting. If the complaint involves alleged discrimination or harassment by a principal, the student/parent shall discuss the matter with the President, who will attempt to resolve the matter.
- Step 3: If an acceptable resolution is not achieved at Step 2, the student/parent shall meet with the President to discuss and resolve the matter. If an acceptable resolution is not achieved at this step, the President will arrange for a step 4 meeting.
- Step 4: If an acceptable resolution is not achieved at Step 3, the student/parent shall meet with the Appeals Review Committee to present their case for a final decision. Prior to the meeting, both the President and the student/parent shall submit a written description that includes a statement of the issue, the facts that support their position, and the solution sought. The Committee shall conduct the meeting with the President and the student/parent present. The Committee shall render its decision in writing. The decision shall be reported to the Board at its next regularly scheduled meeting.

No procedure or step in this policy shall have the effect of requiring a person alleging harassment or discrimination to present the matter to a person who is the subject of the complaint.

EXCLUSIONS: The Board and/or the Appeals Review Committee may determine, at its discretion, that certain issues (including but not limited to complaints or appeals regarding demerits or detention) do not call for Board action. In such cases the final step in the appeal/complaint process will be Step 3.

VI. ATHLETIC PHILOSOPHY

Competitive athletics is to be an integral part of the programs of Nashville Christian School. In keeping with the school's focus on developing the whole person, athletic activity plays an important role in the development of well-rounded young men and women. The following are guideposts by which Nashville Christian School athletes will be directed:

A. Athletic programs will have strong spiritual emphasis.

Objectives:

- To glorify God in all athletic activities

- To mold character in each participant
- To teach athletes to think clearly in a Christ-like manner in an emotional situation
- To be a representative of Christ to teammates, school, and opponents

B. Athletic programs will be in harmony with the academic priorities and values of the school.

Objectives:

- To challenge the athlete to do one's best in all areas of life
- To monitor the athlete's academic success
- To encourage the athlete to achieve academic success
- To develop an awareness of the importance that personal attitude plays in success

C. Athletic programs will endeavor to continue winning traditions but never sacrifice principle.

Objectives:

- To teach the pursuit and practice of excellence through practice and competition
- To teach the acceptance of the lessons learned in defeat
- To develop a humble attitude in victory
- To teach winning through the pursuit and practice of excellence

D. Athletic programs will be an important part of student life

Objectives:

- To help develop school spirit
- To develop judgment and wisdom
- To teach the importance of team work
- To teach the acceptance of "official" decisions
- To provide entertainment and a common ground of interest as a cohesive force among students, parents and fans

E. Athletic programs are to be staffed by qualified Christian coaches dedicated to teaching excellence through personal examples and instruction.

Objectives:

- To teach self-discipline and humility
- To teach personal dedication
- To develop an allegiance to a framework of rules
- To develop appreciation for practice
- To teach success through commitment
- To teach motor skills, strength, body control, and agility
- To teach the fundamentals of each sport

F. Spectator Code of Behavior

As spectators, students, parents, teachers, administrators, and trustees set the tone for what visitors from opposing schools will think of our "Christ-like" behavior. Booing, criticizing players, officials, coaches, etc. is not in keeping with Christian principles and good sportsmanship.

VII. ATHLETE'S CODE OF CONDUCT

Nashville Christian School athletes must keep in mind at all times that they are representing God, their team, their school, their family, and themselves.

- A. Athletes should be models of good behavior, always showing good sportsmanship and fair play.
- B. The athlete is to refrain from the use of profanity or abusive slang at all times.
- C. Verbal or physical abuse of others will not be tolerated on or off the field (or court) of play.
- D. The officials are in charge of the contest and must be respected for their positions at all times. Officials will be right the majority of the time. Treat the official as you would want to be treated when you make a mistake.
- E. An athlete should always be appropriately dressed. Clothes and uniforms must be neat and clean at all times. Practice attire consists of the school prescribed uniform. Any exceptions will be handled by the coach and approved through the President's office.
- F. No tobacco, alcohol or drugs are to be used by any athlete at any time.
- G. The athlete is expected to take care of equipment, facilities and uniforms. Abuse of any of these will not be tolerated.
- H. Nashville Christian School was first built as a Christian academic institution. Athletics were added to develop the whole person. In order to participate, the athlete must realize that academics are very important and must work to maintain a higher standard for his/her education.
- I. The athlete will follow all guidelines of the student handbook.
- J. In order for an athlete to quit a sport, he/she must meet with the coach and athletic director to review the reasons for quitting. An athlete who quits a sport during the season will not be allowed to start a new sport (practice or play games) until the season ends for the sport that he quits.
- K. Any athlete serving out of school suspension will be ineligible for a minimum of one extracurricular activity during the week of suspension.
- L. Off-season is mandatory for all Nashville Christian School athletes. No individual off-seasons will be permitted. Coaches will take roll and keep records of athletes' participation in the strength and conditioning program. Habitual non-compliance will result in the athlete being declared ineligible for competition in all sports.
- M. All athletes must travel to and from all athletic contests in transportation provided by the school unless the coach, and/or parent/guardian make previous arrangements.

VIII. Nashville Christian School Facts

Established: 1971

First Graduating Class: 1977

Colors: Navy, Orange and White

Mascot: Eagles

Accreditation

Southern Association of Colleges and Schools
Tennessee Department of Education
Tennessee Secondary School Athletic Association

Membership

Independent School of the Nashville Area
National Christian School Association
Better Business Bureau
Nashville Fellowship of Christian School Administrators

Support Groups

Parent Teacher Partnership
Nashville Christian Booster Club
Nashville Christian Band Booster Club

Board of Directors

Officers:

Mike Campbell, *Chairman*
Ronnie Young, *Vice Chairman*
Wyatt Rampy, *Secretary*
Mark Curtis, *Treasurer*

Members:

Tom Burroughs
Linda Johnston
Dennis Wilson

Administrative Staff

Connie Jo Shelton, *President*
Christine Dunn, *Early Childhood Learning Center Director*
Fran Sexton, *Principal grades K-4*
Paulette Coleman, *Middle School Assistant Principal*
John McCarley, *High School Assistant Principal*
Brian Bishop, *Principal grades 5-12*
Ginger Young, *K-12 LIFE Director*

ELEMENTARY HANDBOOK
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I. BEFORE AND AFTER SCHOOL POLICIES

The school day begins at 8:00 a.m. Students arriving before 7:15 a.m. must be enrolled in Extended Care and will be charged a fee for this service. Students must be supervised. Dismissal

time is at 2:50 p.m. Elementary students not picked up by 3:20 p.m. will be taken to Extended Care. Parents are responsible for Extended Care fees.

Tardiness

Students are counted tardy if they are not in the classroom when the bell rings. Students who are tardy must report directly to the office, sign in, and obtain an admit slip. Students arriving after 8:35 a.m. must report directly to the office to be signed in by a parent and obtain an admit slip. Students cannot sign themselves in. Accumulation of tardies may result in academic consequences. If a student accumulates five tardies during a semester, the student will be subject to discipline. More than five tardies per semester disqualifies a student from receiving perfect attendance.

Early Dismissal

If a student is to be picked up before the regular dismissal time, the parent or guardian should make the request in writing, stating the reason for the early release. Please schedule personal appointments after school hours. Emergency requests may be made by phone or in person before 2:50 p.m. Parents must check in at the office so that the student can be called out of class with the least amount of disruption and be signed out for the day. Students are not allowed to sign themselves out.

II. ATTENDANCE AND ABSENTEE POLICIES

If a student misses 10 class periods during a semester, he or she will not receive credit for that semester. Students with extended illness will be handled on an individual basis. Parents should provide the school with a note when a student is not present. School sponsored activities do not count toward the 10 absences per semester.

Notifications of absences

Parents are asked to call the school office at 356-5600 ext. 150 by 8:45 a.m. when their child is going to be absent. At that time, requests for class assignments can be made and then picked up by 3:45 p.m.

Scheduled tests

Students who were in attendance the day before a scheduled test but were absent on the day of the test will be required to take the test the day they return to school—unless there are unusual circumstances. In those situations, the teacher and/or principal will make the decision.

III. ACADEMICS

Grading and Reporting

Grade reports for students are sent home every nine weeks. The grading scale is as follows:

A-----93 to 100%

B-----85 to 92%

C-----75 to 84%

D-----70 to 74%

F-----0 to 69%

E-----Excellent

S-----Satisfactory

N-----Needs Improvement

U-----Unsatisfactory

Academic Integrity

It is our goal that each Nashville Christian student models academic integrity. Academic cheating is the attempt to obtain information, knowledge, or material from any other source and

submit it as one's own work. This can be done either by giving or receiving information for homework, classroom assignments, or tests. Students caught cheating will be disciplined at the discretion of the administration.

IV. DAY TO DAY ACTIVITIES

Chapel

Nashville Christian School recognizes the value of encouraging spiritual development. Chapel time will normally consist of songs praising God and prayer time. Additionally, at various times, there will be spiritual talks and related activities, programs on values, and other topics designed to enhance the lives of Nashville Christian School students. Occasionally, there will be an extended chapel covering more in-depth topics needed by the students. Student attendance is mandatory, and appropriate behavior is expected.

Emergency Phone Numbers

It is extremely important that current home, cell, office, and emergency contact numbers be on file in the school office. The school will make every effort to contact parents or the emergency contact person if a serious illness or accident occurs. If it is a critical situation, the first call will be made to 911. Please keep the office personnel informed of any change in your home address or emergency contact information.

Lunch Program

The lunch program varies per grade. Please refer to the information from parent orientation for further details. Glass containers, carbonated beverages of any kind, and yogurt in a tube are not permissible. Elementary students do not have access to a microwave.

Medications at School

If a student takes any medication at school, it must be stored in the school nurse's office. All medications must be handled through the nurse's office. The nurse will issue medications in these situations:

- Over-the-counter medications with written parental permission
- Prescription drugs according to doctor's orders

Parent/Teacher Conferences

Parents will have a required scheduled conference. This will be an opportunity to discuss the student's academic, social, and behavioral progress and any areas of concern that either party may have. This conference does not preclude any other conference deemed appropriate or needed by the parent or the teacher. We believe that effective communication between the home and school is vital to the on-going educational process. Your child's teacher will contact you to schedule a conference.

Illness or Injury at School

In the event a student becomes ill or injured, the school will contact the parent. Students should not return to school until they are clear of the following for 24 hours: fever, vomiting, diarrhea, or other contagious symptoms.

Dress Code

- Students in grades K-2 are not required to tuck in their shirts or wear belts. In grades 3-5 shirts must be tucked in at all times. Belts must be worn with pants that have belt loops. Belts should be black or brown with no additional accessories.
- Students must wear closed toe tennis shoes (color optional). No crocs, sandals, flip flops, or hard-soled shoes
- Hooded sweatshirts that are purchased through the bookstore or from an NCS school team may be worn as long as a dress code shirt is worn underneath.
- Optional items may be purchased from Parker.
- Hair must not cover the ears or touch the shirt collar for boys.
- Caps, hats, holes in clothing, sleeveless apparel, tattoos, and body piercing (except ears) should not be visible at any time.

K-5 Required Attire for Boys

- Navy Parker polo shirt
- Uniform Khaki pants from Parker or any other uniform vendor (no cargo pants)

K-5 Optional Attire for Boys

- Orange or white polo shirt from Parker
- Uniform Khaki shorts (no cargo shorts)

K-5 Required Attire for Girls

- Navy Parker polo shirt
- Uniform Khaki pants from Parker or any other uniform vendor (no cargo pants)

K-5 Optional Attire for Girls

- All previously approved Parker items; jumpers, skorts, or flat-front skirts
- Khaki skirts, capris, or uniform khaki shorts (no cargo skirts/shorts, no khaki jumpers)
Skirt/short length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee.
- Orange or white polo shirt from Parker
- Solid tights in navy or white
- Leggings (no sweatpants) in navy or white from store of your choice (no lace)

*All students may wear blue jeans on Fridays with a dress code shirt. The jeans are not to have holes and must fit appropriately.

V. DISCIPLINE

Students will be subject to school discipline for inappropriate on and off campus behavior. Each teacher will provide the student with a copy of classroom expectations. Students who violate behavioral guidelines will be subject to consequences which may include, but are not limited to, the following: detention, Saturday school, in or out of school suspension or expulsion. Please be aware that Saturday school includes a \$50.00 fee. Class work missed as a result of out of school suspension will not be accepted.

NASHVILLE CHRISTIAN INTERMEDIATE AND MIDDLE SCHOOL HANDBOOK
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I. BEFORE SCHOOL AND AFTER SCHOOL POLICIES

The school day begins at 7:45 a.m. Students are expected to wait in the multi-purpose room until 7:25 a.m. Arrivals before 7:25 a.m. (unless participating in a school sponsored activity) should report to Extended Morning Care in the multi-purpose room. Students may then go to lockers and get ready for class. Dismissal time is 3:00 p.m. For safety reasons, all students are to be picked up no later than 3:20 p.m. After 3:20 p.m., students will report to Extended Care unless they are participating in a school sponsored activity. (Parents are responsible for Extended Care fees.)

Late Arrival to School

Students will be counted absent if they are not in the classroom at 7:45 a.m. Students who are tardy must report directly to the office, sign in, and obtain an admit slip. The office staff will update RenWeb records to show the student was tardy. Students arriving after 8:35 a.m. must report directly to the office to be signed in by a parent and obtain an admit slip. Students cannot sign for themselves. If a student attempts to sign in alone, a parent will be called to return to school. If a student accumulates five tardies during a semester, the student will be subject to discipline. More than five tardies per semester disqualifies a student from receiving perfect attendance.

Early Dismissal

If a student is to be picked up before the regular dismissal time, the parent or guardian should make the request in writing, stating the reason for the early release. Please schedule personal appointments after school hours. Emergency requests may be made by phone or in person before 3:00 p.m. Parents must check in at the office so that the student can be called out of class with the least amount of disruption and be signed out for the day. Students are not allowed to sign themselves out. Five early dismissals in a semester are equivalent to one absence. If a student is sick and wants to leave school, he or she must go through the school nurse to call parents and for dismissal.

II. ATTENDANCE AND ABSENTEE POLICIES

If a student misses 10 class periods of the same subject during a semester, he or she may not receive credit for that semester. Students with extended illness will be handled on an individual basis. Parents should provide the school with a note when a student is not present. School sponsored activities do not count toward the 10 absences per semester.

III. ACADEMICS

Nashville Christian Middle School curriculum consists of the following:

Required Courses

- Bible
- *Writing/Grammar
- *Reading/Literature
- *History/Geography *Core courses
- *Math
- *Science
- Electives
- PE/Health

Grading Scale

- A 93-100
- B 85-92
- C 75-84
- D 70-74
- F 69 or below

Late Homework/Daily Work

Work that is not turned in at the time it is due may be turned in for a **maximum** of 70% credit. Teachers may assign a morning detention for students to complete the work. Assignments that are not turned in will receive a zero in the gradebook. All late work should be completed within two weeks of the original due dates or less if stipulated by teachers in their classroom policies.

Make-up Assignments

Students who have an excused absence from school will be allowed two days for each day absent to complete any work with no penalty. Individual teachers may set alternate due date policies regarding long-term projects. The NCS Administration reserves the right to consider extenuating circumstances in due dates for make-up work. Normally, students who are in attendance the day prior to a scheduled test will make up the test on the day they return to school. This will be done at the teacher's discretion. Parents should check RenWeb for a listing of missing assignments. Late work turned in after an unexcused absence will follow the above "Late Homework/Daily Work" policy.

Progress Reports and Report Cards

Progress reports will be mailed or e-mailed to parents every 5th week of the grading period. Report cards will be issued at the end of each grading period. Final report cards will be issued at the end of each semester. Parents are advised to refer to the official school calendar to anticipate the approximate dates that progress reports and report cards will be issued. Report cards and other permanent records will be held if student financial records are not current.

Testing

****Semester Exams***

Specific schedules will be provided for these major tests allowing ample time for preparation. The teacher will dedicate class time for review as deemed appropriate.

****Standardized Tests***

Stanford 10, a nationally standardized test, is given annually to students in grades 5-8. The TCAP Writing Assessment is given annually to 5th and 8th graders. The Explore test will be given to 8th grade students. Students enrolled in 8th grade Algebra I will take an End of Course exam.

Promotion and Retention

Students are promoted or retained on the basis of their total preparedness to enter the next grade level. All core courses must be passed per semester. The decision to promote or retain a student will be made jointly by the teacher involved and the school administrator. Conferences will be scheduled with the parents at that time. In some situations remediation and assessment may be

required for promotion to the next grade. Students recommended for retention may be promoted upon completion of required remediation.

Extra-Curricular Eligibility

The administration will conduct an extra-curricular eligibility check at progress report and report card time for each nine weeks. Students who have earned one F or two D grades at these times will be ineligible for extra-curricular activities for the next school week. At the end of this school week, students who have been ineligible must return a signed form to the principal from each of their teachers stating that they have made academic improvement.

Academic Probation

When report cards are issued, any student with one F or two Ds is subject to being placed on an academic contract. Failure to abide by the terms of the contract may result in the dismissal of the student from Nashville Christian School.

Intermediate and Middle School Planner (Notebook)

Intermediate and middle school students are required to maintain an academic planner. The school will provide the planner for your student. If a planner is lost or destroyed, the student will purchase a new planner from NCS. It is the responsibility of parents to check their student's planner or RenWeb for assignments. Students should take the planner with them to each class.

Academic Integrity

It is our goal that each NCS student model integrity in all facets of life, including academics. Academic cheating is the attempt to obtain information, knowledge or material from any source and submit it as one's own work. This can include (but is not limited to) plagiarism, giving or receiving information for homework, classroom assignments, or tests. Cases determined to involve academic dishonesty are considered to be serious and will be dealt with as follows:

- 1st offense- The student will be given a zero for the assignment. Conference to be held between parent, student, and administration. Additional consequences such as Saturday school and suspension may also be considered.
- 2nd offense- The student will be given a zero for the assignment and placed on disciplinary probation. A second conference will be held between parent, student and administration. Student will be placed on a behavioral contract; consequences may include (but are not limited to) suspension or dismissal from school. Documentation of the incident(s) will be included in the student's cumulative record.
- 3rd offense- The student will be suspended with a recommendation made for dismissal from NCS. Documentation of the incident(s) will be included in the student's cumulative record.

IV. DAY-TO-DAY ACTIVITY REGULATIONS

Chapel

Nashville Christian School recognizes the value of encouraging spiritual development. Chapel time normally consists of songs praising God and prayer time. Additionally, at various times, there will be spiritual talks and related activities, programs on values, and other topics designed to enhance the lives of Nashville Christian School students. Occasionally, there will be an extended chapel covering more in-depth topics needed by the students. Student attendance is mandatory, and appropriate behavior is expected.

Food/Drinks/Gum

At no time are open containers allowed unless supervised by a teacher or administrator (e.g. club or class meeting during lunch). Food and drink should never be consumed in school halls. Food purchased in the cafeteria or commons area should be consumed only in designated eating areas. Drinks stored in locker must be enclosed in a lunch box. Teachers may obtain permission to prepare/bring food when it is a part of the unit they are teaching. No gum is allowed during school hours. Water may be consumed in classrooms at the teacher's discretion.

Hall Passes

Students should remain in class at all times. Students may be permitted to leave class at the discretion of the teacher. Students should go directly (and only) to the approved place and return immediately to the classroom. Disturbing other classes is not permitted. If students are found in inappropriate places, consequences for skipping class will occur. Student planners will be used as hall passes. A teacher will sign the planner stating the time the student leaves class and his or her destination.

Illness or Injury at School

In the event a student becomes ill or injured, the school will contact the parent. Students should not return to school until they are clear of the following for 24 hours: fever, vomiting, diarrhea, or other contagious symptoms.

Medications at School

If a student takes any medication at school, it must be stored in the school nurse's office. All medications must be handled through the nurse's office. The nurse will issue medications in these situations:

- Over-the-counter medications with written parental permission
- Prescription drugs according to doctor's orders

Physical Activity Policy

All students participating in any athletic activity must have the physical examination form on file. Students are required to bring a written statement from a physician if they are unable to participate in physical activity (sports or PE) due to any medical or physical condition. Students enrolled in 7th and 8th grade P.E. will be required to wear an NCS t-shirt and a pair of mesh shorts for P.E.

Emergency Medical Treatment

Parents should complete an emergency care form each year that permits school officials to request medical treatment for the student. Parents should update this information as often as necessary.

Lunch

All students will eat in the school cafeteria unless prior approval is obtained from the principal to eat in another area. All students will remain in the cafeteria until dismissal from lunch. Only family members are allowed to visit and eat with students in the cafeteria.

Lockers/Storage

Students will be responsible for the inside and outside of their assigned lockers in the hallway or storage space in the classroom. Lockers are the property of the school and can be inspected by school officials or law enforcement officials at any time with or without the presence of the student. Students are expected to keep books and belongings properly stored. Locks will not be furnished by the school; however, if you choose to use a lock, the school must have access.

Search of Persons and Property

Nashville Christian School reserves the right to search any student and his/her property. These searches can extend to lockers, purses, athletic bags, backpacks, and/or other places in which illegal contraband can be concealed. Great discretion will be utilized to insure privacy and appropriateness of said searches.

Media Policy

NCS maintains the right to review and supervise any type of media at school. Electronic devices, such as iPods, must be turned off during school hours and stored in lockers. Devices may be taken up and returned at the discretion of the administration. Refer to the Technology Resource Policy Agreement for more information

Telephone Use

Cell phone use (texting, calls, or photos) is not permitted in the building between the hours of 7:45 am and 3:00 pm. If students bring a cell phone to school, it should be left in their lockers for the entire school day. Violation of this policy will result in confiscation of the cell phone for five school days. At the end of five school days, the parent will be allowed to pick up the phone.

Classroom Phones

Teachers may allow students to use phones in the classrooms if there is a specific need to call parents. The office phone is not for regular student use.

Textbooks

Nashville Christian School furnishes textbooks for students in grades 5 – 8. Books that are lost, torn, marked in, or otherwise abused must be paid for by the students/parents according to the extent of the damage.

Visitors

Visitors are welcome at Nashville Christian School. All visitors must report to the office and wear a visitor's badge. Generally, to avoid disruption of classes, only those students who are applying for admission and have an appointment may visit classrooms. Parents and grandparents are allowed to come and eat lunch with their student. Please understand that NCS reserves the right to insist on the appropriate example and environment for students, including denying admittance to visitors.

Dress Code

- In grades 5-8, shirts must be tucked in at all times. Belts must be worn with pants that have belt loops. Belts should be black or brown with no additional accessories.
- Hooded sweatshirts that are purchased through the bookstore or from an NCS school team may be worn as long as a dress code shirt is worn underneath.
- Optional items may be purchased from Parker
- Caps, hats, holes in clothing, sleeveless apparel, undergarments, tattoos, and body piercing (except ears) should not be visible at any time.

- 5th-6th grade tennis shoes must be worn at all times
- 7th-8th grade tennis shoes OR closed toe shoes with no more than 1 inch heel
- Jackets should be kept in lockers during the school day

5-8 Girls Required

- Navy short sleeved shirt from Parker
- Khaki pants from Parker or any other uniform vendor similar in color and style to Parker (no cargo pants)
- Black or Brown belt with no accessories

5-8 Girls Optional

- All previously approved Parker items; skirt/short length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee.
- White or orange polo from Parker
- Solid Tights in navy or white from store of your choice
- Leggings (no sweatpants) in navy or white from store of your choice (no lace)
- Undershirts in navy or white
- Khaki uniform skirts, shorts or capris from store of your choice (no cargo styles). Skirt/short length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee.

5-8 Boys Required

- Navy short sleeved shirt from Parker
- Khaki pants from Parker or any other uniform vendor similar in color and style to Parker (no cargo styles, no sagging.)
- Black or brown belt with no accessories
- Hair must not cover the ears or touch the shirt collar
- Earrings or any other body piercing, caps, hats, tattoos, t-shirts, and undergarments should not be visible. Men must be clean-shaven. Beards and mustaches are not allowed.

5-8 Boys Optional

- All previously approved Parker items
- White, orange or navy and white striped Parker shirts
- Khaki uniform shorts from any uniform vendor (no cargo styles)

*All students may wear jeans on Fridays with a dress code shirt or school related t-shirt. The jeans are not to have holes and must fit appropriately.

Athletics Dress Code

All athletes should dress appropriately for the activity in which they are participating. Dress for practices, camps, and games should be appropriate for the event and should maintain a level of modesty. Coaches will monitor this as part of their responsibilities.

V. DISCIPLINE

It is the goal of Nashville Christian School to provide a safe, orderly classroom environment for all students. Students will be subject to school discipline for inappropriate on and off campus behavior. Each teacher will provide the student with a copy of classroom expectations. Teachers

are empowered and encouraged to resolve minor discipline issues within the classroom; the following is designed to provide a framework of assistance should the teacher require help with student behavioral issues. Teachers will attempt to resolve discipline matters through informal measures within their classrooms. However, if these informal measures are unsuccessful, then the teachers will use formal procedures to address the behavior.

- If formal discipline is necessary for minor behavior issues, teachers will document student behavior issues in RenWeb. At this time, documentation should be e-mailed to the parents and to the middle school discipline record keeper.
- After 3 documented disciplinary offenses of any type, intervention by the administration will take place.
- Level 2 or greater interventions will be given by the administration.
- Extreme or dangerous issues will be referred directly to the administration.

Classroom Interventions (Informal options that could be employed by the teacher)

- Conference: A conference (in person or by telephone) may be required to discuss the behavior and intervention; may include the teacher, student, and/or parent
- In-Class Consequence: Student may be assigned new seating or another change in environment may be implemented.
- Parent/Teacher Contact: Examples of this type of contact might be an e-mail, phone message, or note home to be signed.
- Student Journal: The student might be asked to write about his/her behavior and identify possible alternatives.
- Temporary Out: Temporary denial of student's participation in classroom activities.
- Temporary Contract with Student/Parent: The contract might include a statement of the problem, a list of steps for behavior improvement. The contract might also describe the support to be provided by school staff and parents/guardian, as well as the date when results of the contract will be reviewed.
- Detention monitored by the individual teacher- May be before or after school, or during lunch; and may not extend more than 1 hour per day. Student must have ample time to purchase and eat food during lunch detention.

Administrative Interventions (Formal)

- Students will be referred to the administration following the third recorded discipline matter. The administration will assign consequences such as detention, work detail, after school reflection session, or a conference with parents.
- For level 2 or greater offenses, the administration may assign more severe consequences. These consequences may include Saturday school, a behavior contract, or suspension.
- All Level 3 offenses will be handled directly by the administration. At this level, consequences may include suspension or expulsion.

Saturday School

Saturday School: When a student reaches Level 3 intervention he/she may be required to attend Saturday School at NCS from 8:00AM -12:00 noon. A \$50.00 fee will be charged to pay teacher(s) working this detention. Unexcused absences from Saturday school will subject the student to further disciplinary actions beyond that already required. Parents will be notified at least 24 hours in advance with proper documentation.

Out of School Suspension

Students who are suspended from school will not be allowed to make up assignments that have been missed. Teachers may have the option to allow students to make up tests that were given during the suspension for a reduced grade.

Examples of activities that could result in school suspension, expulsion, and/or police involvement:**

**Tennessee state law gives local education agencies authority to establish and enforce student disciplinary policies. The Tennessee Code sections on school discipline begin at TCA § 49-6-4012. Zero-tolerance offenses, including drug possession, are covered in § TCA 49-6-4216. Laws on suspension are covered beginning with TCA § 49-6-3401.*

***The following list is representative, and is not to be considered as all-inclusive*

- Caused or attempted to cause damage to school property or private property, vandalism, graffiti
- Disrupted school activities or otherwise willfully defied the valid authority of administrators, supervisors, teachers, school officials, or other school personnel engaged in the performance of their duties.
- Habitual profanity and/or obscene acts.
- Forgery
- Caused or attempted to cause, or threatened physical injury to another person;
Fighting
- Unlawfully possessed, used, sold or otherwise furnished, or found under the influence of any controlled substance (alcoholic beverage, or intoxicant of any kind).
- Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu (look-a-like) of the controlled substance, alcoholic beverage or intoxicant.
- Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia as defined in Tennessee state law of the Health and Safety Code.
- Theft or attempted theft of property.
- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. (Includes tasers, stun guns, pepper spray, or mace.)
- Possessed an imitation firearm (replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
- Willful use of force or violence upon the person of another.
- Publication and/ or distribution of unauthorized materials, including distribution of images and/or video via the internet
- Caused or attempted to cause, threatened to cause, or participated in an act of hate violence as defined in the Tennessee Code sections on school discipline.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting the students, their class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment. (Defined in Tennessee Education Code)
- Made terrorist threats against school officials or school property, or both.
- Knowingly possessing or receiving stolen property.

- Any activity, which is a violation of law, such as setting off a fire alarm, fireworks, etc.
- Gambling.
- Persistent use of degrading language or hazing.
- Sexual harassment: any verbal, visual or physical harassment, which is severe enough to cause emotional distress, or to have a negative effect on a person's academic achievement, or to create an intimidating environment.
- Gang activity including confrontational behavior, using signs or gang names.
- Unauthorized absence- skipping classes and/or school

VI. DRUG, TOBACCO AND ALCOHOL POLICY

The sale, possession, or use of drugs, alcohol, tobacco or illegal substances by students on or off the Nashville Christian School campus is illegal and jeopardizes his or her enrollment at NCS. Random drug tests will be administered, and the school campus may be searched at any time for the presence of drugs, alcohol, or tobacco. If a student fails a drug test, the school reserves the right to require approved professional counseling and mandatory future drug testing. Following a failed test, the student will be systematically tested at every scheduled testing time at the student's expense. Failure of a second drug test will result in expulsion from school.

VII. WEAPONS

Weapons are not to be brought on the Nashville Christian School campus. A student who has a weapon in his or her possession jeopardizes enrollment at NCS.

VIII. TECHNOLOGY

Access to technology resources are given only to those who agree to act in a responsible manner in accordance with the Acceptable Use Policy and all school rules. Violations may result in disciplinary actions as deemed appropriate by the administration and may carry significant legal consequences.

ACCEPTABLE USE POLICY

Technology enables members of the school community to communicate and share information on a global scale. This provides users with the ability to access many resources of immense educational value. Users must be aware, however, that there are also many resources that are simply inappropriate in a school setting. As a result, the following measures have been taken to ensure a safe, productive, and educationally rewarding experience.

1. Technology resources will be used for school-sponsored activities only with no guarantee as to the information obtained.
2. Access to technology resources will be filtered so as to restrict access to any content deemed undesirable by the administration.
3. Users will be instructed in the proper use of technology resources and will be expected to seek assistance when necessary.
4. School personnel may review users' files and Internet communications to maintain system integrity and to ensure compliance with this policy and all school rules.
5. Those wishing to use personal electronic devices requiring network connectivity on campus must seek approval of the Network Administrator prior to use. This includes, but is not limited to, notebook computers and PDA's.

The following general guidelines have been developed to further protect the school community.

1. The user agrees to never transmit personal information or location except under the direct supervision of school personnel.
2. The user agrees to notify school personnel immediately if they are asked for personal information or location or if they inadvertently gain access to inappropriate materials.
3. The user agrees to never attempt unauthorized access to another network or to another user's network account.
4. The user agrees to keep any and all passwords confidential.
5. The user agrees to never use technology resources in a way that would disrupt use by others or infringe upon the intellectual property rights of others.

CONCLUSION

Because it is impossible to monitor users at all times, each individual is expected to assume responsibility for his or her own adherence to this policy. Nashville Christian School and its employees will not be held responsible for the actions of a user who is in violation of this policy.

Please note that we reserve the right to change this policy at any time.

NASHVILLE CHRISTIAN HIGH SCHOOL HANDBOOK

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I. BEFORE SCHOOL AND AFTER SCHOOL POLICY

The school day begins at 7:45 a.m. Supervision before and after school for students not engaged in school activities is a service the school cannot provide. Generally, students should arrive no earlier than 30 minutes before school and will be expected to vacate the high school building no later than 30 minutes after school is dismissed. If special circumstances dictate regular extension of these times, parents should inform the school. Students who are regularly at school more than 30 minutes after normal end times will be sent to Extended Care and charged a fee for this service.

II. ATTENDANCE AND ABSENTEE POLICIES

If a student misses 10 class periods during a semester, he or she may not receive credit for that semester. Students with extended illness will be handled on an individual basis. Parents should provide the school with a note when a student is not present, or the student will be counted as unexcused. Unexcused absences may result in a student being unable to make-up any missed work. The teacher will determine if the assignment is such an integral part of the learning as a whole, that failure to count it would have a significant affect on the student's learning. School sponsored activities do not count toward the 10 absences per semester. Additional time after school maybe required to make-up for the lost[loss] of educational instruction. After an accumulation of 5 absences, students will be required to make-up for lost time. Field trips, sporting events and other sanctioned events approved by the principal will not be accumulated toward the 5.

College Days

Juniors and Seniors are allowed two additional days for visiting college campuses. They should have a note from the parent, as well as teacher signatures for each class, filed in the guidance office five (5) days before the absence occurs. Visits must be to universities or colleges outside the Nashville area. After visiting, documentation must be submitted to the guidance counselor's office.

Late Arrival to School

Students will be counted absent if they are not in the classroom at 7:45 a.m. Students who are tardy must report directly to the office, sign in, and obtain an admit slip. The office staff will update RenWeb records to show the student was tardy. Students arriving after 8:35 a.m. must report directly to the office to sign in obtain an admit slip. Documentation should be provided from parents to receive an excused absence or tardy which will allow the student to make-up the work missed for credit.

Tardiness

Students not in the classroom when the bell rings will be counted as tardy. If the student is tardy for periods 2 through 8 they are to be recorded as tardy by the teacher- no admit slip is required. Office staff will run reports to monitor tardiness. Excessive tardiness, whether to school or class, will be dealt with as follows:

- On the 3rd tardy in a semester, the student is assigned a 1 hour detention
- On the 6th tardy in a semester, the student is assigned two 1 hour detentions, and parents will be notified
- On the 9th tardy in a semester, the student will be assigned Saturday school (\$50 charge)
- Further tardiness will be dealt with at the discretion of the Discipline committee and administration. Failure to attend detention or Saturday school will be dealt with per disciplinary guidelines.

Early Dismissal

If a student is to be picked up before the regular dismissal time, the parent or guardian should make the request in writing stating the reason for the early release. Please schedule personal appointments after school hours. Emergency requests may be made by phone or in person before 3:00 p.m. Parents must check in at the office so that the student can be called out of class with the least amount of disruption and be signed out for the day. Students are not allowed to sign themselves out. Five early dismissals in a semester are equivalent to one absence. If a student is sick and wants to leave school, he or she must go through the school nurse to call parents to be dismissed.

III. ACADEMICS

Class Schedule Changes

Under the Nashville Christian High School system, students are counseled on class selection. Changes to a class schedule will be initiated by the teacher or administrator, and parents will be contacted. School administrators reserve the right to make schedule changes to balance class size and teacher workloads at various times throughout the year. No changes will be made without notifying parents or guardians of the changes.

Graduation Tracks

Students attending Nashville Christian School may complete graduation requirements while progressing on one of three graduation tracks. These are Scholars, Honors, and College Entrance. Credit requirements for each track are provided during the first year of attendance at Nashville Christian School. All students enrolled at Nashville Christian School are required to take at least one class from each of the following disciplines each school year: Bible, Math, Science, and English.

Exam Policy

Everyone will be required to take final exams both semesters with the exception of seniors. Seniors who carry an “A” average in the first semester of a class and the third nine-week period may be exempt from the final exam if there are no discipline infractions that result in ISS, OSS, or Saturday School. A teacher may reserve the right to require seniors to take a final exam if the exam is an integral part of the course. All students must take an exam for one-semester courses. The End-of-Course or Gateway test may not constitute the entirety of a course final exam. These tests may constitute a significant part of a student’s exam grade or final grade.

General Grading Policy 9-12

Students are expected to complete and turn in assigned work within the time frame specified by the instructor. Students may expect to see at least two to three grades recorded per class in RenWeb each week. It is understood that occasional assignments (research papers, essays, etc.) require a longer time to grade and may not be immediately recorded.

Late Homework/Daily Work

Work that is not turned in at the time it is due may be turned for a **maximum** of 70% credit. Teachers may assign a morning detention for students to complete the work. Assignments that are not turned in will receive a zero in the gradebook. All late work should be completed within two weeks of the original due dates or less if stipulated by teachers in their classroom policies.

Make-up Assignments

Students who have an excused absence from school will be allowed two days for each day absent to complete any work with no penalty. Individual teachers may set alternate due date policies regarding long-term projects. The NCS Administration reserves the right to consider extenuating circumstances in due dates for make-up work. Normally, students who are in attendance the day prior to a scheduled test will make up the test on the day they return to school. This will be done at the teacher's discretion. Parents should check RenWeb for a listing of missing assignments. Late work turned in after an unexcused absence will follow the above "Late Homework/Daily Work" policy.

Grading Scale

A	93 – 100	F	69 or below
B	85 – 92	Lowest-passing grade is 70	
C	75 – 84		
D	70 - 74		

Extra-Curricular Eligibility

The administration will conduct an extra-curricular eligibility check at progress report and report card time for each nine weeks. Students who have earned one F or two D grades at these times will be ineligible for extra-curricular activities for the next school week. At the end of this school week, students who have been ineligible must return to the principal a signed form from each of their teachers stating that they have made academic improvement.

Academic Probation

When report cards are issued, any student with one "F" or two "D" grades is subject to being placed on academic contract. Failure to abide by the terms of the contract may result in the dismissal of the student from Nashville Christian School.

Progress Reports and Report Cards

Students are promoted or retained on the basis of their total preparedness to enter the next grade level. All courses must be passed. The decision to promote or retain a student will be made jointly by the teacher involved and the school administrator. Conferences will be scheduled with the parents at that time. In some situations remediation and assessment may be required for promotion to the next grade. Students recommended for retention may be promoted upon completion of required remediation. Progress reports are issued at the half-way point of the nine weeks grading period. Report cards are issued in at the end of the nine weeks.

Summer School

All core curriculum courses can be taken for credit only if they are make-up courses due to failure. Classes must be made up in the summer of the school year the class was originally taken and failed. Courses taken in summer school will be noted on permanent records and will not be counted in the class rank point totals.

Classification of Students

A student's classification may not exceed the level of English course in which he/she has currently enrolled.

Valedictorian and Salutatorian

The Valedictorian and Salutatorian designations will be based on numerical grades accumulated through the first seven semesters of high school among the Scholars track students. Students competing for these designations must have completed at least four semesters of AP/Dual Enrollment courses and must have been enrolled at NCS no later than the second semester of their sophomore year.

Rank in Class

The GPA listed on the high school transcript will be used to determine the rank in class. All courses taken during the four years of high school will be included when calculating the final GPA with the exception of summer school courses. The top five designations will be based on the numerical grades accumulated through the first seven semesters of high school among all Scholar and College Entrance track students. To be eligible for a top five designation a student must have been enrolled at NCS no later than the second semester of their sophomore year.

SAT, ACT and Other Tests

Each college bound student must have a Scholastic Aptitude Test (SAT) or an American College Testing (ACT) score on file to fulfill state requirements for graduation. All College Entrance and Scholars track students should take at least one of the above during their junior year for a baseline. The Work Keys test can be given to students not on the College Entrance or Scholars track. The Preliminary Scholastic Aptitude Test (PSAT) is offered to tenth and eleventh grade students. For tenth graders, it serves as a practice test for the SAT; and for eleventh graders, in addition to practice, it is a qualifying test for the National Merit Scholar Program. It is highly suggested that students who have scored 24 or higher on the ACT or students with very high GPA's look for outside tutoring for the PSAT test in October. Students who test in the 98th percentile have the potential of qualifying for the National Merit Scholar Program and various related scholarships. The PLAN Test is a preliminary test for the ACT and is given to tenth grade students. This score will show what track the student is currently on for a future ACT score. The Armed Services Vocational Aptitude Battery (ASVAB) is given to eleventh graders to assess their career interests. All freshmen will take the Stanford 10 Achievement test in the spring. Any student taking Algebra I will take the End of Course Exam to demonstrate mastery of the subject matter.

Advanced Placement Courses

Advanced Placement (AP) courses are offered in American History and Calculus. The AP G.P.A. rating is 5.0. This rating and the AP designation are noted on transcripts. In general, a score of three or more is required by colleges to receive AP credit. Teachers will make a recommendation as to whether or not a student should attempt the exam. However, students not recommended may still take the exam.

College Credit Courses

Through a joint venture with Lipscomb University, juniors and seniors may take "dual enrollment" classes at NCS, giving them both high school and college credit for the courses taken. Nashville Christian School currently offers dual enrollment courses in English Composition I and II, British Literature, American Literature, and Speech. Most credits can be transferred to other institutions, but no guarantee of transferability is expressed or implied by NCS. Parents, with the help of guidance personnel, can find out if colleges/universities under consideration accept these courses.

Academic Integrity

It is our goal that each NCS student model integrity in all facets of life, including academics. Academic cheating is the attempt to obtain information, knowledge or material from any source and submit it as one's own work. This can include (but is not limited to) plagiarism, giving or receiving information for homework, classroom assignments, or tests. Cases determined to involve academic dishonesty are considered to be serious and will be dealt with as follows:

- 1st offense- The student will be given a zero for the assignment. A conference will be held between parent, student, and administration. Additional consequences such as Saturday school and suspension may also be considered.
- 2nd offense- The student will be given a zero for the assignment and placed on disciplinary probation. A second conference will be held between parent, student and administration. Student will be placed on a behavioral contract; consequences may include (but are not limited to) suspension or dismissal from school. Documentation of the incident(s) will be included in the student's cumulative record.
- 3rd offense- The student will be suspended with a recommendation made for dismissal from NCS. Documentation of the incident(s) will be included in the student's cumulative record.

IV. DAY-TO-DAY ACTIVITY REGULATIONS

Automobiles

Students having a legal driver's license may drive their cars to school and park them on campus as long as they abide by the following rules.

- Park in designated spaces as soon as arriving on campus. Students are not to park in fire lanes, reserved, or visitor spaces. Students are only allowed to park in their assigned parking spaces.
- Student parking tag with identification number must be displayed on vehicles at all times.
- Drive appropriately (slowly, carefully, defensively) only on paved surfaces.
- Once parked, go directly to the buildings. Permission from the teacher is required before leaving the building during school to go to the parking lot.
- Unlicensed drivers are not permitted to drive automobiles on campus.
- Violations will be handled by the principal.
- Automobiles are subject to search for unlawful contraband while on campus.

Chapel

Nashville Christian School recognizes the value of encouraging spiritual development. Chapel time will normally consist of songs praising God and prayer time. Additionally, at various times, there will be spiritual talks and related activities, programs on values, and other topics designed to enhance the lives of Nashville Christian School students. Occasionally, there will be an extended chapel covering more in-depth topics needed by the students. Student attendance is mandatory, and appropriate behavior is expected.

Visitors

Visitors are welcome at Nashville Christian School. All visitors must report to the office and receive a visitor's badge. Generally, to avoid disruption of classes, only those students who are applying for admission and have an appointment may visit classrooms. Parents and grandparents are allowed to come and eat lunch with their student. Please understand that NCS reserves the

right to insist on the appropriate example and environment for the students, including denying admittance to visitors.

Lunch

All students will eat in the school cafeteria unless prior approval is obtained from the principal to eat in another area. All students will remain in the cafeteria until dismissal from lunch. Only family members are allowed to visit and eat with students in the cafeteria. Unauthorized off-campus activity during the lunch period will be considered a major discipline offense.

Food/Drinks/Gum

At no time are open containers allowed unless supervised by a teacher or administrator (e.g. club or class meeting during lunch). Food purchased in the cafeteria or commons area should be consumed only in designated eating areas. Teachers may obtain permission to prepare/bring food when it is a part of the unit they are teaching. No gum is allowed during school hours. Water may be consumed in classrooms at teacher's discretion.

Hall Passes

Students should remain in class at all times. Students may be permitted to leave class at the discretion of the teacher. Students should go directly (and only) to the approved place and return immediately to the classroom. Disturbing other classes is not permitted. If students are found in inappropriate places, consequences for skipping class will occur.

Illness or Injury at School

In the event a student becomes ill or injured, the school will contact the parent. Students should not return to school until they are clear of the following for 24 hours: fever, vomiting, diarrhea, or other contagious symptoms.

Medications at School

If a student takes any medication at school, it must be stored in the school nurse's office. All medications must be handled through the nurse's office. The nurse will issue medications in these situations:

- Over-the-counter medications with written parental permission
- Prescription drugs according to doctor's orders

Physical Activity Policy

All students participating in any athletic activity must have the physical examination form on file. Students are required to bring a written statement from a physician if they are unable to participate in physical activity (sports or PE) due to any medical or physical condition. Students enrolled in P.E. will be required to wear an NCS t-shirt and a pair of mesh shorts for P.E.

Emergency Medical Treatment

Parents should complete an emergency care form each year that permits school officials to request medical treatment for the student. Parents should update this information as often as necessary.

Leaving School

When a student comes onto the school campus or boards a school vehicle, he/she is “in school.” Students are not to leave the school grounds for any reason without parental permission and administrative approval. Any student needing to leave school must request permission from the office. A written request or phone call from the parent of the student is required before a student may leave. Students who are permitted to leave campus must sign out and sign in when they return. A student becoming ill at school must have parental permission before leaving campus and must checkout with the office.

Seniors may be allowed off campus for lunch; however, seniors who violate any school rule (i.e. chapel attendance/punctuality/academic) may have their off-campus privileges suspended. Special groups may have occasional off-campus lunch with prior approval of the principal

Lockers/Storage

Students will be responsible for the inside and outside of their assigned lockers. Lockers are the property of the school and can be inspected by school officials or law enforcement officials at any time with or without the presence of the student. Students are expected to keep books and belongings properly stored. Locks will not be furnished by the school; however, if you choose to use a lock, the school must have access.

Search of Persons and Property

Nashville Christian School reserves the right to search any student and his/her property. These searches can extend to automobiles, lockers, purses, athletic bags, backpacks, and/or other places in which illegal contraband can be concealed. Great discretion will be utilized to insure privacy and appropriateness of said searches.

Media Policy

NCS maintains the right to review and supervise any type of media at school. Electronic devices, such as iPods, must be turned off during school hours and stored in lockers. Devices may be taken up and returned at the discretion of the administration. Refer to the Technology Resource Policy Agreement for more information

Telephone Use

Cell phone use (texting, calls, or photos) is not permitted in the building between the hours of 7:45 am and 3:00 pm. If students bring a cell phone to school, it should be left in their lockers for the entire school day. Violation of this policy will result in confiscation of the cell phone for five school days. At the end of five school days, the parent will be allowed to pick up the phone.

Classroom Phones

Teachers may allow students to use phones in the classrooms if there is a specific need to call parents. The office phone is not for regular student use.

Laptop Computers

Students may bring personal laptop computers to school for academic use. These computers may be used as part of a class, in the computer lab, or in other areas of the school as long as they are being used for academic purposes and with the permission of the teacher.

Textbooks

Nashville Christian School furnishes textbooks for students in grades 9 – 12. Books that are lost, torn, marked in, or otherwise abused must be paid for by the students/parents according to the extent of the damage.

Dress Code

- Shirts must be tucked in at all times. Belts must be worn with pants that have belt loops. Belts should be black or brown with no additional accessories.
- Hooded sweatshirts that are purchased through the bookstore or from an NCS school team may be worn as long as a dress code shirt is worn underneath.
- Optional items may be purchased from Parker
- Caps, hats, holes in clothing, sleeveless apparel, undergarments, tattoos, and body piercing (except ears) should not be visible at any time.
- Jackets should be kept in lockers during the school day

9-12 Girls Required

- Navy short sleeved shirt from Parker
- Khaki pants from Parker or any other uniform vendor similar in color and style to Parker (no cargo pants)
- Black or Brown belt with no accessories
- Tennis shoes OR closed toe shoes with no more than 1 inch heel

9-12 Girls Optional

- All previously approved Parker items; skirt/short length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee.
- White or orange polo from Parker
- Solid Tights in navy or white from store of your choice
- Leggings (NO SWEATPANTS) in navy or white from store of your choice (no lace)
- Undershirts in navy or white
- Khaki uniform skirts, shorts or capris from store of your choice (no cargo styles). Skirt/short length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee.

9-12 Boys Required

- Navy short sleeved shirt from Parker
- Khaki pants from Parker or any other uniform vendor similar in color and style to Parker (no cargo pants)
- Black or brown belt with no accessories
- Tennis shoes OR closed toe shoes
- Hair must not cover the ears or touch the shirt collar.
- Earrings or any other body piercing, caps, hats, tattoos, t-shirts, and undergarments should not be visible. Men must be clean-shaven. Beards and mustaches are not allowed.

9-12 Boys Optional

- All previously approved Parker items
- White, orange or navy and white striped Parker shirts
- Khaki uniform shorts from any uniform vendor (no cargo styles)

*All students may wear jeans on Fridays with a dress code shirt or school related t-shirt. The jeans are not to have holes and must fit appropriately.

Athletics Dress Code

All athletes should dress appropriately for the activity in which they are participating. Dress for practices, camps, and games should be appropriate for the event and should maintain a level of modesty. Coaches will monitor this as part of their responsibilities.

V. DISCIPLINE

It is the goal of Nashville Christian School to provide a safe, orderly classroom environment for all students. Students will be subject to school discipline for inappropriate on and off campus behavior. Each teacher will provide the student with a copy of classroom expectations. Teachers are empowered and encouraged to resolve minor discipline issues within the classroom; the following is designed to provide a framework of assistance should the teacher require help with student behavioral issues. Teachers will attempt to resolve discipline matters through informal measures within their classrooms. However, if these informal measures are unsuccessful, then the teachers will use formal procedures to address the behavior.

- If formal discipline is necessary for minor behavior issues, teachers will document student behavior issues in RenWeb. At this time, documentation should be e-mailed to the parents and to the discipline committee record keeper.
- After 3 documented disciplinary offenses of any type, intervention by the discipline committee will take place.
- Level 2 or greater interventions will be given by the discipline committee, and/or administration.
- Extreme or dangerous issues will be referred directly to the administration.

Classroom Interventions (Informal options that could be employed by the teacher)

- Conference: A conference (in person or by telephone) may be required to discuss the behavior and intervention; may include the teacher, student, and/or parent
- In-Class Consequence: Student may be assigned new seating or another change in environment may be implemented.
- Parent/Teacher Contact: Examples of this type of contact might be an e-mail, phone message, or note home to be signed.
- Student Journal: The student might be asked to write about his/her behavior and identify possible alternatives.
- Temporary Out: Temporary denial of student's participation in classroom activities.
- Temporary Contract with Student/Parent: The contract might include a statement of the problem, a list of steps for behavior improvement. The contract might also describe the support to be provided by school staff and parents/guardian, as well as the date when results of the contract will be reviewed.
- Detention monitored by the individual teacher- May be before or after school, or during lunch; and may not extend more than 1 hour per day. Student must have ample time to purchase and eat food during lunch detention.

Discipline Committee Interventions (Formal)

- Students will be referred to the discipline committee following the third recorded discipline matter. The discipline committee will assign consequences such as detention,

work detail, after school reflection session, or a discipline committee conference with parents.

- For level 2 or greater offenses, the discipline committee may make recommendations to the administration for further consequences. The administration will make the final decision. These consequences may include Saturday school, a behavior contract, or suspension.
- All Level 3 offenses will be handled directly by the administration. At this level, consequences may include suspension or expulsion.

Saturday School

Saturday School: When a student reaches Level 3 intervention he/she may be required to attend Saturday School at NCS from 8:00AM -12:00 noon. A \$50.00 fee will be charged to pay teacher(s) working this detention. Unexcused absences from Saturday school will subject the student to further disciplinary actions beyond that already required. Parents will be notified at least 24 hours in advance with proper documentation.

Out of School Suspension

Students who are suspended from school will not be allowed to make up assignments that have been missed. Teachers may have the option to allow students to make up tests that were given during the suspension for a reduced grade.

Examples of activities that could result in school suspension, expulsion, and/or police involvement:**

**Tennessee state law gives local education agencies authority to establish and enforce student disciplinary policies. The Tennessee Code sections on school discipline begin at TCA § 49-6-4012. Zero-tolerance offenses, including drug possession, are covered in § TCA 49-6-4216. Laws on suspension are covered beginning with TCA § 49-6-3401.*

***The following list is representative, and is not to be considered as all-inclusive*

- Caused or attempted to cause damage or to school property or private property, vandalism, graffiti
- Disrupted school activities or otherwise willfully defied the valid authority of administrators, supervisors, teachers, school officials, or other school personnel engaged in the performance of their duties.
- Habitual profanity and/or obscene acts.
- Forgery
- Caused or attempted to cause, or threatened physical injury to another person;
Fighting
- Unlawfully possessed, used, sold or otherwise furnished, or found under the influence of any controlled substance (alcoholic beverage, or intoxicant of any kind).
- Unlawfully offered or arranged or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu (look-a-like) of the controlled substance, alcoholic beverage or intoxicant.
- Unlawfully possessed, offered, arranged, or negotiated to sell any drug paraphernalia as defined in Tennessee state law of the Health and Safety Code.
- Theft or attempted theft of property.

- Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object. (Includes tasers, stun guns, pepper spray, or mace.)
- Possessed an imitation firearm (replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm).
- Willful use of force or violence upon the person of another.
- Publication and/ or distribution of unauthorized materials, including distribution of images and/or video via the internet
- Caused or attempted to cause, threatened to cause, or participated in an act of hate violence as defined in the Tennessee Code sections on school discipline.
- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting the students, their class work, creating substantial disorder, and invading student rights by creating an intimidating or hostile educational environment. (Defined in Tennessee Education Code)
- Made terrorist threats against school officials or school property, or both.
- Knowingly possessing or receiving stolen property.
- Any activity, which is a violation of law, such as setting off a fire alarm, fireworks, etc.
- Gambling.
- Persistent use of degrading language or hazing.
- Sexual harassment: any verbal, visual or physical harassment, which is severe enough to cause emotional distress, or to have a negative effect on a person's academic achievement, or to create an intimidating environment.
- Gang activity including confrontational behavior, using signs or gang names.
- Unauthorized absence- skipping classes and/or school

VI. DRUG, TOBACCO AND ALCOHOL POLICY

The sale, possession, or use of drugs, alcohol, tobacco or illegal substances by students on or off the Nashville Christian School campus is illegal and jeopardizes his or her enrollment at NCS. Random drug tests will be administered and the school campus may be searched at any time for the presence of drugs, alcohol, or tobacco. If a student fails a drug test, the school reserves the right to require approved professional counseling and mandatory future drug testing. Following a failed test, the student will be systematically tested at every scheduled testing time at the student's expense. Failure of a second drug test will result in expulsion from school.

VII. WEAPONS

Weapons are not to be brought on the Nashville Christian School campus. A student who has a weapon in his or her possession jeopardizes enrollment at NCS.

VIII. TECHNOLOGY/ NETWORK USE

Access to technology resources are given only to those who agree to act in a responsible manner in accordance with the Acceptable Use Policy and all school rules. Violations may result in disciplinary actions as deemed appropriate by the administration and may carry significant legal consequences.

ACCEPTABLE USE POLICY

Technology enables members of the school community to communicate and share information on a global scale. This provides users with the ability to access many resources of immense educational value. Users must be aware, however, that there are also many resources that are simply inappropriate in a school setting. As a result, the following measures have been taken to ensure a safe, productive, and educationally rewarding experience.

6. Technology resources will be used for school-sponsored activities only with no guarantee as to the information obtained.
7. Access to technology resources will be filtered so as to restrict access to any content deemed undesirable by the administration.
8. Users will be instructed in the proper use of technology resources and will be expected to seek assistance when necessary.
9. School personnel may review users' files and Internet communications to maintain system integrity and to ensure compliance with this policy and all school rules.
10. Those wishing to use personal electronic devices requiring network connectivity on campus must seek approval of the Network Administrator prior to use. This includes, but is not limited to, notebook computers and PDA's.

The following general guidelines have been developed to further protect the school community.

6. The user agrees to never transmit personal information or location except under the direct supervision of school personnel.
7. The user agrees to notify school personnel immediately if they are asked for personal information or location or if they inadvertently gain access to inappropriate materials.
8. The user agrees to never attempt unauthorized access to another network or to another user's network account.
9. The user agrees to keep any and all passwords confidential.
10. The user agrees to never use technology resources in a way that would disrupt use by others or infringe upon the intellectual property rights of others.

CONCLUSION

Because it is impossible to monitor users at all times, each individual is expected to assume responsibility for his or her own adherence to this policy. Nashville Christian School and its employees will not be held responsible for the actions of a user who is in violation of this policy.

Please note that we reserve the right to change this policy at any time.