



**NASHVILLE
CHRISTIAN**

S C H O O L

**2017-2018
Student Handbook**

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MISSION STATEMENT

The mission of Nashville Christian School is to demonstrate the love of Christ.

The vision of Nashville Christian School is to help students realize and pursue their full potential---spiritually, intellectually, physically, and socially---while learning to establish and grow their relationship with God.

PHILOSOPHY AND GOALS

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 believer. 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 promote the development of his/her mind and character. Nashville Christian School, established by members of the churches of Christ, centers its entire program on Christian principles.

Statement of Faith

1. The Scriptures
 - a. The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. It reveals the principles by which God judges us, and therefore is, and will remain to the end of the world the true center of Christian union, and the supreme standard by which all human conduct, creeds, and religious opinions should be tried. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation. (2 Timothy 3:16)
2. God
 - a. There is one and only one living and true God. The eternal triune God reveals Himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being. (1 Corinthians 8:6)
3. God the Father
 - a. God as Father reigns with providential care over His universe, His creatures, and the flow of the stream of human history according to the purposes of His

grace. God is Father in truth to those who become children of God through faith in Jesus Christ. (Ephesians 4:6)

4. God the Son
 - a. Christ is the eternal Son of God. In His incarnation as Jesus Christ, He was conceived of the Holy Spirit and born of the Virgin Mary. He honored the divine law by His personal obedience, and in His substitutionary death on the cross, He made provision for the redemption of men from sin. (Matthew 1:23)
5. God the Holy Spirit
 - a. The Holy Spirit is the Spirit of God, fully divine. He exalts Christ. He convicts men of sin, of righteousness and of judgment. He enlightens and empowers the believer and the church in worship, evangelism, and service. (Acts 5:3-4)
6. Man
 - a. Man is the special creation of God, in His own image. He created them male and female as the crowning work of His creation. By his free choice man sinned against God and brought sin into the human race. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore every person of every race possesses dignity and is worthy of respect and Christian love. (Genesis 1:27)
7. Salvation
 - a. Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Savior, who by His own blood obtained eternal redemption for the believer. In its broadest sense salvation includes regeneration, justification, sanctification, and glorification. (John 3:16)
8. God's Purpose of Grace
 - a. Election is the gracious purpose of God, according to which He regenerates, justifies, sanctifies, and glorifies sinners. All true believers endure to the end. Those whom God has accepted in Christ, and sanctified by His Spirit will never fall away from the state of grace, but shall persevere to the end. (Ephesians 2:8, Romans 11:6)
9. The Church
 - a. A New Testament church of the Lord Jesus Christ is an autonomous local congregation of baptized believers, associated by covenant in the faith and fellowship of the gospel, observing the two ordinances of Christ, governed by His laws, exercising the gifts, rights, and privileges invested in them by His Word, and seeking to extend the gospel to the ends of the earth. Each congregation operates under the Lordship of Christ through democratic processes. In such a congregation each member is responsible and accountable to Christ as Lord. Its scriptural officers are pastors and deacons. While both men and women are gifted for service in the church, the office of pastor is limited to men as qualified by Scripture. (Acts 2)

10. Baptism & the Lord's Supper

- a. Christian baptism is the immersion of a believer in water. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. The Lord's Supper is a symbolic act of obedience whereby members memorialize the death of the Redeemer and anticipate His second coming. (Ephesians 4:5, 1 Corinthians 11:12-34)

11. Evangelism & Missions

- a. It is the duty and privilege of every follower of Christ and every church of the Lord Jesus Christ to endeavor to make disciples of all nations, to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ. (Matthew 28:19)

12. The Lord's Day

- a. The first day of the week is the Lord's Day. It commemorates the resurrection of Christ from the dead and should be employed in exercises of worship and spiritual devotion. (Acts 20:7)

13. Last Things

- a. God, in His own time and in His own way, will bring the world to its appropriate end. Jesus Christ will return personally and visibly, the dead will be raised, and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell. The righteous will receive their reward and will dwell forever in Heaven with the Lord. (Matthew 24:44, 2 Peter 3:10 - 13)

14. Education

- a. The cause of education in the Kingdom of Christ is co-ordinate with the causes of missions and general benevolence. There should be a proper balance between academic freedom and academic responsibility. The freedom of a teacher in a Christian school, college, or seminary is limited by the pre-eminence of Jesus Christ, by the authoritative nature of the Scriptures, and by the distinct purpose for which the school exists.

15. Stewardship

- a. God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions. (1 Peter 4:10)

16. Cooperation

- a. Christ's people should organize such associations and conventions as may best secure cooperation for the great objects of the Kingdom of God. Such organizations have no authority over one another or over the churches. Cooperation is desirable between the various Christian denominations.

17. The Christian & the Social Order

- a. All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society. In the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death. (James 1:27)

18. Religious Liberty

- a. Church and state should be separate. The state owes to every church protection and full freedom in the pursuit of its spiritual ends. A free church in a free state is the Christian ideal. (Romans 13:1-4)

19. Family

- a. God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. The husband and wife are of equal worth before God, since both are created in God's image. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the servant leadership of her husband even as the church willingly submits to the headship of Christ. She, being in the image of God as is her husband and thus equal to him, has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage. (Genesis 1:27, Genesis 2:18-25, Mark 10:6-9, Matthew 19:4-6)

Adopted by the Board of Directors
March, 2011

Goals

Spiritual

1. 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.
2. 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.
3. 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.

4. Teach students how one becomes a Christian and leads a life of service that brings glory and honor to God.
5. Teach and model a commitment to the practice of high moral and ethical values in person, family, and community.
6. 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.
7. Provide a distinctly Christian learning environment where:
 - a. Every teacher is a Christian
 - b. Every subject is taught from a Christian viewpoint
 - c. Bible classes are required for all students
 - d. Daily periods of worship are an integral part of the program
 - e. Special emphasis is placed on community service

Intellectual

1. Maintain 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.
2. Motivate and instruct all students toward these high expectations. Academic standards are high with classes taught on the college preparatory level. Teachers employ a variety of methods to encourage and challenge students while guiding them to a higher level of skill, appreciation, and self-confidence.
3. Stimulate in students an intellectual capacity motivated not by materialism but by the love of God and their fellow man.
4. Assure that students have the opportunity to develop their God given gifts to the fullest in all areas of learning through differentiated instruction.
5. Ensure that students with learning differences are empowered to attain the highest possible level of achievement including college preparation and/or accommodations in the regular classroom to small resource classes.
6. Develop academic skills and disciplines that:
 - a. Produce a highly motivated, life-long learner.
 - b. Empower each student to read with understanding and pleasure.
 - c. Provide each student with the ability to effectively use the English language to express thoughts, ideas, and feelings in both speaking and writing.
 - d. Prepare each student to use research, analysis, and evaluation in making decisions and problem solving.

- e. Provide students with the knowledge of the social structures of the United States and of the other societies in order to help the student identify with the present and meet the demands of the future.
 - f. Ensure students experience varied technologies in preparation for success in a global society.
 - g. Provide students with an understanding of the fundamental economic structures and processes of America within a global economy.
7. Teach cultural and aesthetic appreciation that:
- a. Provides students with an exposure to cultures other than those in the United States and to languages other than English.
 - b. Develops in the student an appreciation for aesthetics through organized participation in the Arts through classes and choral, instrumental, and dramatic performances.

Physical

1. Teach students that the body is a creation of God, His temple, and should be respected and cared for accordingly (I Corinthians 6:1-20).
2. Provide daily, systematic, and organized physical activities.
3. Help students develop physical skills that will help them refresh and restore their bodies throughout life.
4. Teach students physiology, hygiene, nutrition, and safety.
5. Instruct students in Christian principles relating to all aspects of physical activities.
6. Teach students the recognition and prevention of communicable diseases and other environmental health problems.
7. 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.

Social

1. Teach students the importance of loving and respecting all people recognizing all are valuable in God's eyes, regardless of physical, social, economic, ethnic, or other factors.
2. 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.
3. Provide students with the opportunity to participate in group activities designed to develop cooperative attitudes and skills deferring to other's strengths, contributing their own strength, and encouraging each other in areas of weakness.
4. Teach students that a person's value is independent of his or her performance.
5. Discipline students for misbehavior in a way that:

- a. Recognizes individual worth.
 - b. Leads to taking responsibility for one's actions.
 - c. Encourages the development of self-discipline.
 - d. Restores relationships with both God and man.
6. Develop in the student a readiness to assume the rights and responsibilities inherent in membership in a democratic society.
 7. Instill in the student a respect for a lawful society through adherence to lawful practices which uphold rights and freedoms guaranteed to fellow citizens.
 8. Develop skills in the student that would enable participation in the electoral processes of this country.

BIBLICAL PRINCIPLES TO GUIDE STUDENT BEHAVIOR

- A. Courage- "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
- B. 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."
- C. 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.
- D. 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."
- E. Love- Mark 12:13-31; Christians are to love the Lord above all and their neighbors as themselves. I Corinthians 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."
- F. Glorify God- I Corinthians 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, Romans 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 lovely, whatsoever is admirable-if anything is excellent or praiseworthy-think about such things."
- G. Modesty and Sexual Morality - All students should practice the highest standards of modesty and sexual morality. Nashville Christian School supports Biblical principles of purity including but not limited to abstinence before marriage and refraining from homosexual behaviors. 1 Corinthians 6:18-20 "...you must honor God with your body."

PARENTAL PARTNERSHIP

- A. In partnership with the parents, Nashville Christian School will:
1. Encourage and support the stability and integrity of the family, which is uniquely designed by God to nurture children.
 2. Establish meaningful lines of communication between the school and parents.
 3. Communicate, in a timely fashion, the progress children are making at school.
 4. 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.
 5. Encourage the participation of parents in all phases of the education of their children.
- B. In partnership with Nashville Christian School, parents will:
1. Recognize that the school is an extension of the parent while the child is at school.
 2. Teach the child respect for the law, for authority, for the rights of others, and for private and public property.
 3. Share with the child and with the school an active interest in the child's school work and personal development.
 4. Arrange for the child's regular school attendance and complies with attendance regulations and procedures.
 5. Work with the school in carrying out recommendations, which both school and parents feel are in the best interest of the child.
 6. Model behavior that aligns with the school's mission to demonstrate the love of Christ.
 7. Cooperate with the school in carrying out disciplinary action when such action is necessary.

PROBLEM RESOLUTION

Problem resolution at Nashville Christian School is governed by the principles established by Christ in Matthew 18. "If your fellow believer sins against you, go and tell him in private what he did wrong. If he listens to you, you have helped that person to be your brother or sister again. 16 But if he refuses to listen, go to him again and take one or two other people with you. 'Every case may be proved by two or three witnesses.' If he refuses to listen to them, tell the church. If he refuses to listen to the church, then treat him like a person who does not believe in God or like a tax collector." (Matthew 18:15-17 ECV) It is the Board's intent that all disagreements be resolved through the proper chain of command beginning with talking directly to the teacher/staff member involved.

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 to five board members. The Committee will act on behalf of the Board in regard to appeals or complaints that it hears. However, the 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 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 also meet with the administrator responsible for the original decision before making a final judgment. 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 Appeals Review Committee may determine, at its discretion, that certain issues do not call for Board action. In such cases the final step in the appeal/complaint process will be Step 3.

ATHLETIC PHILOSOPHY

Competitive athletics is to be an integral part of the mission of Nashville Christian Schools. 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. Specific guidelines are detailed in the Athletic Handbook provided by Nashville Christian School. 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 the student life.

Objectives:

- To help develop school spirit.
- To develop judgment and wisdom.
- To teach the importance of teamwork.
- 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 development 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 report.

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.

Nashville Christian School Facts

Established: 1971

First Graduating Class: 1977

Colors: Navy and Orange

Mascot: Eagle

Accreditation

AdvancEd

National Christian Schools Association

Tennessee Department of Education

Membership

Independent Schools of the Nashville Area

Better Business Bureau

Nashville Fellowship of Christian School Administrators

Tennessee Secondary School Athletic Association

Support Groups

Eagles Parent Association

Eagles Athletic Club

Quarterback Club

Board of Directors

Officers:

Mike Campbell, *Chairman*

Tom Burroughs, *Vice Chairman*

Mike Lee, *Treasurer*

Steve Collins, *Secretary*

Members:

Joe Hamilton

Linda Johnston

Stan Kinslow

Mike Lee

Administrative Staff

Connie Jo Shelton, *President*

Lauren Brasel, *Principal grades K-5*

Brian Bishop, *Principal grades 6-12*

Jeff Brothers, *Athletic Director, High School Assistant Principal*

Brandon Wood *High School Dean of Students*

Kevin Quinn, *Middle School Assistant Principal*

Christine Dunn, *Preschool Director*

ATTENDANCE

Arrival

The school day begins at 7:45 a.m. Kindergarten through 8th grade students may arrive as early as 7:00 AM but are expected to wait in the multi-purpose room, (unless participating in a school sponsored activity). High school students who arrive early should wait in the commons area. At 7:30 we will begin dismissing students to their classrooms or lockers.

Early Dismissal or 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. If a student is to leave and return to school within the same day he/she should be signed in and out through the office. *Middle and High School: Five early dismissals in a semester are equivalent to one absence*

If a student is to be picked up before the regular dismissal time, the parent or guardian should make the request in writing or by email to the **front office** 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 2:30 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. If a student is sick and wants to leave school, he or she must go through the school nurse to call parents. If a child leaves before 11:30 AM, he/she will be counted absent.

Parents should coordinate early dismissals through school office and NOT student’s cell phone.

Dismissal

Elementary dismissal time is 2:50 p.m. Any remaining student at 3:05 p.m. will be sent to the front office for pick-up. Elementary students may not be dismissed to other parts of campus without authorized pick up from an older sibling. Middle and High School siblings will pick up their elementary sibling from the front office. If student is not picked up by 3:15 he/she will be sent to the Extended Care Program.

Middle and High School dismissal is 3:00 p.m. For safety reasons, all students are to be picked up no later than 3:15 p.m. After 3:30 p.m., students will report to Extended Care unless they are participating in a school-sponsored activity.

Parents are responsible for Extended Care fees at the time of pick up.

Extended Care Program

Students enrolled in the Extended Care program will be dismissed to that area prior to those students being picked up in the dismissal line. Extended care is made available for families who have contracted with the school. Extended care fees can be paid monthly or a ten day drop-in pass can be purchased. If space permits, drop in students will be able to attend Extended Care. Fees for drop-in students must be paid either in advance or on the day the student attends Extended Care.

Extended Care is also open from 8:00 AM – 6:00 PM during Spring Break, Fall Break, and on parent/teacher conference or in service days. A complete calendar is on the website.

Absences

All NCS students are expected to have consistent attendance. Absences due to illness or family emergency will be excused with a note from home. A child who misses three or more consecutive days due to illness must bring a medical excuse upon returning to school. Extended absences due to illness will be addressed individually with the family. 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.

Unexcused absences will be handled as follows:

- Make-up work will only be given to students whose absences are excused. Any work missed due to an unexcused absence will be recorded as a zero. However, in order to ensure preparation for assessments and continued learning, the work should be completed.
- Once a student has missed more than five unexcused absences the parents will be notified.
- Once a student has missed ten total days, the principal will request a meeting with the parents.
- When more than ten days have been missed, a student can be required to make up those missed days either on field trip days, at Saturday School, or in Summer School.
- Middle and High school students missing 10 class periods of the same subject during a semester may not receive credit for the semester.
- Students with an extended illness will be handled on an individual basis.
- When a child is absent, parents should provide the school with a note explaining the reason for their child's absence. An excuse note can be handwritten or sent through email. When sending an email, please send it to both the front office and the classroom teacher. School-sponsored activities do not count toward the 5 absences per nine weeks.

Parents are asked to notify the front office by email or call the school office at 356-5600 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 3:30 p.m.

Pre-Arranged Absences

If your family plans to miss days due to a trip or other family responsibility, students should complete a [“pre-arranged absence” form](#) one week prior to the scheduled absence. This requires students to communicate with their teachers about their absence and help them to be prepared. The Principal will determine if a pre-arranged absence will be excused. All pre-arranged absences may not be excused. Forms will be stored in the front office.

Attendance Probation

Students who show a tendency toward absences and tardies may be placed on attendance probation. Students who are placed on probation will be asked to make up time missed in school either through morning or afternoon detentions or Saturday School. School personnel will

closely monitor student attendance and will contact parents through phone calls or letters to notify them of any attendance related problems.

Tardiness

Arriving to school late can be a distraction for not only the tardy student, but his/her classmates and teachers as well. NCS families are encouraged to make every effort to arrive at school on time. Students not in the classroom when the bell rings will be counted as tardy for that subject period. Office staff will run Renweb reports to monitor tardiness. Excessive tardiness, whether to school or class, will be dealt with as follows:

- Students should bring documentation
- Students are counted tardy if they are not in the classroom at 7:45 AM.
- K - 8 students arriving after 8:15 AM must be taken by a parent to the office to be signed in to receive an admit slip.
- 9 - 12 students must report directly to the office to sign in and receive an admit slip.
- A tardy will be excused when unforeseen circumstances cause a student to be late (e.g. inclement weather, traffic incidents, etc.).
- In K-8, ten unexcused tardies = 1 unexcused absence.
- In 9-12, five unexcused tardies = 1 unexcused absence.
- More than five tardies per semester disqualifies a student from receiving perfect attendance.
- The principal may request a conference with families with excessive tardiness.

Middle School Tardy Policy

- On the 5th tardy in a semester, the student is assigned a one-hour detention
- On the 8th tardy in a semester, the student is assigned a two-hour detention, and parents will be notified
- On the 10th tardy in a semester, the student will be assigned Saturday school
- 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.

High School Tardy Policy

A tardy report will be generated each day at the beginning of seventh period. Consequences for tardies will be handled through detentions from 2:30 to 3:30 on Tuesdays, Thursdays, and Fridays and if necessary, Saturday School.

- Students will be assigned a 1 hour detention for every other tardy they receive (2nd, 4th, etc...)
- Students may be assigned detentions on the day of their tardy, or the following day if necessary. Detentions will be offered Monday and Wednesday 3:00-4:00 pm and Tuesday and Thursday 2:30-3:30 pm.
- On the 8th tardy in a semester, the student will be assigned Saturday school - 8:00 - 10:00

am

- Further tardiness will be dealt with at the discretion of the Dean of Students and administration. Failure to attend detention or Saturday school will be dealt with per disciplinary guidelines.

MEDICAL

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.

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. If a student uses an inhaler, it may be kept with the student as long as the nurse's office has a written statement from the parents stating the need for the inhaler. The nurse will issue medications in these situations:

- Over-the-counter medications with written parental permission
- Prescription drugs according to doctor's orders. Medication must be in original container.

Illness or Injury at School

In the event a student becomes ill or injured, a student will be sent to the school nurse who will contact the parent. Students will be sent home if they have a fever of 100 or more, one episode of vomiting, two episodes of diarrhea, or signs of pinkeye. Students should not return to school until they are clear of the following for 24 hours: fever, vomiting, diarrhea, or other contagious symptoms. 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. If a student is injured while at school, the teacher/staff is required to fill out an injury report and the nurse's office will treat the injury accordingly.

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.

Student Insurance

NCS carries insurance on all students. It is secondary to the parent's insurance. If an injury occurs at school the supervising staff member will fill out an injury report. It is the parent's responsibility to let the office know when their student has an injury that necessitates a visit to the doctor's

office/emergency room. Please contact Linda Brown in the business office for questions regarding insurance.

DAY TO DAY ACTIVITIES

Chapel/Bible

Nashville Christian School recognizes the value of encouraging spiritual development. Each day includes a dedicated time period for spiritual emphasis along with weekly chapel services. Throughout the year, there are special chapel services: Student attendance is mandatory. Every year, the school studies a certain section of the Bible together. Chapel plans are available on the school website. Every week students read Bible stories and memorize scripture.

Breakfast/Lunch Program

Students are allowed to purchase items from the cafeteria for breakfast and lunch. All students begin the year with a required \$200 (K-5) and \$300 (6-12) balance in their lunch account. Parents are responsible for paying any charges made to the student's account that exceed \$200 (K-5) and \$300 (6-12). Parents can monitor student purchases through RenWeb. 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 dismissed from lunch. Only family members are allowed to visit and eat with students in the cafeteria.

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. 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. Teachers should provide students with a hall pass or a note giving them permission to be out of class.

Relational Conduct

All students should practice the highest standards of modesty and sexual morality. Nashville Christian School supports Biblical principles of purity including but not limited to abstinence before marriage and refraining from homosexual behaviors.

FRONT OFFICE PROCEDURES

Locker/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 be available from the school for those middle school students who want to secure their locker.

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

Lost and Found

Lost items are kept for one month in the office. After a month, items will be donated to local charities. If items are clearly labeled, then they can easily be returned to the student.

Payments

Payment of Cafeteria and Extended Care fees can be made in the front office. All checks need to be made to NCS. Be sure to note in the memo line what the check is written for and the student's name.

Textbooks

Nashville Christian School furnishes textbooks for students in grades K -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.

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

The intent of the uniform/dress code is to train our children to realize that although many types of clothing are acceptable for us to wear, some are more appropriate for specific activities than others. Because the type of clothing we wear can influence our attitude and behavior, the following dress code represents the acceptable mode of dress for our school and its activities.

The dress code includes a “Dress Uniform” that will be worn on predetermined days, including but not limited to special occasions such as Praise and Thanksgiving, Grandparents’ Day, and school-wide chapels. The Dress Uniform is as follows:

Girls

- NCS crest white dress shirt (Parker) and plaid skirt (Parker), or Plaid Parker Jumper with Peter Pan Collar shirt for K - 5
- Dress shoes with navy or white socks
- NCS necktie or bow tie from Parker is optional

Boys

- 6 - 12th grade - NCS necktie or bow tie (Parker) and long-sleeved white dress shirt (purchased at store of your choice)
- K - 5th grade - NCS crest white dress shirt (Parker)
- ALL - khaki pants (no shorts), black or brown belt, and dress shoes

Outerwear that is acceptable inside school on Dress Uniform Days are the Parker issued crest vest, sweater, cardigan, and navy quarter zip sweatshirt. Any solid, navy blue blazer is also acceptable. A dress code shirt must be worn under any outerwear.

The following dress code guidelines will be included in the student handbook for the 2017-2018 school year:

K-5 Girls

- Required
 - NCS crest white dress shirt from Parker
 - Plaid skirt/skort from Parker (skirt length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee).
- Optional
 - Navy, white, and orange long or short-sleeved polos from Parker
 - All approved Parker items; jumpers, peter pan collar shirts, skorts, or flat-front skirts.
 - Khaki pants or shorts (observing skirt length rule) from Parker or any other uniform vendor similar in color and style to Parker (no cargo pants)
 - No khaki skirts or jumpers.

- Black or brown belt with no accessories
- 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)
- Short-sleeved undershirts in solid navy or white (no hoods)
- NCS necktie or bow tie from Parker

K-5 Boys

- Required
 - NCS crest white dress shirt from Parker
 - Navy polo Parker
 - Khaki pants or shorts from Parker or any other uniform vendor similar in color and style to Parker (no cargo pants)
 - Black or brown belt with no accessories (K - 1st are not required to wear a belt)
- Optional
 - NCS necktie or bow tie from Parker
 - White and orange long or short-sleeved polos from Parker
 - All approved Parker items.
 - Short-sleeved undershirts in solid navy or white (no hoods)

6-12 Girls

- Required
 - NCS crest white dress shirt from Parker
 - Plaid skirt from Parker (skirt length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee).
 - NCS required PE Uniform - specified t-shirt and shorts (will be available for purchase in school store and at registration)
- Optional
 - Navy, white, and orange polos from Parker - long or short-sleeved
 - Khaki pants or shorts (observing skirt length rule) from Parker or any other uniform vendor similar in color and style to Parker (no cargo pants)
 - Black or brown belt with no accessories
 - 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)
 - Short-sleeved undershirts in solid navy or white (no hoods)
 - NCS necktie or bow tie from Parker

6-12 Boys

- Required
 - NCS necktie or bow tie from Parker
 - Standard, long-sleeved white dress shirt from store of your choice
 - Navy polo Parker

- Khaki pants or shorts from Parker or any other uniform vendor similar in color and style to Parker (no cargo pants)
- Black or brown belt with no accessories
- NCS required PE Uniform - specified t-shirt and shorts (will be available for purchase in school store and at registration)
- Optional
 - White and orange long or short-sleeved polos from Parker
 - All approved Parker items.
 - Short-sleeved undershirts in solid navy or white (no hoods)

Additional Details

- 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. (Kindergarten and 1st graders are not required to wear belts)
- Hooded sweatshirts and outerwear 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.
- Caps, hats, holes in clothing, sleeveless apparel are not permitted at any time.
- Undergarments, tattoos, and body piercing (except ears for girls) should NOT be visible at any time.
- Any non-NCS outerwear should be kept in lockers during the school day.
- Girls and Boys Footwear: Tennis shoes or closed toed shoes. On Dress Days all students, 6-12, will wear dress shoes. No sandals are to be worn at any time.
- 6th-12th grade students with P.E. are required to wear the NCS required PE shirt and shorts that will be available for purchase in the school store and at registration.
- 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.
- Hair:
 - Boys hair must not cover the ears or eyes or touch the shirt collar.
 - No headbands, ponytails or “man-buns” for boys.
 - Extreme hairstyles or colors are not permitted for boys or girls.
 - Boys must be clean-shaven. Beards and mustaches are not allowed.

Dress Code Violations

When a child is out of dress code, the parent will be called and asked to bring the appropriate apparel. The student will remain in the office while he/she is out of dress code. While in the office, students will be allowed to complete assignments; however, these assignments will be subject to late work penalties. Any tests missed will be made up during P.E. once the child is dressed in compliance with the school’s dress code.

1st Dress Code Violation – Warning, parent will be called and student remains in office until appropriate clothes are brought to the school.

2nd Dress Code Violation – Parent will be called, student remains in office until appropriate clothes are brought to school, and student receives a lunch detention.

3rd Dress Code Violation- Parent will be called, student remains in office until appropriate clothes are brought to school, and student receives a lunch detention and loss of P.E. Parents of repeat offenders will be required to meet with the principal. Consequences for repeat offenses could include In School Suspension, Out of School Suspension, and eventual Expulsion.

**Students enrolled in 7th - 12th grade P.E. will be required to wear an NCS t-shirt and a pair of mesh shorts for P.E. If leggings are worn, shorts must be worn over them.*

**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.*

ELECTRONICS POLICY

Media Policy

NCS maintains the right to review and supervise any type of media at school. Electronic devices must be turned off during school hours and stored in lockers. Devices may be taken up and returned at the discretion of the administration. School furnished iPads are to be used as directed by a teacher only. Students who abuse the privilege of having an iPad may be asked to forfeit the privilege. Refer to the Technology Acceptable Use Policy Agreement for more information.

Technology Policy

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.

2017 - 2018 TECHNOLOGY AGREEMENT

TERMS:

Students and parents will comply at all times with the NCS Technology Agreement. Failure to comply may terminate the student's rights of possession and/or usage effective immediately. Upon termination, students must surrender the property to NCS. If not, the school shall be entitled to declare the student in default and will work with law enforcement to retrieve the property.

TITLE:

Legal title to the NCS Lab computers/iPads shall at all times remain with the school. The right of possession and use is limited to and conditioned upon full and complete compliance with this Agreement.

TERM OF AGREEMENT:

The right to use and possession of the property terminates no later than the last day of the school year unless earlier terminated by the school or school system or upon the student's withdrawal from Nashville Christian School.

APPROPRIATION:

Failure of a student to timely return the property and the continued use of it for non-school purposes without the school or school system's consent may be considered unlawful appropriation of the school system's property.

GENERAL iPad RULES (for 4th - 8th Grade)

Maintenance and Repair in Case of Loss, Theft, or Damage:

- Students may NOT MODIFY, DELETE, or ADD TO any of the programs provided by the school on the iPad.
- Do Not remove the student profile, reset the device, and alter the itunes account.
- ALL repairs to the iPad must be made by the school system's Technology Department through Apple Care as mandated by the contract.
- The student or parent MUST file, in case of theft, vandalism, and other criminal acts, a report to the school within 48 hours of the occurrence.
- Incidents happening off campus must be reported to the school by the parent.
- If the iPad is lost, students/parents are responsible to pay for the fair market value to replace the iPad.
- Students will be charged the full price of the iPad if deliberately damaged or vandalized.
- Students may NOT deface the iPads in any way to include such things as applying stickers, marking on the case, etching names, etc.

No Loaning or Borrowing iPads:

- Do NOT loan iPads to other students.
- Do NOT borrow an iPad from another student.
- Do NOT share passwords or usernames with others.

Deleting Files

- Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in an iPad failure and will interfere with your ability to complete class work and may affect your grades.
- Students may only delete their Internet history when directed by an NCS employee. Teachers will conduct periodic history checks to monitor Internet usage. If a student clears his/her history without authorization, his/her iPad will be confiscated by the teacher.

Music, Games, or Programs

- Music and games may not be downloaded or streamed over the Internet. This may be a violation of copyright laws.

- All software loaded on the iPad must be school system approved.

Unauthorized Access

- Access to another person's account or iPad without their consent or knowledge is considered hacking and is unacceptable.

STUDENT LAPTOP RULES (Grades 9-12)

- Students are responsible for bringing their laptop to school charged each day. The school will not keep extra chargers for loan. If the laptop needs to be charged during class, please plug in before class begins as to not disrupt class.
- The laptop must meet the minimum system requirements set by the school. The administration or technology department may require upgrades or replacements to meet specifications.
- The NCS Technology department is not responsible for maintaining the student's laptop. The school is not responsible if the laptop is not working correctly but may provide assistance if there is trouble getting online or printing at school.
- The teacher is the final authority in the classroom and the teacher may ask the student to put the laptop away if they are not on task. Students are expected to do so without complaint or argument.
- The student agrees to keep the laptop secured with a password and to have their name on it somewhere. Parents will maintain full administrative access to the laptop in some way. Students are to store the laptop securely when not in use. The school is not responsible for loss, theft or damage to the laptop.
- The student will install all of the required software before coming to school. The NCS Technology Department will provide the download information and will be available to help as needed.
- Parents/Students will grant NCS limited management rights to the laptop while on campus in order to provide software, printers and classroom management tools as needed by teachers.
- In an effort to to keep our network safe and secure, the NCS administration and Technology department reserves the right to randomly search a student's laptop computer for unauthorized usage and/or inappropriate or illegal content.
- The student will only connect to approved wireless networks at school. If the student uses any other type of internet connection while at school they may lose the privilege of having a laptop at school. This includes but is not limited to any type of cellular or satellite internet connection (Wi-Fi, Hotspot, 3G or 4G, etc.). The student will not share wireless access through any means with other students.

GUIDELINES FOR ACCEPTABLE USE OF TECHNOLOGY

These guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use school-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs, digitized information, communications technologies and Internet access. In general, this requires efficient, ethical and legal utilization of all technology resources.

Expectations

- Student use of computers, iPads, other technology hardware, software, and computer networks including the Internet is only allowed when supervised or granted permission by a staff member.
- All users are expected to follow existing copyright laws.
- Students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to their teacher without discussing it with other students.
- Students are responsible for their ethical and educational use of the computer on-line services. All school system policies and restrictions of online services must be followed.
- Be polite.
- Use appropriate language.
- Do not reveal or provide personal data (home address, phone number, or phone numbers of other people).

E-mail

- E-mail should be used for educational or administrative purposes only.
- (E-mail transmissions, stored data, transmitted data, or any other use of online services by students, employees or other user shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All e-mail and all contents are property of the school.

Unacceptable Conduct

Includes, but is not limited to the following:

- Using the network for illegal activities, including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as but not limited to hacking and host file sharing software.
- Using the network for financial or commercial gain, advertising, or political lobbying.

- Accessing or exploring on-line locations or materials that do not support the curriculum and/or are inappropriate for school assignments, such as but not limited to pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance or other components of the network.
- Use or possession of hacking software is strictly prohibited.
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or broadcast messages to lists or individuals.
- Intentionally wasting finite resources, i.e., on-line time, real-time music, streaming.
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of one's self or another person.
- Invading the privacy of other individuals.
- Using another user's account, password, or allowing another user to access your account or password.
- Coaching, helping, observing or joining any unauthorized activity on the network.
- Forwarding/distributing E-mail messages without permission from the author.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment or using objectionable language in public or private messages, e.g., racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning or slanderous.
- Falsifying permission, authorization or identification documents.
- Obtaining copies of, or modifying files, data or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.
- Accessing or attempting to access instant messages, chat rooms, forums, e-mail, message boards, or host personal web pages, except school approved, teacher-supervised filtered Internet communication.
- Changing or attempting to change the configuration of the software that controls access to the Internet or any other electronic media.
- Downloading any programs, files, or games from the Internet or other sources that can be run or launched on the iPad
- Playing games, including Internet-based games, except school-approved, teacher-supervised educational games, during the instructional day.
- Downloading, uploading, importing or viewing files or websites that purport the use of illegal drugs, alcohol or illegal and/or violent behavior except school-approved, teacher-supervised digital media.
- Bypassing or attempting to bypass Nashville Christian School filtering software.

Consequences

The student in whose name a system account and/or iPad hardware issued will be responsible at all times for its appropriate care and use. Noncompliance with the guidelines published in this document may result in suspension and/or termination of technology privileges and disciplinary actions. Use or possession of hacking software is strictly prohibited and violators will be subject to

prosecution or disciplinary action by the school district. Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by designated school system staff to ensure appropriate use.

iPad Discipline Policy (K - 8)

Student iPads are to be used for instructional purposes. Students in grades K - 8 found to be using iPads for non-instructional purposes will face the following consequences:

1st Offense – Warning

2nd Offense – The teacher will confiscate the iPad for the duration of the period

3rd Offense – The teacher will confiscate the iPad and deliver it to an administrator to be kept for the remainder of the day. Student will be assigned to detention. iPads will be searched for inappropriate apps, email, photos and internet sites. If such is found, these will be deleted; and the student may face further consequences.

4th Offense and further offenses – The teacher will confiscate the iPad and deliver it to an administrator who will determine consequences that are appropriate.

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, they should not make use of the phone to call, text, message, access the internet, or for any other purpose during class time unless specifically instructed to do so by his or her teacher. Violation of this policy will result in confiscation of the cell phone for three school days. On the first day, the phone will be kept in the office for the remainder of the day. On the following two school days, the phone should be turned in at 7:45 am and will be returned at 3:00 pm until the three days have been completed. Students who do not abide by this policy or attempt to avoid it may face further consequences.

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.

DISCIPLINE

Elementary

Elementary students, parents, faculty, and staff are required to sign and obey the student pledge. In addition to the pledge, each teacher will provide the student with a copy of classroom expectations.

Both the teachers and the principal utilize positive reinforcement (praise, recognition, special privileges, etc.) to encourage students to meet expectation. When students are unresponsive to these methods the following consequences will be used to help the student re-commit to the pledge.

- A teacher may use a conference with the student, a phone call or email to parents, time out, reflective writing exercises, lunch detention, and loss of privileges (recess, field trips, etc.).
- When a student is referred to the principal, the following may occur: a conference with the student, parent phone call, reflective writing exercises, suspension from extracurricular activities, after school detention, in school suspension, out of school suspension, expulsion, or behavior contract.
- At times, teachers or the principal may document persistent or significant student misbehavior on Renweb. Parents may access this behavior file at any time. Incidents documented in Renweb will not become part of a child's permanent school record without notifying the parent.

Middle and High School 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 an outline of procedures a teacher may follow to address student behavior. Demerits will begin fresh with a new semester. However, students who have 10 or more demerits during the first semester may progress through the system more quickly in the second semester.

Level I offenses and consequences - Students will receive one demerit for each occurrence recorded in RenWeb which will be assigned by the Dean of Students

Examples of Level I offenses:

- Dress Code Violations
- Classroom Disruptions
- Horseplay in class or other school areas
- Failure to complete assignments or be prepared
- Disobeying classroom rules
- Public Display of Affection
- Sleeping in Class
- Other minor offenses

Level I consequences

Teachers may use the following progression to correct student behavior as they deem necessary.

Teachers will communicate directly with parents about instances of discipline.

- Verbal warnings
- Teacher Assigned consequences (write-offs, changed seating arrangement, student journal, lunch detention, morning detention, conference or phone call to parents, etc.) All consequences will be reported to parents.
- Record discipline events in RenWeb which will be copied to parents and the Dean of Students. The Dean of Students will manage these events and assign demerits appropriate to the offense.

Level II offenses and consequences - Students will receive three demerits for each occurrence in RenWeb which will be assigned by the Dean of Students

Examples of Level II offenses

- Disrespect to teacher or other adult
- Profanity
- Cheating
- Multiple or Repeated Level I offenses
- Other similar offenses

Level II consequences

All level II offenses will be recorded in RenWeb by teachers. This will be e-mailed to parents and copied to the Dean of Students. All instances of cheating will be referred to the academic integrity policy in the handbook and consequences will follow the progression listed there. Administration may follow the following set of consequences based on the severity or repetition of the offense.

- Detention
- Conference with Parents
- Saturday School hours
- Behavior Contract
- Community Service
- In-School Suspension

Level III offenses and consequences - Students will be immediately referred to administration for any of these occurrences.

Examples of Level III offenses

- Use or possession of tobacco or alcohol
- Use or possession of a controlled substance
- Fighting
- Skipping School or class
- Multiple Level II offenses
- Stealing
- Possession of Weapons
- Leaving School without permission
- Inappropriate off-campus behavior
- Other similar offenses

Level III consequences

Teachers will refer all instances of Level III offenses to administration immediately. All Level III offenses will be recorded in RenWeb and will include demerits as well as other more stringent consequences. Consequences may include any of the following:

- 4 or more demerits

- Detention, Service Hours, Saturday School hours, In-School Suspension, Out of School Suspension, Conference with Parents, Behavior Contract, Expulsion

Demerits - Students who receive demerits will receive the following consequences which will be reported to them by the Dean of Students

- **1 Hour of Detention** - Following the third demerit
- **2 Hours of Detention** - Following the fifth demerit
- **2 Hours of Saturday School** - Following the seventh demerit
- **4 Hours of Saturday School** - Following the ninth demerit
- **In-School Suspension** - Following the 11th demerit
- **Administrative Consequences (Could include any of the consequences listed under Level III)** - Following the 13th demerit

Detention - Detentions will be hosted on the following days/times:

Monday and Wednesday - 3:00 - 4:00 pm - Available for 6th-12th Grade

Tuesday and Thursday - 2:30 - 3:30 pm - Available for 9th-12th Grade

Tuesday - 6:30 - 7:30 am - Available for 6th - 8th Grade

Middle School - POSITIVE BEHAVIOR SUPPORT (PBS)

Nashville Christian Middle School will employ a form of Positive Behavior Support (PBS) to assist and motivate students to manage their behavior. Positive Behavior Support is a method of disciplinary management that includes consequences for poor choices as well as rewards for good choices and good behavior. As part of community building programs, students will be placed into houses for the time that they are in middle school. All disciplinary actions, both positive and negative will reflect in the scoring of the house system. For example, if a student receives a demerit, they will lose a point for their house. If a student earns a merit for good behavior or service, they will earn points for their house. This will tie directly to the quarterly rewards given to the house with the highest total of points for the quarter. We also include team GPA as one of the scoring competitions each quarter. We believe this will motivate students to perform at a high level both behaviorally and academically.

Nashville Christian School Anti-Bullying Policy

The Nashville Christian School Community is committed to making our school a safe and caring environment for all students. Following Christ's example to love one another, we will treat each other with respect and refuse to tolerate bullying of any kind.

Definition: Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

Students at Nashville Christian School will do the following things to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult.

Teachers and staff at Nashville Christian School will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-A-Response process (Affirm Feelings, Ask Questions, Assess Safety, and **Act** by coaching child on what to do in the future).
- Look into all reported bullying incidents.

Parents of children at Nashville Christian School will do the following things to prevent bullying and help children feel safe at school:

- Communicate with the school if their child comes to them and tells them that they are being bullied
- Communicate with the school if they witness bullying while they are at the school

Consequences for Violation of the Anti-Bullying Policy

Depending on the severity and nature of the incident, Nashville Christian School will take one or more of the following steps when bullying occurs:

- Intervention, Warning, and Redirection - A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success, in case they find themselves in a similar situation in the future.
- Notification of Parents - School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student's teacher and/or the school counselor.
- Resolution with the Target of the Bullying - The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
- Behavior Contract - The student will meet with the principal to develop a behavior contract that outlines expectations and consequences. This contract will be signed by the child and their parents.
- Referral to Professional School Support Staff - The student may meet with the school counselor to help prevent future violations.

Consequences

- The student may serve one or more days of detention during recess, or lose school privileges.
- Suspension
- In cases of severe or repeated bullying, the student may be suspended under school board policies.

Saturday School

Students in grades 6 - 12 who commit major offenses or multiple minor offenses may be required to attend Saturday School at NCS from 8:00AM -12:00 noon. 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 be required to complete missed work but will not receive a grade for it. Teachers may have the option to allow students to make up tests that were given during the suspension for a reduced grade.

Sexual Harassment

Sexual harassment of any kind will not be tolerated. This will include any physical conduct, or verbal innuendo – whether implicitly, or explicitly, sexual in nature – which manipulates, intimidates, controls or in any way creates a hostile/offensive environment for another person.

Drug, Tobacco and Alcohol

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. Students who fail a drug test will be placed on probation and must meet the following conditions to remain enrolled at Nashville Christian School:

1. A conference will be held with the student and his or her parents to discuss the results.
2. The student will be required to meet with Cumberland Heights or other treatment program approved by the administration and follow a prescribed counseling program.
3. The student will be systematically tested at every scheduled testing time or at the discretion of the school.
4. The probation will be re-evaluated at the beginning of the next school year.
5. Failure of a second drug test will result in expulsion from school.

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.

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

PROGRAMMING

Academics

Elementary General Curriculum Requirements

Students will attend a Specials Class every day. Classes offered this year include Art, Music, Spanish, Library, and Theater Arts. Students attend P.E. 4 days a week. Additionally, Specials teachers will partner with Classroom Teachers in Reading and Math instruction to enhance the learning experience of all students. Enrichment opportunities are occasionally offered after school such as drama performances, Dance, Tae Kwon Do, Crossfit, Engineering for Kids, Chess Club, Math Club, Journalism, and Craft Club.

Middle School Required Curriculum Courses

Bible
Language Arts

Math
 History/Geography
 Science
 PE/Health
 Electives- Art/Music/Drama/Computer/Creative Writing/Health/Foreign Language or Spanish I (8th Grade)

High School Required Curriculum Courses

All students enrolled at Nashville Christian School fall under the academic programming listed on the High School Plan of Study.

Nashville Christian High School Plan of Study

9th Grade	10th Grade	11th Grade	12th Grade
Bible I – Early Hebrew History	Bible II – The Life of Christ/Acts	Bible III – options available	Bible IV – options available
English I English I Honors	English II English II Honors	English III English III Honors English DE	English IV English IV Honors English DE
Algebra I Geometry Geometry Honors	Geometry Geometry Honors Algebra II Algebra II Honors	Algebra II Algebra II Honors Pre-Calculus Pre-Calculus DE	Pre-Calculus AP Calculus Statistics Pre-Calculus DE College Prep Algebra
Biology I	Chemistry Physics Physics Honors	Chemistry AP Biology Anatomy AP Physics I Physics Physics Honors Environmental Science*	Anatomy AP Biology AP Physics C Physics Forensics AP Physics I Physics Honors Environmental Science*
World History & Geography AP Human Geography	World History & Geography AP Human Geography Personal Finance (.50)	American History AP American History Personal Finance (.50)	US Government & Civics (.50) / Economics(.50)
Spanish I, II Latin I, II	Spanish I, II, III Latin I, II	Spanish I, II, III, IV Latin I, II	Spanish II, III, IV, AP
Physical Education/Health	Physical Education/Health	Physical Education/Health	Senior Hall
Art I	Art I, II		

Drama Entertainers Rock Band	Drama Entertainers Rock Band		
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*Enrollment in these courses are at the discretion of the guidance department and administration. Students will have seven full credit selections for each academic year.

Electives

9 th Grade	10 th Grade	11 th Grade	12 th Grade
Possible Electives	Possible Electives	Possible Electives	Possible Electives
Computer Tech I	Computer Tech I	Computer Tech II Media & Broadcasting	Computer Tech II Media & Broadcasting
Study Skills	Study Skills	Early Morning Bible	Early Morning Bible
Fine Arts Appreciation	Strength Training Physical Education	Strength Training Physical Education	Strength Training Physical Education
	Psychology	Psychology	Psychology
	Journalism	Journalism	Journalism
	Writing/Contemporary Lit.	Writing/Contemporary Lit.	Writing/Contemporary Lit.
	Speech	DE Speech Speech	DE Speech Speech
	Fine Arts Appreciation	Fine Arts Appreciation	Fine Arts Appreciation
		Art I,II, III	Art I, II, III, IV
		Entertainers	Entertainers
		Drama	Drama
		War & Politics	War & Politics
		Leadership	

		ACT/SAT Prep	
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Diploma Tracks

Department	Courses	Nashville Christian School	Scholars Diploma Track	Tennessee Graduation Requirements	Tennessee Colleges and Universities
Bible	Bible I – Early Hebrew History, Bible II – The Life of Christ/Acts, Bible III, Bible IV	4 credits	4 credits		
English	English I (H), English II (H), English III (H,DE), English IV (H, DE), DE Speech	4 credits	5 credits*	4 credits	4 credits
Math	Algebra I, Geometry(H), Algebra II(H), Pre-Calculus(DE), AP Calculus, Bridge Math, Statistics	4 credits	4 credits*	4 credits	4 credits
Science	Biology, Chemistry, Physics (H, AP), Anatomy, Biology II AP, Environmental Science	4 credits	4 credits*	3 credits	2 credits
Social Studies	World History & Geography, AP Human Geography, American History (AP), US Government & Civics/Economics, Personal Finance	3.5 credits	3.5 credits*	3.5 credits	3 credits
Foreign Language	Latin, Spanish	2 credits of the same language	3 credits**	2 credits of the same language	2 credits of the same language

PE and Wellness	One PE credit and .5 Wellness credit. Strength Training and Athletic Team participation may count for a semester of the PE credit.	1.5 credit	1.5 credit	1.5 credit	
Fine Arts	Art, Choir, Drama, Band	1 credit	1 credit	1 credit	
Electives	See elective list	2 credits		3 credits	
Total		26 credits	26 credits	22 credits	

*All honors, Dual Enrollment or Advanced Placement classes offered in these subjects must be taken

** Two years have to be the same Foreign Language. The third year can be the same or a different language.

An Honors Diploma is also awarded to students who take honors, DE or AP classes in at least 2 core areas of interest (English, Math, Science, Social Studies)

Students in the LIFE program who may not be able to meet the minimum state requirements may choose to pursue an occupational or non-traditional diploma. Requirements for these diplomas are included in the handbook under the LIFE program.

Principal's List and Honor Roll

Nashville Christian rewards students with Principal's List or Honor Roll distinctions based on their performance in the classroom:

Elementary School

Honor Roll - students must have an 85 or higher in all four core academic courses and at least two of these courses must be 93 or above. Principal's List - students must have a 93 or above in all four core academic courses.

Middle School

Honor Roll - students must have an 85 or higher in all four core academic courses and at least one of these courses must be 93 or above. Principal's List - students must have a 93 or above in all four core academic courses.

High School

Honor Roll - Every class must be 85 or higher and at least one class has to be a 93 or above. Principal's List - Every class must be 93 or above

Scholar's Program

The Scholar's Program is for students desiring to go above and beyond the rigors of college preparatory standards. The curriculum is advanced and often accelerated enabling the students to learn subject material in greater depth.

Elementary

Flight Club is an extracurricular activity club that meets once a week. The purpose is to give students an outlet where they are challenged outside of the classroom. Using Destination Imagination Team as well as STEM challenges, Mrs. Lane pushes third, fourth, and fifth grade students to think outside of the box to accomplish problem solving tasks. The group makeup is 3rd, 4th, and 5th grade students who have tested with advanced proficiency. Flight club runs September through April with January off.

Middle School

Students in the middle school have the opportunity and option to access Scholar's programming through:

- 6th – 8th grade advanced math curriculum
- 8th grade advanced language arts
- 8th grade foreign language for high school credit
- 7th & 8th college readiness exams are available to expose and familiarize students to the ACT and SAT college entrance exams

Criteria for participation in one or more of the Scholar's courses includes:

- A comprehensive, holistic view of the student's academic profile, interests, activities, commitment, work ethic and desire
- Level of achievement on **benchmark and end of year assessments**
- Student work product
- Teacher recommendation(s)
- Parent recommendation

High School

Students in the high school have numerous opportunities to participate in the Scholar's program each year. Programming includes honors, advanced placement, and dual enrollment courses. Scholar's programming will be discussed with a student expressing interest and have an academic profile that suggests he/she is able to successfully manage the rigors of more advanced curriculum with the college counselor during the 4 year planning meeting.

Honors Courses – These courses are offered in most academic subject areas and refer to courses that go above and beyond the normal requirements for high school graduation. Some courses offer both an Honors and a Standard level course. Students and parents should expect an Honors curriculum to contain a more rigorous workload to go along with high expectations.

Criteria:

- A comprehensive, holistic view of the student's academic profile, interests, activities, commitment, work ethic and desire
- Student work product
- Achievement testing
- Teacher recommendation(s)

- Parent recommendation
- Fees: Not applicable

Advanced Placement (AP) – These courses typically include math, science, foreign language and history but may vary year to year based on the composition of the student body. AP instructors are highly trained to effectively deliver the curriculum. Students taking a course at the AP level will be expected to take the AP exam for the course in the Spring.

Criteria:

- Grades and overall GPA
- PSAT Scores
- Daily performance
- Student desire and aspirations toward math and science subject areas or liberal arts courses
- Teacher recommendation
- Fees: The College Board assesses a fee for each AP exam a student will take. The College Counselor will provide details on the fees as they may be subject to change.

Dual Enrollment – Nashville Christian provides Dual Enrollment courses to high school students, which provides them the opportunity to earn college credit. Instructors for dual enrollment courses are NCS teachers who serve as adjunct faculty members to Lipscomb University and Nashville State Community College (NSCC). Students are enrolled in NCS and Lipscomb University or NSCC in order to be able to receive high school and college credit. Classes are typically smaller class size and follow the curriculum set forth by the University.

Criteria:

- ACT score of 21 overall and/or a 20 on English subtest, 24 math subtest
- Grades and overall GPA
- Student desire and aspirations
- Teacher recommendation
- Fees: Fees are changing, but there is a Dual Enrollment Grant that pays for the course. Students have to maintain a 2.75 GPA in the Dual Enrollment courses to keep the grant.

Learning Is For Everyone (L.I.F.E.) Program

NCS offers Learning Is For Everyone (LIFE), academic programming for students that struggle with college preparatory pacing, skills, concepts, and curriculum or have other challenges that may impact his/her learning potential. Students with learning differences, such as reading, math or written language learning disabilities, processing disorders, ADHD or disorders on the spectrum can realize their intellectual, physical, spiritual and social potential while attending NCS. Students accessing LIFE may need in one or more areas an Academic Support Plan for classroom

accommodations, tutoring, dual instruction in the classroom, a prescriptive instructional approach or subject oriented LIFE classes.

Students participating in one or more LIFE services are:

- Academically at risk
- Have diagnosed learning challenges that impede performing to his/her potential
 - Attention Deficit Hyperactivity Disorders: inattention, hyperactive, combined
 - Disorders on the Spectrum: Autism, Pervasive Developmental Disorder, Asperger's
 - Learning Disabilities: Reading, Math, Written Expression
 - Medical Health Impairments
 - Processing Disorders: auditory, visual, sensory
 - Other
 - *NCS partners with independent services providers (SLP, OT, PT, Medical) for non-academic support. Support services are arranged through division Principals on an individual basis.*

LIFE Program Credits and Diploma Information

Students in the LIFE program have multiple options for diplomas at Nashville Christian School. These options become effective for the graduating class of 2018.

- College Prep Diploma - Students on this path would be in all regular classes with the possibility of Dual Instruction support. For this diploma, the only option for taking a class in a LIFE setting would be foreign language. Curriculum is not modified. Students with this diploma would have the ability to apply to any 4-year university. Students will be expected to take the ACT, scoring a minimum of 17 super scored, and meet all requirements for this diploma listed in the handbook for general education students.
- Standard Diploma - Students on this path will have primarily general education or dual instruction classes. These students may or may not have curriculum with minimal modifications, and a minimal number of LIFE classes. This path may provide the option not to take a foreign language, but the student will be required to use that class time for direct intervention from a specialist in the area of need based on the ASP. Modifications made in any curriculum will be noted on the student's transcript. Each student will be expected to take the ACT at least one time. Students with this diploma may have the ability to apply to some 4-year universities, community colleges, and other secondary transitional programs.
- Non-traditional Diploma - Students on this path will have primarily LIFE and dual instruction classes with modifications and some standard curriculum courses. Course work will be determined by the Academic Support Plan (ASP). The transcript will denote an

alternative course plan to state mandated graduation requirements. These students will not be required to take the ACT. Students with this diploma will have the ability to apply to secondary transitional programs and technical/trade schools.

LIFE Student Diploma Paths

Department		College Prep Diploma	Standard Diploma	Non-Traditional Diploma
Bible	Bible I – Early Hebrew History, Bible II – The Life of Christ/Acts, Bible III, Bible IV	4 credits	4 credits	4 credits
English	English I (H), English II (H), English III (H,DE), English IV (H, DE), DE Speech	4 credits - non- modified curriculum	4 credits limited modifications as approved through ASP	4 credits Need-based Personalized Curriculum
Math	Algebra I, Geometry(H), Algebra II(H), Pre-Calculus(DE), AP Calculus, College Prep Algebra Statistics	4 credits - non- modified curriculum	4 credits limited modifications as approved through ASP	4 credits Need-based Personalized Curriculum
Science	Biology, Chemistry, Physics (H, AP), Anatomy, Biology II AP, Environmental Science, Forensics	4 credits non- modified curriculum	3 credits limited modifications as approved through ASP	credits as determined through ASP
Social Studies	World History & Geography, AP Human Geography, American History (AP), US Government & Civics/Economics, Personal Finance	3.5 credits non- modified curriculum	3.5 credits limited modifications as approved through ASP	3.5 credits Modifications as determined through ASP
Foreign Language	Latin, Spanish	2 credits of the same language in Standard or LIFE class setting	2 credits In LIFE class setting as determined through ASP	Optional as determined through ASP
PE and Wellness	One PE credit and .5 Wellness credit. Strength Training and Athletic Team participation may count for a semester of the PE credit.	1.5 credit	1.5 credit	1.5 credit
Fine Arts	Art, Choir, Drama, Band	1 credit	1 credit	1 credit

Electives	See elective list	2 credits	3 credits	3 credits
Total		26 credits	24-26 credits	Determined through ASP

Readiness Checklist - The Readiness Checklist is a tool for teachers and/or students in the LIFE program to complete as a way to map progress throughout their middle and high school career. These checklists will include, but are not limited to: academic skills, social skills, and executive functioning skills. Results of these checklists will be used to develop potential goals in areas of need to insure the student is prepared for secondary opportunities.

Student’s Responsibilities with LIFE Services are:

- Actively engage in the learning process with concerted efforts to be an active, independent, responsible learner.
- Develop skills to advocate for needs and services to be met for oneself
- Participate in developing individualized Academic Support Plan (ASP)
 - *For students that are developmentally ready to actively take responsibility for their learning or are a rising 9th grader.*
- Attending annual meeting for Academic Support Plan (ASP) and any other meeting concerning progress of goals and daily performance
 - *These students (rising 9th grade and older) are at the age to start understanding their learning profile’s strengths and challenges, which services best meets their needs, and how the services will impact their college placement or vocation after graduating from Nashville Christian High School.*
- Actively seek opportunities to be involved in extra-curricular opportunities

Parent’s Responsibilities with LIFE Services are:

- Partner with NCS by supporting administrative decisions
- Partner with NCS by supporting teachers’ efforts
- Hold student accountable for taking responsibility with completing assignments, preparing for tests and exams with a concerted effort
- Encourage and support student to get involved with extra-curricular opportunities

Educational Services LIFE provides:

NCS teachers utilize research based best practice instruction. They differentiate the instruction to engage the student in the learning process. A student may need a range of individualized educational supports that go beyond the typical instructional methods; they include but are not limited to:

- Accommodations: Curriculum is college preparatory and is not altered but enables students to demonstrate their true level of knowledge, examples are:
 - Alternate test format(s), alternate test site, books on tape or on-line, enlarged print, extended time, writing on standardized test booklets, oral testing, preferential seating, scribing, skeletal notes, sensory breaks, technology, other
- Dual Instruction: An additional teacher or assistant in the classroom to provide direct instruction and support to the student where needed. For example: Student with fine motor challenges may need support with note-taking or assisting a student with organizational tasks or providing an alternate method of instruction.
- Modifications: Curriculum is modified or adjusted to meet the student's cognitive level and therefore, does NOT meet college preparatory requirements.
- LIFE Classes:
 - Elementary- Middle: Students in the elementary thru middle school age may need direct instruction from a certified special education teacher in an academic area that requires a specialized curriculum to remediate an area of weakness. LIFE classes address reading, language arts and math skills. Students may be taught individually or grouped with a few others based on the student's areas of strengths and areas of challenge.
 - High school: Courses at the high school level are mandated by Tennessee state standards and college preparatory requirements, which inhibit the option for remediation to occur within the curriculum. Alternate courses are offered to students that may need a slower pace of instruction and/or modified curriculum. The alternate class may or may not meet college preparatory requirements. They may also affect type of diploma a student may earn. Course offerings include: English, Math, Spanish and Science. Alternate course offerings may change yearly based on the needs of the student body. For additional information refer to the *Four Year Academic Plan*.
- Tutoring: Tutoring is provided individually to a student in a specific academic area or with targeted concepts. The tutoring is for students that warrant additional reinforcement of skills within the college preparatory course curriculum. Tutoring occurs within the school day and maybe on an as need basis for an extended period of time.

LIFE Service Fees:

Each student receiving LIFE services will incur an additional fee to the set yearly tuition plan. The level of services and fees are determined through the student's psycho-educational evaluation, the Academic Support Plan and Team (parent, teacher, LIFE instructor, Principal and President).

- College Prep Class: Accommodations only
Grades K-12 \$1,160/Year
- Dual Instruction and/or Modifications: Student is scheduled in dual instruction class(es) with instructor of course and LIFE special education certified teacher or assistant who provides targeted instruction and/or modifications to curriculum or instruction

Grades: K-12: \$2,100/Year: one dual class placement

Grades: K-12: \$4,200/Year: two dual class placements

Grades: K-12: \$6,250/Year: Full Dual Instruction: three or more dual instruction classes

- LIFE Class: Student is scheduled for a separate LIFE class with a LIFE special education certified teacher and small student to teacher ratio

Grades: K-12: \$2,600/Year: one LIFE class

Grades: K-12: \$5,200/Year: two LIFE classes

Grades: K-12: \$7,300/Year: three or more LIFE classes

- Tutoring: to the student that does not require an accommodation or modification to the curriculum.

Grades: K-12: one hour session @ \$25/hour

- High School Learning Lab (Student's yearly course schedule includes a structured, directed learning lab to provide extra support)

Grades 9-12: \$1,030/Year

Academic Support Team:

Scheduled parent/ teacher conferences occur throughout the school year along with meetings with the Academic Support Team to update progress and maintain an effective Plan. The parent, teacher(s), LIFE instructor, and administrator and student, when appropriate, comprise the ASP team. Any member of the ASP team may request a meeting to discuss progress and/or concerns.

Make-up Work

Students who have an excused absence from school will be allowed two days for each day absent to complete any work with no penalty. Any exceptions will be at the teacher's discretion. Your teacher will give specific instructions about deadlines and make-up tests. Any work that has not been turned in within that designated length of time will earn a maximum grade of a 70.

Students are required to complete missed work regardless whether the absence was excused or unexcused as the focus is on learning, although unexcused absence will **not** earn full credit on the assignment.

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 never turned in will receive a zero in the grade book. All late work should be completed within two weeks of the original due dates or less if stipulated by teachers in their classroom policies.

Grading and Reporting

During the school year, your student's grades and teacher lesson plans are accessible through Renweb. Students may expect to see at least two grades recorded per class in RenWeb each week. It is understood that occasional assignments (projects, research papers, essays, etc.) require a longer time to grade and may not be immediately recorded. 6th-12th grade parents will receive email notifications from Renweb whenever their child receives a grade below a 70. To discontinue these notifications, contact front office.

Middle and High school students will take:

- Nine Weeks Tests – Students in 6th grade will take cumulative nine weeks exams for each grading period.
- Semester Exams – Students in 7-12th will take semester exams each term.

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

Report Cards for students in grades 6-12th are emailed at the end of each nine -week grading period. All accounts and fees must be current to receive the report card. Progress reports are emailed the 5th week of the grading period for 3rd - 12th grade students.

K-2nd grade students receive a standards based report card that indicates mastery of skills. 3rd -12th grade students receive a traditional report card.

The grading scale for academic subjects in 3rd -12th grade is as follows:

- A-----93 to 100
- B-----85 to 92
- C-----75 to 84
- D-----70 to 74
- F-----0 to 69

Renweb

Renweb is our school database that allows parent login capability to access your child's daily assignments, grades, and more. You will need to provide the school with your email address in order to utilize this tool. A Renweb instruction sheet is provided at registration and they are available in either school office. Re enrollment is also done through Renweb.

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.

Summer School

High School Students must achieve an overall average of 70 or higher in each of their core courses per semester. Middle School Students must achieve an overall average of 70 or higher in each of their core courses for the year-long average. If they fail to do so, students will be asked to complete the credit through summer school or another approved course recovery program. 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 included on the official transcript along with the original failing grades.

Promotion and Retention

At the end of the school year, a student will either be promoted to the next grade, conditionally promoted (promotion contingent on completion of tutoring/ summer school), or retained. When a child is conditionally promoted, parents are required to submit documentation attesting to the child's completion of required tutoring or summer school. Students are promoted or retained on the basis of their total preparedness to enter the next grade level. The classroom teacher, parent, and the school administrator will make the decision jointly when retention is being considered. Many factors are studied before retaining a child (classroom academic achievement, assessment scores, social maturity, etc.).

When a child is identified to be at risk for retention, achieving a failing grade(s) for a nine week grading period, will be put on academic probation. A conference will be held with the parents to develop an academic contract to address the student's academic needs, along with continued monitoring of his/her performance. Failure to abide by the terms of the academic contract may result in dismissal of the student from NCS.

Academic Integrity

It is our goal that each Nashville Christian model integrity in all facets of life, including academics. 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 include (but 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 earn a zero for the assignment or test. He/She will also have to redo the original assignment. A conference will be held between student, parent, teacher and administrator. Additional disciplinary actions will be at the discretion of the administrator.
- 2nd offense: The student will earn a zero on the assignment or test and be placed on disciplinary probation. A conference will be held with the student, parent, and administrator where a behavioral contract will be developed indicating the consequences that will occur if the behavior persists which could include suspension or dismissal from school. Documentation of the incident will be included in the student's cumulative record.

Parent/Teacher Conferences

Parent-Teacher Conference Days are held twice a year. Teachers will contact you to schedule a conference. At any time, a parent may request a conference to address concerns they have about their child.

Yearly Achievement Testing

- Stanford 10 will be given to 1st and 2nd grade students.
- The ACT Aspire will be given to students in 3rd through 8th grade.

- Students in grades 7 through 10 may choose to take the Preliminary Scholastic Aptitude Test (PSAT). For these younger students, it serves as a practice test for the SAT.

ATHLETICS

Athletics at Nashville Christian School operate as an extension of the mission and vision of our school. Participation in athletics is encouraged at all grade levels. The following are the policies and procedures of the Athletic Department at NCS.

League Affiliations

K-8 athletic teams participate in various leagues and conferences throughout the Nashville area. NCS is a member of the TSSAA for high school athletics, and abides by the constitution and bylaws set therein.

Physical Examination

All students participating in any athletic activity must have the physical examination form on file as well as the concussion information form. 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.

Concussion policy

Nashville Christian School follows the TSSAA concussion policy for participation in athletics. All parents and athletes should review the policy at tssaa.org to be familiar with it's components. Each student wishing to participate on a school team, along with a parent/guardian, must sign the "Student-athlete and Parent/Legal Guardian Concussion Statement" form found on the TSSAA website and return it to the NCS Athletic Department prior to participation.

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.

Eligibility

The administration will conduct an extracurricular eligibility check twice during each nine weeks grading period, once at the midpoint, and again at the end of the grading period. Students who have earned one F or two D grades at these times will be ineligible for extracurricular 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. If there is no evidence of improvement, the student will remain ineligible for another week and the process will continue. Eligibility checks are conducted twice during each athletic season and no students will be suspended from the post season based on this policy.

Athletic Opportunities

Elementary Participation in Athletics

At the elementary level, N.C.S. supports parent-initiated involvement of elementary students in local youth leagues. When possible, N.C.S. can assist with practice facilities, uniforms, equipment, and communication. Contact Jessica Walker at walkerj@nashvillechristian.org or Jeff Brothers at brothersj@nashvillechristian.org for more information.

A variety of Sports Camps are available to N.C.S. elementary students in the summer and occasionally during the school year.

Occasionally there will be opportunities for 5th graders to play on school-sponsored teams in interscholastic leagues depending on student numbers and staff availability. Past examples of these teams have included 5th-6th football, basketball, and track. Elementary students who participate on 5th-6th grade teams must maintain the same level of academic eligibility required by Middle School students. Because the elementary school operates on a different schedule than Middle School, 5th graders will not be dismissed early from school for athletic practices. 5th graders will not be allowed to play on athletic teams with 7th-8th grade students without approval from the athletic director.

Middle School Athletics

Fall Sports	Winter Sports	Spring Sports
Football Volleyball Cross Country Golf Cheerleading	Boys Basketball Girls Basketball Wrestling Cheerleading	Baseball Softball Track Soccer

High School Athletics

Fall Sports	Winter Sports	Spring Sports
Football Volleyball Cross Country	Boys Basketball Girls Basketball Wrestling	Baseball Softball Track

Golf Cheerleading Girls Soccer	Cheerleading Bowling	Boys Soccer Boys Tennis Girls Tennis Trap and Skeet Shooting
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GRADE SPECIFIC INFORMATION

Elementary



STUDENT PLEDGE FOR GRADES K-5

I will demonstrate the love of Christ with respect, encouragement, perseverance, and responsibility.

Each of these character traits will be taught and discussed in great length throughout the year. As a school we will focus on a different one each quarter and each week we will focus on one of our Eight Keys of Excellence (Integrity, failure leads to success, speak with good purpose, make the most of every moment, commitment, ownership, flexibility, and balance). Respect, encouragement, perseverance, and responsibility will be modeled and praised by the teachers. Weekly, students will be recognized for exemplifying the Eight Keys of Excellence.

STUDENT Agreement

I, _____, will demonstrate the love of Christ as stated in the student pledge. This pledge is made daily so that I assume responsibility for my conduct and have ownership in my school. I will accept the consequences of my actions and strive to do better.

Student signature _____

PARENT Agreement

I, _____, pledge to partner with Nashville Christian School by supporting and enforcing the expectations of the behavior pledge.

Parent signature _____

Schedule Changes

As needed, and in the best interests of the students and instructional time, the classroom teachers and administrators may make adjustments to the daily schedule.

Field Trips

Field trips are used to enrich the curriculum and sometimes as a reward for reaching goals. Field trips provide a learning opportunity and grant a means for students to develop more knowledge of art, display historical empathy, increased skills in critical thinking, exhibit increased levels of tolerance, and have a life long love for art and culture. Field trips are a privilege for students who are in good standing academically and behaviorally. NCS would be glad to have parent volunteers on many field trips. The classroom teacher will contact you for chaperone needs.

Middle School

Nashville Christian School House System: The “Aerie”

An aerie is an eagle’s nest. It is also defined as a house or fortress on a hill. The NCS middle school house system is designed to engage all students in a competitive environment where students earn points for various activities. Membership encourages students to live out the vision of Nashville Christian School through games and other events which will challenge individuals to contribute academically, athletically, spiritually, and socially throughout the school year. Points are also earned through individual merits for positive behavior. Each middle school student is “drafted” into a house at the beginning of the year and membership lasts throughout their 6th, 7th, and 8th grade years. A “House Senate” will exist and will allow leadership opportunities for students of all grade levels. Each year, houses will elect a Senator, Secretary, and Treasurer which will serve as the middle school governing body. The Senate, as well as the individual houses, will meet regularly with faculty advisors throughout the school year. A point system will allow houses to compete throughout the school year for the “House Trophy”, awarded to the house which accumulates the most overall points.

High School

Advanced Placement Courses

Advanced Placement (AP) courses are offered in Human Geography, Biology, Physics I, Spanish, 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. Anyone enrolled in an AP course for AP credit MUST take the AP exam. The student is responsible

for payment of the exam. Some students may be enrolled in an AP course for only Honors credit. These students may be asked to take an alternative final exam.

College Credit Courses / Dual Enrollment

Through a joint venture with Lipscomb University and Nashville State Community College, juniors and seniors may take "dual enrollment" classes at NCS, giving them both high school and college credit. Nashville Christian School currently offers dual enrollment courses in English Composition I and II, British Literature, American Literature, Speech and Pre-Calculus(NSCC). 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.

Class Schedule Changes

Under the Nashville Christian High School system, students are counseled on class selection. The teacher or administrator will initiate changes to a class schedule, 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.

Classification of Students

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

College Days

Juniors and Seniors are allowed two additional days for visiting college campuses. They should fill out a College Visit form with appropriate signatures and it should be 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.

Exam Policy

Everyone will be required to take midterm and final exams for the fall semester. Students in grades 9-12 may earn exemptions from final exams in the Spring through one of the following methods:

1. Have a year long average of 75-84, a maximum of 3 absences from the class, less than 5 tardies (Excused or Unexcused), and no major discipline infractions.
2. Have a year long average of 85-92, a maximum of 5 absences from the class, less than 6 tardies (Excused or Unexcused), and no major discipline infractions.
3. Have a year long average of 93-100, a maximum of 7 absences from the class, less than 7 tardies (Excused or Unexcused), and no major discipline infractions.

Exemptions will be provided on a class-by-class basis following the standards listed above. A teacher may reserve the right to require students to take a final exam if there are extenuating academic or behavioral circumstances. Any student who is taking a class for one semester only will be required to take the final exam for that class. (This includes semester classes such as Economics as well as students who may be re-taking one semester of a year-long class).

Graduation Tracks

Students attending Nashville Christian School may complete graduation requirements while progressing through one of three graduation tracks. These are College Preparatory, Honors and Scholars. Credit requirements for each track are provided during the first year of attendance at Nashville Christian School.

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 including 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 Scholars and Honors track students. To be eligible for a top five designation a student must have been enrolled at NCS no later than the first semester of their junior year. Courses that students take prior to their time at NCS will only be calculated with GPA consistent with that of the courses offered at NCS.

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 (for Scholars track requirements, refer to page 39). Students competing for these designations must have been enrolled at NCS no later than the second semester of their sophomore year.

SAT, ACT and Other Tests

Scholastic Aptitude Test (SAT) or an American College Testing (ACT) are required to be taken by each student for each student to fulfill state requirements for graduation. All students should take at least one of these tests during their junior year for a baseline.

11th grade: The Preliminary Scholastic Aptitude Test (PSAT) is given to all eleventh grade students, it is a qualifying test for the National Merit Scholar Program (optional for 7th - 10th). 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 to help prepare the student for the exam. Students who test in the 98th percentile have the potential of qualifying for the National Merit Scholar Program and various related scholarships. This score will show what track the student is currently on for a future ACT score. The Armed Services Vocational Aptitude Battery (ASVAB) or similar career interest assessment may be given to eleventh graders to assess their career interests.

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.

Senior Privileges

A senior in good academic standing has earned off campus lunch privileges on designated school days. Any student not in good standing for violating a school rule or failing to meet the given academic standards may have their off-campus privileges suspended.