



**2021-2022**  
**Student Handbook**

# Table of Contents

Mission Statement	5
Philosophy and Goals	5
Parental Partnership	10
Problem Resolution	11
Nashville Christian School Facts	12
<b>ATTENDANCE</b>	13
Arrival	
Early Dismissal	
Dismissal	
Extended Care	
Absences	
Prearranged Absences	
Tardy	
<b>MEDICAL</b>	16
Emergency Contact numbers	
Illness or Injury at School	
Medications at School	
Emergency Medical Treatment	
<b>DAY TO DAY ACTIVITIES</b>	17
Chapel/ Bible	
Breakfast/Lunch Program	
Food, Drink, Gum	
Hall Passes	
<b>FRONT OFFICE PROCEDURES</b>	19
Locker/ Storage	
Payments	
Search of Persons and Property	
Textbooks	
Visitors	
<b>DRESS CODE</b>	20
Lower School	
Middle School	
Upper School	

<b>ELECTRONIC POLICY</b>	25
Computers: Laptop, iPad, Chromebook	
Media	
Technology Policy	
Telephone Use	
<b>EXPECTATIONS FOR STUDENT CONDUCT</b>	31
Lower School	
Middle and Upper School Discipline Plan	
Anti-bullying Policy	
Saturday School/ In School or Out of School Suspension	
Drugs, Tobacco, and Alcohol	
Weapons	
<b>PROGRAMMING</b>	42
<b>Academics</b>	
General and Specials Curriculum Requirements	
Lower School	
Middle School	
Upper School	
LIFE (Learning Is For Everyone)	
Scholar	
Make-up Work	
Grading and Reporting	
RenWeb	
Summer School	
Promotion / Retention	
Academic Integrity	
Yearly Achievement Testing	
Lower School	
Middle School	
Upper School	
Parent / Teacher Conferences	
<b>Athletics</b>	57
Athletic Philosophy	
Physical Examination	
Policies and Procedures	
Dress Code	
Eligibility	
Sports Offered	
Lower School	
Middle School	
Upper School	

<b>Fine Arts</b>	60
Policies and Procedures	
Productions	
Eligibility	
Lower School	
Middle School	
Upper School	
<b>GRADE SPECIFIC INFORMATION</b>	63
<b>Lower School</b>	
Field Trips	
Keys of Excellence	
<b>Middle School</b>	
House System	
<b>Upper School</b>	
Advanced Placement Courses	
Automobiles	
Class Schedule Changes/Dual Enrollment	
Classification of Students	
College Credit Courses	
Exam Policy	
Graduation Tracks	
Rank in Class	
Valedictorian, Salutatorian	
SAT, ACT, and Other Tests	
Senior Privileges	

## **MISSION STATEMENT**

The mission of Nashville Christian School is to be a Christian, authentic, dynamic school equipping students to be global leaders.

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) (Approved by the Board, 2/2019)
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 coordinate 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 Trustees  
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. Being created in God's image is what makes us unique in creation. Our specific identities as male or female are designed to reflect specific qualities of the Creator as we live in proper relationship with each other and with God, himself.
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. Adherence to biblical standards for behavior include interpersonal communication, social responsibility, and purity in keeping with 1 Corinthians 6:18-20.
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.

## **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 comply 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 be a Christian, authentic, dynamic school equipping students to be global leaders.
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. 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.

The Executive Committee consists 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 Executive 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 school administrator, 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 school administrator to discuss and resolve the matter. If an acceptable resolution is not achieved at this step, the school administrator will arrange for a Step 3 meeting. If the complaint involves alleged discrimination or harassment by a school administrator, the student/parent shall discuss the matter with the Head of School, 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 Head of School to discuss and resolve the matter. If an acceptable

resolution is not achieved at this step, the Head of School 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 Executive Committee to present their case for a final decision. Prior to meeting, both the Head of School 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 Head of School 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 Executive 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.

## **NASHVILLE CHRISTIAN SCHOOL FACTS**

Established: 1971

First Graduating Class: 1977

Colors: Navy and Orange

Mascot: Eagle

Accreditation

Cognia (formerly called 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 Trustees

Officers:

Mike Campbell, *Chairman*

Mike Lee, *Treasurer*

Alan Thompson, *Secretary*

Members:

Andrew Farley

Linda Johnston

Wyatt Rampy  
Administrative Staff  
Connie Jo Shelton, *Head of School*  
Jeff Brothers, *Director of Operations*  
Lauren Brasel, *Head of Lower School, grades K-5*  
Anissa Demonbreun, *Head of Middle School, grades 6-8*  
Brian Bishop, *Head of Upper School, grades 9-12*  
Kevin Quinn, *Dean of Students K-8*  
Ronnie Seigenthaler, *Athletic Director*  
Kendra Cox, *Preschool Director*

## ATTENDANCE

### ***Arrival***

The school day begins at 7:45 AM. 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). Students in grades K-8 must not be left unattended early in the morning. Supervision is provided in the MPR beginning as early as 7:00 AM. Parents who arrive early with their child must wait with them until supervision is present. Upper school students who arrive early should wait in the commons area. At 7:30 AM, we will begin dismissing students to their classrooms or lockers. For safety reasons, students may not be let out of cars on Sawyer Brown Road.

### ***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. The student must check out through the school office. The parking lot is off limits. Students are not permitted to go to a car without permission. 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 Upper 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 2:20 PM. No students will be called out of class for dismissal between 2:20 PM and their regular dismissal time. 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 needs 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 for the day. *Parents should coordinate early dismissals through the school office and NOT the student’s cell phone.*

## ***Dismissal***

*Lower School* dismissal time is 2:45 PM. Any remaining student at 3:05 PM will be sent to the front office for pick-up. Lower school students may not be dismissed to other parts of campus without parental authorization for pick up from an older sibling. K-5th students who have a sibling who is picked up at the regular dismissal time will be dismissed from the breezeway doors to the front of the Lower School. If a student is not picked up by 3:15 PM, he/she will be sent to After Care.

*Middle School* dismissal is 2:45 PM. For safety reasons, Middle School students may not walk down to the Upper School for dismissal. All students are to be picked up no later than 3:10 PM. At 3:10 PM, Middle School students will report to After Care in the Lower School Library unless they are participating in a school-sponsored activity or are supervised.

*Upper School* dismissal is 3:00 PM. All students are to be picked up no later than 3:20 PM. At 3:20 PM, Upper School students will report to After Care in the Lower School Library unless they are participating in a school-sponsored activity or are supervised.

Dismissal from after school activities: K-8th grade students dismissed from a club or athletic activity, will report to After Care if they do not have a ride available and will be responsible for payment.

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

## ***After Care Program***

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

Middle School and Upper School students will report to the Lower School Library.

## ***Absences***

All NCS students are expected to have consistent attendance. Absences due to illness will be excused with parent contact via email, phone, or note within two days of the student's return to school. If there is an emergent family situation not related to an illness of the child, please submit a letter documenting this, and it will be considered. 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 more than five unexcused absences, the parents will be notified.
- Once a student has missed ten total days (excused or unexcused), the school administrator may 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 Upper school students missing eight 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 a note from a physician, handwritten, or sent through email within two days of returning to school. When sending an email, please send it to the front office for the upper school and middle school, and both the front office and the classroom teacher for lower school. School-sponsored activities do not count as standard absences.

Parents are asked to notify the front office by email or call the school office at (615) 356-5600 by 8:45 AM 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 PM Please coordinate the make-up work pick-up time with the classroom teacher (K-5th).

### ***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 school administrator will determine if a pre-arranged absence will be excused or unexcused. [Forms](#) are found on the NCS website under the "Academic" tab and will be stored in the front office for documentation after they are completed.

### ***Attendance Probation***

Students who show a tendency toward absences and tardies may be placed on attendance probation and/or reported for truancy. 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, letters or emails 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 who are not in the classroom when the bell rings will be counted as tardy for that class period. Administration will run regular reports to monitor tardiness. Excessive tardiness, whether to school or class, will be dealt with as follows:

- Students are counted tardy if they are not in the classroom at 7:45 AM.
- K - 8 students arriving after 7:45 AM must report to the office to receive a tardy slip. After 8:00 AM a parent needs to sign their child in at which time the student will receive a tardy slip.
- 9 - 12 students must report directly to the office to sign in and receive a tardy slip.
- Students should bring documentation.

- 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 = one unexcused absence.
- In 9-12, five unexcused tardies = one unexcused absence.
- More than five tardies per semester disqualifies a student from receiving perfect attendance.
- The school administrator may request a conference with families with excessive tardiness.

### ***Middle School Tardy Policy***

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

### ***Upper School Tardy Policy***

A tardy report will be generated each day at 1:00 PM. Consequences for tardies will be handled through detentions from 3:10 PM to 4:00 PM on Mondays-Thursdays and if necessary, Saturday School.

- Students will be assigned detention for every third tardy they receive (3rd, 6th, etc.)
- Students will be assigned detention on the day of their tardy, or the following day if the tardy comes after the tardy report is generated.
- On the 10<sup>th</sup> tardy in a semester, the student will be assigned Saturday school - 8:00 AM - 10:00 AM.
- Further tardiness will be dealt with at the discretion of the 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 are 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. Every student must have an emergency contact, other than parents, listed.



### ***Medications at School***

If a student takes any medication at school, it must be stored in the school clinic. All medications must be handled through the school clinic. If a student uses an inhaler, it may be kept with the student as long as the school nurse has a written statement from the parents stating the need for the inhaler on file. The nurse will issue medications in these situations:

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

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

In the event a student becomes ill or injured, the 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, signs of pinkeye, or other reasons deemed necessary by the school nurse or administration. 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 via RenWeb each year that permits school officials to request medical treatment for the student. Parents should update this information as often as necessary.

***Concussion protocol is located in the Athletics section of this handbook. Any K-12 student suffering from a concussion should refer to this policy for guidance.***

### ***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.

### ***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 ParentsWeb. All students will eat in the school cafeteria unless prior approval is obtained from the school administrator 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. Students (K-5) are not allowed to have soft drinks at lunch. Drinks stored in lockers must be enclosed in a lunch box. No gum is allowed. Water may be consumed in classrooms at the teacher's discretion.

### ***Daily Routines***

Lower, Middle, and Upper School students participate in daily announcements that include the Pledge of Allegiance. Students and Faculty will follow the manner of delivery for The Pledge of Allegiance as stated in the Flag Code, Part III, Section 4: The Pledge of Allegiance to the Flag: "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all," should be rendered by standing at attention facing the flag with the right hand over the heart.

Other daily routines include prayer and reading of scripture to emphasize our focus on Christian principles and daily Christian living.

### ***Hall Passes***

Students should remain in class unless they have been provided with specific permission from their teacher to be away. 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. If a student leaves class for ANY reason, he or she should be given a pass, and they should leave their cell phone in the classroom.

### ***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. Public displays of affection between students will not be allowed on campus.

## **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, vehicles, 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 school store. After a month, items will be donated to local charities. Please clearly label all items so they can easily be returned to the student.

### ***Payments***

Payment of Cafeteria and After Care fees may be given to your classroom teacher (lower school), your first block teacher (middle and upper school), or in the front office. All checks need to be made payable to NCS. Be sure to put any payment in an envelope labeled with the student's name, the amount of the check, and its purpose as well as a note in the memo line what the check is written for and the student's name. There is a designated drop box for these payments in the office. Payment for cafeteria fees and after care are recommended to be paid through the student's FACTS account. If you would like after care to be billed monthly through FACTS please let the after care director know upon enrollment.

### ***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 present photo identification for the Raptor system. Once approved, the visitor must 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(s). Please understand that NCS reserves the right to insist on the appropriate example and environment for students, including denying admittance to visitors. Alumni are allowed to visit for lunch, visit their previous teachers, and have some level of reasonable access. Ministers and youth ministers may be allowed to visit and eat with students during the school day following approval from the main offices. Students from other schools,

non-family members, or other visitors will not be allowed access and will not be allowed to bring lunch, or eat lunch with students on campus.

### **Lunch Deliveries**

Students are not allowed to order food to be delivered to campus for them. This includes direct delivery from a restaurant or any establishment that uses UberEats or other similar programs.

## **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 model of dress for our school and its activities.

Adherence to the dress code is the parents' and students' responsibility. Families are expected to be familiar with the dress code and support these guidelines in the purchase of school clothing. While the dress code policy applies to clothing worn during the school day, parents are responsible for supervising the choice of appropriate clothing for school events that occur outside of the normal school day. Students are expected to yield to the given authority of any faculty member or administrator on any dress code related issue. In addition to being issued demerits, students found to be in violation of the dress code policy may be required to contact parents to provide appropriate clothing or wear appropriate clothing provided by NCS. Repeated violations may also bring an increase in the severity of consequences.

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, as well as the Standard Day Uniform and additional details are outlined in the following pages.

## DRESS CODE

Gentlemen (Grades 6-12)	
Dress Uniform Day	
Required	Optional
<ul style="list-style-type: none"> <li>● Educational Outfitters NCS necktie or bow tie</li> <li>● White long-sleeved dress shirt (purchased from store of your choice)</li> <li>● Khaki pants (no shorts) with belt loops</li> <li>● Black or brown belt (without additional accessories)</li> <li>● Dress shoes with socks</li> </ul>	<p>Permitted outerwear inside the school:</p> <ul style="list-style-type: none"> <li>● Educational Outfitters issued crest vest</li> <li>● Educational Outfitters issued sweater</li> <li>● Navy Educational Outfitters issued crest ¼ zip</li> <li>● Solid navy blue blazer</li> <li>● A dress code shirt must be worn under any outerwear</li> </ul>
Standard School Day	
Required	Optional
<ul style="list-style-type: none"> <li>● Educational Outfitters polo (navy, white, or orange - long or short sleeved)</li> <li>● Khaki pants or shorts with belt loops from Educational Outfitters or other uniform vendor similar in color and style to Educational Outfitters (no cargo pants/shorts, and short length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee).</li> <li>● Black or brown belt (without additional accessories)</li> <li>● Tennis shoes or closed toes shoes (no sandals or house shoes / slippers)</li> </ul>	<ul style="list-style-type: none"> <li>● Short-sleeved undershirts in solid navy or white (no hoods)</li> <li>● Hooded sweatshirts and outerwear purchased through the school bookstore or from an NCS school team - provided a dress code shirt is worn underneath</li> <li>● On Fridays, students may wear solid color jeans (provided they fit appropriately and are without holes) and school related t-shirts</li> </ul>
<p>Additional Details:</p> <ul style="list-style-type: none"> <li>● Shirts must be tucked in at all times.</li> <li>● Non-NCS outerwear must be kept in lockers during the school day.</li> <li>● Undergarments, tattoos, and body piercings must NOT be visible at any time.</li> <li>● PE students are required to wear the NCS PE shirt and shorts. Leggings must have shorts over them.</li> <li>● Caps, hats, sweatshirt hoods, bandannas, and scarves worn as hats are not permitted in the building.</li> <li>● Clothing that has holes or is frayed, faded, camouflage, tie-dyed, or sleeveless is not permitted.</li> <li>● Hair must not cover the ears, eyes, or touch the shirt collar.</li> <li>● No hair adornment or accessories allowed (this includes headbands, ponytail holders, hairpins, barrettes, clips, etc). No ponytails, buns, or similar styling is allowed.</li> <li>● Extreme hairstyles or colors are not permitted. Hair must be natural color, neat, and groomed; it should not draw undue attention.</li> <li>● Must be clean shaven. Beards and mustaches are not permitted.</li> <li>● Eyebrow slitting is not allowed.</li> </ul>	

## DRESS CODE

Ladies (Grades 6-12)	
Dress Uniform Day	
Required	Optional
<ul style="list-style-type: none"> <li>● Educational Outfitters NCS crest white dress shirt</li> <li>● Educational Outfitters NCS plaid skirt or Educational Outfitters khaki pants</li> <li>● Dress shoes</li> <li>● Navy socks, white socks, or navy-footed tights</li> </ul>	<p>Permitted outerwear inside the school:</p> <ul style="list-style-type: none"> <li>● Educational Outfitters issued crest vest</li> <li>● Educational Outfitters issued sweater</li> <li>● Educational Outfitters issued crest cardigan</li> <li>● Navy Educational Outfitters issued crest ¼ zip</li> <li>● Solid navy blue blazer</li> <li>● A dress code shirt must be worn under any outerwear</li> <li>● Educational Outfitters NCS necktie or bowtie</li> </ul>
Standard School Day	
Required	Optional
<ul style="list-style-type: none"> <li>● Educational Outfitters polo (navy, white, or orange - long or short sleeved)</li> <li>● Educational Outfitters plaid skirt or khaki pants/shorts (pants/shorts can be from other uniform vendors if similar in color and style to Educational Outfitters - no cargo pants/shorts)</li> <li>● Skirt/Short length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee)</li> <li>● Tennis shoes or closed toes shoes (no sandals or house shoes / slippers)</li> </ul>	<ul style="list-style-type: none"> <li>● Solid navy or white colored tights or leggings (no sweatpants, no lace or sheer material)</li> <li>● Black or brown belt (without additional accessories)</li> <li>● Short-sleeved undershirts in solid navy or white (no hoods)</li> <li>● Hooded sweatshirts and outerwear purchased through the school bookstore or from an NCS school team - provided a dress code shirt is worn underneath</li> <li>● On Fridays, students may wear solid color jeans (provided they fit appropriately and are without holes) and school related t-shirts</li> </ul>
<p>Additional Details:</p> <ul style="list-style-type: none"> <li>● Shirts must be tucked in at all times.</li> <li>● Non-NCS outerwear must be kept in lockers during the school day.</li> <li>● Undergarments, tattoos, and body piercings other than ears must NOT be visible at any time.</li> <li>● PE students are required to wear the NCS PE shirt and shorts. Leggings must have shorts over them.</li> <li>● Caps, hats, sweatshirt hoods, bandannas, and scarves worn as hats are not permitted in the building.</li> <li>● Clothing that has holes or is frayed, faded, camouflage, tie-dyed, or sleeveless is not permitted.</li> <li>● Extreme hairstyles or colors are not permitted. Hair must be natural color, neat, and groomed; it should not draw undue attention.</li> <li>● Eyebrow slitting is not allowed.</li> </ul>	

<b>Boys (Grades K-5)</b>	
Dress Uniform Day	
Required	Optional
<ul style="list-style-type: none"> <li>• NCS crest white dress shirt</li> <li>• Khaki pants (no shorts) with belt loops</li> <li>• Black or brown belt (without additional accessories)</li> <li>• Dress shoes with socks</li> </ul>	Permitted outerwear inside the school: <ul style="list-style-type: none"> <li>• Educational Outfitters issued crest vest</li> <li>• Educational Outfitters issued sweater</li> <li>• Navy Educational Outfitters issued crest ¼ zip</li> <li>• Solid navy blue blazer</li> <li>• A dress code shirt must be worn under any outerwear</li> <li>• Educational Outfitters NCS necktie or bow tie</li> </ul>
Standard School Day	
Required	Optional
<ul style="list-style-type: none"> <li>• Educational Outfitters polo (navy, white, or orange - long or short sleeved)</li> <li>• Khaki pants or shorts with belt loops from Educational Outfitters or other uniform vendor similar in color and style to Educational Outfitters (no cargo pants/shorts, and short length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee)</li> <li>• Black or brown belt (without additional accessories) - Not required for K-1st</li> <li>• Tennis shoes or closed toed shoes (no sandals or house shoes / slippers)</li> </ul>	<ul style="list-style-type: none"> <li>• Short-sleeved undershirts in solid navy or white (no hoods)</li> <li>• Hooded sweatshirts and outerwear purchased through the school bookstore or from an NCS school team - provided a dress code shirt is worn underneath</li> <li>• On Fridays, students may wear solid color blue jeans (provided they fit appropriately and are without holes) and school related t-shirts</li> </ul>
<b>Additional Details:</b> <ul style="list-style-type: none"> <li>• Shirts must be tucked in at all times.</li> <li>• Non-NCS outerwear must be kept in lockers during the school day.</li> <li>• Undergarments, tattoos, and body piercings must NOT be visible at any time.</li> <li>• Caps, hats, sweatshirt hoods, bandannas, and scarves worn as hats are not permitted in the building.</li> <li>• Clothing that has holes or is frayed, faded, camouflage, tie-dyed, or sleeveless is not permitted.</li> <li>• Hair must not cover the ears, eyes, or touch the shirt collar.</li> <li>• No hair adornment or accessories allowed (this includes headbands, ponytail holders, hairpins, barrettes, clips, etc). No ponytails, buns, or similar styling is allowed.</li> <li>• Extreme hairstyles or colors are not permitted. Hair must be natural color, neat, and groomed; it should not draw undue attention.</li> <li>• Must be clean shaven. Beards and mustaches are not permitted.</li> <li>• Eyebrow slitting is not allowed.</li> </ul>	

<b>Girls (Grades K-5)</b>	
<b>Dress Uniform Day</b>	
<b>Required</b>	<b>Optional</b>
<ul style="list-style-type: none"> <li>• Educational Outfitters NCS crest white dress shirt</li> <li>• Educational Outfitters NCS plaid skirt/skort, plaid jumper with Peter Pan Collar shirt, or khaki pants</li> <li>• Dress shoes</li> <li>• Navy socks, white socks, or navy-footed tights</li> </ul>	<p>Permitted outerwear inside the school:</p> <ul style="list-style-type: none"> <li>• Educational Outfitters issued crest vest</li> <li>• Educational Outfitters issued sweater</li> <li>• Educational Outfitters issued crest cardigan</li> <li>• Navy Educational Outfitters issued crest ¼ zip</li> <li>• Solid navy blue blazer</li> <li>• A dress code shirt must be worn under any outerwear</li> <li>• Educational Outfitters NCS necktie or bowtie</li> </ul>
<b>Standard School Day</b>	
<b>Required</b>	<b>Optional</b>
<ul style="list-style-type: none"> <li>• Educational Outfitters polo (navy, white, or orange - long or short sleeved) or peter pan collar shirt when worn with a jumper</li> <li>• Educational Outfitters plaid skirt/skort/jumper or khaki pants/shorts (pants/shorts can be from other uniform vendors if similar in color and style to Educational Outfitters - no cargo pants/shorts)</li> <li>• Skirt/Skort/Short/Jumper length must be no shorter than the length of a credit card placed vertically at the crease on the back of the knee)</li> <li>• Tennis shoes or closed toes shoes (no sandals or house shoes / slippers)</li> </ul>	<ul style="list-style-type: none"> <li>• Solid navy or white colored tights or leggings may be worn under plaid skirt/skort/jumper (no sweatpants, no lace or sheer material)</li> <li>• Black or brown belt (without additional accessories)</li> <li>• Short-sleeved undershirts in solid navy or white (no hoods)</li> <li>• Hooded sweatshirts and outerwear purchased through the school bookstore or from an NCS school team - provided a dress code shirt is worn underneath</li> <li>• On Fridays, students may wear solid color blue jeans (provided they fit appropriately and are without holes) and school related t-shirts</li> </ul>
<p><b>Additional Details:</b></p> <ul style="list-style-type: none"> <li>• Shirts must be tucked in at all times.</li> <li>• Non-NCS outerwear must be kept in lockers during the school day.</li> <li>• Undergarments, tattoos, and body piercings other than ears must NOT be visible at any time.</li> <li>• Caps, hats, sweatshirt hoods, bandannas, and scarves worn as hats are not permitted in the building.</li> <li>• Clothing that has holes or is frayed, faded, camouflage, tie-dyed, or sleeveless is not permitted.</li> <li>• Extreme hairstyles or colors are not permitted. Hair must be natural color, neat, and groomed; it should not draw undue attention.</li> <li>• Eyebrow slitting is not allowed.</li> </ul>	



## **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 put away. Devices may be taken up and returned at the discretion of the administration. School furnished devices are to be used as directed by a teacher only. Students who abuse the privilege of having a device 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.

## **2021 - 2022 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/Chromebooks 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 K - 4th 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, or 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.

**GENERAL CHROMEBOOK RULES (for 5th - 8th Grade)**

Students are responsible for bringing their Chromebooks fully charged each day to school.

***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 Chromebook.
- Do Not remove the student profile, reset the device, or alter the Google account.
- ALL repairs to the Chromebook must be made by the school Technology Department
- 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 Chromebook is lost, students/parents are responsible to pay for the fair market value to replace it.
- Students will be charged the full price of the Chromebook if deliberately damaged or vandalized.
- Students may NOT deface the Chromebook in any way to include such things as applying stickers, marking on the case, etching names, etc.

***No Loaning or Borrowing Chromebooks:***

- Do NOT loan Chromebooks to other students.
- Do NOT borrow a Chromebook 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 failure of the Chromebook 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 Chromebook 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 Chromebook must be school system approved.

***Unauthorized Access***

- Access to another person's account or Chromebook 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. 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. 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 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, Chromebooks, 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 immediately 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 users shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use.
- All email 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, (e.g., 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 or Chromebook.
- 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.
- Students may NOT use the school iPad or Chromebook to photograph/record other students without their knowledge.

### ***Consequences***

The student in whose name a system account and/or iPad/Chromebook hardware is 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 and Chromebook Discipline Policy (K - 8)***

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

*1<sup>st</sup> Offense* – Warning

*2<sup>nd</sup> Offense* – The teacher will confiscate the iPad or Chromebook for the duration of the period.

*3<sup>rd</sup> Offense* – The teacher will confiscate the iPad or Chromebook and deliver it to an administrator to be kept for the remainder of the day. The student will be assigned to detention. iPads or Chromebooks will be searched for inappropriate apps, e-mail, photos and internet sites. If such is found, these will be deleted, and the student may face further consequences.

*4<sup>th</sup> Offense and further offenses* – The teacher will confiscate the iPad or Chromebook and deliver it to an administrator who will determine consequences that are appropriate.

### ***Cell Phones/Mobile Electronic Devices***

Cell phone use is not permitted in the building between the hours of 7:45 AM and 3:00 PM. During these times, phones should be put away, out of sight, and turned off. 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 will face further consequences. In grades 6-12, during break, class changes, lunch times, and other non-instructional time, it is acceptable for students to check phones, but they should not be used to make phone calls or in a way that

makes a student late for class. Cell phones should never be used as a means to use social media to post inappropriate or damaging pictures or comments about other students with or without their permission. Students found to have used their devices on social media for inappropriate, offensive, or harassing behaviors may be subject to disciplinary action based on the incident. Should a phone or other device be seen or become a distraction (ringing, flashing, camera, etc.), the teacher will confiscate the phone or device and disciplinary action will be taken. Repeat offenders or students with severe discipline issues may have their phones confiscated and be denied permission to have a phone on campus for the remainder of the school year.

No photography, audio or video recording or video transmission are allowed at any time in restrooms, locker rooms, or other changing areas (before, during, or after school).

### ***Headphone Use***

Headphone usage anywhere on campus between 7:45 AM - 3:00 PM is prohibited but may be permitted in the classroom at the teachers' discretion. Violation of this policy will result in confiscation of the headphones for three school days. On the first day, the headphones will be kept in the office for the remainder of the day. On the following two school days, the headphones 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 will 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.

## **EXPECTATIONS FOR STUDENT CONDUCT**

### ***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. Identity - God created us as male or female, and we will live consistently with the gender God chose for us. These two different, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) - “...in the image of God He created him; male and female He created them.”
- H. 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.”

### ***Standards of Conduct and Discipline***

NCS encourages all members of the school community to develop self-discipline. Faculty, Staff, Administrators, and both older and younger students learn to take responsibility for their own conduct and their personal responses to events, ideas, and situations.

NCS believes all people are created in the image of God and have immeasurable worth in His eyes. Thus, we expect all adults and students to treat each other with dignity and respect, valuing people of each racial, ethnic, or national background equally as image bearers of God. NCS affirms the thoughts expressed by Martin Luther King, Jr. that people should be known and judged by the content of their character, rather than the color of their skin. Further, NCS believes that attributing characteristics of a group to an individual solely on the basis of the color of their skin is reprehensible. Behavior that is intentional and inconsistent with these expectations will be addressed and taken seriously.

The goal of conduct policies is not merely to influence behavior through fear of punishment, but for the good of the student; to support the development of self-control and problem-solving skills. Nashville Christian School expects students to yield to the given authority of any faculty member or administrator on school conduct and dress code related issues.

When a student enrolls in NCS, he or she becomes identified with the school. In order to maintain high standards of behavior, the school reserves the right to take appropriate disciplinary action in the case of any misconduct, whether occurring on or off the school campus. We expect that a student’s conduct must reflect favorably on the student and on the school at all times. This includes activity on technology and social media.

Further, while Nashville Christian School provides supervision of its students, Nashville Christian Students will experience times and or situations where there is limited or no supervision. These may include, but are not limited to, gap times between the school day hours and other activities (both on and off campus), hotel rooms on trips, bus rides, and in locker rooms or other changing areas. Nashville Christian School expects students to act as if direct supervision were present, as



well as immediately report any inappropriate behavior to the most accessible NCS employee. Once notified, action will be taken as needed to protect the well-being of the students.

### ***Enrollment Dismissal Policy***

Nashville Christian School may dismiss or refuse re-admission to any student for an accumulation of excessive demerits or whose attitude or general deportment seems detrimental to the best interest of the student or school, regardless of the number of demerits acquired. A positive and constructive working relationship between the school and a student's parent or guardian is essential to the accomplishment of our educational mission. Nashville Christian School accordingly reserves the right to terminate or not renew a student's enrollment contract if the administration of the school reasonably concludes that the actions of a student, parent, or guardian makes a positive and constructive relationship impossible or seriously interferes with Nashville Christian's accomplishment of its mission. Such termination shall not release the parent or guardian from their obligations under this contract.

### ***Conflict Resolution***

If a student or family feels that they have been treated unfairly, they should take the following steps to resolve the issue. Nashville Christian School believes that matters involving an instructor and student(s) are best resolved at that level; therefore, the following procedures are recommended.

1. The student should first meet with the instructor to discuss the issue or concern. This approach ensures the instructor is aware of the issue/concern and provides an opportunity for resolution.
2. If after meeting with the instructor, the student feels the issue has not been resolved, he/she may request a parent conference with the teacher. An administrator may be present at this meeting to assist.
3. If after meeting with the instructor, the student feels the issue has not been resolved, he/she should next meet individually with the direct supervisor of the appropriate department (Athletic Director, Dean of Students, School Administrator, etc.).
4. The expectation is that the issue/concern will be resolved by the time it reaches the appropriate administrator. However, if necessary, the student may continue to pursue the issue with the Head of School, who is the final authority regarding student/instructor disputes.

Above all other factors, it must be stressed that any student requested to appear before a school official should be prepared to offer, without hesitation, the fullest possible and completely truthful statement. Lying or misleading a faculty member about an offense will further compound the repercussions.

### ***Lower School***

Lower school 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 school administrator utilize positive reinforcement (praise, recognition, special privileges, "eagle wings" earned for the class, etc.) to encourage students to meet

expectations. When students are unresponsive to these methods, the following consequences will be used to help the student recommit 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, clean-up detail, and loss of privileges (recess, field trips, etc.).
- When a student is referred to the school administrator or dean of students, the following may occur: a conference with the student, parent phone call, reflective writing exercises, suspension from extracurricular activities, clean-up detail, after-school detention, in-school suspension, out-of-school suspension, behavior contract, or expulsion.
- At times, teachers, dean of students, and/or school administrator may document persistent or significant student misbehavior on ParentsWeb. Parents may access this behavior file at any time. Incidents documented in ParentsWeb will not become part of a child's permanent school record without notifying the parent.

### ***Middle and Upper 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-campus behavior. Additionally, student off-campus behavior that becomes public knowledge or affects the daily school operations may also be subject to the school discipline policy. 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 ParentsWeb 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
- Lost or unavailable ID cards
- 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, clean-up detail, conference or phone call to parents, etc.) All consequences will be reported to parents.

- Record discipline events in ParentsWeb 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 ParentsWeb which will be assigned by the Dean of Students**

Examples of Level II offenses

- Disrespect to a 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 ParentsWeb 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
- Offensive Social Media Use, Cyberbullying

Level III consequences

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

- Four or more demerits
- Detention,
- Service hours
- Saturday school hours
- In-school suspension
- Out-of-school suspension
- Conference with parents
- Behavior contract
- Expulsion
  - Students who are expelled from NCS for disciplinary reasons will be banned from all on-campus or school-sponsored events (Banquet, Athletics, etc...) through the following school year.

**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 primarily on the following days/times:

Monday through Thursday- 3:10 PM - 4:00 PM - Available for 6th-12th Grade. The date and location of detention will be determined by the supervisor for the day. During detention times, students will not be allowed to use cell phones for any reason. They must come to detention with school work to be finished during this time.

***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 8:00 AM -12:00 PM. Saturday School will begin in the Upper School Commons Area and students may be asked to complete service work, academic tasks, or other projects as designed by the supervisor. 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.

***Suspension (In-school or Out-of-school)***

Students who are suspended (ISS or OSS) will lose the privilege of exam exemption in the Spring. This is noted in the exam exemption policy as “major discipline infractions.” In the case of ISS, exceptions can be considered depending on the infraction that led to the suspension.

Students who are suspended out of 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.

### ***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.

Three types of bullying include verbal, social and physical bullying.

- Verbal bullying involves things written or said. It can include inappropriate sexual comments, taunting or threatening to cause harm.
- Social bullying involves intentionally hurting someone's reputation or relationships.
- Physical bullying involves hurting a person's body or possessions.

Peer conflict and teasing are not considered bullying. Examples of peer conflict include not liking someone, isolated expressions of unpleasant thoughts, a single act of telling a joke about someone, of bumping into someone or of horseplay. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Teasing does not involve physical or emotional abuse. It is not considered bullying when peers with no perceived imbalance of power have an argument, disagreement or fight, though some of these acts may warrant immediate attention, corrective measures, and discipline, depending on severity.

Bullying behaviors may include the following:

- Intentionally 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 looks or making fun of someone for being a boy or a girl
- Racially motivated hurtful remarks or actions
- 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 the 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 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:

- Behavioral Consequences - The student may be assigned a variety of consequences depending on the severity of the actions taken. This may include detention, loss of privileges, Saturday school, suspension or expulsion. Students who display repeated actions of a bullying nature will progress to more serious consequences.
- Intervention, Warning, and Redirection - A teacher, school administrator, 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 to appropriate actions.

- Notification of Parents - School staff will notify the parents of involved students. Depending on the severity of the actions, the parents may be asked to meet with the school administrator 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 school administrator 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.

### ***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.

### ***Anti-Harassment Policy***

1. Nashville Christian School is committed to safeguarding the right of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment.
2. It is the policy of Nashville Christian School to maintain a learning and working environment that is free from harassment of any type. The school prohibits any form of harassment, including harassment based upon gender, age, religion, disability, race, or national origin.
3. It shall be a violation of this policy for any student or employee of the school to harass a student or an employee through conduct or communication in any form defined by this policy.
4. Definition of Sexual Harassment:  
In particular, sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - Submission to that conduct is an express or implied condition of obtaining or retaining employment, or of obtaining an education; or
  - Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
  - That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.
5. Reporting Procedures:

- Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the School, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate School official as designated by this policy. Nashville Christian School strongly encourages the reporting party or complainant to submit their complaint in written form.
  - At each level the school administrator is the person responsible for receiving oral or written reports of harassment or sexual harassment. If the primary complaint involves the school administrator, the complaint may be filed directly with the Head of School. If the complaint involves the Head of School, the complaint may be filed directly with the Chairman of the Board of Trustees.
  - Submission of a complaint or report of harassment will not affect the reporting individual's future employment, grades or work assignments. The school will respect the confidentiality of the complaint and the individual(s) against whom the complaint is filed as much as possible, consistent with the School's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.
6. Investigation and Recommendation: Upon receipt of a report or complaint alleging harassment under this policy, the school will conduct a prompt investigation of the situation. All complaints of harassment will be investigated promptly and thoroughly. Any employee or student who is determined to have engaged in harassment as prohibited by this policy will be subject to disciplinary action as deemed appropriate by the School, based upon the results of the investigation. The School will take such disciplinary action it deems necessary and appropriate, including warning, suspension or immediate discharge, to end harassment and prevent its recurrence.

### ***Drugs, Tobacco, Vaping and Alcohol***

The sale, purchase, possession (intentional or unintentional), or use of drugs, alcohol, tobacco, e-cigarettes or illegal substances or paraphernalia (to include vaping devices) by students on or off the Nashville Christian School campus or at any school sanctioned activity 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 another 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.



### ***Leaving Campus***

In order for a student to leave the campus during a school day, permission must be obtained from his/her parents or guardian *and* a school administrator, and the student must check out through the school office. The parking lot is off limits. Students are not permitted to go to cars without permission.

### **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

#### *Lower School General Curriculum*

In addition to English Language Arts, Math, and Science/Social Studies instruction, lower school students have Bible class and a special areas class every day. Classes offered this year include Art, Music, Spanish, and Library. Students attend P.E. daily. 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, Tennis, Golf, Sewing, Dance, Engineering for Kids, Science Club, Math Club, and Craft Club.

### Nashville Christian Middle School Curriculum Courses

6th Grade	7th Grade	8th Grade
Bible	Bible	Bible
World History and Geography: Early Civilizations Through the Fall of the Western Roman Empire	World History and Geography: The Middle Ages to the Exploration of the Americas	United States History and Geography: Colonization of North America to Reconstruction
English	English	English Advanced English Spanish I (Advanced only for Upper School credit)
Math Advanced Math	Math Advanced Math	Math Algebra I (Advanced only for Upper School credit)
Earth Science	Life Science	Physical Science
Advisory	Advisory	Advisory

Enrichment Offerings: P.E., Strength Training, STEM, Art, Music, Drama, Creative Writing, Health, Keyboarding, Study Skills, Technology, Foreign Language, Band, Choir, Theater, Music Appreciation (These offerings are subject to change).

### ***Upper School Required Curriculum Courses***

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

#### **Nashville Christian Upper School Plan of Study**

<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
Bible I – Early Hebrew History	Bible II – The Life of Christ/Acts	Bible III	Bible IV
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	Statistics College Prep Algebra* Pre-Calculus Pre-Calculus DE AP Calculus
Biology I Biology Honors	Chemistry Physics Physics Honors	Chemistry AP Biology Anatomy AP Physics I Physics Physics Honors Environmental Science*	Anatomy AP Biology Physics Forensic Science 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) or AP Government/ Economics(.50)
Spanish I, II Spanish II Honors	Spanish I, II Spanish II H Spanish III Honors	Spanish I, II (H), III H, IV(H/AP)	Spanish II(H), III H, IV, AP
Physical Education/Strength Training and Health(.50)	Physical Education/Strength Training and Health(.50)	Physical Education/Strength Training	Physical Education/Strength Training
Art I Theater I Entertainers** Rock Band** Band**	Art I, II Theater I, II Entertainers** Rock Band** Band**		Senior Hall

\*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 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Possible Electives	Possible Electives	Possible Electives	Possible Electives
Media & Broadcasting**	Media & Broadcasting**	Media & Broadcasting**	Media & Broadcasting**
Journalism**	Journalism**	Journalism**	Journalism**
Freshman Hall	Psychology	Psychology	Psychology
Music Appreciation**	Music Appreciation**	Music Appreciation**	Music Appreciation**
	African American Studies**	African American Studies**	African American Studies**
		Art I, II, III, IV	Art I, II, III, IV
		Entertainers**	Entertainers**
		Theater I,II, III	Theater I,II,III,IV
		Band**	Band**
		Rock Band**	Rock Band**
		ACT/SAT Prep	DE Speech DE Music Appreciation
Athletic Block Fall: Girls Soccer, Volleyball Spring: Track, Baseball, Softball All year: Football, Girls Basketball, Boys Basketball	Athletic Block Fall: Girls Soccer, Volleyball Spring: Track, Baseball, Softball All year: Football, Girls Basketball, Boys Basketball	Athletic Block Fall: Girls Soccer, Volleyball Spring: Track, Baseball, Softball All year: Football, Girls Basketball, Boys Basketball	Athletic Block Fall: Girls Soccer, Volleyball Spring: Track, Baseball, Softball All year: Football, Girls Basketball, Boys Basketball

### 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, College Prep Algebra, Statistics	4 credits	4 credits*	4 credits	4 credits
Science	Biology, Chemistry, Physics (H, AP), Anatomy, Biology II AP, Environmental Science, Forensics	4 credits	4 credits*	3 credits	2 credits
Social Studies	World History & Geography, AP Human Geography, American History (AP), US Government(AP) & Civics/Economics, Personal Finance	3.5 credits	3.5 credits*	3.5 credits	3 credits
World Language	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 Physical Activity credit (P.E., Strength, or Athletics) and .5 Wellness credit. Athletic Team participation may count for a semester of the Physical Activity credit.	1.5 credit	1.5 credit	1.5 credit	
Fine Arts	Art, Choir, Theater, Band, Rock Band	1 credit	1 credit	1 credit	
Electives	See elective list. Electives must include one of the options marked with ** or other electives given administrative approval.	3 credits	1 credit	3 credits	

Total		27 credits	27 credits	22 credits	
-------	--	------------	------------	------------	--

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

\*\* Two years must be the same World Language. The third year can be the same or a different language.

**An Honors Diploma is also awarded to students who take at least 8 honors, DE or AP classes in 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.

***Head’s List and Honor Roll***

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

**Lower 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. Head's List - students must have a 93 or above in all four core academic courses.

**Middle School**

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

**Upper School**

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

**Lower School**

Destination Imagination 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, the teacher pushes the students to think outside of the box to accomplish problem-solving tasks resulting in a challenge competition with other schools. The group makeup is 3rd, 4th, and 5th grade students who have tested with advanced proficiency.

**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 upper school credit
- 7th & 8th college readiness exams are available to expose and familiarize students with 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

### **Upper School**

Students in the upper 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 a 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 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 upper 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 upper school and college credit. Classes are typically a smaller class size and follow the curriculum set forth by the University.

Criteria:

- ACT score of 21 overall and/or a 21 on English subtest for DE English
- ACT score of 18 on math subtest for DE Pre-Calculus
- Grades and overall GPA
- Student desire and aspirations
- Teacher recommendation
- Fees: There is a Dual Enrollment Grant that pays for most of the cost associated with the classes. Students taking multiple DE courses may have to pay for all or part of a course. Students have to maintain a 2.75 GPA in the Dual Enrollment courses to keep the grant. More information on the grant can be found at <https://www.tn.gov/collegepays/money-for-college/tn-education-lottery-program/s/dual-enrollment-grant.html>

### ***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 70. Students are required to complete missed work regardless of 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. In grades K-5, the teachers will communicate their individual grading policies in regards to late work and point deductions. 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, student grades and teacher lesson plans are accessible through ParentsWeb. Assignments may also be posted in Google Classroom for students to complete. Students may expect to see at least two grades recorded per class in ParentsWeb each week. It is understood that occasional assignments (projects, research papers, essays, etc.) require more time to grade and may

not be immediately recorded. 5<sup>th</sup>-12<sup>th</sup> grade parents will receive email notifications from ParentsWeb whenever their child receives a grade below a 70. To discontinue these notifications, contact the front office.

### Major Exams:

- 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 5<sup>th</sup> week of the grading period for 3<sup>rd</sup> - 12<sup>th</sup> grade students.

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

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

A-----93 to 100

B-----85 to 92

C-----75 to 84

D-----70 to 74

F-----0 to 69

### ***ParentsWeb/FACTS***

ParentsWeb/FACTS online school database 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 ParentsWeb/FACTS instruction sheet is provided at registration and they are available in either school office. Re-enrollment is also done through ParentsWeb/FACTS.

### ***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***

Upper 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, he or she 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 student 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 may not be 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:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- Students who violate the academic integrity policy will lose the privilege of exam exemptions in the Spring.

### ***Parent/Teacher Conferences***

Parent-Teacher Conference Days are held periodically during the school 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***

- Students 1st-8th grade will have quarterly benchmarking and end of year testing.
- The Pre-ACT will be given to students in 9th and 10th 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.

### ***Distance Learning Expectations***

We will not begin the year with any synchronous learning opportunities. Students who are not able to attend school due to mandated COVID quarantines will use Google Classroom to stay on track for class. We will not be using Google Meet for live classroom participation. However, during the course of the school year, there may be times when classes continue while students are not physically on campus. This could include an entire class receiving instruction from home or a class with partial on-campus attendance and partial at-home attendance. There may also be times when a student is quarantined at home but participating in classes that either meet on-campus or remotely. Under these circumstances, we continue to expect the highest level of conduct and focus from our students. These guidelines will provide some principles to use under these circumstances and students should also consider that in any scenario of instruction, the student and teacher handbooks are still applicable. Distance learning will NOT be made available to students who are absent due to standard reasons (regular sickness, travel, etc...). Students may ONLY enter distance learning through administrative approval.

All students must closely monitor their NCS student email account. This should be monitored daily and will be a primary source of communication under distance learning scenarios.

All students are responsible for monitoring Google Classroom for new posts or assignments from their teachers. Teachers will ensure that students are informed of these processes early in the year so that there is no lost instructional time.

All students must use grade-level appropriate grammar, punctuation and writing techniques for the completion of assignments in distance learning scenarios. Online grammar tools are available to students for revisions and editing purposes.

Students must meet deadlines provided by the teachers for exams, assignments, or other work to avoid grade or other consequences.

Students must meet the expectations for attendance to class. Teachers will provide specific expectations for “attendance” in the event of a distance learning opportunity.

Some General Expectations for “Live Classes”

- a. The Student Handbook still governs your behavior during distance learning days.
- b. Your physical space should be clean, clutter-free and provide plenty of work space. No inappropriate posters or backgrounds are allowed behind the student.
- c. Students should be sitting upright at all times.
- d. Students should wear clothing that is appropriate style for modesty with no inappropriate wording. (This does not have to be an NCS shirt).

NCS Honor Code - During distance learning, the honor code will still apply to any assignment that is deemed to be for an individual student. Unless otherwise stated, students should assume and act as though each assignment is to be completed individually.

### ***Learning Is For Everyone (LIFE) 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 Disorder: inattention, hyperactivity, 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 service providers (SLP, OT, PT, Medical) for non-academic support. Support services are arranged through school administrators on an individual basis.*

### ***LIFE Program Credits and Diploma Information***

Students in the LIFE program have multiple options for diplomas at Nashville Christian School.

- 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. Students on this path may complete the foreign language requirement through LIFE Spanish classes. 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 and state requirements	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(AP) & 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
World Language	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, Theater, Band, Rock Band	1 credit	1 credit	1 credit
Electives	See elective list. Electives must include one of the options marked with ** or other electives given administrative approval.	3 credits	3 credits	3 credits

Total		27 credits	24-27 credits	Determined through ASP
-------	--	------------	---------------	------------------------

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 9<sup>th</sup> grader.*
- Attending annual meeting for Academic Support Plan (ASP) and any other meeting concerning progress of goals and daily performance
  - *These students (rising 9<sup>th</sup> grade and older) are at the age to start understanding their learning profile’s strengths and challenges, which services best meet their needs, and how the services will impact their college placement or vocation after graduating from Nashville Christian School.*
- Actively seek opportunities to be involved in extracurricular 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 extracurricular 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:

- Consultation/Intervention: K-2nd Contracted per year, LIFE Coordinator will meet with student and teacher periodically to assess progress, other services noted on ASP such as K-2 phonics interventions using a certified reading program in small groups.
- 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: Students 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:
  - Lower Middle: Students in the lower through middle school age may need direct instruction from a certified special education teacher or qualified professional 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 students' areas of strengths and areas of challenge.
  - Upper school: Courses at the upper 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 the 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*.

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, School Administrator and Head of School).

- Consultation: LIFE Coordinator, classroom teacher, LIFE teacher will coordinate to develop a program to best meet students' needs. This may include classroom observations, individual programming, intervention.  
Grades K-2: \$1,240/Year
- College Prep Class: Accommodations only  
Grades K-12: \$1,240/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: \$2,215/Year: one dual class placement  
  
Grades K-12: \$4,430/Year: two dual class placements  
  
Grades K-12: \$6,575/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 or certified dyslexia specialist and small student to teacher ratio



Grades K-12: \$2,755/Year: one LIFE class

Grades K-12: \$5,510/Year: two LIFE classes

Grades K-12: \$7,725/Year: three or more LIFE classes

#### 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/or coordinator, 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.

## **ATHLETICS**

### **ATHLETIC PHILOSOPHY**

Competitive athletics is to be an integral part of the mission of Nashville Christian School. In keeping with the school's focus on developing the whole person, athletic activity plays an important role in the development of well-rounded young men and women. 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 develop an allegiance to a framework of rules
  - To develop appreciation for practice
  - To teach success through commitment
  - To teach motor skills, strength, body control, and agility
  - To teach the fundamentals of each sport
- F. Spectator Code of Behavior: Students, parents, teachers, administrators, and trustees set the tone as spectators 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. 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***

Middle School athletic teams participate in the TIAA and HVAC (wrestling). NCS is a member of the TSSAA for upper 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](http://tssaa.org) to be familiar with its 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. Students who have been diagnosed with a concussion should report this to the school nurse or the appropriate school counselor so that the school can make plans to address the student's needs.

### ***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. Students who are competing in an athletic event represent Nashville Christian School in the community and therefore should maintain the standards of dress that fit the student dress code.

This would include standards related to hair, earrings, visible tattoos, modesty, and cleanliness that are appropriate for their event. If these items are not allowed during the school day, then they would not be permitted for wear during an athletic competition while an athlete is representing Nashville Christian School. Additionally, students who attend athletic contests as fans will be asked to maintain a level of modesty and appropriateness in their dress. Students who attempt to attend games in inappropriate dress will be asked to leave. 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 school administrator 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***

Lower School Participation in Athletics

At the lower school level, NCS supports parent-initiated involvement of lower school students in local youth leagues. When possible, NCS can assist with practice facilities, uniforms, equipment, and communication. Contact Jordan Bowers at [bowersj@nashvillechristian.org](mailto:bowersj@nashvillechristian.org) or Ronnie Seigenthaler at [seigenthalerr@nashvillechristian.org](mailto:seigenthalerr@nashvillechristian.org) for more information.

A variety of Sports Camps are available to NCS lower school 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 grade football, basketball, and track. Lower school students who participate on 5th-6th grade teams must maintain the same level of academic eligibility required by middle school students. Because the lower 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

<b>Fall Sports</b>	<b>Winter Sports</b>	<b>Spring Sports</b>
Football Volleyball	Boys Basketball Girls Basketball	Baseball Softball

Cross Country Golf Cheerleading	Wrestling Cheerleading	Track Soccer
---------------------------------------	---------------------------	-----------------

Upper School Athletics

<b>Fall Sports</b>	<b>Winter Sports</b>	<b>Spring Sports</b>
Football Volleyball Cross Country Golf Cheerleading Girls Soccer	Boys Basketball Girls Basketball Wrestling Cheerleading Bowling	Baseball Softball Track Boys Soccer Boys Tennis Girls Tennis Trap and Skeet Shooting

## FINE ARTS

### FINE ARTS PHILOSOPHY

Fine Arts are to be an integral part of the mission of Nashville Christian School. In keeping with the school’s focus on developing the whole person, Fine Arts activities play an important role in the development of well-rounded young men and women. The following are guideposts by which Nashville Christian School artists will be directed:

A. All Fine Arts programs will have strong spiritual emphasis.

Objectives:

- To assist students in finding their God-given talents and empowering them to use those talents for His glorification
- To mold character in each participant
- To teach students/performers to think clearly with empathy in a Christ-like manner in any situation
- To promote the highest levels of human aspiration and artistic integrity through the composition, documentation, and performance of music and theatre, and the creation of visual arts
- To afford students opportunities for cultural and aesthetic experiences through active participation in the arts, enhance their understanding and appreciation of all art forms, and foster interaction between the arts and the school population

B. Fine Arts will be in harmony with the academic priorities and values of the school.

Objectives:

- To challenge the student artist to do one’s best in all areas of life
- To monitor the student artist's academic success
- To encourage the student artist to achieve academic success

- To develop an awareness of the importance that personal attitude plays in successful performance and artistic ability
- C. Fine Arts will endeavor to continue performance and empathetic learning traditions but never sacrifice principle.
- Objectives;
- To teach the pursuit and practice of excellence through rehearsal and competition
  - To teach the acceptance of the lessons learned in conquering adversity and difficult tasks
  - To develop a confident and humble attitude in performance
  - To teach winning through the pursuit and practice of excellence
- D. Fine Arts programs will be an important part of student life.
- Objectives:
- To help develop school spirit and unity
  - To develop judgment and wisdom
  - To teach the importance of teamwork and creative freedom
  - To provide entertainment and a common ground of interest as a cohesive force among students, parents, and audiences
- E. Fine Arts programs are to be staffed by qualified Christian teachers, choreographers, directors, and mentors dedicated to teaching excellence through personal examples and instruction.
- Objectives:
- To teach self-discipline and humility
  - To teach personal and entire group dedication
  - To develop accurate and empathetic storytelling based on fact and spiritually artistic interpretation
  - To develop an appreciation for rehearsal
  - To teach success through commitment and success through adversity
  - To teach motor skills and strength, body control, and agility (Dance). To teach tone, intonation, pitch, and reading music (Music). To teach emotional connection, storytelling (spiritual, physical, emotional, and self-reflection) (Theatre). To teach students in a “hands on” discovery of the arts, a universal tool for communication and understanding (Art)
  - To teach the fundamentals and history of each discipline

### ***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. “Ineligible” means absolutely no attendance to any performances, individual lessons, and/or rehearsals of the current auditioned-for show. At the end of this school week, students who have been ineligible must return a signed form to the school administrator 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 nine weeks. No student under academic

probation will be allowed to participate in any Fine Arts event UNLESS it is a required course event that determines a student's grade. (e.g. Choir Concert, yearly art show)

### ***Attendance***

All students must attend the stated "half-day" duration of the school day to be able to participate in any Fine Arts extracurricular activity. This includes performances, individual lessons, rehearsals, and any work toward the current or future Fine Arts event. The "half-day" is outlined in the attendance section of the handbook. The student must leave school or arrive at school by 11:30 AM. If a child leaves before 11:30 AM, he/she will be counted absent for the day.

### ***Fine Arts Course Offerings***

Course offerings within the Fine Arts program are designed to give students a thorough understanding of the visual and performing arts. They explore the processes of creativity in both traditional and electronic forms, and examine the broad scope of historical tradition in the Arts. Attendance is important in this department as the bulk of the work is performance and/or project based. Students with excused absences may make up assignments. Every effort is made to schedule performances and exhibitions well in advance. Attendance for these events is mandatory. Absences for these will affect a student's final grade.

## GRADE SPECIFIC INFORMATION

### *Lower School*



### **STUDENT PLEDGE FOR GRADES K-5**

**Above all, I am a child of God. I am respectful, encouraging, persevering, and responsible. I will bring glory to God in all I do.**

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

#### **STUDENT Agreement**

I, \_\_\_\_\_, will be respectful, encouraging, persevering, and responsible 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 and Group 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 and instructional groupings.

### ***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.

### ***Honor Roll and Head's List in Lower 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. Head's List - students must have a 93 or above in all four core academic courses.

## ***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 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> 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.

## ***Upper School***

### ***Advanced Placement Courses***

Advanced Placement (AP) courses are offered in Human Geography, Biology, Physics I, Spanish, American History, Government 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 upper school and college credit. Nashville Christian School currently offers dual enrollment courses in English Composition I and II, British Literature, American Literature, Speech, Music Appreciation 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 Upper 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 2 absences from the class, less than 3 tardies (Excused or Unexcused), and no major discipline infractions.
2. Have a year-long average of 85-92, a maximum of 3 absences from the class, less than 4 tardies (Excused or Unexcused), and no major discipline infractions.
3. Have a year-long average of 93-100, a maximum of 5 absences from the class, less than 5 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 upper school transcript will be used to determine the rank in class. All courses taken during the four years of upper 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 upper 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 a 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 upper 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.

**11<sup>th</sup> 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 7<sup>th</sup> - 10<sup>th</sup>). It is highly suggested that students who have scored 24 or higher on the ACT or students with very high GPAs look for outside tutoring for the PSAT test in October to help prepare the student for the exam. Students who test in the 98<sup>th</sup> 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.

- Juniors and Seniors will be assigned a numbered parking space on campus and must use that space each day.
- Underclassmen will be assigned to the Western Hills church parking lot and must park there each day. Underclassmen who attempt to park in other areas will be assigned a demerit.
- All students must complete the registration process before they receive a parking pass. If students do not complete the process (copy of driver's license and vehicle registration, registration form completed, and payment of fee, \$8.00 for 11<sup>th</sup> and 12<sup>th</sup> grade, \$5.00 for underclassmen), their reserved spot will be reassigned to another student or staff member.
- 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.

- A 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 Head of Upper School.
- 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.

### ***Jr./Sr. Banquet Policies and Procedures***

#### **Date Restriction Policies**

- No dates who are 21 or older will be permitted without prior approval.
- Prior Dismissal from NCS - students who have been dismissed from NCS for behavioral reasons are not allowed to attend the banquet. Students who withdraw or are dismissed for academic reasons may attend with administrative approval.
- Students may not attend banquet with a student of the same gender/sex.
- Outside Date Approval Form - Students who bring a date from another school must obtain an approval form. This form must be completed and returned before the student may purchase a banquet ticket.

#### **Ticket Purchases**

All non-NCS students and underclassmen must purchase a ticket to attend banquet. Junior class officers and sponsors may determine whether or not juniors automatically attend free or if they must earn their ticket through fundraising. Seniors attend for free.

Faculty tickets are also priced at the discretion of Junior sponsors.

#### **Senior Walk**

Parents are invited to attend the banquet only for the Senior Walk and will not be allowed to stay for the banquet. During the senior walk, seniors are presented to the audience and announced, along with their dates. Students attending alone may be presented alone or in pairs or threes.

#### **Photography**

Tucker Photography photographs banquet, as they do many school events.

### **After Party/Prom**

Once the school-sponsored banquet is officially over, junior parents may host a dance/prom at the same location. Faculty and administration are not responsible for this event. If the venue requires extra payment for the time, it is the parent group's responsibility. Parents would also be responsible for reserving and paying for a DJ or any extra required security. Appetizers or finger foods for this portion of the evening MAY be rolled into the catering bill paid for by the junior class.

### **Dress Expectations**

All students should choose Banquet attire that is appropriate for modesty and consistent with the Biblical principles to guide student behavior and the statement of faith of Nashville Christian School. Students who do not adhere to these expectations may be asked to leave the event.

### **Left Over Funds**

Any funds raised that are not used by banquet itself roll over into the class's senior account. The class can use it to buy their senior gift to the school or to go towards the senior trip, chaperones, etc.

### **Special Events**

During the course of the year, there are many special events for students that require special dress and behavior. At each of these events (including, but not limited to the Homecoming Dance, Candle Passing, and Graduation), there are expectations for behavior and dress that must be followed for the student to participate. The appropriate faculty and staff members will work with administration to communicate these expectations and students must abide by them or choose not to participate in the event.