



SCHOOL CONTACT INFORMATION

Clinch Mountain Christian School
218 Highland Drive, Lebanon, VA 24266
clinchmountaincs@gmail.com
www.clinchmountaincs.org
276-344-9409

ADMINISTRATION

Head of School | Emily Farmer
Academic Director | Katherine Wallace
Chancellor | Justin Honaker

PURPOSE OF THE STUDENT/PARENT HANDBOOK

The purpose of this Student/Parent Handbook is to provide parents, students, faculty, and staff with a concise presentation of the mission, philosophy, policies, and practices of Clinch Mountain Christian School (CMCS).

This handbook provides students and parents with the guidelines and expectations of all students enrolled at Clinch Mountain Christian School. This handbook is imperfect and does not present an exhaustive list of potential issues that may arise. In cases of disagreement about particular interpretation of this handbook, the CMCS Administration and/or the Board of Directors will render decisions necessary for the ultimate benefit and safety of our students and the school.

Clinch Mountain Christian School's Administration and Board of Directors reserve the right to modify existing policies and procedures and to establish new policies and procedures as deemed necessary upon written notice by the Administration to all parents and students.

TABLE OF CONTENTS

A. CLINCH MOUNTAIN CHRISTIAN SCHOOL PROFILE

1. Mission Statement
2. Statement of Faith
 - Statement on Biblical Translations
 - Statement on Gender and Sexuality
 - Statement on Authority of Government
3. Organizational Structure
4. Non-Discrimination Policy
5. Faculty and Staff Directory
6. Clinch Mountain Christian School Core Values
7. Parent/Family Partnership
8. Educational Philosophy

B. ADMISSION AND FINANCIAL AID INFORMATION

1. Admissions Procedures
2. Admissions Requirements for Parents
3. Withdrawal
4. Tuition and Fees

C. COMMUNICATION

1. SIS: Gradelink
2. School Website
3. Parent/Teacher Communication
4. Report Cards

D. CAMPUS LIFE

1. 2023-2024 Calendar
2. Honor Code
3. Dress Code
4. Disciplinary Policy
 - a. Disciplinary Goals
 - b. Student Expectations and Behavior
 - c. Conduct Violation System
 - d. Punishment
 - e. Dismissals
 - f. Harassment Policy
 - g. Bullying Policy
 - h. Guns and Weapons Policy
 - i. Electronic Communication Device (Cell Phone, Smart Watch) Policy

- j. Electronic Communication/Social Media/Online Presence Policy
- k. Artificial Intelligence (AI) Policy
- l. Areas Off Limits
- m. Search and Seizure Policy
- n. Teen Pregnancy and/or Marriage
- 5. Arrival Procedures
- 6. Dismissal Procedures
- 7. Early Checkout Procedures
- 8. After School Policies
- 9. Academic Homebound
- 10. Inclement Weather

A. CLINCH MOUNTAIN CHRISTIAN SCHOOL PROFILE

1. Mission Statement

Clinch Mountain Christian School exists to offer Christian education marked by academic excellence, theological clarity, and spiritual nourishment for the glory of God and the good of our neighbor.

At CMCS we believe this mission is best accomplished when parents, pastors, teachers, school and church staff are working in agreement to disciple and support students in both academic and spiritual pursuits. Our intent is to communicate truth, train the mind, and cultivate a Christ-exalting educational environment.

2. Statement of Faith

The Statement of Faith adopted by CMCS and described below is derived directly from the Bible, the inerrant Word of God.

The Scriptures

We believe the Bible is the inspired Word of God and is totally inerrant in the original manuscripts. We further believe that is God's revelation to man, superior to conscience and reason, though not contrary to them. It is the supreme standard by which all human conduct, creeds, and religious opinions should be tried. The criterion by which the Bible is to be interpreted is Jesus Christ. (John 5:39, II Timothy 3:16-17, I Peter 1:23-25)

God

There is one and only one living God. He is an intelligent, spiritual, and personal being, the Creator, Redeemer, Preserver, and Ruler of the universe. God is infinite in holiness and all other perfections. To Him we owe the highest love, reverence, and obedience. The eternal God reveals Himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being. (Matthew 28:18-19, Mark 12:29, John 1:14, Acts 5:3-4, II Corinthians 13:14, Hebrews 4:12)

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. He is all powerful, all loving, and all wise. God is Father in truth to those who become children of God through faith in Jesus Christ. (Genesis 1:1, 2:7, Exodus 3:14, Deuteronomy 6:4, Matthew 6:9, Acts 1:7, Romans 8:14-15, I Corinthians 8:6, I Timothy 1:17, Hebrews 11:6, 1 Peter 1:17)

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. Jesus perfectly revealed and did the will of God, taking upon Himself the demands of and necessities of human nature and identifying Himself completely with mankind yet without sin. He honored the divine law by His personal obedience, and in His death on the cross He made provision for the redemption of men from sin. He was raised from the dead with a glorified body and appeared to His disciples as the person who was with them before His crucifixion. He ascended into Heaven and is now exalted at the right hand of God where He is the one mediator, partaking of the nature of God and of man. And in whose person is effected the reconciliation between God and man. He will return in power and glory to judge the world and to consummate His redemptive mission. He now dwells in all believers as the living and ever-present Lord. (Psalm 2:7, 110:1, Isaiah 7:14, Matthew 1:18-23, 3:17, 8:29, 11:27, 16:16-17:5, John 1:1-18, 10:30, 14:7-11, 17:1-5, John 8:56-58, Acts 1:9, II Corinthians 5:19-21, John 14:20, Philippians 2:5-11, Colossians 1:13-22, I Thessalonians 4:14-18, Hebrews 1:1-3, Revelation 1:13-16, 5:9-14, 13:8, Revelation 19:16)

God the Holy Spirit

The Holy Spirit is the Spirit of God. He inspired holy men of old to write the Scriptures. Through illumination He enables men to understand truth. He exalts Christ. He convicts the world of sin, of righteousness, and of judgment. He calls me to the Savior, and effects regeneration. He cultivates Christian character and comforts believers. He bestows all the spiritual gifts today by which we serve God through His Church. He seals the believers unto the day of final redemption. His presence in the Christian is the assurance of God to bring the believers into the fullness of the stature of Christ. He enlightens and empowers the believer and the Church in worship, evangelism, and service. (Genesis 1:2, Psalm 51:11, 139:7, Isaiah 61:1-3, Joel 2:28-31, Matthew 1:18, 3:16, 28:19, Luke 1:35, 3:22, 4:1, 18, 19, 11:13, 12:12, 24:49, John 14:16-17, 16:7-14, 20:22, Acts 1:5-8, 21-4, 38, 4:31, 5:3, 4, Romans 9-11, 14-16, Romans 12:6-8, I Corinthians 3:16, 6:19, 12:1-11, 28-31, 14:1-40, Galatians 5:22-23, Ephesians 5:18, Thessalonians 5:19-21)

Man

Man was created by God in His own image and is the crowning work of His creation. In the beginning man was innocent of sin and was endowed by his creator with freedom of choice. By his free choice man sinned against God and brought sin into the human race. Now man is in a state of spiritual depravity whereby he walks according to the course of this world and is by nature dead in trespasses and sins. He is held as a slave of sin, being unable to attain divine righteousness by his own efforts and can only be delivered by the power of the Gospel of Christ. 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 man possesses dignity and is worthy of respect and Christian love. (Genesis 1:26-30, 2:5-7, 18-22, 9:6, Psalm 1, 8:3-6, Isaiah 6:5, Matthew 16:26, Acts 17:26-31, Romans 1:19-32, 3:10-18, 5:6, 12, 19, 6:6, 7:14-25, 8:14-18, 29, I Corinthians 1:21-31, 15:19, 21-22, Ephesians 2:1-22, Colossians 1:21-22, 3:9-11)

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, sanctification, and glorification. Also, repentance and faith are inseparable experiences of grace. (Matthew 1:21, John 1:11-14, 29, 3:3-21, 36, 5:24, 15:1-16, Acts 2:21, 4:12, 16:30-31, 17:30-31, Romans 1:16-18, 10:9-10, 13, Ephesians 2:8-22, Colossians 1:9-22, Titus 2:11-14, Revelation 3:20)

God's Grace

God's effectual calling is the gracious purpose of God, according to which He regenerates, sanctifies, and glorifies sinners. It is consistent with the full agency of man and is a glorious display of God's sovereign goodness, and is infinitely wise, holy, and unchangeable. It excludes boasting and promotes humility. Believers may fall into sin through neglect and temptation, whereby they grieve the Spirit, impair their graces and comforts, bring reproach on the cause of Christ, and temporal chastisement on themselves, yet they shall be kept by the power of God through faith unto salvation. (Genesis 12:1-3, Matthew 24:22, 31, John 1:12, 12, 5:24, 6:44, 65, 10:27-29, 15:16, 17:12, Acts 13:48, Romans 5:9-10, 8:28-39, 9:9-26, 10:13-15, 11:5-7, I Corinthians 1:1, 2, Ephesians 1:4-14, 2:4-10, Galatians 1:15, 16, II Thessalonians 2:13-15, II Timothy 1:12, I Peter 1:1-5, I John 1:7-9, 2:19, 3:2)

The Church

We believe that all who are united by the new birth to Jesus Christ are members of the universal Church, the body of Christ. We also believe that the local congregation of Christian believers is divinely instituted and is the chosen instrument of God for the furtherance of God's work upon the earth. We believe that the local church is God's chosen vehicle for world evangelization and the nurturing of Christians. (Matthew 16:16-18, John 17:21, Romans 2:5, Ephesians 4:11-16, I Corinthians 14:26, Hebrews 10:25)

Baptism and the Lord's Supper

Christian baptism is the immersion of the believer in water in the name of the Father, the Son, and the Holy Spirit. 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. It is a testimony to his faith in the final resurrection of the dead.

The Lord's Supper (Communion) is an act of obedience whereby members of the Church, through partaking of the bread and the fruit of the vine, memorialize the death of the redeemer and anticipate His second coming. (Matthew 3:13-17, 26:26-30, 28:19-20, Mark 1:9-11, 14:22-26, Luke 3:21-22, 22:19-20, John 3:23, Acts 2:41-42, 8:35-39, 16:30-33, Acts 20:7, Romans 6:3-5, I Corinthians 10:16, 21, 11:23-29, Colossians 2:12)

Last Things

God, in His own time and His own way will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteousness will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their rewards and will dwell forever in Heaven with the Lord. (Isaiah 11:9, Matthew 16:27, 19:28, 24:27, 30, 36, 44, 25:31-46, 26:64, Mark 8:38, Luke 12:40, 48, 16:19-26, John 14:1-3, Acts 1:11, 17:31, Romans 14:10-1, I Corinthians 4:5, 15:24-28, 35-58, II Corinthians 5:10, I Thessalonians 4:14-18, 5:1, II Peter 3:7, I John 2:28, 3:2, Revelation 1:18, 20:1-22:13)

Evangelism and Missions

It is the duty and privilege of every follower of Christ and of every church of the Lord Jesus Christ to endeavor to make disciples of all nations. (Genesis 12:1-3, Isaiah 6:1-8, Matthew 9:37-38, 10:5-15, 22:9-10, 28:18-20, Luke 24:46-53, John 14:11-12, Acts 1:8, 8:26-40, Romans 10:13-15, II Timothy 4:5, I Peter 2:4-10)

Stewardship

God is the source of all blessings, temporal and spiritual; all we have and are we owe to Him. Christians are therefore called to serve Him with their time, talents, and material possessions; and should recognize all these as entrusted to them to use for the glory of God and for helping others. (Genesis 14:20, Malachi 3:8-12, Matthew 6:1-4, 19:21, 25:14-29, Luke 12:16-21, 42, 16:1-13, Acts 2:44-47, 20:35, 12:1-2, I Corinthians 6:19-20, 16:1-4, II Corinthians 8-9, Philippians 4:10-19)

At Clinch Mountain Christian School We Believe...

Bible Translations

The Bible is the inspired, inerrant, authoritative Word of God. At CMCS we train students to think in accordance with the Bible and build their lives on its solid foundation and unchanging truth. We recognize there are many available English translations and we also recognize there are many deeply held convictions and opinions regarding use of particular Bible translations. At CMCS, we believe it is important to adhere to faithful English translations of the Bible while allowing our teachers flexibility to utilize faithful translations of their choosing. These translations may include, ESV, CSB, NASB, KJV, or ICB, and in some instances the Message translation. Other translations may be evaluated on a case-by-case basis and may be used if Administration deems use of that translation appropriate in that particular instance.

Marriage, Gender, and Sexuality

Starting in Genesis we see God's clear and specific design for both men and women. Both genders, male and female, designed by God with separate and distinct roles, are made in the image of God and are essential to the plan of God for creation. We believe people of each gender are fearfully and wonderfully made by God and rejection of one's biological sex is rejection of the image of God within that person. (Genesis 1:26-27, Psalm 139:14)

We believe the term "marriage" is reserved for the Biblical covenant entered into on behalf of one man and one woman, an exclusive union as described in Scripture. We believe that sexual activity is reserved for a man and a woman within the marriage covenant and that any sexual activity outside of marriage is outside the Biblical parameters of sexual intimacy. (Genesis 2:18-25, 1 Corinthians 6:18, 7:2-5, Hebrews 13:4)

We believe any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matthew 15:18-20; 1 Corinthians 6:9-10; Romans 1:26-27)

We believe that in order to preserve the function and integrity of Clinch Mountain Christian School and to provide biblical role models for CMCS students, families and the community, it is imperative that all faculty, staff, and volunteers of Clinch Mountain Christian School agree to abide by the declarations set forth in this statement on marriage, gender, and sexuality, as well as to the Statement of Faith. (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22)

Authority of Government

We believe that all governments have been placed in authority by God and therefore all people should be subject to their governing authorities so long as their submission does not put them in direct violation of God's Word. We believe God established this principle to bless, protect, and prosper society and we should pray for, submit to, and honor our governing authorities. (Romans 13:1-7; Titus 3:1-2; 1 Timothy 2:1-3)

Sanctity of Life

We affirm that all human life is a sacred gift from God, created in His image (Genesis 1:27) and endowed with inherent dignity, worth, and purpose. From conception to natural death, every person reflects God's handiwork and is deeply loved by Him. We believe that the sanctity of life calls us to:

Cherish and protect the vulnerable, including all unborn children.

Oppose all forms of murder, infanticide, and abortion.

Treat every individual with compassion, respect, and justice.

Foster a community where the value of each person is honored in word and deed.

Guided by Scripture and the example of Christ, we commit to teaching our students the profound truth that life is precious, to be nurtured, defended, and celebrated. In all our actions and decisions, we seek to glorify the Creator who is the Author of life.

3. Organizational Structure

Clinch Mountain Christian School, is a ministry of Lebanon Community Fellowship Church and is a non-stock, non-profit organization registered with the state of Virginia.

Clinch Mountain Christian School Board of Directors consists of appointed and elected members from Clinch Mountain Christian School. Detailed operational guidelines and responsibilities of the Board are presented in the Clinch Mountain Christian School By-Laws.

Clinch Mountain Christian School Head of School is interviewed and hired by the Board to oversee the day-to-day operations of the school and to provide input to the Board regarding long-term decisions on curriculum, school policies, budgeting, and facilities planning and operations.

Clinch Mountain Christian School Academic Director is hired by the Head of School and will work closely with the Head of School to develop and select curriculum, to monitor adequacy of instruction and academic integrity, and to play a key role in developing and ensuring implementation of the CMCS educational philosophy.

Clinch Mountain Christian School Development Director is hired by the Head of School and will work closely with the Head of School and other CMCS Administration to develop relationships and raise funds in order to build the annual and scholarship funds that will support school financial needs and growth. The Development Director will also oversee community engagement, social media, and marketing.

Clinch Mountain Christian School Full-Time Faculty are hired by the Head of School to teach their assigned grades and subjects, oversee classroom management and discipline, and to contribute to the discipleship and spiritual growth of CMCS students. CMCS faculty are also responsible for contributing to a positive, healthy, and enjoyable learning environment and school community.

Clinch Mountain Christian School Part-Time Faculty are hired by the Head of School to teach their assigned grades and subjects, oversee classroom management and discipline, and to contribute to the discipleship and spiritual growth of CMCS students. CMCS part-time faculty are also responsible for contributing to a positive, healthy, and enjoyable learning environment and school community.

Clinch Mountain Christian School Volunteer Staff are managed by the Academic Director and are responsible for completing assigned tasks, assisting in various needed roles, and contributing to the overall education, discipleship, and spiritual growth of CMCS students. CMCS volunteers are responsible for contributing to a positive, healthy, and enjoyable learning environment and school community.

4. Non-Discrimination Policy

Clinch Mountain Christian Academy admits students of any race, color, national, or ethnic origin, sex, age, or handicap to all the rights, privileges, programs, and activities generally made available to CMCS students. CMCS does not discriminate on the basis of race, color, national, or ethnic origin, sex, age, or handicap in the administration of its educational policies, athletic, or other school administered programs excepts necessitated by specific religious tenets held by the institution and its controlling body.

5. Faculty and Staff Directory

Administration

Emily Farmer, Head of School | clinchmountaincs@gmail.com

Katherine Wallace, Academic Director | katherine.wallace@clinchmountaincs.org

Justin Honaker, Chancellor | justin@lcfchurch.us

Faculty

Morgan Hubbard | morgan.hubbard@clinchmountaincs.org

Andrea Lutzo | andrea.lutzo@clinchmountaincs.org

Mikayla Looney | mikayla.looney@clinchmountaincs.org

Terry Butcher | terry.butcher@clinchmountaincs.org

Peggy Williams | peggy.williams@clinchmountaincs.org

John Hubbard | john.hubbard@clinchmountaincs.org

Ethan Keene | ethan.keene@clinchmountain.org

Bethany Trout | bethany.trout@clinchmountaincs.org

Part-Time Faculty

Georgia Ward

Vivianne Kennedy

Christy Honaker

Jackie Wallace

DeAnna Smith

Penny Farmer

6. Clinch Mountain Christian School Core Values

Christian education marked by academic excellence, theological clarity, and spiritual nourishment.

CMCS is determined to offer a Christ-centered, academically excellent education that prepares students for the next step in their educational journey and trains them to be active and engaged participants in their communities.

CMCS is passionate about shepherding and discipling children to know and love God, serve His Church, and love their neighbors well.

CMCS is dedicated to cultivating a safe and spiritually nurturing environment where students thrive and a love of learning abounds.

CMCS will retain credentialed and spiritually healthy faculty and staff to ensure excellent academic, athletic, fine arts, and spiritual formation programs for our students.

CMCS will practice good stewardship of the resources and funding God entrusts to us through fiscal prudence, a culture of philanthropic support for the school, and an ethic of service and giving back to our community.

7. Parent/Family Partnership

We believe the ultimate responsibility to educate and disciple children rests with the parents. Because of this, CMCS encourages parent and family partnership and desires to come alongside parents to resource and assist them in raising their children. CMCS will continually seek to actively involve parents and families in as many school functions as possible. Parents are encouraged to come have lunch with their children, attend chapel services, field trips, classroom activities, etc. and to participate within the life of the school as often as possible.

Listen, Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart, with all your soul, and with all your strength. These words that I am giving you today are to be in your heart. Repeat them to your children. Talk about them when you sit in your house and when you walk along the road, when you lie down and when you get up. Bind them as a sign on your hand and let them be a symbol on your forehead. Write them on the doorposts of your house and on your city gates.

Deuteronomy 6:4-9

8. Educational Philosophy

The purpose of Clinch Mountain Christian School is to offer every student a Christian education marked by academic excellence, theological clarity, and spiritual nourishment.

At Clinch Mountain Christian School, we center education around Jesus Christ as Lord of all. We rely on time-tested educational methods in conjunction with individualized learning rooted in relationship-building with students. Our philosophy, termed “comprehensive Christian,” includes elements of a traditional liberal arts education, coupled with wisdom gleaned from other methods and flexible learning styles. A comprehensive Christian education results in an atmosphere that is:

- Christ exalting in every subject
- Appropriate to a student's developmental level
- Engaging and enriching
- Focused on the whole student, including character formation
- Encourages life-long learning
- Fosters a love of learning

B. ADMISSION AND FINANCIAL AID INFORMATION

1. Admissions Procedures

Step 1. Submit an application and pay \$25 application fee at www.clinchmountaincs.org/admissions

Step 2. Someone from CMCS will contact you to schedule a student/family interview (this will include gathering of additional documents, student admissions review, and new family interview)

2. Admissions Requirements for Parents

The following documents will be required to complete the admissions process

- Copies of recent report card and academic transcripts
 - Copy of birth certificate
 - Immunization records
 - Pastor recommendation (CMCS is a covenant school and requires that families be attending a local church)
- Other documents or placement testing may be required pending review of prospective student's admission application.

3. Withdrawal

Our goal at CMCS is for students to thrive and enjoy their experience. However, we recognize that on rare occasions, circumstances prevent this from happening. Should a student withdraw or be dismissed from CMCS for any reason, parents should reach out to the Head of School to discuss their concerns. If withdrawing from CMCS is still the intent, a letter of withdrawal must be submitted to the Head of School. The withdrawal process is not complete until the withdrawal letter has been received and all financial obligations have been met. The student's records will be held until all conditions are met. After all official steps have been completed, the student's records can be released when an official request from another school is received. Should a student withdraw or be dismissed from CMCS for any reason, parents are responsible for tuition payments for the entire remainder of the academic year plus a \$100.00 withdrawal fee. Should a student enroll mid-semester, tuition obligation will be pro-rated at a weekly rate based upon start date. Application Fees and Tuition paid are non-refundable regardless of the number of days a student attends CMCS.

4. Tuition and Fees**Application Fee**

\$25

Grades PreK-9

\$4000/year

Matriculation Fee (fee covering most classroom supplies)

\$150/year

Second Child

\$3500/year

Third and Subsequent Child(ren)

\$3000/year

- Matriculation Fee and first month's tuition due upon enrollment.
- Tuition may be paid in full upon enrollment or in equal installments.
- Monthly tuition payments are due by the 5th of every month. A \$25 late fee will be applied to any payment after that date.
- All tuition payments should be made by check.

At Clinch Mountain Christian School, we believe an investment in your child's education is an investment worth making. It is our goal to come alongside families and partner with you in educating and discipling your children. This is why we have worked to make CMCS a quality educational option at an affordable price. All prices and fees are listed above. If you have any questions or need financial assistance, please contact us at **clinchmountaincs@gmail.com**. There is currently no Financial Aid available for CMCS students.

C. COMMUNICATION

1. SIS: Gradelink

At CMCS we understand that communication is key! This is one of the many reasons we have chosen Gradelink as our Student Information System. Gradelink is an easy way to stay in touch with what your student is doing in school and keep your finger on the pulse of school life. With Gradelink, students and parents can stay updated on the academic progress being made at school. Student and parent accounts are available and can be accessed on a mobile app or desktop. The following information is available to you when you or your child logs in to Gradelink:

- Current Grade in each class
- Descriptions, Grades, and Teacher Comments for graded assignments
- Descriptions and Due Dates for upcoming assignments
- Any assignment information your child's teacher chooses to share online
- Email Alerts you can configure for grades and attendance
- Attendance Information
- Transcript Information, if applicable
- Billing Information, if applicable

Your teacher will send home Gradelink login information that is specific to you and your student.

2. School Website

Parents should check the school website www.clinchmountaincs.org routinely in order to stay up to date.

3. Parent/Teacher Communication

Parents and teachers are partners in the education of their children. Therefore, these guidelines are designed to encourage and foster that partnership with parents:

- It is important for teachers to establish a primary method of and times for "office hours" of when to communicate school-related information with parents. Those should be communicated clearly, and then abided by, by the teachers. There should be no school correspondence during the evenings or over weekends unless it is an emergency.
- When teachers and parents are communicating, it should be positive and frequent, striving to maintain a high level of ethics and professionalism. It is important to stick to facts in communication.
- Parents will be provided Gradelink logins to check on student progress. Teachers will strive to keep grades up to date within 5 days to help parents track student progress, but grace is needed when parents see missing grades.
- We frequently encourage the partnership between parents and teachers so students are encouraged to reach their full potential.
- Request conferences in a timely manner when they are needed.
- See the Faculty and Staff Directory for contact information

4. Report Cards

- Report cards are sent out at the end of each quarter (each 9 weeks)
- These dates can be found on the school calendar

D. CAMPUS LIFE**1. 2026-2027 Calendar****2026-2027 CALENDAR FOR CLINCH MOUNTAIN CHRISTIAN SCHOOL****August**

11,12,13,14,17 - Staff Workdays

13 - Open House at 6 pm

18 - First Day of School

AUGUST 2026						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2027						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January

1-4 - New Year's Holiday (School closed for students, Jan 4 Optional Workday for staff)

5 - Students return to school

September

7 - Labor Day (School closed for students and staff)

11 - Russell County Fair day (Full day for students and staff - not closed)

SEPTEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February

18 - Parent Teacher Conferences

19 - Winter Break (School closed for students and staff)

October

1 - Parent Teacher Conferences

9-12 Fall Break

15 - End of the First Quarter

16 - Report Cards

OCTOBER 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MARCH 2027						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March

1 - End of the Third Quarter

2 - Report Cards

26 - Good Friday (School closed for students and staff)

November

3 - Election Day (Full day for students and staff - not closed)

23-27 - Thanksgiving Break (School closed for students and staff)

NOVEMBER 2026						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

APRIL 2027						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April

5-9 - Spring Break (School closed for students and staff)

December

18 - End of the Second Quarter (Half Day for staff and students)

18 - Report Cards

21-31 Christmas Break (School closed for students and staff)

DECEMBER 2026						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MAY 2027						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May

4 - End of Fourth Quarter

14 - Report Cards

14 - Last Day of School (early dismissal at 11:30)

■ School Breaks Sep 7 - Labor Day Oct 9-12 Fall Break Nov 23-27 - Thanksgiving Break Dec 21-31 Christmas Break Jan 1-4 - New Year's Holiday Feb 19 - Winter Break March 26 - Good Friday April 5 - 9 - Spring Break	Grading Periods Semester 1 Aug 18 - Oct 15 (Q1 - 247.5 hours) Oct 16 - Dec 18 (Q2 - 247.5 hours) Semester 2 Jan 5 - Mar 1 (Q3 - 247.5 hours) Mar 2 - May 4 (Q4 - 247.5 hours)	■ Report Card Dates Semester 1 Q1 - Oct 16 Q2 - Dec 18 Semester 2 Q3 - Mar 2 Q4 - May 14	Staff Workdays August 11,12,13,14,17 Jan 4 (Optional Workday) Daily Schedule: Start Time - 8:30 End Time - 3:30 165 full school days + 2 three-hour half days (990 teaching hours) - 6.25 instructional hours per day (excluding lunch and transitions) *with 47.25 hours built-in for snow*
--	--	---	---

2. Honor Code

All students at Clinch Mountain Christian School are required to complete their own work. They will not lie, cheat, copy, or steal in any academic endeavor or tolerate anyone else who does. They are not only expected to adhere to this policy but also to promote and encourage peers in following it. (Psalm 15:1-3; James 1:8; Deuteronomy 5:19,20)

3. Dress Code

All Students are expected to wear clothing that is modest in appearance, age-appropriate, and honoring to God, themselves, and those around them. The following list is not meant to be an exhaustive list of do's and don'ts, but rather, parameters for ensuring appropriate dress for all students. CMCS Administration reserves the right to modify the dress code or deny a clothing option at any time.

Students may wear tops that are dressy or casual, short-sleeved, long-sleeved, or tank tops (provided the width of the straps is three fingers wide). Graphic t-shirts are acceptable but the graphic must be appropriate and must not contain any crude joking or cursing. Spaghetti strap shirts, shirts worn off the shoulder exposing bra-straps, and crop tops are not allowed.

Students may wear jeans, khakis, shorts, skirts, or athletic pants. Shorts and skirts should be an appropriate length, at or below the student's fingertips, and not exposing the student's bottom. Leggings should be worn with longer shirts or dresses that at least hit at the top of the thigh and cover the student's bottom. No light colored leggings are allowed. This includes flesh-colored, light gray, and white leggings. Bottoms that contain holes should not have holes above mid thigh. Pants must fit appropriately at the waistline, no low-riding pants. Spandex shorts are not permitted for daily wear or for wear during PE.

Head coverings, such as hats and hoods, should not be worn in the building during school hours.

All clothing should be worn according to student's birth gender. Cross-gender dressing is not permitted (see our Statement on Marriage, Gender, and Sexuality).

Students who violate this dress code will either be asked to change clothes or parents/guardians will be notified to bring a change of clothes.

4. Disciplinary Policy

The Bible clearly indicates that God and parents/guardians are primarily responsible for the discipline (that is, training or instruction) of children (Proverbs 3:11-12; Proverbs 13:1,24; Proverbs 19:18; Proverbs 22:6; Proverbs 23:23; Proverbs 29:15; Ephesians 6:4; Hebrews 12:11; Revelation 3:19). Clinch Mountain Christian School seeks to assist parents/guardians in this God-given responsibility. Clinch Mountain Christian School does not seek to assume the task which God gives to parents, but only to serve as the parents/guardians appointed and authorized representatives in the training process. Clinch Mountain system of student discipline and educational philosophy is structured in such a way so as to mirror the Bible's guidelines for reproof and instruction.

Attendance at Clinch Mountain Christian School is a privilege and not a right. Clinch Mountain Christian School reserves the right at the sole discretion of the administration and/or the School Board to dismiss students from enrollment if at any time it is decided by the aforementioned entities that the school can no longer assist in the educational process of the student. Furthermore, Clinch Mountain Christian School, the administration, and the School Board, reserve the right at their sole discretion to deny readmission to any student whose actions demonstrate that it is not in the school's best interest to allow readmission.

a. Disciplinary Goals

Clinch Mountain Christian School seeks to accomplish three primary disciplinary goals. It is the belief of the administration that these goals are integral to the personal development of every individual.

1. ***Respect for those in authority.*** Christ himself cautioned against rebellious attitudes towards governing officials and in the book of Romans Paul tells us to submit ourselves to those in authority over us. In chapter 13, verse 2, he tells us, “Therefore whoever resists the authorities resists what God has appointed, and those who resist will incur judgment.” Rebellious attitudes have no place in the hearts of the children of God, and Clinch Mountain Christian School discourages any such attitudes, beliefs, doctrines, creeds, and actions. Micah 6:8 tells us that God desires our humble submission. Therefore, those who are in authority, being put there by God, should also have our humble submission.
2. ***Personal responsibility for one’s own actions.*** 2 Corinthians 5:10 tells us “For we must all appear before the judgment seat of Christ, so that each one may receive what is due for what he has done in the body, whether good or evil.” Every person is responsible for his or her own deeds. Personal responsibility is among the most important of our core values and as such is a part of our disciplinary goals. Regardless of those involved, when we find ourselves in the place of reproof, we must accept blame where blame is due and accept the resulting consequences as well. In this way we as educators hope to develop in our students a strong work ethic and mature hearts willing to admit fault.
3. ***Consideration of others.*** With the development of new technologies every day, it becomes more and more apparent just how small our world is. Christ tells us in Matthew 22:37-40 “And he said to him, “You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets.” Paul reaffirms this in Galatians 5:13 “For the whole law is fulfilled in one word: ‘You shall love your neighbor as yourself.’” Clearly Christ intends for us to show the love of God to all people, not just other Christians, and to be considerate of them. In Ephesians 4:25-32 Paul tells us “Therefore, having put away falsehood, let each one of you speak the truth with his neighbor, for we are members one of another. Be angry and do not sin; do not let the sun go down on your anger, and give no opportunity to the devil. Let the thief no longer steal, but rather let him labor, doing honest work with his own hands, so that he may have something to share with anyone in need. Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear. And do not grieve the Holy Spirit of God, by whom you were sealed for the day of redemption. Let all bitterness and wrath and anger and clamor and slander be put away from you, along with all malice. Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you.” Clinch Mountain Christian School seeks to instill in each of its students a deep love for the world that Christ came to save. It is our primary goal to make them Micah 6:8 Christians, doing justice and loving mercy at all times with no lack of truth or grace.

b. Student Expectations and Behavior

1. Students are expected to respect the authority of all adults and rights and property of others. Disrespect toward fellow students, teachers or other staff in attitude, words or actions will not be tolerated.
2. Students are expected to maintain academic and personal integrity as previously described.
3. Students are expected to adhere to the student dress code at all times.
4. No food or drinks, with the exception of water, will be allowed in the classroom except during approved periods.
5. Lying, cheating, or stealing will not be tolerated.

6. Horseplay of any kind is prohibited.
7. Students should be punctual to class, arriving with all necessary materials.
8. Foul and abusive language and fighting in any form is not acceptable.
9. Use of profanity, vulgarity, or obscene body language is not acceptable.
10. Use of physical force or verbal intimidation will not be tolerated.
11. Leaving school property without permission is strictly prohibited.
12. Damaging school property or the personal property of another student is not acceptable and will be at the offender's parents' expense.
13. Misuse of school technology (i.e., computers, classroom technology of any kind, etc.) in a way that is unauthorized or deemed inappropriate (i.e., instant messaging, cheating, viewing sexually explicit material, bullying, etc.) is prohibited.
14. Unnecessary items (toys, games, technology, etc.) are not to be brought to class and should be left in book bags. Items that disrupt the class may be confiscated by the teacher and returned at the end of the school day to the parent/guardian.
15. Public displays of affection between students of any kind, including, but not limited to, kissing, hand holding, are not allowed.
16. Possession on their person, in their backpack, desk, or locker any kind of weapon, fireworks, drugs, drug paraphernalia, tobacco products, alcohol, or pornography will not be tolerated.
17. Students are expected to avoid vulgar social media posts or posts directly contradicting the CMCS Statement of Faith, Statement of Gender/Marriage/Sexuality, and the Statement on the Sanctity of Life.
18. Involvement or the impression of involvement in immoral activities or activities that are contrary to the Statement of Faith of Clinch Mountain Christian School are not acceptable.

These same guidelines are expected of students at all Clinch Mountain Christian School at all times, whether on campus or off. It should be clear that the misconduct does not need to be on the premises in order for CMCS to take disciplinary action.

At the beginning of each school year, all students and parents will be required to sign a Clinch Mountain Christian School Code of Conduct Agreement.

c. Conduct Violation System

Level 0 (L0) Conduct Violations

Level 0 conduct violations include any minor behavior including minor class disruptions, horseplay, disrespect, misuse of technology, and failure to do homework. L0 discipline violations may result in a verbal warning.

Level 1 (L1) Conduct Violations

Level 1 conduct violations include any behavior that is repeated beyond a verbal warning, including repeated minor class disruptions, horseplay, disrespect, misuse of technology, and failure to do homework. L1 discipline violations may result in 30 minutes of silent lunch.

Level 2 (L2) Conduct Violations

Level 2 conduct violations include defiant repeated horseplay, extreme disruption, lying, defiant repeated disrespect, foul or inappropriate language, misuse of technology, and public displays of affection. L2 conduct violations will result in 1 day of after school detention (Tuesdays only), parent notification, and administrator referral. If the offense is particularly serious or is continued after the first violation, the offense may be considered L3.

Level 3 (L3) Conduct Violations

Level 3 Conduct violations include cheating, plagiarism, damage of personal or school property, fighting, and possession or use of tobacco products, bullying. L3 conduct violations may result in one or more days of Out of School Suspension, parent notification, and administrator referral. If the offense is particularly serious or is continued after the first violation, the offense may be considered L4.

Level 4 (L4) Conduct Violations

Level 4 conduct violations include possession or use of controlled substances which includes drugs and or alcohol (on or off campus), possession of a firearm or deadly weapon on campus, criminal misconduct (on or off campus), sexual misconduct, theft, assaulting a staff member, etc. L4 conduct violations may result in 5 days of Out of School Suspension and possible expulsion from Clinch Mountain Christian School. In cases deemed necessary, the Russell County Sheriff's department will be called to respond to ensure the safety of all other students.

d. Punishment

Timeout: (PreK and Kindergarten only) Any minor misbehaviors deemed appropriate by the PreK/Kindergarten teacher will result in the student sitting in timeout for an age-appropriate amount of time.

Silent Lunch: Will be served the day of violation or the following day if the misbehavior occurs after lunch. After a student has received 5 lunch detentions, they will also be issued 1 day of After School Detention.

After School Detention (ASD): ASD run from 3:30 – 4:00 pm on Tuesdays only. A student will serve their detention on the Tuesday following the day it was issued. It is the responsibility of the student to have his/her parent sign the ASD notice and return it the next day. Attendance in ASD is mandatory and supersedes any other school activity or event such as athletic practices or games, rehearsals, etc. A detention may only be rescheduled for medical appointments with a doctor's note. If a student fails to appear for a scheduled detention, an additional detention period will be issued. After a student receives 3 ASD's, there will be a conference with the student's parents and the student will be issued 1 day of Out of School Suspension.

Out of School Suspension (OSS): OSS will be served on the next school day after it is issued. Absences will accrue for each day.

-Or-

e. Dismissals

Clinch Mountain Christian School reserves the right to dismiss a student at any time during the school year at the discretion of the Head of School for any of the following occurrences:

1. A student persistently neglects work
2. A student fails to meet academic or other standards or qualifications (e.g., the percentage of failing grades exceeds the percentage of passing grade)
3. A student exercises poor citizenship, fails to cooperate, or whose parents/guardians fail to cooperate, may be dismissed from enrollment (expelled). The Head of School will administer dismissal. Appeal of a dismissal may be made in writing to the School Board within a week of the dismissal. A student may not attend classes during request for an appeal. A student who has lost the privilege to attend Clinch Mountain Christian School is not permitted to attend school related events and will be escorted from the premises.

f. Harassment Policy

Clinch Mountain Christian School does not tolerate or condone any type of harassment of or by our students, parents, guardians, or employees. Conduct, whether intentional or unintentional, that subjects another student to

unwanted attention, comments or actions because of race, national origin, sex, physical characteristics or disability, robs the student at whose expense these comments or actions are made of dignity and is not permitted. It includes, but is not limited to, any or all of the following:

1. Verbal harassment: Verbal harassment is defined as derogatory comments, statements, or jokes; threatening words spoken to another.
2. Physical harassment: Physical harassment is defined as unwanted physical touching of a non-sexual manner, assault.
3. Visual harassment: Visual harassment is defined as derogatory drawings, writings, cartoons, or gestures and actions.
4. Sexual harassment: Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, and comments, statements, jokes, drawings, writings, cartoons, or obscene gestures or actions of a sexual nature.
5. Electronic/Cyber harassment: Electronic or cyber harassment includes any of the above forms of harassment communicated in electronic fashion via text, email, instant message, or through social media formats.

Any student who believes he or she has been subjected to any form of harassment should report these statements, comments, or actions immediately to a teacher or administrator. Each report will be given serious consideration and investigated thoroughly in a prompt and confidential manner. Should an accused party be found in violation of this policy, that party will be subject to full disciplinary action up to and including dismissal from enrollment. Students or parents found to have filed false or frivolous accusations of harassment will also be subject to disciplinary action.

g. Bullying Policy

In His Word, Christ has called us to love one another with the same love He has shown us (John 15:12). Clinch Mountain Christian School's Bullying Policy exists not to create victims, but to instead foster an atmosphere among its students that emulates this principle of selfless love. Clinch Mountain Christian School does not tolerate bullying of any kind. We seek to empower students being bullied to be courageous and to rise above the comments and actions of the bully, encouraging other students to show this same Godly courage in intervening in bullying situations. The following actions in an ongoing form may be considered forms of bullying:

1. Ongoing physical aggression, including hitting, punching, kicking, biting, scratching, etc.
2. Ongoing teasing or verbal abuse, including putdowns, insults, name calling or racial/sexually explicit remarks.
3. Ongoing setting up of humiliating experiences.
4. Ongoing damage of a person's property/possessions, taking them without permission, or taking and hiding them
5. Ongoing threatening gestures, actions, or words.
6. Ongoing written, verbal, or electronic messages that contain threats, putdowns, gossip or slander.

From time to time, conflict and offense can occur. As part of living in a sinful world, when we don't always relate to others as we should or when we try to exert power and influence over others, bullying can result. Clinch Mountain Christian School recognizes that not all behaviors should be considered bullying or willful violations of this policy.

In order to prevent bullying or to ensure that a student being bullied is given justice, the following responsibilities have been outlined for students, parents, and staff:

Students

- Students should ask the offending student to stop their behaviors.
- Students being bullied should report it to staff, parents, or another adult.
- Students who are aware of bullying should report it to their teacher.
- Students should take appropriate steps to discourage or prevent bullying.
- Students should be willing to resolve bullying situations, employing forgiveness and some changes in behavior.

Parents

- Parents are to report any concerns of bullying to the teacher first.
- Parents must accept that the whole story may be quite complex and trust the school to resolve bullying matters.
- Parents not satisfied with the action may refer to administration if the need arises.
- At no time should a parent seek to handle instances of bullying at school themselves. Parents should be willing to allow the school to act as mediator in order that the situation may be resolved in a fair and balanced manner.

Staff

- Non-teaching staff are instructed to refer all allegations of bullying to the teacher or administrator (in that order).
- Teaching staff are instructed to establish whether an alleged incident is isolated or an ongoing pattern of behavior (see list 1-6 above).
- Teaching staff are instructed to report to the administrator any allegations/incidents of bullying.
- Teaching staff are instructed to follow up on instances of bullying and to monitor students involved to ensure the incident is resolved satisfactorily.

Behaviors will be assessed by the teacher and administrator and addressed according to the following procedures:

- 1) First, all parties involved will be spoken to. The victim, bully, and sufficient bystanders to establish the facts of the situation and to hold them accountable for their actions/inaction. All parties will be asked to give a verified account of what has happened in order to complete a whole picture of the incident in question.
- 2) All incidents will be documented and written reports will be kept on the behavior.
- 3) All staff will be informed about the incident so that they may be aware of any issues between students.
- 4) Any investigations into bullying allegations will be undertaken in a timely manner and will be carried out in such a way as to minimize escalation.
- 5) Parent of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases, this may apply to parents of bystanders also.
- 6) All incidents of bullying will be followed up in writing to parents/caregivers of the victim(s) and bully. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily.

It should be noted, any bystanders who did not act to intervene on the behalf of a student who is being bullied or failed to report instances of bullying may be considered complicit in the incident and may subject that student to disciplinary action as well. Also, any instances of retaliation will be handled with serious disciplinary action.

First offenses of any related behavior will be handled according to classroom disciplinary action and a parent notification will be made (the first offense of any behavior is not bullying). Second offenses will result in an After School Detention. Further instances that have been deemed bullying will be considered a violation of the harassment policy and will subject the party to the disciplinary actions (See L3 and L4 above). Extreme incidents and instances of bullying may be initially considered harassment at the first offense and will be handled accordingly. Cyber bullying will also be considered under the parameters of this policy.

h. Guns and Weapons Policy

Clinch Mountain Christian School does not allow guns, knives, weapons or other replicas of weapons on campus. Violations of this policy will result in the immediate dismissal of the participating student or students. Instances of students caught with replicas of weapons may result in suspension or dismissal at the discretion of the administration.

i. Electronic Communication Device (Cell Phone, Smart Watch) Policy

In an effort to create a distraction free learning environment, Clinch Mountain Christian School has adopted a zero-tolerance policy for electronic communication devices during school hours. Student devices should be turned off and stored in the box at the front of the building and should not be visible at any time during the school day. If a device is brought to class or the device rings during class, disciplinary action will be taken and the device confiscated. Cell phone will be returned when the student exits the building each afternoon. of devices during a test for any reason will automatically be considered cheating, and appropriate academic and disciplinary action will be taken. No devices are permitted in restrooms at any time and any violations of this prohibition will result in serious disciplinary action.

Parents should not consider their student's device as a means of contacting their student for any reason during the school day. All student phone calls, incoming and outgoing, should be made through the school phone. Parents who need to contact their student during the school day should call the school directly.

Disciplinary consequences for violations of any part for any reason of the electronic communication devices policy shall be as follows:

1. First offense: The device may be confiscated and held in the school office until it can be returned to the parent/guardian that afternoon. The device may not be returned to the student for any reason.
2. Second offense: The student may serve silent lunch. The device may be confiscated and held in the school office until it can be returned to the parent/guardian that afternoon. The device may not be returned to the student for any reason.
3. Third offense: The student may serve after school detention (ASD) and the student may serve silent lunch. The device may be confiscated and held in the school office until it can be returned to the parent/guardian that afternoon. The device may not be returned to the student for any reason.
4. Any subsequent offences may result in the student losing the privilege to have their communication device on the school campus for the remainder of the year and/or possible dismissal.

j. Electronic Communication/Social Media/Online Presence Policy

As members of the Clinch Mountain Christian School community, students, parents, and staff are ambassadors of the school and more importantly ambassadors and witnesses of Jesus Christ. This same ambassadorship applies to online communications both at home and at school. This includes but is not limited to, email, chat, instant-messaging, video calls, texting, gaming, and social networking sites (Instagram, Facebook, Twitter, TikTok, etc.). In all our online communications, whether they be with our peers, classmates, teachers, or otherwise we will treat others with love, grace, and respect as Christ commands us to. Any illegal, disrespectful, obscene, sexually

explicit, inflammatory language or media, ethnic or racial slurs, bullying, harassment, defamation, or other similar content posted or sent online will result in disciplinary action up to and including expulsion.

Social networking sites such as the ones listed above are not allowed at school, no exceptions. However, the school realizes that many students do have access to these sites outside of school. Students and Parents/Guardians are reminded that regardless of where their posting originates, be it home or otherwise, any text, photographs, or videos they put on these sites or similar that are obscene, sexually explicit, derogatory to the school or the school community, demean or bully students or faculty is prohibited and will be reported to the appropriate 'report abuse' section of the network site and, if needed, may be referred to local law enforcement agencies. The school will also expect that any student or parent/guardian remove such posts and comments immediately. Any further instances may result in the student losing the privilege of enrollment at Clinch Mountain Christian School.

k. Clinch Mountain Christian School's AI Use Policy for Students and Faculty

Purpose and Philosophy

At CMCS, we recognize that artificial intelligence (AI) is rapidly becoming a foundational tool across industries, education, and daily life. As a school committed to preparing students for the future, we embrace the importance of teaching responsible and ethical use of AI technology.

However, we also acknowledge the growing concern that overreliance on AI may hinder the development of essential skills—particularly in written communication. Our goal is to ensure that CMCS students graduate with a strong command of the English language and the ability to think, write, and communicate effectively and independently of AI.

This policy outlines the appropriate use of AI for both students and faculty, balancing innovation with academic integrity and skill development.

Student Guidelines

- AI use on assignments is **strictly prohibited** unless the teacher has given **explicit permission**.
- The **only exception** is for assignments specifically designed to teach responsible AI use. In these cases:
 - Students must follow the teacher's instructions precisely.
 - AI tools may only be used within the defined parameters of the assignment.
- Unauthorized use of AI to complete homework, essays, projects, or any graded work will be considered a violation of academic integrity.
- Students are expected to develop and demonstrate their own writing, reasoning, and analytical skills without dependence on AI.

Faculty Guidelines

- Faculty may use AI tools as a resource for lesson planning, idea generation, and professional development.
- **AI must not be used to grade student assignments** under any circumstances.
- Any content generated by AI for classroom use (e.g., handouts, quizzes, instructional materials) must be:
 - **Thoroughly reviewed** by the teacher before distribution.
 - Evaluated for alignment with CMCS's **values, educational goals, learning standards, and curriculum objectives**.
- Teachers are encouraged to model responsible AI use and guide students in understanding both its potential and its limitations.

Conclusion

CMCS is committed to equipping students and faculty with the discernment and discipline needed to navigate a world increasingly shaped by AI. By fostering thoughtful engagement with technology while prioritizing human skill development, we aim to cultivate learners who are both capable and grounded.

I. Areas Off Limits

The following areas are considered off limits to students:

1. Restrooms designated for the opposite sex.
2. Staff offices, workrooms, or work areas without permission.
3. Lebanon Community Fellowship property not in use by the school without permission.
4. All parking lots and roadways during school hours without permission.
5. Any classrooms before 8:00 a.m. and after 4:00 p.m. without teacher permission.
6. Closets or storage areas without permission.

m. Search and Seizure Policy

In order to maintain an ordered and disciplined learning environment, and to protect the safety and welfare of students and personnel, school authorities may request a search of a student, student lockers, or student vehicles under the circumstances outlined below and may seize illegal, unauthorized or contraband materials discovered in the search. Clinch Mountain Christian School reserves the right to invite the Russell County Sheriff's Department or an appropriate narcotics search group to visit at any time during the school year to search for drugs. Any alcohol, drugs or drug paraphernalia found in back packs, lockers, vehicles or other items under student's control will be considered possession.

A student and/or personal effects (i.e., purse, backpack, etc.) may be searched whenever a school authority has reasonable suspicion that the student is in possession of illegal or unauthorized/prohibited materials. Students may be asked to empty their pockets, purses, wallets, back packs, etc. without the parent's permission or the student's permission. Enrollment of the child constitutes parental consent to such searches. If the student refuses and the school feels a personal search of the student's person or belongings is required (as per the safety of that student or any other student) then the parents will be called and must come to the school to perform the search. If the parents fail to come to the school to perform the search within one (1) hour of the phone call, and/or the student refuses to empty their pockets or remove from their person what is suspected, then the student's privilege to attend Clinch Mountain Christian School will be revoked immediately and they will be dismissed from enrollment. If a phone is confiscated, Clinch Mountain Christian School reserves the right to review the phone's content for any reason.

Student desks and lockers are Clinch Mountain Christian School property, and as such remain under the control of Clinch Mountain Christian School at all times and are subject to search, both random and initiated under suspicion, at any time. Clinch Mountain Christian School exercises exclusive control over school property, and students should not expect privacy regarding items placed in school property for these reasons. Students are responsible for all items contained within desks and lockers, and any illegal, unauthorized, or contraband items found in a student's desk or locker will constitute possession. Periodic general inspections of desks and lockers are conducted by school authorities for any reason at any time without notice, student consent, parental consent, or search warrant.

If a properly conducted search yields illegal or contraband materials, such findings will be turned over to the proper authorities for ultimate disposition.

n. Teen Pregnancy and/or Marriage

Clinch Mountain Christian School believes in providing a wholesome environment conducive to learning for all its students. We believe teenage pregnancy and/or marriage are incompatible and impermissible within this environment. Individual situations that conflict with this standard will be evaluated case by case with an attempt to find the best solution for the individual and the student body as a whole. However, no married student, pregnant student, or student responsible for a pregnancy may attend daily classes at Clinch Mountain Christian School.

4. Arrival Procedures

- Students should be dropped off by their parents at the front doors of the church
- Parents should either walk their children inside, or should wait to drive away until the student is inside the building

5. Dismissal Procedures

- Parents' cars should form a line beginning at the front door of the church.
- An adult will call for your student and record the name of the person picking up the student up

6. Early Checkout Procedures

- Parents will need to contact the administration or the teacher of their child if they need to be picked up early for any reason by calling the school at 276-344-9409 or ringing the front doorbell.
- The student must be checked out by a parent/guardian on the emergency contact list on the students record.
- Parent/guardian should enter the building and sign their student out.

7. After School Policies

- If a student is still at the school at 4pm, students will remain inside the building and emergency contacts will be called.

8. Academic Homebound

In the event that a student needs to be absent from school for an extended period (more than or equal to two weeks), an "academic homebound" may be requested by the parent to school administration. "Academic homebound" is defined as a student completing all assignments under the supervision of their parent(s). A request for academic homebound must be submitted in writing and should also be accompanied by appropriate documentation justifying why the extended absence is necessitated, e.g a doctor's note, etc. After/if the request is approved by the school administration, the parent will work with the student's teacher(s) to secure all work to be completed. If the student completes and returns the assignments to the teacher(s), the student will be marked "present" for that day. If the student fails to complete the assignments, they will be counted absent. The "academic homebound" period will be evaluated every two weeks by the student's teacher to make sure that adequate progress is being made academically. If at any point the student is found not to be completing work, or not to be completing work in accordance with the CMCS Honor Code, they will receive zero percent on the assignments and be required to return to school in-person. If failure to complete assignments continues, or if the student fails to assimilate back into the classroom within the agreed upon timeframe, the student's enrollment will be reconsidered by administration and dismissal will be possible.

9. Inclement Weather

When bad weather or other emergency situations occur, it may be necessary for CMCS to cancel, delay, or close school early. Parents and students should have a well-communicated plan in place in the event of these emergency situations.

The safety of our students and staff is our number one priority any time a decision must be made regarding school closures and delays during a weather situation. We will review information from emergency management and state highway administrators about road conditions, and school personnel will also go out and inspect the road conditions, sidewalks, and the CMCS parking lot.

In the event of a weather-related closing, delay, or early dismissal, parents will be emailed, and the CMCS website and CMCS social media pages (Facebook & Instagram), will be updated immediately to reflect the schedule change.

You can also find the schedule change listed under our school's name on local news channels, WCYB, etc.

We also understand that many students are coming from areas outside of Lebanon and may have worse travel conditions. In the event that we do not cancel or delay school, and you do not feel safe to travel to school, please let us know and that day's absence will count as an excused absence.

In the case of school needing to be dismissed early:

- Teachers must guarantee that their students have had access to a phone and have been able to contact a guardian who can come and pick them up at the appropriate time.
- CMCS social media pages (Facebook & Instagram) will be updated
- WCYB, etc. line will read "Clinch Mountain Christian School - Dismissing at ..."



Clinch Mountain Christian School reserves the right to modify, amend, or delete any portion of this policy manual. Changes will be made available to parents and students per request.

STUDENT HANDBOOK ACKNOWLEDGMENT FORM

*** SIGNED FORM (FRONT AND BACK) TO BE RETURNED TO THE SCHOOL ***

Student Name _____

Grade _____

My signature below indicates that:

➤ The Student Handbook & Code of Conduct

I have reviewed and discussed with my student the contents of the Clinch Mountain Christian School Student/Parent Handbook provided to me by CMCS.

Student Signature* _____

(*if your child is in PreK-K they do not need to sign)

Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

➤ Publication Permission for Enrolled Students

I also have reviewed the following Publication Permission for Students found below: I understand that, as a way of sharing with the community about the many great things happening in CMCS, the school regularly releases students' photographs, videos, artwork, written work, verbal statements, class and team photos, and information about events and student successes, that this information is included in media releases through email, school and/or local newspapers, local television stations, CMCS social media pages, that this information may also be used in school yearbooks or other publications, and posted within the school or at other locations deemed appropriate, and that no monetary consideration is paid to students or their families. I also understand that photographs, videos, and athletic and activity rosters may be released to partnering organizations and other schools.

I also understand that Publication Permission is assumed to be granted for the use of this year's information during this school year and subsequent years and that I have the opportunity to submit a separate request in writing to opt my student out of Publication Permission within 10 days of my student's first day of class. I also understand that photos or videos taken by school staff at any event which is open to the public are NOT subject to the opt-out clause and will be published and shared, as noted above, at the will of the school. By my signature below, I confirm receipt of the above information, and expressly reserve my rights protected by the constitutions or laws of the United States or the Commonwealth. I also understand that as the parent, I have the right to express disagreement with a school's or school division's policies or decisions. Va. Code § 22.1-279.3.C.

Student Signature* _____
 (*if your child is in PreK-K they do not need to sign)

Date _____

Parent/Guardian Name _____

Parent/Guardian Signature _____

Date _____

PLEASE SIGN AND RETURN THIS PAGE TO SCHOOL