



A Seventh-day Adventist Educational Institution
ECEC – 12th Grade

Student Handbook 2024-2025

Educate ■ Equip ■ Inspire ■ Serve

Welcome to Collegedale Academy (CA). We are a co-educational Early Childhood Education Center (ECEC) through 12th-grade school and part of the Seventh-day Adventist Church educational ministry.

PHILOSOPHY

CA is a Seventh-day Adventist Christian preschool to high school. The goal of CA is for students to cultivate a desire to worship God, to serve humanity, and to be contributing members of a global society. This education prepares the students for a fulfilling life on this earth and for eternal life in the earth made new.

MISSION STATEMENT

We are a Seventh-day Adventist school established to educate, equip, and inspire students to be critical thinkers who serve others and reflect Christ's character.

LOCATION

The Elementary (ECEC – 5th grade), Middle (6th – 8th grade), and High (9th – 12th grade) are located on Southern Adventist University's campus near Chattanooga, TN.

ADMINISTRATIVE COMMITTEE

Brent Baldwin: Head of School/High Principal	Missy Ammerall: Associate Elementary Principal
Barbara Hunt: Middle Principal	Jeff Richardson: Associate Middle Principal
Melissa Weddle: Elementary Principal	Travis Crawford : Associate High Principal
Steve Blackburn: Chief Financial Officer	Carmen Alvarez: Vice-Principal Academics High

CONTACT INFORMATION

HIGH (9-12)
P.O. Box 628
4855 College Dr. East
Collegedale, TN 37315
Phone: 423-396-2124
FAX: 423-396-3363
collegedaleacademy.com

MIDDLE (6-8)
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BOARD OF TRUSTEES

The Board of Trustees, known as the Collegedale Academy School Board, is a group of individuals invested in Collegedale Academy to provide spiritual support and educational growth to its students. Board members include, Ex-Officio representatives of the Georgia-Cumberland Conference of Seventh-day Adventist (GCC), Southern Adventist University (SAU), and Southern Union Conference of Seventh-day Adventist (SUC), as well as pastors and elected representatives from constituent Seventh-day Adventist (SDA) churches. A current list of members is available at collegedaleacademy.com.

ACCREDITATION

CA is fully accredited by the Southern Union Conference of Seventh-day Adventist Department of Education, the Georgia-Cumberland Conference of Seventh-day Adventist Department of Education, the Adventist Accreditation Association and the Middle States Association.

CA FACULTY/STAFF DIRECTORY

<u>Administration</u>		
Brent Baldwin, <i>Ed.S.</i>	bbaldwin@collegedaleacademy.com	Head of School/High Principal
Steve Blackburn, <i>C.P.A., M.B.A., A.R.M.</i>	sblackburn@collegedaleacademy.com	Chief Financial Officer
Barbara Hunt, <i>M.A.</i>	bhunt@collegedaleacademy.com	Middle Principal
Missy Weddle, <i>M.S.</i>	mweddle@collegedaleacademy.com	Elementary Principal
<u>ECEC-12 Staff</u>		
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*Part time

HIGH

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White, David, <i>M.A.</i>	dwhite@collegedaleacademy.com	Social Studies
Williams, Spenser, <i>B.F.A.</i>	swilliams@collegedaleacademy.com	Art

*Part time

MIDDLE

<u>Administration</u>		
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<u>Faculty/Staff</u>		
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Tami King, <i>M. Mus.</i>	tking@collegedaleacademy.com	Strings/Orchestra
Greg Lindquist, <i>M.A.</i>	glindquist@collegedaleacademy.com	Intermediate/Advanced Band
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*Part time

ELEMENTARY

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Faculty/Staff		
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*Elena Sandoval, <i>B.F.A.</i>	esandoval@collegedaleacademy.com	4-5 Computers
Holly Greer, <i>M.A.</i>	greer@collegedaleacademy.com	3 Music/4 Recorders/5 Choir
Greg Lindquist, <i>M.A.</i>	glindquist@collegedaleacademy.com	4 Recorders/5 Band
*Kim Lighthall, <i>B.S.</i>	klighthall@collegedaleacademy.com	Office Manager
*Cindy Barrios	cbarrios@collegedaleacademy.com	Lunch Coordinator

*Part time

ADMISSIONS

WHO MAY ATTEND

CA's goal is to provide a safe place for Christian young people to grow *"in wisdom and stature, and in favor with God and man"* (Luke 2:52). Because of the high ideals and objectives maintained by CA, young people who are willing to observe the guidelines in this *Handbook* are encouraged to apply. CA admits students of any gender, race, color, nationality, religious affiliation, or ethnic origin to all privileges, programs, and activities generally granted to students at the school. Students who will cooperate with the published and verbal policies of CA and are willing to participate in its religious, social, and academic activities are encouraged to apply for admission. Admission to CA is a privilege and may be withheld or withdrawn from the school at its discretion. It is also expected that parents of students will be supportive of the staff, school policies, and regulations.

All new students are accepted on probation for the first semester of attendance. All students must be US citizens or be in the US on approved immigration status (I-20).

Acceptance is only considered when the completed application and financial agreement are approved. Applications and fees are accessed and completed online at the CA website. The fee does not guarantee acceptance into the class position applied for. If the student does not attend CA, the fee is nonrefundable (as the application fee demonstrates intent to enroll and monies must be obligated to hired staff and additional costs needed to support the student budget). Returning students must have all previous information updated in their files and all re-application procedures completed. Students will not be accepted if they transfer with an outstanding balance at another school. An interview may be set up with a school administrator if needed. CA reserves the right to place students in the grade level we deem appropriate, regardless of prior school records.

STUDENT WITHDRAWAL PROCESS

Parents finding it necessary to withdraw their child from school will need to follow these procedures:

- Conference with the principal
- Notify the classroom teacher(s)
- Complete a withdrawal form (see registrar)
- Return the completed withdrawal form to the front office/registrar (**charges continue until this step is completed**)
- Tuition and other charges need to be paid in full before records can be sent to the new school

IRREGULAR ENTRANCE OR WITHDRAWAL

Students who are absent for a time but who make up back work and receive full credit will be charged full tuition. Students enrolling at an irregular time will be charged tuition for the number of days the student attends CA, full registration and laptop/textbook rental fees. Students leaving school at an irregular time will be charged tuition to the official withdrawal date. Fees are non-refundable regardless of withdrawal date.

STUDENT RECORDS

A student's record is regarded as confidential. As CA is a private school, any release of the record or information contained therein is governed by school policy and where applicable, regulations of the federal law of the "Family Educational Rights and Privacy Act." CA may release directory information to a requesting institution without consent. This information may include a student's name, photograph, address, e-mail address, telephone listing, birthplace and date, dates of attendance, and the most recent previous educational agency or institution attended. Parents may request to inspect and review records by making an appointment with the principal and/or registrar.

HOMESCHOOL PART-TIME ATTENDANCE

Homeschooled students are allowed to participate in music, testing and intramurals (Middle & High only). Homeschoolers may participate in PE, only at the High. Part-time students are expected to attend CA classes in the required uniform. They must complete a Homeschool Registration Form and pay registration and applicable activity fees in order to participate in CA activities. All fees are non-refundable.

GIFTED STUDENTS/SPECIAL EDUCATION

Although CA strives to provide an academic environment that meets the needs of all students, there are resource limitations in the services the academy can provide. CA has a limited exceptional student/special education program. Students with learning disabilities will find academic intervention through the Resource Lab. Students with moderate to severe physical and/or behavioral problems will find academic intervention limited due to the lack of available resources. Other academic environments may be better equipped to handle the necessary interventions needed to achieve success.

For gifted students, CA offers differentiated instruction within the classroom. Beginning in 7th grade students may take accelerated math. At the High, CA students have many opportunities for AP, Dual Credit or Honors classes.

ACCIDENT INSURANCE

The school carries an accident insurance policy that covers medical payments for school accidents. The school's insurance is secondary to the family or employer group insurance. If an accidental injury requires hospitalization or treatment by a legally qualified physician or surgeon within 90 days of its occurrence, the student insurance will pay the reasonable and customary expenses incurred for necessary medical, dental, or hospital care, within two years from the date of the injury, up to a maximum of \$25,000 for any one injury subject to the Excess Provision, Limitations, and Exclusions as stated in the policy. As conditions may change, please refer to the plan documents for complete and updated information.

The policy is in effect when the student is:

- On school grounds during the days and hours when school is in session.
- Traveling directly to and from home for regular school sessions (injuries sustained while off-campus for personal reasons during regular school sessions or injuries sustained as a result of operating, riding in or upon, or alighting from a 2 or 3-wheeled motor vehicle are excluded).
- While participating in an activity solely sponsored and supervised by school authorities.

Should a student be injured under these conditions, he/she should:

- File a report on a school insurance form with the school secretary within 24 hours after the accident.
- File a claim and collect payment from the family or employer group insurance.
- Submit completed student claim form, copy of all bills, and verification of payment or denial from family or employer group insurance within 6 months from the date of injury.
- Submit a release from the doctor to return to PE, intramurals, athletics, or gymnastics.

ACADEMIC INFORMATION

PROGRESS REPORTS

Communication between the parent and teacher is vital to the academic achievement of the student. Regular electronic reports will be provided for the parents of each student in grades 3-12. Parents may indicate on the application if they wish additional individuals to receive their student's grades. Students will have current grades and assignments available online through Powerschool, a school-provided student information platform. Parents need to set up and log in to their accounts so grades can be viewed at any time.

GRADES

SENT VIA EMAIL UNLESS PARENTS REQUEST MAILED COPIES. Parents may indicate on the application if they wish additional individuals to receive their student's grades. The school year is divided into four periods of approximately nine weeks each. At the end of each of these periods a report of the student's progress will be sent to the students and parents. Copies will also be sent to a non-custodial parent upon request, unless otherwise directed by a court order. Parents can access student grades at any time through the PowerSchool student/parent portal. GPA's are figured only with semester grades.

Tennessee Parental Bill of Rights: VI. RIGHTS OF PARENTS (Provides guidance when parents are divorced or separated)

Under T.C.A. § 36-6-101 of Tennessee law, both parents are entitled to the following rights:

(4) The right to receive directly from the child's school any educational records customarily made available to parents. Upon request from one parent, the parent enrolling the child in school shall provide to the other parent as soon as available each academic year the name, address, telephone number, and other contact information for the school. The school or homeschooling entity shall be responsible, upon request, to provide to each parent records customarily made available to parents. The school may require a written request which includes a current mailing address and may further require payment of the reasonable costs of duplicating such records. These records include copies of the child's report cards, attendance records, names of teachers, class schedules, and standardized test scores.

STUDENT INFORMATION AND COMMUNICATION

Grades are accessed online through the PowerSchool student/parent portals. Parents are encouraged to use these tools at any time to check the grades of their students. If you are having trouble logging on to account, please contact the appropriate registrar. While there will be scheduled Parent-Teacher conferences, a parent may schedule a meeting with any teacher throughout the year. Please email or call teachers to make appointments.

GRADE LEVEL ACCELERATION

Students are discouraged from accelerating the grade placement process. Students wishing to accelerate must declare those intentions by March 15 of the current school year. Each case will be handled individually with consideration given to academic ability, social maturity, age, and overall recommendations by CA faculty and administration. The request (E-8 only) will be submitted to the Georgia-Cumberland Conference Office of Education for final consideration. See High Appendix for 9-12 grade level acceleration.

STANDARDIZED TESTING

Throughout students' tenure at CA, they will take several standardized tests.

- Grades K – 2 DIBELS
- Grades 2 – 11 MAP
- Grades 4, 6, 8 W rAP

- Grade 10 PSAT (required practice test)
- Grade 11 ACT
PSAT (to qualify for National Merit Scholarship)
- Grade 12 ACT (SAT upon request, arranged at SAU)

The ACT is offered at CA multiple times through the school year (check with High Testing Coordinator). CA tests on the Friday before the national test dates (Saturdays). **Students must register online at www.actstudent.org.** CA test center code is 184-726 and the high school code is 430-400. Students may take the national ACT test up to twelve times in their lives with 60 days in between each test. The results of these tests assist administration & parents in determining the best academic track for students, assisting with career guidance, and obtaining scholarship monies for college. **Students must sign up for the PSAT and ACT on an individual basis.**

FINANCIAL INFORMATION

CA operates as a nonprofit institution and relies on regular tuition payments for the majority of its daily operations and expenses. Acceptance to CA is granted and continued to those families demonstrating financial responsibility to the school in a timely manner. The following policies govern all applying students. See the appendix at the back of the handbook for current tuition and fees.

PAYMENT OF ACCOUNTS

The entrance fees and the first tuition installment must be paid before starting school. The remaining nine installments are due on the 15th of each month, September through May. Statements will be emailed near the 20th of each month. Payments can be made online, at collegedaleacademy.com, mailed to PO Box 628, Collegedale, TN 37315, or in person at the Business Office located at the high school building.

Discounts are given when full payment is made on or before the 5th of the month or for advance payments by the semester or year. This discount includes multiple student discounts for more than one student enrolled. To receive any discount, all accounts for the family must be paid in full by the discount date. This applies to all accounts within a family unit.

When registering for subsequent school years, accounts must be current (within 30 days), or the application may not be processed. **If your account is not current by the last day of school, student will not be able to maintain their position in the class/grade and will be moved to the waitlist.**

NON-PAYMENT OF ACCOUNTS

If tuition has not been paid by the 15th of the month, notification may be made to parents that unless the bill is paid or a satisfactory agreement is reached, the student may lose the privilege of attending CA. The school reserves the right to request that accounts be paid with a certified check, money order, credit card or cash. Returned checks for non-sufficient funds will incur a \$35 charge on the student account. Accounts must be paid in full before graduation or transfer to another school. Transcripts of academic credit or diplomas will be issued only after the student account is paid in full.

MUSIC CHARGES

There may be additional charges for participation in music organizations for items such as uniforms and trips. Private music lessons are also offered. Prices for lessons vary according to the length of the lesson. Limited instrument rentals may be available.

ADDITIONAL FEES

Individual activities (i.e. varsity sports, intramurals, clubs, etc.) may generate additional fees.

TEXTBOOKS

Textbooks are to be properly cared for to lengthen the life of the text. Students who lose or damage textbooks in their care will be charged the amount to replace the book or associated material that goes with the book.

STUDENT AID

An online student aid application is available at collegedaleacademy.com under the Admissions tab. Because funds are limited, parents are encouraged to have definite plans as to the amount they can reasonably contribute. Students should be diligent in their efforts to obtain work to apply toward their tuition. **Applications and supporting documentation should be made by April 30 for the upcoming school year.** A total financial plan must be approved prior to the time of registration.

SCHOLARSHIPS

SPECIFIC QUALIFICATIONS AND LIMITATIONS EXIST

- Spirit of Excellence Scholarship for Rising Freshmen: A \$1000 Incentive Award will be given to one eighth-grade student from each elementary school class represented at Academy Day from area Seventh-day Adventist feeder schools. The student must be recommended by the teacher(s)/administration of the current school, and the award, typically presented at the student's eighth-grade graduation, will be applied to the student's account upon enrollment at CA for the next school year.
- 8th Grade Scholarships: David W. Mathi and Jack Griggs scholarships are presented to students at the middle school graduation.
- TN Hope Scholarship: This scholarship offers dual enrollment grants to eligible juniors/seniors each semester (3.5 GPA for juniors and 3.0 GPA for seniors required by Southern Adventist University). Please see the website for the grants at: <https://www.tn.gov/collegepays/article/dual-enrollment-grant>
- Band/Orchestra/Choir Scholarships: Scholarships are available for grades 9 – 12 upon auditions.
- PFE (Partners for Eternity) K-12: Students partner with elderly/socially isolated individuals to provide companionship on a weekly basis. Students commit to weekly visits and earn a scholarship to assist in the payment of their school tuition. Students receiving financial aid are strongly encouraged to participate in this scholarship program. Space in the high school program is limited.
- Work Match Scholarships: CA participates with denominational organizations in granting work match scholarships of up to 50% of summer earnings to a maximum match of \$1,000 for summer camp and literature evangelist wages that are turned in to CA.
- Adventist Christian Education Evangelism Grant: The Georgia-Cumberland Conference provides this grant to a student in grades 3-5 and 6-8 who is new to Adventist education and not baptized. The high school funds a similar grant for grades 9-12.
- Sandy Erickson 1st Grade Scholarship: The Erickson family awards this to a worthy student in 1st grade.

Incoming students who have been awarded scholarships at other Adventist academies (outside of the Georgia-Cumberland Conference) may be offered a scholarship match at CA that is proportional to the comparative costs of the two institutions. Any award offered is limited to 50% of the constituent tuition rate.

GIFTS FOR STUDENT AID AND SCHOLARSHIPS

Every year there is an increasingly urgent need for scholarship funds to help students to continue their education. Donations for this purpose should be made payable to "Collegedale Academy" and sent to: Development Office, Collegedale Academy, PO Box 628, Collegedale, TN 37315.

ATTENDANCE INFORMATION

Regular and prompt attendance is essential to success in school. The responsibility is on the parent or legal guardian to ensure that children are in school. SEE BUILDING ADDENDUMS FOR SPECIFICS.

TARDIES

An important consideration in our school setting is the volume of auto traffic and local train schedules. Parents need to plan their arrival at school between 7:30 - 7:50am to ensure their child has time to be ready for the start of school at 8:00am. Students must be in their class room promptly at start of each class/period. Tardies will become an automatic absence if student is not in class/period within the first ten minutes.

For E-8, after six unexcused tardies during a quarter grading period, a warning letter will be sent to the parents, and the student will be notified. Every ten tardies per quarter will result in a fine of \$50.

For 9-12, three unexcused tardies equals one absence.

All tardies are considered unexcused except for medical appointments at the beginning of the day. As with absences, tardies due to a doctor, dentist, or other professional appointment may be excused by presenting a professional note from their respective office verifying the appointment. Students are responsible for all classwork missed even if a tardy is excused. Parent notes for tardies do not guarantee they will be excused.

EARLY PICKUP

When a student needs to be picked up early, a parent/guardian must sign the student out in the front office. Parents are encouraged to inform the school as soon as possible.

ABSENCES

Class/period/chapel attendance at Collegedale Academy is an integral part of its strong academic program. The attendance policy is meant to enhance school attendance laws in Tennessee. PARENT(S)/GUARDIAN(S) ARE REQUESTED TO CALL THE SCHOOL BY 9:00 A.M. TO REPORT STUDENT ABSENCES.

Elementary/Middle

The State of Tennessee requires CA to submit the names of elementary/middle students with a predetermined number of absences to the Hamilton County Department of Education Director of Schools. The State of Tennessee may take several actions, including, but not limited to, a court appearance or a fine.

Early Intervention – Five (5) unexcused/excused absences will result in a warning email to the parent/guardian.

Tier 1 – Seven (7) unexcused absences or ten (10) unexcused/excused absences will result in a mandatory meeting. After ten combined absences, parent notes are not accepted. Exceptions may be given for prearranged absences.

Tier 2 – Eight (8) unexcused absences will result in an outside referral for intervention.

Tier 3 – Nine (9) unexcused absences will result in a meeting with the Head of School, SRO, principal, and counselor.

Last Tier – Ten (10) unexcused absences will result in a report filed with the State of Tennessee (Truancy Court).

High

Tier 1:

If a student receives a second unexcused absence or six unexcused tardies, a warning letter will be sent to the parents and the student will be notified.

Tier 2:

When a student receives a third unexcused absence or has four more unexcused tardies, student will be fined a \$50 re-application fee.

Tier 3:

If a student has another unexcused absence or three more unexcused tardies, student will be suspended for a minimum of one day and will not be allowed back to school until a meeting between Associate Vice-Principal and parents has taken place. No further unexcused absences or unexcused tardies will be accepted for the rest of the semester. When a student misses 20% of any individual class, the school may administratively remove the student with a Withdraw Failing designation (affects student's GPA)

When a student returns to school, a signed and dated note from the parent/guardian stating the reason for excused/non-excused absence is required. Absences caused by illness, death in the family, court appearances, and family emergencies are reasons for excused absences. Students who return to school after an extended sickness should have a doctor's excuse for being absent. Students are responsible for all classwork missed, even if it is an excused absence.

Additionally, to protect our academic integrity, we will look at overall attendance in each class period. A student that has a total of seven absences (excused or unexcused) in an individual class, will receive a warning from High administration. On a student's fourteen absence, they will incur a 10% drop in grade. Each absence afterwards will continue to incur an additional 10% drop in grade. When these grade deductions drop a student below a passing grade, High administration will administratively withdraw student from class with a WF (withdraw failing) grade designation. **Authorized school trips DO NOT count into the absences. If a student has a long-term medical issue, parents may petition case to the High Leadership Team.**

PREARRANGED ABSENCES

Prearranged absences (E-8) may sometimes be necessary or desired. Such occasions are expected to be minimal. When a parent makes such a request according to policy, while the absences will be unexcused, they may not lead to reporting to Hamilton County. When absences are prearranged, all plans for making up schoolwork must be made with the classroom teacher prior to the absence. The teacher will make the best effort to provide missed work, however, parents should realize that the student will miss vital instruction discussions, activities, and interactions that cannot be made up with typical book or worksheet assignments. Any work the teacher assigns prior to the absence is due when the student returns. Other work the student may have missed will be allowed to be made up according to the individual classroom policy. Requests for a prearranged absence must be submitted to the office on a *Prearranged Absence Form*. A request for a one-day absence must be submitted at least 24 hours in advance. Requests for a longer absence must be submitted at least one week prior to the absence. Forms are available in the office.

In the High, a student requiring a prearranged absence must fill out a prearranged absence request form located in the front office. The petition should be handed into the associate principal and approved by the CA Leadership Team prior to the missed days. Failure to do so will result in unexcused absences. This form must be filled out and signed by a parent/guardian before obtaining all faculty signatures. If the student has a D or F in a class, the request will be denied. During Week of Prayer each semester, Collegedale Academy is considered a closed campus. Pre-arranged absences should not be submitted for these weeks.

Final Exam Weeks: Accepted reasons for missing final exams: Death in the immediate family, illness with doctors' note, and required court appearances with documentation are the only exceptions. Excused exams should be arranged to be taken with the teacher as soon as possible. Absences for other reasons will be issued zeros for exams missed.

ILLNESS

Should your child become noticeably ill or have a temperature of over 100.4 degrees during the school day, they will be isolated until picked up by a parent/guardian. **Pick up of an ill child should take place within an hour of notification.** School receptionists will keep track of illnesses and temperatures. Students may return to class based on being fever-free for 24 hours without the aid of fever-reducing medications.

When your child is ill, they should be kept home. Please keep your child home if they show any of the following symptoms:

- Swollen glands or sore throat
- Fever of 100.4 or above
- General signs of illness such as vomiting, diarrhea, earache, headache, listlessness, body aches, or weakness
- Discharge or crusting around eyelids, eyes pink in appearance (Pink Eye)

Please call the school office by 9:00am to let us know your child is staying home. Frequent illnesses may necessitate a doctor's note. Students at school are expected to be able to participate in all school activities. If they are unable to do so, keep them home until they have fully recovered. A 24-hour wait period after the temperature and all other symptoms have returned to normal is necessary before allowing the student to return to school. Sending your child back to school too soon can impair their recovery and contribute to others getting the illness.

Physical education classes are a part of the program provided for all students. A written statement from a physician is required to excuse a student from class. To participate in after-school activities, students are required to attend a full day of school.

MEDICATIONS

All prescription medications brought to school must be given to the front office for safekeeping. They must be in the original container with the student's name, the name of the medicine, the dosage, and the time for each dose. A completed *Medication Administration Form* (available in the office) is to accompany all prescribed and over-the-counter medications. A physician's signature is required.

Students may self-administer non-prescription medicines. However, the medicine should be given to the school authorities by the parent until the child needs it. An *Over-the-Counter Medication Form* must be completed by the parent. CA staff are not to be held responsible for administering dosage or dosage frequencies of any medications. Medications will be self-administered by the child in the presence of an adult.

MEDICAL EMERGENCY

All *Field Trip Consent Forms* also provide *Consent to Treat* verification. In the event of a medical emergency, the school will make every reasonable effort to contact the student's parents or guardians as specified on the form. If contact cannot be made, the school will exercise the authority given to seeking proper care for the student.

Students involved in self-mutilation and/or making suicide threats will be asked to seek psychological counseling and may be asked to withdraw from school. A written release from a psychologist/psychiatrist must be presented to the administration before that student is allowed to return to school.

Students with allergies or medical conditions leading to anaphylactic shock must inform CA office personnel. If necessary, parents may leave a backup EpiPen at the front desk. If a student's condition necessitates the use of an EpiPen, emergency medical services (EMS) will be called immediately. Parents will then be contacted.

CONDUCT

Collegedale Academy's mission statement embraces the hope of a truly Christian community as expressed by Jesus in *Matthew 22:37, 39*: "to love the Lord your God with all your heart, soul, and mind, and to love your neighbor as yourself."

Students are expected to demonstrate integrity and individual responsibility, personally and academically, to maintain this fair and honest environment. This instilled sense of honor and integrity will last well beyond their years in school.

STUDENT DISCIPLINE PLAN

Collegedale Academy has adopted a discipline plan based on the belief that student conduct should lead to student self-government, self-discipline, and self-control. Conduct deemed inappropriate or disruptive to classroom activities such as fighting, bullying, or any form of harassment will be dealt with in measures appropriate to the behavior. Any student who does not respect school property or the property of others by defacing or stealing will be held financially responsible for all damages. Student conduct will be documented and parents notified by electronic *Student Referral Forms*. Unwanted behavior that persists will be dealt with in a number of ways that may include fines, in-school or home suspension, detention, or expulsion.

Due to the daily, close interaction between students, teachers, and faculty, schools require a higher level of courtesy than needed in ordinary public spaces. Everyone in the classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even carelessness degrade the high purpose of learning that should be paramount in a school setting. SEE BUILDING ADDENDUMS FOR SPECIFICS.

The CA Administrative Committee is responsible for establishing general disciplinary procedures. Each individual teacher has the autonomy to have a specific outline of how they will handle discipline in their classroom. Our goal is for each involved teacher or faculty member to handle the majority of the disciplinary issues that may arise. However, if a student repeatedly chooses not to follow classroom and/or school policies, the building leadership team will assist with handling the situation. Disciplinary outcomes can include any of the following:

1. A verbal and/or written warning given to the student regarding the situation and any follow up plan.
2. If warranted, a fine may be applied to a student's account.
3. A student may receive detention hours. If a student is assigned detention, the parent(s) will be notified prior per policy above. No student will be deprived of recess and/or lunch times.
4. A student may receive a school suspension if he or she demonstrates repeated offenses and/or is involved in a serious offense. In either case, the parent(s) will have been notified as per the above policy and any records of events along with any applicable evidence will be kept in the student record. Suspension decisions are made by the building principal in consultation with the building Leadership Team. Parents may appeal a discipline suspension to the CA Head of School or, if the CA Head of School is the principal involved, the appeal would go to the CA Board Chair. Any decision made at this level will be final.
5. Finally, school administration may recommend a student be expelled from school. If a decision for expulsion is reached, the CA school board executive committee must be notified and agree to the decision as they are the final authority on this type of action. A family may appeal an expulsion decision by submitting a written request to the CA school board executive committee. The CA school board executive committee's decision will be final.

PROHIBITED ITEMS

Students are prohibited from bringing the following items to the school grounds at any time:

- Unauthorized drugs or medication of any kind.

- Weapons of any kind including but not limited to; firearms, knives, sling-shots, fighting equipment, bow/arrow, or items deemed unsafe which may cause bodily harm.
- Electronic items: items that distract from the learning process. See the ELECTRONICS section below.
- Non-academic items such as “toys” or pets are not to be brought to school.

VIDEO SURVEILLANCE POLICY:

CA maintains locally stored video surveillance covering the common areas of CA Elementary, Middle and High. Surveillance video captures a maximum 7-day timeframe. Areas excluded from surveillance include the bathrooms and locker rooms. If needed, any reviews of the video security footage will only be viewed by the building principal and their leadership team, which is composed of a minimum of 6 individuals. As per the Conflict Resolution policy, any appeals regarding video surveillance are to be brought to the Head of School for consideration. If the Head of School is involved as the building principal, the appeal would be brought to the CA Board Chair.

ANNOUNCED RULES

Announced and stated rules during the school year are as binding as written rules. The rules in this handbook are not exhaustive and are subject to modification at any time during the school year by the CA Administrative Committee. Each teacher has the discretion to establish classroom rules, reinforce appropriate behavior, and impose consequences for misconduct within the classroom setting. These announced guidelines are in addition to and as important as those outlined in this handbook.

ELECTRONICS

Students do not need phones at school. While they may seem convenient, they are distracting to the learning environment. Student use of cell phones, smartwatches, Air Pods, personal laptops and other electronic devices is not permitted while at school. If such devices are found, the item will be confiscated for the day and a fine must be paid before item is returned. Personal use of learning electronics i.e.; iPads, electronic notebooks, laptops, etc. will be permitted only at the teacher’s discretion.

Collegedale Academy will not assume the financial burden for personal private property that is damaged, destroyed, or stolen on campus.

INTERNET ACCEPTABLE USE POLICY

The privilege to use the school network is provided for students to conduct research, complete assignments, and communicate with others. The privilege to access the network services is given to students who act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. As such, general school rules for behavior and communications apply and users must comply with school standards. Beyond the clarification of such standards, the school is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network. CA staff may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on CA servers will be private. Students and parents must agree to and sign the *Internet Acceptable Use Policy*.

INTERNET ACCESS

Access to the Internet will enable students to use a multitude of libraries and databases. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access

to the Internet, in the form of information resources and opportunities for collaboration, exceeds the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

DRESS CODE

We believe each young person is God’s precious child, a unique creation who deserves respectful treatment from themselves and others (Ephesians 2:10; Romans 12:1-2; 1 Timothy 2:9). Attire should be modest, neat, clean, non-distracting, and appropriate for time and place. This dress code applies to CA students while on campus and on any school-sponsored trip.

These guidelines are not published as a moral standard of right or wrong but are a statement of what students attending CA are expected to wear. They are meant to avoid distractions and help promote good decorum in the classroom. The following guidelines are meant to help students present themselves ready for school in the proper dress attire. Students are to be within these guidelines for school from 8:00 AM, until the end of their school day. Students who are not in class, but remain on campus for appointments, must stay in the school dress code. Afterschool work assignments may allow for a modified dress code at the work supervisor’s discretion. School dress should be clean, properly fitted, and modest. In matters of opinion, the judgment of teachers and administration will prevail. Violators of the dress code will be sent to the office if the infraction is not immediately correctable. They will be required to stay in the office until the dress code is rectified. The student will receive zeros on any work missed during the time in the office.

UNIFORMS

Collegedale Academy has chosen ABC Apparel and Land’s End as the primary sources for new school apparel. All school attire must be monogrammed at ABC Apparel or Land’s End.

ABC Apparel

2273 Gunbarrel Rd.
Chattanooga, TN 37421
(Next to Office Depot)

Store Hours: Mon-Fri 10 a.m. – 6 p.m.

Phone: 423-894-1222
866-292-6725

Website: www.abcapparel.net

Land’s End

www.landsend.com
School Code: 900196254

A uniform re-sale shop is located in the CA elementary building. There are scheduled drop-off and re-sale dates multiple times during the school year. An email is sent home as dates are scheduled.

UNIFORM ITEMS FOR BOYS – approved monogram required.

- Pants: (khaki or navy blue) Belts must be worn with pants at all times with shirts tucked in completely.
- Shorts: (khaki or navy blue) Belts must be worn with shorts at all times with shirts tucked in completely. Shorts must be modest and no more than five inches above knee.
- Shirts: (gray, red, white, navy blue, forest green), Polo (long or short sleeve); Oxfords (long or short sleeve). If an undershirt can be seen, it must be in uniform colors.
- Sweatshirts (red, navy blue)
- Sweaters (red, navy blue); cardigan, vest, or V-neck pullover
- Jackets: (red, grey, or navy blue) fleece, CA pullover, fleece vest, CA organizational jacket
- Undergarments are not to be visible.

UNIFORM ITEMS FOR GIRLS – approved monogram required.

- Pants: (khaki or navy blue) Belts must be worn with pants at all times with shirts tucked in completely.
- Shorts: (khaki, navy blue) Belts must be worn with shorts at all times with shirts tucked in completely. Shorts must be modest and an appropriate length to the individual.
- Skorts: (khaki, navy blue, blue plaid) Skort must be modest and no more than five inches above knee.
- Shirts: (gray, red, white, navy blue, forest green) Polo (long or short sleeve) Oxfords (long or short sleeve). If an undershirt can be seen, it must be in uniform colors.
- Sweatshirts (red, black, grey)
- Polo dress: (red, navy blue, forest green)
- Sweaters (red, navy blue); cardigan, vest, or V-neck pullover
- Jackets: (red, grey, or navy blue) fleece, CA pullover, fleece vest, CA organizational jacket
- Undergarments are not to be visible.

COLD WEATHER ATTIRE

- Only uniform athletic jackets/fleece, and those purchased through the school are allowed in school buildings.
- Non-uniform heavy coats or jackets may be worn outside only and placed in lockers when inside the school buildings.
- Leggings and tights must be solid material and dress code colors.
- Long sleeves may be worn under uniform and must be dress code colors.
- Hats may only be worn outside during cold temperatures.

SHOES

- Closed-toe shoes must be worn at all times and should be appropriate for the students' activities.
- Shoes that have wheels (skates) are not allowed.
- Slip-on house shoes, flip-flops, and open-toed shoes are not permitted.
- Plastic cleats may be worn only for outdoor athletic activities.

HATS

- Head coverings of any kind, including hats, hoodies, caps, bandanas, or forehead bands are not to be worn during school hours.

HAIR

- Must be clean and present a well-groomed appearance, ie: not covering the eyes.
- Extreme hair styles or unnatural colors are not allowed.
- Boys' hair must not extend beyond the top of the shoulder.

P.E. UNIFORMS: (Grades 6 – 12)

- Athletic shoes
- CA athletic shirts/shorts (available at ABC Apparel, imprinted with the CA logo).

FIELD DAYS/OFF-CAMPUS APPAREL

If CA uniforms are not required by the teacher, then modest Christian attire is expected for off-campus, school-sponsored activities, and field days. Swimwear Girls: modest one-piece bathing suits are required. Swimwear Boys: "Bermuda style" modest swim trunks are required.

OTHER ACCESSORIES

- Makeup must be natural and not extreme.
- Tattoos or body piercings of any kind may not be displayed on the body.

- Collegedale Academy is a jewelry-free facility. Collegedale Academy will not be responsible for lost or stolen jewelry that has been confiscated for violating this policy.
- Sunglasses are not allowed to be worn inside the school building.

NON-COMPLIANCE

Non-compliance of the Uniform Policy will result in escalating campus-appropriate disciplinary actions.

GENERAL INFORMATION

SCHOOL CLOSING/WEATHER

The weather or other circumstances sometimes dictate the school dismissing early or closing for the day. CA will notify parents using their school-wide parent alert system. This system notifies parents through email, and/or text, and/or voice calling. You can designate your preferred options online using your PowerSchool Management login.

Administration will also contact local news channels 3, 9, & 12 if CA is to be closed. CA does not automatically follow the public school systems for actual or forecasted closings. We will be identified as Collegedale Academy. In order to ensure thorough communication in emergency situations, please make sure to notify the office of a change of address, phone number, cell phone, or email address. The office will notify teachers of changes.

DISASTER PREPAREDNESS

CA has an Emergency Procedure Manual, which outlines, among other things, fire, severe weather, and lockdown drills. Campus-wide drills are held regularly and in accordance with state laws.

VISITORS

All exterior CA doors will remain locked during school hours. Visitors should enter and exit through the front doors. Upon arrival, a visitor must check in at the receptionist's desk and be prepared to show photo ID to be run through our Raptor ID check. Students should not bring relatives or friends without the prior approval of the administration. Guests must follow all school regulations.

PARENT COUNCIL (formerly HOME & SCHOOL)

The CA Parent Council has two main areas of interest: 1. Parent meetings with the Head of School for discussion and transparency 2. developing parent volunteers that enhance the student experience. If your child is a student at CA, you are a member of the CA Parent Council. For more information about how you can be involved, visit our school website and select the Parent Council tab: collegedaleacademy.com.

CHILD ABUSE/NEGLECT/HARM

CA is bound by federal and state law to report any suspected or disclosed cases of child abuse and/or neglect. Students who demonstrate an imminent threat to harm themselves or others will be reported to parents and/or proper professionals.

IMAGE/MEDIA RELEASE

The Georgia-Cumberland Conference (GCC) and CA regularly use photos and videos in our publications and materials. All parents/guardians are provided with a permission form, which gives authorization for the GCC/CA or its assigns, to use student name and/or the names of family members who are minors, as well as student likeness, photos, videos, and other information (or that of family members who are minors) for the purpose of news releases, advertising, publicity,

publication, or distribution in all forms and media. It gives further consent to such use in their present form and to any changes, alterations, or additions thereto.

LOST AND FOUND

Students are encouraged to place their names in all books, notebooks, backpacks, jackets, lunch boxes, etc. At the end of each quarter, Lost and Found will be emptied and items donated.

TELEPHONES

Telephones are available for student use in the office area. Students should arrange to make calls at times other than during class time, and they should not be called during school hours except in cases of emergency. The school will give its full cooperation in delivering necessary messages as promptly as possible. See Electronics (p.15) for cell phone usage.

FIELD TRIPS

Field trips are approved school functions for enrolled students only. All students are encouraged to participate.

- If a student is not planning on attending the school field trip, parents must make non-school arrangements.
- Students participating in school-sponsored outings/trips are representing the school and are to follow the policies as stated in this handbook in all areas of dress and conduct.
- At times, parents may be needed to chaperone. Those who are willing to drive need to fill out a *Volunteer Drivers' Questionnaire* and supply the school office with photocopies of their driver's license and their insurance coverage. ALL chaperones need to complete and be cleared through the GCC volunteer verification program.
- Please read the following for CA chaperone guidelines and expectations. Check with the office if assistance is needed.

CHAPERONING GUIDELINES

- NEVER be alone with a child. If you need to offer guidance, do so in an open area where your actions are monitored.
- Guiding other people's children can be intimidating. It does "take a village" and parents that are not present are relying on YOU to guide their children and keep them safe.
- Your presence is the largest deterrent of foolish behavior. Stay alert and listen.
- Lean on the classroom teacher in tough/crisis situations. You are not expected to administer consequences for major infractions. The leadership simply needs to know the facts and the timeline of the event.
- As fun as it is to socialize with other parents, always remember your eyes and ears should be on the children at all times.
- Keep your phone with you and charged at all times. It is your lifeline in an emergency

**Other school-aged children are NOT allowed to attend field trips. Field trips are designed for educational purposes with the age and grade of the student in mind.
Depending on the field trip, when space is available
non-chaperoning parents will be welcome.
Parents with non-school aged children cannot chaperone but are welcome to attend.**

TRANSPORTATION POLICY

The term school transportation is defined as transportation on a school bus, school van or private passenger automobile driven by a member of the faculty or staff of the school, a parent of the covered person, or other adult with a valid drivers'

license whom the school has specifically designated to transport covered persons to a school supervised and sponsored activity. It is the policy of CA to provide transportation as defined by the previous statement, which is approved by GCC, Adventist Risk Management, and the student accident carrier.

In an effort to provide transportation for school activities, it is sometimes necessary to use volunteer drivers and their vehicles. The school has an obligation to know if volunteers have good driving records before they are allowed to drive students at school functions.

Part A

- All volunteer drivers must be screened by CA administration and faculty.
- All volunteer drivers must complete the GCC Driver's Questionnaire well in advance of the driving date (as to give CA administration and faculty sufficient time for screening).
- CA administration has the right to accept or reject volunteer drivers based on the information provided.
- CA administration can re-evaluate screened volunteer drivers at any time during the school year.
- The minimum age for drivers is twenty-one (21) years of age.
- Each driver must be properly licensed and have proper insurance in force. Additionally, each driver must have an acceptable record of not more than two (2) traffic citations and no-fault accidents in the last three (3) years.
- No vehicle is to carry more than the official rated load capacity and all passengers must wear seat belts. No double belting is allowed. Violations of this policy could result in insurance refusing to pay claims.
- Adventist Risk Management recommends that volunteers have at least \$100,000/\$300,000 liability coverage. Schools must satisfy themselves that drivers have at least state-mandated minimum automobile liability. The driver's medical payment insurance will be considered the primary coverage and ARM will be secondary, up to \$1 million.
- All drivers must provide proof of insurance and drivers' license (copies must be on file).

Part B/High Only

Transportation for school-sponsored activities such as can collecting, interscholastic sporting events, and musical performances, among others, must follow the guidelines specified in Part A. However, the insurance policy permits students to drive themselves, without any other passengers in the vehicle, to and from school activities as long as they and their parents agree that the school will not cover transportation liability in those cases. If students and/or parents choose not to use school-provided transportation, then transportation liability is the sole responsibility of the student driver and/or parent. CA will post the Transportation Policy Notice on its website as well as make it available to the public upon request. Parents of Collegedale Academy High students are required to sign the *Transportation Policy Notice Acknowledgement Form*.

CONFLICT RESOLUTION-PARENT/TEACHER CONCERN PROCEDURES:

The GCC K-12 Board of Education has voted the following *Local Conflict Resolution Procedure* for adoption and use in all schools. The procedure ensures due process is followed and is founded on the Biblical principles outlined in Matthew 18. Any questions regarding the fundamental philosophy and/or procedures prescribed should be directed to the GCC Office of Education: <https://www.gccsda.com/education>.

1. Parent(s) is/are to meet with the teacher, individually or as a family, to deal initially with any concerns. It is recommended that both parties maintain confidentiality.
2. If the concern remains unresolved after Step 1, the unresolved concern is to be taken to the building principal for the purpose of securing assistance in finding a resolution.
 - a. A meeting will be held with the principal chairing the discussion. Attendees at this meeting should include the building principal, parent(s), and the student's teacher.
 - b. The principal will keep minutes of the meeting.

3. The minutes are to be reviewed by all parties prior to the completion of the meeting.
4. A parent may ask the Head of School for an appeal after meeting with the building principal found in step 2. Any appeal will include building associate principal and principal.
5. If the conflict or concern involves a principal and/or the Head of School, the Office of Education and the CA Board Chair must also be notified. The CA board chair will be asked to chair a meeting between the involved individuals.
6. If the concern is regarding a discipline issue, parents are asked to follow the process outlined in the Student Discipline Plan on pg. 14 of this handbook.

ASBESTOS POLICY

The inspection and management plan for Asbestos-Containing-Building-Materials (ACBM) required by the Federal Asbestos Hazard Emergency Response Act (AHERA) has been performed for this facility. The management plan has been submitted to the state for review. Approval and a copy is on file at the school office and is available for public inspection upon reasonable notice.

CA retains the right to make changes to the handbook as needed. Any subsequent announcements or policies printed/changed and distributed by the administration will apply equally to those printed in this school handbook.

Appendix

Diseases Covered by Tennessee Child Care and School Immunization Requirements

TN Rule Chapter 1200-14-1-.29: <https://publications.tnsofiles.com/rules/1200/1200-14/1200-14-01.20191013.pdf>

Disease	Child Care	Kindergarten	New students, Grades 1-12	All incoming 7 th graders	College
H. flu type B (Hib)	Up to date/ complete	-	-	-	-
Pneumococcus (PCV)	Up to date/ complete	-	-	-	-
Diphtheria, Tetanus, Pertussis	Up to date (no 4y dose)	Complete (incl. 4y dose)	Same as K, Tdap req'd only for 7 th gr.	Tdap booster	-
Measles, Mumps, Rubella	1 dose	2 dose	2 dose	-	2 dose
Polio	Up to date (no 4y dose)	Complete (incl. 4y dose)	Complete (incl. 4y dose)	-	-
Hepatitis B	Up to date/ complete	Complete	Complete	-	If training incl. direct pt. care
Hepatitis A	1 dose	2 dose	-	-	-
Meningococcal disease (MenACWY)	-	-	-	-	1 dose for some (see school)
Varicella (or disease history)	1 dose or disease	2 dose or disease	2 dose or disease	-	2 dose or disease

Other important vaccines are recommended by CDC for all children and teens, but not required for school attendance.

For more information, visit the TennIS homepage at <https://tennesseeiis.gov> and click on the blue bar titled School Immunization Requirements. For the Official Certificate, go to the above website and login to TennIS.

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