



**2024-2025**  
**Student/Parent Handbook**

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## MISSION AND VISION

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.

## STATEMENT OF FAITH

### 1. **The Scriptures**

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**

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**

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**

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**

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**

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**

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**

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 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**

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**

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**

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**

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**

The cause of education in the Kingdom of Christ is coordinated 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**

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**

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**

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**

Church and state should be separate. The state owes 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**

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

## **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 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 Christianity promotes high ideals, develops strong character, and holds the only promise of 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.

## **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 relationships with each other and 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 the church.
4. Teach students how to become a Christian and lead a life of service that brings glory and honor to God.
5. Teach and model a commitment to high moral and ethical values in person, family, and community. Adherence to biblical standards for behavior includes 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. They are encouraged to be creative and develop new ideas and solutions for many 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 various 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 achievement level, from college preparation to 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 English 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 knowledge of the social structures of the United States and other societies 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 exposure to cultures other than those in the United States and 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 to recognize and prevent infectious 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 others' strengths, contributing to their strengths, and encouraging each other in areas of weakness.
4. Teach students that a person's value is independent of performance.
5. Discipline students for misbehavior in a way that:
  - a. Recognizes individual worth

- b. This 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 as members of their homes, families, and our school.
  7. Instill in the student a respect for a lawful society through adherence to lawful practices that 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**

### **Parent Agreements and Participation**

NCS is a missional school and believes that Christian education is a cooperative partnership between the school, parents, and students. Accordingly, the school depends on the support of its parents to truly carry out its mission to the glory of the Lord. We humbly request that parents partner with NCS and their student(s) to support the school and participate with the school through volunteer involvement and pledge full cooperation with the school's mission and vision as well as its policies, practices, and goals.

#### **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 their children's education.

#### **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, authority, rights of others, and 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 and ensure the child's regular school attendance and comply with attendance regulations and procedures.
5. Work with the school to carry out recommendations that both the school and parents feel are in the child's best interest.
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 necessary.

#### **C. Child Custody:**

1. In cases where parents are divorced, an affidavit of the court **MUST** be supplied to the school office to document the custody arrangements regarding children enrolled at NCS.

2. Upon request, the school will provide school records to both parents UNLESS supplied with official documentation prohibiting such. It is the parent's responsibility to provide the school with updates.
  3. ONLY the custodial parent and his/her designee(s) will be allowed to check out a child from school unless the custodial parent has notified the school in writing.
  4. The school counselor in each school will request parenting plans in August.
- D. **Eagle Parent Association:** Eagle Parent Association (EPA) is committed to strengthening the partnership between parents and the school, enhancing the student experience, raising funds for the benefit of school programs, and building community through events and volunteer opportunities. If you are a parent, grandparent, or guardian of a student at NCS, you are a member of the Eagle Parent Association.
- E. **Eagle Athletic Club:** The Eagle Athletic Club is an organization of parents who work together to raise money to support all NCS athletic programs. The Eagle Athletic Club operates within the Eagle Parent Association. Through this organization, the Eagle Athletic Club has been able to help fund an athletic trainer, purchase uniforms, update equipment, provide maintenance materials for fields, make renovations, and purchase buses. The funds raised through membership dues help support all NCS athletic programs. Eagle Athletic Club members also volunteer and support our coaches and athletic program.

### **Child Abuse**

- According to Tennessee law, all persons must report suspected child abuse or neglect cases. Failure to report child abuse or neglect is a violation of the law. If an employee suspects that a student is experiencing child abuse or neglect, assistance with reporting may be obtained from the school counselor. Employees should immediately notify the appropriate administrator.
- If an employee suspects that a child may be considering suicide or physical harm to another person, he or she must report that concern to the appropriate administrator. Any threat should be considered serious and immediately reported.

### **Family Educational Rights and Privacy Act (FERPA)**

Throughout the school year, NCS may release for publication a student's name, class, participation in officially recognized activities and sports, degrees, honors awards, and post-high school plans without the consent of the student or parents. Under FERPA, parents have the right to inform the school within a reasonable time that they do not wish certain information to be released without prior consent.

### **Closed Campus Policy**

- **Definition** - NCS operates as a closed campus during regular school hours. This closed campus means that once the school day has begun, no student may leave NCS property unless accompanied by a parent, by parental consent, or in attendance at a school-sponsored event. A closed campus also means no visitor may be present on school grounds unaccounted for or unsupervised. This applies to anyone not attending or employed by NCS.
- **Procedures** - The following safety procedures will ensure that all students are afforded the most secure, distraction-free learning environment possible, and your compliance is appreciated. NCS requires that any visitor to our campus, including parents of current

students, adhere to the following procedures during regular school hours, regardless of the nature of the visit.

- **Report your presence** by signing in with the appropriate school office receptionist at the Preschool, Lower School, Upper School, and Western Hills Campus.
- **Identify yourself** by displaying your name on an official visitor tag during your visit.
- **Be accompanied** by a school personnel member or appropriate designee while on campus unless appropriate administrators approve your presence.
- **Provide departure notification** by signing out with the school receptionist after your visit.
- **Alumni** - During regular school hours, graduates of Nashville Christian School are welcome to visit campus but must be supervised by a faculty member. Any visiting alumni must follow the procedures outlined above upon arrival and may be welcome to visit with faculty and former schoolmates when appropriate.

### **Parent Emergency Guide**

NCS strives to keep all students, faculty, and staff safe while on campus. The NCS Administration and Security Staff have established practices and procedures in the event of an emergency. Parents and students should be familiar with the procedures and should follow them. In an emergency, the administration and security staff will work together to ensure the safety of everyone on campus.

Once the situation has stabilized, parents will receive information in the following ways:

- An email notification will be sent to all families through the weekly announcement email
- A FACTS text alert will be sent to all parents and guardians
- General information may be posted on the school website homepage
- In a larger, more critical incident, the school will notify local media as the situation develops
- Parents should check email and phones as these will be the easiest way for the school to contact you during an emergency. Please refrain from calling the school, calling, or texting your child (or your child) directly, as additional calls may hinder the ability of officials and administration to help keep everyone safe.
- Parents should refrain from coming to campus. Students will be in a secure area during emergencies. School officials and law enforcement officials will work together to keep everyone safe. No one can enter or exit the school during an active emergency.
- Once the all-clear is given, parents will be notified, and students and staff will be permitted to enter and exit the school buildings. If necessary, the school will provide information about pickup procedures and locations.
- Practice drills will be performed regularly for safety preparedness. Parents will not be notified of these practice drills.

### **Non-Discrimination Policy**

Nashville Christian School admits students of any race, color, sex, or national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex, or national origin in the administration of its educational policies or academic, athletic, and school-administered programs.

## NASHVILLE CHRISTIAN SCHOOL FACTS

Established: 1971

First Graduating Class: 1977

Colors: Navy and Orange

Mascot: Eagle

Accreditation and Memberships

Cognia (formerly called AdvancEd)

National Christian Schools Association (NCSA)

Tennessee Department of Education

Independent Schools of the Nashville Area

Nashville Fellowship of Christian School Administrators

Tennessee Secondary School Athletic Association (TSSAA)

Tennessee Independent Athletic Association (TIAA)

Bellevue Chamber of Commerce

Better Business Bureau

Support Groups

Eagles Parent Association

Eagles Athletic Club

Board of Trustees

Officers:

Mike Campbell, *Chairman*

Alan Thompson, *Vice Chairman*

Mike Lee, *Treasurer*

Linda Johnston, *Secretary*

Members:

Joe Hamilton

Wyatt Rampy

Daryl Demonbreun (Emeritus)

## Administrative Staff

Connie Jo Shelton, *Head of School*  
Jeff Brothers, *Chief Operational Officer*  
Mark Cobb, *Chief Financial Officer*  
Jeff Fincher, *Chief Development Officer*  
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*  
Jessica Alberson, *Dean of Students K-8*  
Mark Rayburn, *Dean of Students 9-12*  
Ronnie Seigenthaler, *Athletic Director*  
Kaitlyn Willmore, *Middle School 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 children must wait with them until supervision is present. Students may not be dropped off earlier than 7:00 AM. Students may be dropped off in the carline side of the Lower School beginning at 7:15 AM. Upper school students who arrive early should wait in the Upper School Gym. At 7:30 AM, we will begin dismissing students to their classrooms or lockers. For safety reasons, students may not exit cars on Sawyer Brown Road. Students may be dropped off at the Western Hills campus at 7:30 AM.

### 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** ([ryckmank@nashvillechristian.org](mailto:ryckmank@nashvillechristian.org) or [ferguesonl@nashvillechristian.org](mailto:ferguesonl@nashvillechristian.org)) stating the reason for the early release. Please schedule personal appointments after school hours. Last minute requests may be made by phone or in person before 2:00 PM. Due to dismissal lines and traffic, it is discouraged to pick up your child between 2:00 PM and dismissal. Parents must check in at the office so the student can be called out of class with the least disruption and sign 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. Students may not call parents from their cell phones when feeling unwell. 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 2:30 PM. However, as the traffic line fills, we may dismiss students before 2:30 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 to the front of the Lower School during Middle School dismissal. If a student is not picked up by 3:10 PM, from the front of the Lower School, he/she will be sent to After Care.

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.*

### ***Middle School***

Dismissal time is 2:40 PM. However, as the traffic line fills, we may dismiss some students before 2:40 PM. For safety reasons, Middle School students may not be dismissed to other parts of campus without parental authorization for pick up from an older sibling. Older siblings must drive to the pick-up line or walk to the Lower School front office to pick up their sibling. Lower School and Middle School students are not allowed to walk to parking lots to meet older siblings. 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 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.*

### ***Upper School***

Dismissal is 3:00 PM. However, as the traffic line fills, we may begin dismissing some students before 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 without fees unless they are participating in a school-sponsored activity or are supervised.

## **Aftercare Program**

Students enrolled in the After Care program will be dismissed to that area before those students begin pickup at the dismissal line. Aftercare is made available for families who have contracted with the school. Aftercare fees for K-8th grade students can be paid yearly, semesterly, monthly, or a ten-day pass can be purchased. If space permits, drop-in students will be able to attend Aftercare. Fees for drop-in students must be paid either in advance or on the day the student attends Aftercare. Aftercare 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. Upper School students may report for Aftercare as needed.

## **Absences**

All NCS students are expected to have consistent attendance. **Excused 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. An excuse note can be a note from a physician, handwritten, or sent through

email to [ryckmank@nashvillechristian.org](mailto:ryckmank@nashvillechristian.org) (K-8) or [feguesonl@nashvillechristian.org](mailto:feguesonl@nashvillechristian.org) (9-12) within two days of returning to school. School-sponsored activities do not count as standard absences.

If there is an emergent family situation unrelated to the child's illness, 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. Parents should provide documentation to receive an excused absence or tardy, allowing the student to make up the work missed for credit.

### ***Unexcused absences***

- 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, the work should be completed to ensure preparation for assessments and continued learning.
- Once a student has more than five unexcused absences, the parents will be notified.
- Students with excessive absences may be reported to the State Truancy Office.
- 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, a level two consequence, or in Summer School. Students with excessive absences will also lose on-campus privileges.
- 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.

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 before the scheduled absence. This plan requires students to communicate with their teachers about their absence and help them prepare. 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.

### **Attendance Probation**

Students who show a tendency toward absences and tardies may be placed on attendance probation, reported for truancy, and/or may be unenrolled by the school administration. 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 contact parents through phone calls, letters, or emails to notify them of any attendance-related problems.



## **Tardiness**

Arriving at 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 always arrive at school on time. Students not in the classroom when the bell rings will be counted as tardy for that class period. The administration will run regular reports to monitor tardiness. Excessive tardiness, whether to school or class, will be dealt with as follows:

- Students are counted as 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 disqualify 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 one demerit, and parents will be notified.
- On the 8<sup>th</sup> tardy in a semester, the student is assigned two demerits, and parents will be notified.
- On the 10<sup>th</sup> tardy in a semester, the student will be assigned a Level 2 consequence, 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 assigned Level 2 consequences will be dealt with per disciplinary guidelines.

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

A tardy report will be generated each day by 11:00 AM. 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 inform the office personnel 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. As noted in FACTS, the nurse will issue medications in these situations:

- Over-the-counter medications with parental permission.
- 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. Students may not call home from their cell phones. 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.

### Lice Policy

### Emergency Medical Treatment

Parents should complete an emergency care form via FACTS 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 for all students. It is secondary to the parent's insurance. The supervising staff member will fill out an injury report if an injury occurs at school. The parent is responsible for letting 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 with any insurance questions.



## DAY-TO-DAY ACTIVITIES

### Chapel/Bible

Nashville Christian School recognizes the value of encouraging spiritual development. Each day includes a dedicated period for spiritual emphasis and weekly chapel services. There are special chapel services throughout the year: 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 \$225 (K-5) and \$330 (6-12) balance in their lunch account. Parents are responsible for paying any charges made to the student's account that exceed \$225 (K-5) and \$330 (6-12). Parents can monitor student purchases through FACTS. 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 if space allows. Other information about dining services can be found on the NCS website.

### Food/Drinks/Gum

K-5 Lower School	6-8 Middle School	9-12 Upper School
<ul style="list-style-type: none"> <li>- <b>No gum allowed</b></li> <li>- <b>No soft drinks, coffee, or energy drinks</b></li> <li>- <b>Water bottles with the following criteria: translucent, closeable, spill-proof, straw must collapse into the top, no regular straw, no added flavorings</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>No gum allowed</b></li> <li>- <b>No soft drinks, coffee, or energy drinks</b></li> <li>- <b>Water bottles should be closeable and spill-proof</b></li> <li>- <b>No pre-workout or smelling salts</b></li> <li>- <b>Any outside food or drinks should be spill-proof and abide by classroom expectations.</b></li> </ul>	<ul style="list-style-type: none"> <li>- <b>No gum allowed</b></li> <li>- <b>Water bottles should be closeable and spill-proof</b></li> <li>- <b>No pre-workout or smelling salts</b></li> <li>- <b>Any outside food or drinks should be spill-proof and abide by classroom expectations.</b></li> </ul>

\*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. Outside food or drink will be prohibited in the classrooms, unless for a special event approved by the teacher. Please refrain from sending any sugary drinks, as this could impact learning. Drinks stored in lockers must be enclosed in a lunch box.

## **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. Please see our Statement of Faith and Code of Conduct for additional information.

## **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 permitting them to be out of class. If a student leaves class for ANY reason, he or she should be given a pass.

## **School Communication**

- **Teacher Communication** - All NCS teachers are committed to community with families in a personal way. Our goal is to ensure parents are not surprised by a grade or discipline issue. We will use emails, phone calls, notes, and/or other forms of communication. Teachers have 24 hours to respond to emails, excluding weekends, and holidays.
- **Weekly Announcement Email** - NCS issues a weekly newsletter for updated communication and announcements via email every Friday. This email is one of the school's primary methods of regular communication. If you do not receive the weekly newsletter, email the Director of Communications, Jennifer Crouch, at [crouchj@nashvillechristian.org](mailto:crouchj@nashvillechristian.org). Additionally, each school sends additional communications so that families stay on top of events.
- **Parent Conferences** - Conferences between teachers and parents/guardians are available throughout the school year and may be scheduled as needed by the parent or the teacher(s).
- **ParentsWeb** - ParentsWeb is a private and secure parents' portal allowing parents to view academic information specific to their children while protecting their children's information. You can see your child's grades, attendance, homework, and conduct. You can also find the school calendar, directory, and cafeteria balance and make payments through ParentsWeb. Should you lose your username and/or password at any time, please contact the front office.
  - FACTS offers an app for your smartphone.

- **Posters** - During the academic year, students may need to post information on campus for events such as Student Council elections. All posters must be respectful to others, be in good taste, and use proper spelling and grammar. Students should refrain from stapling or tacking posters, and tape should never be used directly on painted walls. Students may place information on bathroom doors, stalls, mirrors, student lockers, and lunchroom walls as permitted.
- Our Nashville Christian website is an excellent resource for information. Please visit [www.nashvillechristian.org](http://www.nashvillechristian.org).

## **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 school's property and can be inspected by school officials or law enforcement officials at any time, with or without the student's presence. Students are expected to keep books and belongings properly stored.

### **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, cell phones, devices, and/or other places in which illegal contraband can be concealed. Great discretion will be utilized to ensure the privacy and appropriateness of said searches.

### **Lost and Found**

Lost items are kept in the school. Periodically, items will be donated to local charities. Please clearly label all items so they can easily be returned to the student. If you would like to come search the lost and found, please come to the front office.

### **Payments**

Payment for the Cafeteria may be made through FACTS (recommended) or given to your classroom teacher (lower school), your first block teacher (middle and upper school), or in the front office. Payment for After Care fees must be made through FACTS. 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, its purpose, and a note in the memo line what the check is written for and the student's name.

### **Textbooks**

Nashville Christian School furnishes textbooks for students in grades K-12. Books that are lost, torn, marked in, or otherwise abused must be paid for by the students/parents according to the extent of the damage. Upon receiving textbooks during registration, students and parents will sign an agreement stating the books they have received and the expected return at the end of the year. Students are responsible for keeping up with their assigned textbooks throughout the entire school year.

## **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 may be allowed to come and eat lunch with their student(s). Please reference the lunch program section under day-to-day activities. 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. Alumni must follow the closed campus policy referenced in the parental partnership section of this handbook. 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 or bring lunch or eat lunch with students on campus.

## **Food Deliveries**

Students or parents are not allowed to order food or drinks for delivery to our campus. This policy includes direct delivery from a restaurant or any establishment using Uber Eats or similar programs.

## **Guest Lunches**

Outside food is allowed if parents or grandparents are eating lunch with their child upon approval. However, the outside food may only be for their child.

# **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 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 as part of the parental partnership above. 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 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 dress code-related issues. 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 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, the Standard Days Uniform, and additional details are outlined in the following pages.

<b>Gentlemen (Grades 6-12)</b>	
Dress Uniform Day	
Required	Optional
<ul style="list-style-type: none"> <li>● NCS necktie or bow tie through Max and Alice School Uniforms</li> <li>● White long-sleeved dress shirt (purchased from the store of your choice)</li> <li>● Khaki twill pants (no shorts) with belt loops</li> <li>● Black or brown belt (without additional accessories)</li> <li>● Students must wear dress shoes or neat, clean tennis shoes with socks</li> </ul>	Permitted outerwear inside the school: <ul style="list-style-type: none"> <li>● Max and Alice School Uniforms issued crest vest</li> <li>● Max and Alice School Uniforms issued sweater</li> <li>● Navy Max and Alice School Uniforms 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>● Max and Alice School Uniforms polo (navy, white, or orange - long or short-sleeved)</li> <li>● Khaki twill pants or shorts with belt loops from Max and Alice School Uniforms or another uniform vendor similar in color and style to Max and Alice School Uniforms (no cargo pants/shorts), and short length must be no shorter than the length of a credit card placed vertically at the top 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/crocs)</li> <li>● Shoes must have ½ inch of back above the sole.</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, no jean shorts) 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>● 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 shoulders, or be a distraction to the learning environment.</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>● Earrings and nose rings are not allowed.</li> </ul>	



<b>Ladies (Grades 6-12)</b>	
Dress Uniform Day	
Required	Optional
<ul style="list-style-type: none"> <li>● Max and Alice School Uniforms NCS crest white dress shirt</li> <li>● Max and Alice School Uniforms NCS plaid skirt or Max and Alice School Uniforms khaki twill pants</li> <li>● Students must wear dress shoes or neat, clean tennis shoes</li> <li>● Navy socks, white socks, or navy-footed tights</li> </ul>	Permitted outerwear inside the school: <ul style="list-style-type: none"> <li>● Max and Alice School Uniforms issued crest vest</li> <li>● Max and Alice School Uniforms issued sweater</li> <li>● Max and Alice School Uniforms issued crest cardigan</li> <li>● Navy Max and Alice School Uniforms issued crest ¼ zip</li> <li>● Solid navy blue blazer</li> <li>● A dress code shirt must be worn under any outerwear</li> <li>● Max and Alice School Uniforms NCS necktie or bowtie</li> </ul>
Standard School Day	
Required	Optional
<ul style="list-style-type: none"> <li>● Max and Alice School Uniforms polo (navy, white, or orange - long or short-sleeved)</li> <li>● Max and Alice School Uniforms plaid skirt or khaki twill pants/shorts (pants/shorts can be from other uniform vendors if similar in color and style to Max and Alice School Uniforms - no cargo pants/shorts)</li> <li>● Skirt/Short length must be no shorter than the length of a credit card placed vertically at the top of the knee</li> <li>● Tennis shoes or closed toes shoes (no sandals or house shoes/slippers/crocs)</li> <li>● Shoes must have ½ inch of back above the sole</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 blue jeans (provided they fit appropriately and are without holes, no jean shorts) 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 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. No wraps, tinsel, or other distracting accessories are 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 twill pants (no shorts) with belt loops</li> <li>● Black or brown belt (without additional accessories)</li> <li>● Students must wear dress shoes or neat, clean tennis shoes with solid socks</li> </ul>	Permitted outerwear inside the school: <ul style="list-style-type: none"> <li>● Max and Alice School Uniforms issued crest vest</li> <li>● Max and Alice School Uniforms issued sweater</li> <li>● Navy Max and Alice School Uniforms issued crest ¼ zip</li> <li>● Solid navy blue blazer</li> <li>● A dress code shirt must be worn under any outerwear</li> <li>● Max and Alice School Uniforms NCS necktie or bow tie</li> </ul>
Standard School Day	
Required	Optional
<ul style="list-style-type: none"> <li>● Max and Alice School Uniforms polo (navy, white, or orange - long or short-sleeved)</li> <li>● Khaki twill pants or shorts with belt loops from Max and Alice School Uniforms or another uniform vendor similar in color and style to Max and Alice School Uniforms (no cargo pants/shorts).</li> <li>● K-1 students do not require belt loops.</li> <li>● Short length must be no shorter than the length of a credit card placed vertically at the top of the knee.</li> <li>● Black or brown belt (without additional accessories) - Not required for K-1st grades.</li> <li>● Tennis shoes or closed-toed shoes with a back to the shoe (no sandals or house shoes/slippers/crocs)</li> <li>● Shoes must have ½ inch of back above the sole.</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, are not ripped, are without holes, no cargo pockets. No jean shorts are allowed. School-related t-shirts are allowed.</li> </ul>
Additional Details: <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>● Hair must not be a distraction to the learning environment or to oneself or others.</li> <li>● No hair adornment or accessories are 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> </ul>	

- Students must have tennis shoes daily for gym class; therefore, please be mindful of shoe selections and the amount of time it takes for children to change into tennis shoes each day when going to gym class.

### Girls (Grades K-5)

#### Dress Uniform Day

Required	Optional
<ul style="list-style-type: none"> <li>• Max and Alice School Uniforms NCS crest white dress shirt</li> <li>• Max and Alice School Uniforms NCS plaid skirt/skort, plaid jumper with Peter Pan Collar shirt, or khaki twill pants</li> <li>• Students must wear dress shoes or neat, clean tennis 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>• Max and Alice School Uniforms issued crest vest</li> <li>• Max and Alice School Uniforms issued sweater</li> <li>• Max and Alice School Uniforms issued crest cardigan</li> <li>• Navy Max and Alice School Uniforms issued crest ¼ zip</li> <li>• Solid navy blue blazer</li> <li>• A dress code shirt must be worn under any outerwear</li> <li>• Max and Alice School Uniforms NCS necktie or bowtie</li> </ul>

#### Standard School Day

Required	Optional
<ul style="list-style-type: none"> <li>• Max and Alice School Uniforms polo (navy, white, or orange - long or short sleeved) or peter pan collar shirt when worn with a jumper</li> <li>• Max and Alice School Uniforms plaid skirt/skort/jumper or khaki twill pants/shorts (pants/shorts can be from other uniform vendors if similar in color and style to Max and Alice School Uniforms - no cargo pants/shorts)</li> <li>• Skirt/Short length must be no shorter than the length of a credit card placed vertically at the top of the knee</li> <li>• Tennis shoes or closed toes shoes (no sandals or house shoes/slippers/crocs) Shoes must have ½ inch of back above the sole.</li> </ul>	<ul style="list-style-type: none"> <li>• Solid navy or white tights or leggings may be worn under their plaid skirt/skort/jumper (no sweatpants, no lace or sheer material, no flared leggings)</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, no jean shorts) and school-related t-shirts</li> </ul>

#### Additional Details:

- Shirts must be tucked in at all times.
- Non-NCS outerwear must be kept in lockers during the school day.
- Undergarments, tattoos, and body piercings other than ears must NOT be visible at any time.
- Caps, hats, sweatshirt hoods, bandannas, and scarves worn as hats are not permitted in the building.
- Clothing that has holes or is frayed (including denim shorts), faded, camouflage, tie-dyed, or sleeveless is not permitted.
- Hair must not be a distraction to the learning environment or to oneself or others. Extreme hairstyles or

colors are not permitted. Hair must be natural color, neat, and groomed; it should not draw undue attention.

## **ELECTRONICS POLICY**

### **Media and Technology Policy**

Access to technology resources is given only to those who agree to act responsibly per the Acceptable Use Policy and all school rules. Violations may result in disciplinary actions deemed appropriate by the administration and carry significant legal consequences. NCS maintains the right to review and supervise any media use at school. Devices may be confiscated and returned at the discretion of the administration. 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.

### **2024 - 2025 Technology Agreement**

Students and parents will always comply with the NCS Technology 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. Failure to comply may terminate the student's possession and/or usage rights, 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.

### **General iPad (K - 3rd) and Chromebook (4 - 8th) Guidelines**

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

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

- Students may not modify, delete, or add to any programs.
- Students may not remove the student profile or reset the device.
- NCS Technology Department must make all repairs to the iPad/Chromebook.
- In case of theft, vandalism, and other criminal acts (on or off campus), the student or parent must file a report to the school within 48 hours of the occurrence.
- Students may not deface the iPad/Chromebook in any way, including such things as applying stickers, marking on the case, etching names, etc.
- If the iPad/Chromebook is lost, students/parents are responsible for paying for the fair market value to replace the iPad/Chromebook deemed by the school. Students will be charged for the full price of the device if it is deliberately damaged or vandalized.

#### ***Unauthorized Access***

- Students may not share passwords or usernames with others.
- Students may not borrow or loan out devices.

#### ***Deleting Files***

- 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/Chromebook will be confiscated by the

teacher.

### ***Music, Games, or Programs***

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

### **Student Laptop Guidelines (Grades 9-12)**

- Students are responsible for bringing their laptops to school each day. The school will keep extra chargers for popular models in the IT Tech Room to charge devices on a first-come, first-served basis. The devices will stay in the IT Tech Room while being charged.
- While the NCS Technology department is not responsible for maintaining the student's laptop, if it is not working correctly, they may assist if requested.
- The student agrees to keep the laptop secured with a password. Parents should maintain full administrative access to the laptop.
- Students are to store the laptop securely when not in use. The school is not responsible for loss, theft, or damage to the laptop.
- 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. If the student uses any other type of internet connection, they may lose the privilege of having a laptop. This includes but is not limited to any type of cellular or satellite internet connection (Wi-Fi, Personal Hotspot, 4G/5G, etc.).

### **Guidelines for Acceptable Use of Technology**

These guidelines are provided so that students and parents are aware of the responsibilities accepted when using school-owned devices and internet services.

#### ***Expectations***

- Student use of laptops, iPads, and Chromebooks is only allowed when supervised or granted permission by a staff member.
- 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.

#### ***E-mails***

- E-mails should be used for educational purposes only. All school email accounts and their contents are the 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 file-sharing software.
- Accessing online content that does not support the curriculum and/or is inappropriate (e.g., pornographic sites, websites that purport the use of illegal drugs, alcohol, or illegal and/or violent behavior)

- Gaining unauthorized access anywhere on the network, coaching, helping, observing, or joining any unauthorized activity on the network.
- Invading the privacy of other individuals. (e.g., sharing personal information, forwarding an email without permission, etc.)
- Playing games, including Internet-based games, except school-approved, teacher-supervised educational games, during the instructional day.
- Bypassing or attempting to bypass Nashville Christian School filtering software.
- Students may not use the school iPad or Chromebook to photograph/record other students, faculty, or staff members without their knowledge.

### ***Consequences***

The student 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. Using or possessing hacking software is strictly prohibited, and the school will subject violators to prosecution or disciplinary action.

### **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:

***1st Offense*** – Warning, at times the first offense may result in confiscation directly.

***2nd Offense*** – The teacher will confiscate the iPad or Chromebook for the period.

***3rd 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.

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

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

**K-5 Mobile electronic devices** (cell phones, watches that can connect to the internet or communicate in messages, AirPods) are **not** permitted on campus.

**6-8 Mobile electronic devices** (cell phones, watches that can connect to the internet or communicate in messages, AirPods) are permitted on campus; they must be stored in a backpack inside the locker from 7:45 - 2:40.

**9-12 Mobile Electronic devices** (cell phones, watches that can connect to the internet or communicate in messages, AirPods) are permitted on campus but must meet the following conditions.

- During class times, phones will be collected at the beginning of each class and stored in a secure locker in the classroom. No photography, audio or video recording, or video transmission is allowed anytime in restrooms, locker rooms, or other changing areas (before, during, or after school). 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.
- Airpods or headphones are not allowed at any time during school hours unless they are required by a teacher for a class activity.

- Internet-capable watches are not allowed in class and must be removed and stored in a backpack, bag, or locker.
- Violation of these policies will result in the confiscation of cell phones, AirPods, or watches for the rest of the school day. Additional violations will result in an escalation of discipline; as cell phones are a privilege to have on the upper school campus.
- For repeat offenders, phones that are confiscated will be returned directly to the parent of the student at the end of the day, and there may be additional consequences.

### **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. Headphones include AirPods; both are prohibited on campus in open areas (halls, Commons, MPR, etc.). Violation of this policy will result in confiscation of the headphones.

### **Social Media Policy**

Students' use of social media on both personal and school devices must be appropriate at all times. Students will not access any social media application or webpage that does not meet the minimum age requirement of the student.

Appropriateness when posting or engaging with content must be upheld at all times. (please refer back to the code of conduct). Engaging in inappropriate posting or interacting with defamatory material to the school or others is subject to disciplinary action. Examples of inappropriate engagement include but are not limited to bad language, explicit content, offensive content, inappropriate pictures, cyberbullying, or defamatory remarks. All engagements on social media should glorify God.

Cyberbullying of any kind will not be tolerated. Acts of cyberbullying include: posting pictures without the consent of another person, commenting negatively, commenting frequently, and sharing harmful, mean, or false content about another person/group. (please see Anti-Harassment Policy)

Any student who observes cyberbullying must report the incident to the administration to avoid possible disciplinary action.

No student should have an account that appears to be someone else or a representation of the Nashville Christian School or affiliated programs unless special permission has been granted by the Head of School and the Director of Communications.

All student accounts are subjected to be searched and investigated when reports of inappropriate conduct occur.

## **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, life, love, faith, and purity.” I Timothy 4:12
- B. **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.”
- C. **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.”
- D. **Kindness** - Ephesians 4:32; “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Christians should learn to be kind and love their neighbor.
- 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. **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.”
- G. **Modesty** - I Timothy 2:9 and 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.
- H. **Morality and Sexual Conduct** - All students should practice the highest standards of morality and sexual conduct. 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.”
- I. **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.”

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

NCS encourages all school community members to develop self-discipline. Faculty, staff, administrators, and all students learn to take responsibility for their 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 based on the color of their skin is reprehensible. Behavior that is intentional and inconsistent with these expectations will be addressed through levels II and III of the discipline policies.



The goal of conduct and discipline policies is not merely to influence behavior through fear of punishment but for the student's good, 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. To maintain high standards of behavior, the school reserves the right to take appropriate disciplinary action if any misconduct occurs on or off the school campus. We expect that a student's conduct must reflect favorably on the student and the school at all times. This expectation includes activities on technology and social media.

Further, while Nashville Christian School supervises its students, Nashville Christian Students will experience times and/or situations with 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, locker rooms, or other changing areas. Nashville Christian School expects students to act as if direct supervision were present and 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 accomplishing our educational mission. Nashville Christian School accordingly reserves the right to terminate or not renew a student's enrollment contract if the school administration reasonably concludes that the actions of a student, parent, or guardian make a positive and constructive relationship impossible or seriously interfere with Nashville Christian's accomplishment of its mission. Such termination shall not release the parent or guardian from their financial obligations under this contract.

### **Conflict Resolution**

If a student or family feels 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 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 the student feels the issue has not been resolved after meeting with the instructor, 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 Discipline**

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

The teachers and the school administrators utilize positive reinforcement (praise, recognition, special privileges, 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 administrators 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**

Nashville Christian School aims to provide all students a safe, orderly classroom environment. Students will be subject to school discipline for inappropriate on-campus behavior. Additionally, student off-campus behavior, including social media activity, 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 with 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
- Three tardies will equate to a demerit for behavioral consequences
- Cellphone policy violation
- 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.
- Social Probation
- Loss of privileges
- 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
- Providing misleading or false information to administrators
- Use of racial slurs or comments or other offensive remarks to fellow students
- 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
- Social Probation
- Loss of privileges
- Community service
- In-school suspension

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

### Examples of Level III offenses

- Use or possession of tobacco, nicotine, 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
- Sending or requesting inappropriate pictures or content through social media
- False allegations

### *Level III consequences*

Teachers will refer all instances of Level III offenses to the administration immediately. All Level III offenses will be recorded in ParentsWeb, including demerits and 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
- Social probation
- Loss of privileges
- Expulsion
  - Students who are expelled from NCS for disciplinary reasons will be banned from all on-campus or school-sponsored events (Banquet, Athletics, etc.) for one school year or a period of time determined by the administration.

***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
- **Level 2 Consequences** per administration's discretion - Following the seventh demerit
- **Level 2 Consequences** per administration's discretion - Following the ninth demerit
- **In-School Suspension** - Following the 11th demerit
- **Level 3 Consequences** per administration's discretion - Following the 13th demerit

### ***Social Probation***

Social Probation events are defined as any event or privilege that is outside of the classroom block schedule; this includes yet not limited to: field trips, class rewards/celebrations, and after-school

extracurricular activities on/off campus.

### ***Detention***

Detentions will be hosted primarily on the following days/times:

Monday through Friday- 7:00 AM - 7:30 AM

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 schoolwork 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 -10:00 AM. 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)***

Suspended students (ISS or OSS) will lose the privilege of exam exemption in the Spring. This policy 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 from school will be required to complete missed work but will not receive a grade for it. Teachers may have the option to allow students to make up tests that were given during the suspension for a reduced grade. Students who serve ISS will spend the day in the office completing school work and may be assigned extra responsibilities for the day. Students may receive reduced credit for the work completed during ISS.

### ***Upper School - Merits***

The Nashville Christian merit system is based upon the idea that we, as a school, are here to honor each other and have a Kingdom focus to impact the culture of our school. Merits are given out freely at the faculty and staff’s discretion. The purpose of the merit system is to use external motivating factors to intrinsically motivate our student body to make the right choices and to love one another. Unfortunately, every meritable action may not be reflected on the behavior record of each student, but it is important to Nashville Christian School culture to ensure that students are affirmed in positive actions and interactions. Throughout the school year, privileges and incentives are awarded to those students who reflect meritable actions.

### ***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 and rewards for good choices and good behavior. As part of community-building programs, students will be placed into “houses” when they are in middle school. All disciplinary actions, both positive and negative, will be reflected 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. These points will tie directly to the quarterly rewards given to the house with the highest total 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 purposely leaving someone out.

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

- Verbal bullying involves things written (online or in print) or said. It can include inappropriate sexual comments, taunting or threatening to cause harm.
- Social bullying involves intentionally hurting someone's reputation or relationships. This may occur through in-person interactions or through digital means on social media.
- Physical bullying involves hurting a person's body or possessions.

Peer conflict and teasing are not considered bullying. Peer conflict includes not liking someone, isolated expressions of unpleasant thoughts, a single act of telling a joke about someone, bumping into someone, or horseplay. Teasing usually involves two or more friends acting together in a way that seems fun to everyone involved. Teasing does not involve physical or emotional abuse. It is not considered bullying when peers with no perceived power imbalance 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
- Inappropriate social media usage
- Making false allegations
- Leaving someone out on purpose or trying to get other kids not to play with someone

#### ***Students at Nashville Christian School Should 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 activities, 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 school staff members, 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 bullied student. 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. The child and their parents will sign this contract.
- **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 – that manipulates, intimidates, controls, or 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 free from 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 on 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, requests for sexual favors, sexually motivated physical conduct, requesting or sharing explicit pictures of someone, 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 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 promptly investigate 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 on the results of the investigation. The School will take 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 must 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 school's discretion.
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 to the Nashville Christian School campus. A student who has a weapon in his or her possession jeopardizes enrollment at NCS. Possession of any firearms, firearms accessories, and/or ammunition is strictly prohibited.

### **Leaving Campus**

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.

### **Major Disciplinary Infractions**

***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 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 performing their duties.
- Habitual profanity and/or obscene acts.
- Forgery.
- Caused, 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 (Including tasers, stun guns, pepper spray, or mace).
- Possessed an imitation firearm (replica of a firearm substantially similar in physical properties to an existing firearm 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 harass, threaten, or intimidate 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 that is severe enough to cause emotional distress, harm a person’s academic achievement, or create an intimidating environment.
- Gang activity, including confrontational behavior, using signs or gang names.
- Unauthorized absence- skipping classes and/or school

## ACADEMIC PROGRAMMING

### Lower School General Curriculum

In addition to English Language Arts, Reading, Math, and Science/Social Studies instruction, lower school students have Bible class and a special areas class every day. Classes offered this year include: School Counseling, Art, Music, Spanish, Library, Writing, and Executive Functioning lessons. Students attend Physical Education daily. Additionally, special teachers will partner with Classroom Teachers in reading and math instruction to enhance the learning experience of all students. Enrichment opportunities or “Flight Clubs” are occasionally offered after school; such as drama performances, Tennis, Chess, Sewing, Dance, Art Club, Science Club, Math Club, Lego Club, Craft Club, and Book Club. Flight Clubs change depending on student interest.

### Middle School General Curriculum

6th Grade	7th Grade	8th Grade
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Bible - Bible Heroes	Bible - General overview of both Old and New Testaments	Bible - The Gospels
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, and Music Appreciation (These offerings are subject to change).		

## Upper School Curriculum, Courses, Elective Courses, and Diploma Tracks

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

9 <sup>th</sup> Grade	10 <sup>th</sup> Grade	11 <sup>th</sup> Grade	12 <sup>th</sup> Grade
Bible I – Early Hebrew History (Genesis - Judges)	Bible II – The Life of Christ (Luke)/Acts	Bible III - World Religion and Faith in Film or Wisdom Literature, Prophets, NT Letters	Bible IV - Men of God/Armor of Women, Apologetics, Marriage and Family, Life Applications
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 Advanced Algebra Pre-Calculus Pre-Calculus DE AP Calculus AP Stats
Biology I Biology Honors	Chemistry Physics Physics Honors	Chemistry AP Biology Anatomy Physics Physics Honors Earth Science*	Anatomy AP Biology Physics Forensic Science Sustainability Physics Honors Earth 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) Leadership/Senior Hall
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 Choir** Rock Band** Band**	Art I, II Theater I, II Choir** Rock Band** Band**	Art I, II, III Theater I, II, III Choir** Rock Band** Band**	Art I, II, III, IV Theater I, II, III, IV Choir** Rock Band** Band**

\*Enrollment in these courses is 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**
Music Tech	African American Studies**	African American Studies**	African American Studies**
Health Science	Music Tech	Art I, II, III, IV	Art I, II, III, IV
	Health Science	Health Science	Health Science
		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, Cross Country, Football Spring: Track, Baseball, Softball All year: Girls Basketball, Boys Basketball	Athletic Block Fall: Girls Soccer, Volleyball, Cross Country, Football Spring: Track, Baseball, Softball All year: Girls Basketball, Boys Basketball	Athletic Block Fall: Girls Soccer, Volleyball, Cross Country, Football Spring: Track, Baseball, Softball All year: Girls Basketball, Boys Basketball	Athletic Block Fall: Girls Soccer, Volleyball, Cross Country, Football Spring: Track, Baseball, Softball All year: 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 – Luke/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, Advanced Algebra, Statistics, AP Statistics	4 credits	4 credits*	4 credits	4 credits
Science	Biology, Chemistry, Physics (H), Anatomy, AP Biology, Earth Science, Forensic Science, Sustainability	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 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, Strings, Music Appreciation***	1 credit	1 credit	1 credit	
Electives	See the 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.

**Grading Scale and GPA**

Letter Grade	Number Value	GPA Breakdown**
A A-	93-100 90-92	93-100 = 4.0 90-92 = 3.5
B B-	85-89 80-84	85-89 = 3.0 80-84 = 2.5
C C-	74-79 72-73	74-79 = 2.0 72-73 = 1.5
D D-	67-71 64-66	67-71 = 1.0 64-66 = 0.5
F	63 and below	0
* Honors classes would add 0.5 to any GPA score and AP classes would add 1.0 to any score for a weighted GPA		

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

**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:

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.

### ***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 and 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 include:

- 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 having an academic profile that suggests he/she can 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 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, allowing them 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 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 the math subtest for DE Pre-Calculus
- Grades and overall GPA
- Student desires 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. To keep the grant, Students must maintain a 2.75 GPA in the Dual Enrollment courses. More information on the grant can be found at <https://www.tn.gov/collegepays/money-for-college/tn-education-lottery-programs/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 an unexcused absence will **not** earn full credit on the completed 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 grading policies regarding late work and point deductions. A graduated late work policy is used in grades 6-8, which is communicated in the weekly newsletters.

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 FACTS. 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 70. To discontinue these notifications, contact the front office.

#### ***Major Exams***

- **Nine Week Tests** – Students in 6th grade will take cumulative nine week 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 K-5 are sent by hard copy at the end of each nine weeks except the fourth nine weeks. Students' fourth nine weeks report cards will be emailed. For students in grades 6-12th, report cards 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 all 3<sup>rd</sup> - 12th-grade students.

### **Grade Monitoring through ParentsWeb/FACTS**

ParentsWeb/FACTS online school database allows parent login capability to access their child's daily assignments, grades, and more. You will need to provide the school with your email address 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 student's dismissal from Nashville Christian School.

### **Summer School**

Upper School Students must achieve an overall average of 64 or higher in each core course per semester. Middle School Students must achieve an overall average of 64 or higher in each core course for the year-long average. If they fail to do so, students will be required 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. Attendance to summer school classes is mandatory and students who do not complete the required work may not be allowed to return to NCS the following year. 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 based on their readiness to enter the next grade level. The classroom teacher, parent, and school administrator will jointly decide 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 the 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 the 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 if the behavior persists, including 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.
- **Statement of Artificial Intelligence and Language Model Ethical Use:**  
While AI applications and Language models are fairly new, NCS wants students to use them as a tool and not to replace individual thought. The use of Language models and the accuracy of most is unreliable at best. We want to encourage the use of AI technology without replacing students' creative work and individual thought.
  - **AI and Language Model Usage:** The mission of Nashville Christian School is to be a Christian, authentic, dynamic school equipping students to be global leaders. Part of the Authentic portion of our mission includes honesty. Using AI or language models should be used honestly and not replace our thoughts or expressions. Please refer back to our Academic Integrity Policy for further explanation.

Policy violations include using a language model or artificial intelligence as student work, overusing it to replace individual thought, or completely relying on artificial intelligence or language models to complete work.

This year NCS has partnered with Grammarly for its various uses. NCS students will have access to Grammarly through their school email account. Grammarly provides access to plagiarism checkers, grammar and punctuation support, and an AI feature tailored to support students in an academic environment.

- **Appropriate use of AI**

“Can you provide me an outline for my two-page paper about Proper use of AI in schools?”

“Can you quiz me over the components of a cell for my upcoming test?”

“Please give me the bullet points for the importance of the Revolutionary War”

- **Inappropriate usage of AI.**

“Please write me a 2-page paper about the proper use of AI in schools.”

“Can you give me a list of questions and answers for my upcoming test on the components of a cell”

“Write my summary of the importance of the Revolutionary War in 500 words.”

### **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 or a teacher may request a conference to address concerns they have about their child.

### **Yearly Achievement Testing**

- Students 3rd-8th grade will have ERB benchmarking and end-of-year testing.
- The Pre-ACT will be given to students in 8th, 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.

### **Potential Distance Learning Expectations**

If NCS decides to require virtual attendance, we will provide information about the virtual learning expectations. This could be used under various circumstances, including extended snow days, health concerns, or other unexpected situations.

### **Learning Is For Everyone (LIFE) Program**

NCS offers the Learning Is For Everyone (LIFE) program for students who 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 autism spectrum, can realize their intellectual, physical, spiritual, and social potential while attending NCS. Students accessing the LIFE program will need an Academic Support Plan in one or more areas for

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

***Students Participating in One or More LIFE Services are***

- Academically at risk
- Diagnosed learning challenges that impede performing to their 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
- NCS partners with independent service providers (SLP, OT, PT, Medical) for non-academic support. Support services are arranged through the division Head 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 a foreign language. The 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 a 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. Coursework 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 be able to apply to secondary transitional programs and technical/trade schools.

**LIFE Student Diploma Paths**

<b>Department</b>		<b>College Prep Diploma</b>	<b>Standard Diploma</b>	<b>Non-Traditional Diploma</b>
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, Advanced Algebra Statistics, AP 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), Anatomy, AP Biology, Earth Science, Forensic Science, Sustainability	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, Strings, Music Appreciation***	1 credit	1 credit	1 credit
Electives	See the 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***

- Actively engage in the learning process with concerted efforts to be an active, independent, responsible learner.
- Develop skills to advocate for individual needs and services
- Participate in developing an individualized Academic Support Plan (ASP)
- Attending the annual meeting for the Academic Support Plan (ASP) and any other meeting concerning the progress of goals and daily performance

- o *Rising 9th-grade and older students are expected to learn about their 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***

- Work with school administrators and your child’s teachers to provide the best opportunities for your child’s success
- Hold students accountable for taking responsibility for completing assignments, preparing for tests and exams with a concerted effort
- Encourage and support students to get involved with extracurricular opportunities
- Communicate through the appropriate grade-level LIFE teacher or director about any needs the student may have

***L.I.F.E. Educational Services:***

NCS teachers utilize research-based, best-practice instruction. They differentiate instruction to engage students 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**

Students are monitored by the LIFE teacher and/or receive additional reading intervention.

**Accommodations**

The 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 online, enlarged print, extended time, writing on standardized test booklets, oral testing, preferential seating, scribing, skeletal notes, sensory breaks, technology, other

**Dual Instruction**

An additional LIFE 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, assisting a student with organizational tasks, or providing an alternate method of instruction.

**Modifications**

The curriculum is modified or adjusted to meet the student’s cognitive level and, therefore, does NOT meet college preparatory requirements. Modifications will be noted on a student’s transcript, indicating that the student could not complete the work at the standard level.

**LIFE Classes**

- **Lower and Middle:** Students in K-8th grade may need direct instruction from a qualified teacher in an academic area requiring a specialized curriculum to remediate an area of weakness. LIFE classes address reading, language arts, and math skills. Students may be taught individually or grouped with a few others based on the student's areas of strengths and areas of challenge.
- **High School:** Courses at the high school level are mandated by Tennessee state standards and college preparatory requirements, which inhibit remediation within the curriculum. Alternate courses are offered to students who may need a slower pace of instruction and/or a 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 individual students. For additional information, refer to the *Four Year Academic Plan*.

### **Tutoring**

Tutoring is provided individually to a student in a specific academic area or with targeted concepts. The tutoring is for students who warrant additional reinforcement of skills within the college preparatory course curriculum. Tutoring occurs within or after the school day and maybe on an as-needed basis for an extended period of time.

### ***L.I.F.E. Service Fees***

Each student receiving LIFE services will incur an additional fee to the yearly tuition plan. The level of services and fees are determined through the student's ASP meeting, where educators and parents will access the students' psychoeducational evaluation and academic and social records. The ASP team includes parents, teachers, LIFE instructors, School Heads, and school counselors.

**Consultation (K-2):** The LIFE teacher and classroom teacher will coordinate to develop a program to meet students' needs. This may include classroom observations, individual programming, and intervention.

Grades K-2: \$1,270/Year

**College Prep Class Accommodations:** The student has access to his or her defined accommodations in his/her academic classes.

Grades K-12: \$1300/Year

**Dual Instruction and/or Modifications:** The student is scheduled in dual instruction class(es) with an instructor of the course and a LIFE special education certified teacher or assistant who provides targeted instruction and/or modifications to curriculum or instruction.

Grades 5-12: \$2,280/Year: one dual class placement

Grades 5-12: \$4,560/Year: two dual class placements

Grades 5-12: \$6,750/Year: three or more dual instruction classes

**LIFE Class:** The student is scheduled for a separate pull-out class with a qualified teacher and a small student-to-teacher ratio.

Grades 3-12: \$2,825/Year: one LIFE class.

Grades 3-12: \$5,650/Year: two LIFE classes

Grades 3-12: \$7,950/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 for each student. The parent, teacher(s), LIFE instructor and/or director, 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.

### **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, all parties should demonstrate mutual respect and the dignity of all parties involved will be preserved. Discussions should focus 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 regarding appeals or complaints that it hears. However, the changes to existing policy require full board approval. The Committee will 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 in 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 in Step 3, the student/parent shall meet with the Executive Committee to present their case for a final decision. Before the meeting, both the Head of School and the student/parent shall submit a written description that includes a statement of the issue, the facts supporting their position, and the solution sought. The Committee shall meet 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.

## ATHLETIC PROGRAMMING

### **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 a 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 principles.  
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 an 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, and 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 and 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 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 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 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, ineligible students must return a signed form to the school administrator from each of their teachers stating that they have made an 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 postseason 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 Kaitlyn Willmore at [willmorek@nashvillechristian.org](mailto:willmorek@nashvillechristian.org) or Ronnie Seigenthaler at [seigenthalerr@nashvillechristian.org](mailto:seigenthalerr@nashvillechristian.org) for more information.

Various 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 Cross Country Cheerleading Boys Soccer Girls Soccer	Boys Basketball Girls Basketball Wrestling Cheerleading	Baseball Softball Track Golf

## *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 PROGRAMMING**

### **Fine Arts Philosophy**

Fine Arts, including all performing groups in music, theater, and visual 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 developing 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 a 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 principles.

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, and 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, ineligible students must return a signed form to the school administrator from each of their teachers stating that they have made academic improvements. 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 every 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.

## **Library Policy**

### **Library Vision**

The Library Media Program exists to provide a Christian learning environment where students grow intellectually and spiritually through resources that nurture curiosity, enrich learning, ignite a love for reading, strengthen Christian identity, and establish healthy habits for digital citizenship and research. The library serves PreK - 12th grade students and all faculty/staff members of NCS.

### **Selection Policy**

Materials for the library are selected by the librarian and Library Advisory Board using professional reviews to make informed selection decisions. These selection resources include but are not limited to *School Library Journal*, *Booklist*, *Kirkus Reviews*, *Christian book reviews*, *Triple Crown Awards*, *Newberry/Caldecott Awards*, *Vol State Book Awards*, *Common Sense Media*, *Titlewave*, etc. It is virtually impossible to vet every single library book, however, much time, thought, and prayer is put into the selection procedure. In an effort to integrate our school’s mission, vision, and statement of faith, the following criteria will be used as a guide for selecting library materials:

- Educational significance
- Curriculum corroboration
- Christian/Spiritual content
- Student interest
- Commendable reviews
- The value of the work as a whole
- Validity, currency, reliability
- Inappropriate language/profanity - if infrequent, set in context, and does not take away from the greater value of the work as a whole.
- Horror/Paranormal content - acceptance or rejection dependent on the context of the portrayal of evil/demonic existence. Parent approval may be required for K-5 patrons.
- Recommended by teachers, administrators, pastors.
- Cost/benefit analysis

## **Controversial Issues**

Library materials containing controversial issues will be evaluated using the Selection Policy Criteria and the NCS statement of faith. It is the mission of the library to encourage reading and support literacy of each student and his/her interests. It is also the responsibility of the library to uphold the statement of faith, "...educating students to be productive Christian servants in all areas of life and in preparation for eternity." If a parent/guardian finds a material controversial, they should notify the librarian. A phone call or in-person meeting will be held to discuss the controversy. It may be suggested that the parent and Library Advisory Board read the book in its entirety. The Library Advisory Board consists of the librarian, one elementary teacher, one middle school teacher, one high school teacher, and an administrator.



## 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 character trait will be taught and discussed at length throughout the year. As a school, we will focus on the Eight Keys of Excellence (integrity, failure leads to success, speaking with good purpose, making the most of every moment, commitment, ownership, flexibility, and balance) integrated with the Fruit of the Spirit. The teachers will model and praise respect, encouragement, perseverance, and responsibility will be modeled and praised by the teachers. Periodically, students will be recognized for exemplifying the character traits of focus.

#### **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 allow students to develop more knowledge of art, display historical empathy, increase critical thinking skills, exhibit increased tolerance levels, 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.

### ***Room Parents***

Each classroom will have a room parent who will help organize class events. This parent will coordinate with other classroom parents to help with supplies or volunteer opportunities as needed.

### ***Special Events***

During the year, there are many special events for students that require special dress and behavior. During each of these events (Field Day, Spirit Weeks, etc.), 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 the administration to communicate these expectations, and students must abide by them or choose not to participate in the event.

## **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 that 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, serving as the middle school governing body. The Senate and 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.

### **Special Events**

During 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 7<sup>th</sup>/8<sup>th</sup> Grade Dance, 8<sup>th</sup> Grade Renewal, and House Days), 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 the administration to communicate these expectations and students must abide by them or choose not to participate in the event.

## **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. Students in these courses will take a Fall Semester Exam along with the AP exam in the Spring. Additionally, in the Spring, all AP classes will have a final research/presentation project which will serve as their semester exam grade.

## ***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 the English course in which he/she is currently enrolled.

## ***College Days***

Juniors and Seniors are allowed two additional days to visit 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 - Seniors Only***

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

1. Have a year-long average of 85-92, a maximum of 3 absences from the class, a maximum of 3 tardies (Excused or Unexcused), and no major discipline infractions.
2. Have a year-long average of 93-100, a maximum of 5 absences from the class, a maximum of 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). Any seniors who violate the academic integrity policy automatically lose eligibility for exam exemptions.

### ***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 to qualify 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. Students who fail to abide by expectations for driving on campus are subject to disciplinary action and loss of privileges.

- All students must complete the registration process before they receive a parking pass. If students do not complete the process: copy of their driver's license and vehicle registration, completed registration form, and payment of a fee of \$5.00, 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 an 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 Dean of Students or 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.

### ***College Counseling***

The college counseling program aims to assist students and parents in understanding procedures, opportunities, and the college admission process while carefully assessing their academic needs to find an institution that fits the student. The college counselor will work with all students 7-12 to consider and prepare for their college careers. This will include meetings with whole groups and individuals as well. During the school year, students will receive access to the college counseling handbook to use and reference during their time at NCS.

### ***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 the 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 the banquet. Junior class officers and sponsors may determine whether or not juniors automatically attend for free or if they must earn their tickets 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 a group of three.

### **Photography**

Tucker Photography photographs the 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 (p. 28-29) to guide student behavior and the statement of faith (p. 5-8) 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 the 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 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 the administration to communicate these expectations, and students must abide by them or choose not to participate in the event.

### ***Baccalaureate and Graduation Dress Requirements***

Baccalaureate – graduation dress with cap and gown

Graduation – graduation dress with cap, gown, and tassel

Gentlemen:

- White dress shirt

- Necktie or bow tie
- Dress pants with a belt
- Dark Colored dress socks
- Dress shoes
- Required haircut and shave
- No earrings

Ladies:

- White Dress (must have sleeves of at least 2 1/2 inch wide shoulder straps (no spaghetti or strapless dresses).
- Dress neckline and length must be modest and in compliance with the NCS dress code.
- Dress shoes
- Only earrings in ears allowed – no nose rings or other piercings

Failure to follow the dress code:

- Removal from graduation line and/or receipt of blank diploma
- Final transcripts will be delayed until August

Disciplinary actions/decisions concerning the student uniform dress policy and general guidelines are left up to the discretion of the administration and faculty