



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
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Collegedale, TN 37315
Phone: 423-396-2124
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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 Adventists (GCC), Southern Adventist University (SAU), and Southern Union Conference of Seventh-day Adventists (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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*Part time

MIDDLE

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<u>Faculty/Staff</u>		
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Greg Lindquist, <i>M.A.</i>	glindquist@collegedaleacademy.com	Intermediate/Advanced Band
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*Part time

ELEMENTARY

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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 and pay 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 financial section of CA website for current tuition and registration 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 for the next school year 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 are expected to obtain work (age appropriate) 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 from Kindergarten to 12th grade 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

In January 2018, the State of Tennessee passed a law that requires CA to submit the names of elementary/middle students with eight unexcused school absences to the Hamilton County Department of Education Director of Schools. The State of Tennessee may choose to take several actions, which may include, but are not limited to, a court appearance or a fine. CA must submit reports for each additional eight absences as well.

Tier 1 – Five unexcused absences will result in a warning email to parent/guardian.

Tier 2 – Six unexcused absences will result in a referral to the school counselor to meet and form a plan for attendance.

Tier 3 – Eight unexcused absences will result in a report filed with the State of Tennessee.

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 fourteenth absence, they will incur a 10% drop in grade (equivalent of one full letter 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 staff, 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. 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 building 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 are 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.

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 no more than five inches above knee.
- 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:

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 transporting students is twenty-five (25) 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 at-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.
- No use of mobile/cell phones is allowed when driving as a volunteer, except to call hands-free for emergency purposes. No texting or emailing is allowed while driving under any circumstances.
- 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.tnsosfiles.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.

Last updated by Tennessee Immunization Program: January 2020



COLLEGEDALE ACADEMY

High School addendum

2024-2025

Collegedale Academy is a Seventh-day Adventist co-educational four-year senior high school accredited by the Accrediting Association of Seventh-day Adventist Schools, the National Council for Private School Accreditation, the Middle States Association and the State of Tennessee.

Post Office Box 628
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ADJUNCT DUTIES

FRESHMEN: Tyler Hodges, Sarah Hunt, Bud Sinigaglio, Michael Peel, Greg Lindquist

SOPHOMORES: Adam McQuistan, Brian Arner, Lawrence Galera, Jennifer Marquez, Wes Hall

JUNIORS: Obadiah Groft, David White, Zinah Beasley, Chad Perry, Ryan Van Dolson, Bob Dixon

SENIORS: Susan Andersen, Stella Bradley, Walter Weber, Steve Blackburn, Patty Schwarzer, Pam Davenport, Stan Beasley, Spenser Williams

SA: Julie Foster, David Djernes, Carmen Alvarez, Matthew Lawson, Josh Tyman, Angi Radenmacher, Amanda Renslow, Chris Massengill

ATHLETIC DIRECTOR: Erik Pardo, Matthew Lawson

DRESS CHECK: Jennifer Marquez, Zinah Beasley

ECHOLIER: Sarah Hunt

NATIONAL HONOR SOCIETY: Obadiah Groft, Carmen Alvarez, Travis Crawford

SAFETY: David Djernes, Brian Arner, Travis Crawford, Erik Pardo

SENIOR SURVIVAL: Adam McQuistan, Chris Massengill, Obadiah Groft, Julie Foster, Stella Bradley, Sarah Inestroza, Susan Andersen, Steve Blackburn, Tyler Hodges

SENIOR CLASS TRIP: Travis Crawford, Stan Beasley

STUDENT SENATE: David White, Walter Weber

TESTING: David Djernes

TRIP REVIEW: Travis Crawford, Carmen Alvarez

WEBSITE: Pam Davenport

YEARBOOK: Amanda Renslow

ACADEMIC INFORMATION

CA ACADEMIC EXCELLENCE POLICY

CA SCHOLARS DIPLOMA:

Collegedale Academy believes in Ellen White's statement, "train the youth to be thinkers, and not **mere reflectors** of other men's thought." The CA Scholars Diploma is based on a student's commitment to academic excellence and inquiry. Students that choose to undertake this high-academic track understand that they will be asked to use their academic creativity. Students will have to use self-motivation and determination to complete. CA faculty highly encourages our students who qualify to participate in this outstanding, academic opportunity.

QUALIFICATIONS:

1. Student must complete a written request to be accepted into diploma track turned into school principal no later than registration day of Junior year.
2. Student must have a minimum 3.5 GPA.
3. Student must not have any grade lower than a B in their high school transcript.
4. Student needs the recommendation of 2 teachers.
5. Students will take four sciences and take at least Pre-Calculus or AP Statistics with the honors projects and Great Books.

HOW DIPLOMA WORKS:

Student will be required to take 2 Honor's classes (2 semesters) during their Junior Year (one Honor's class per semester). Student will be required to meet with teacher in subject of choice within the first week of a semester. This meeting will be to determine a project that will be completed by the end of the semester. Student will then bring a signed letter of acceptance by teacher to registrar. Teacher will meet with student 2 to 3 times during the course of the semester to ensure that project is being completed. In December of 1st semester and May of 2nd semester, student will be required to do a 5-8 minute presentation at an evening colloquium. Parents, family, friends are encouraged to attend. The final project will be due the first day of finals. Teacher will issue a grade to the project, which includes the presentation. This grade is a .25 credit and will figure in the student's GPA. If student receives a failing grade, student will not receive the Honor's credit that counts towards the CA Scholars Diploma.

The senior year students will take Great Books: .5 Credit/.25 per semester

This is a unique course, offered by the History and English Departments, to accommodate honors students. The class, open to CA Scholars diploma candidates, will meet monthly to discuss classical and contemporary pieces of literature and historical works. It is required for CA Scholars diploma students and is designed to instill mental habits of a self-reliant thinker, reader, and learner.

ACADEMIC PROBATION POLICIES:

Statement of Purpose: Collegedale Academy's faculty cares deeply for the academic success of its students. In our core values, we espouse the idea of "inspiring students to achieve their academic potential." With this lofty goal in mind, CA must and will place its students in a position to succeed – not fail. Our world imprints the acceptance of laziness and sloth. Our world repeatedly emphasizes that being cool is more important than being educated. . . . Ellen G. White reminds us to train our

young people as “thinkers, not mere reflectors.” Nelson Mandela eloquently points out that “Education is the most powerful weapon which you can use to change the world.” Collegedale Academy is committed to the rationale and purpose of its Academic Excellence Policy. Any student with a failing grade at the end of a semester will go on **academic probation**.

Academic probation will be for one academic semester. While on academic probation, students will only be given an excused absence for a personal illness or a death in the family. Students will not be allowed to participate in off-campus activities during any part of the school day: i.e. field trips, mission trips, athletics, Acroforce, or music groups. At the end of the semester of academic probation, if a student receives a failing grade, he or she will be asked to withdraw from CA. In order to reenroll, the student will need to produce a transcript certifying a minimum of a semester of academic success at another accredited school.

How academic probation works:

- If a student receives one or two failing grades in a building-block class, the student will need to **retake** or take a **credit recovery** program, in the summer, for the class(es) failed. For credit(s) to be accepted, an official transcript showing the new grade(s) **must** be in the registrar's office by the first day of school (if a student fails two classes, both classes must be raised during the summer). If a student elects not to participate in raising the failing grade(s) during the summer, the student will be placed on academic probation when he or she returns in the Fall semester. Until the grade(s) is raised, the student will remain at the academic grade in which the failing grade(s) was received.
- If a student receives more than two failing grades in building-block classes, the student will need to pass a minimum of two **retake** or **credit recovery** programs during the summer. For the credit to be accepted, an official transcript of grades **must** be in the registrar's office by the first day of school. The student will be placed on academic probation, and until a successful grade is achieved in the other failed course(s), the student will remain at the academic grade in which the failing grade(s) was received. If student does not raise two failing grades during the summer, the student will not be accepted back for the fall semester. The student may reapply after producing a transcript certifying a minimum of a semester of academic success at another accredited school.
- Please note that a student receiving a failing grade(s) first semester will be placed on academic probation second semester. In this case, the student will be allowed to replace the failing grade(s) prior to the first day of the next school year.

Building-block classes: Bible, math, science, English, social studies

Non-building-block classes: Students will have two academic semesters to raise a failing grade. If the student neglects to raise a grade, the student will not be allowed to reenroll.

Credit recovery: As credit recovery with Edgenuity has extensive academic requirements, this program will allow students to replace an “F” grade with the grade received taking the class. Recovery credits should be taken through this program or Griggs Academy.

Down grade: Any failing grade (an “F”)

Retaking a class: Allows a student to replace a down grade with a higher grade. The higher grade will be used in the final GPA count. Please note that the lower grade will still be included in the student's transcript. All retake courses must be pre-approved by CA's registrar.

ACCELERATION POLICY

In harmony with the Southern Union recommendation, CA's acceleration policy is as follows:

1. Students who wish to accelerate and graduate in three years must meet all the four-year graduation requirements, including four credits of Bible.
2. A diploma will be granted to students when full graduation and curriculum requirements are met. The last 2 credits must be taken in residence.
3. A grade point average of 3.5.
4. An application must be submitted to the Leadership Team, either at the end of their 9th or 10th grade school year. Initial approval will be given in writing and final approval for graduation will be made at the beginning of the senior year.
5. Authorization must be obtained from the Leadership Team before taking any class work outside of the regular school program.
6. It is to be understood that should the student's GPA fall below 3.5 for any semester, s/he may be dropped from the acceleration program.
7. Building block classes must be completed before a student may begin the next level of the course for the following school year. Building block courses taken during the summer should be completed by August 1.
8. CA is enrolled in the Alliance Program through Edgenuity. Acceleration courses WILL be taken via this program or through our Adventist online school, Griggs Academy.

CLASS LOAD REQUIREMENTS

Freshman thru Juniors are required to be in a minimum of six classes per semester, while Seniors will have a minimum of five classes per semester. A three-hour college class is equivalent to one academy class and may be part of an upperclassman minimum load for each semester. Students who register for a college class do so with the understanding that the college class is not to interfere with their academy class schedule.

CLASS STANDING

Freshman:

To be a freshman in regular standing, a student must meet the following requirements:

1. Be registered for a minimum of 7 credits.
2. Provided Registrar's Office an official transcript showing completion of 8th grade.

Sophomore:

To be a Sophomore in regular standing, a student must meet the following requirements:

1. Have passed a minimum of 6 credits of which include the following core classes – Bible, math, English, & science.
2. Have recorded in the Registrar’s Office all official transcripts of previous work completed in other schools.
3. Have no incompletes.
4. Have all correspondence/online work completed and official transcripts filed in Registrar’s Office.

Junior:

To be a Junior in regular standing, a student must meet the following requirements:

1. Have passed a minimum of 14 credits of which include the following core classes – 2 Bible, 2 math, 2 English, 2 science, 1 PE, 1 fine art & 1 history.
2. Have recorded in the Registrar’s Office all official transcripts of previous work completed in other schools.
3. Have no incompletes.
4. Have all correspondence/online work completed and official transcripts filed in Registrar’s Office.

Senior:

To be a Senior in regular standing, a student must meet the following requirements:

1. Have passed a minimum of 21 credits of which include the following core classes – 3 Bible, 3 math, 3 English, 3 Science, 1 PE, 1 fine art, & 2 history.
2. Have recorded in the Registrar’s Office all official transcripts of previous work completed in other schools.
3. Have no incompletes.
4. Have all correspondence/online work completed and official transcripts filed in Registrar’s Office.

COURSES OUTSIDE OF CA (ONLINE WORK/SUMMER SCHOOL)

No credit shall be allowed for work done outside regularly organized classes. **Online courses will be allowed ONLY for courses not regularly taught in school**, for students who are unable to attend school for reasons other than expulsion, for students who must retake a course due to failure, or for students who are on an accelerated program. All plans for online/correspondence work must be approved in advance by the Leadership Team and must be from CA’s Alliance Program with Edgenuity Academy or the Adventist online Griggs Academy. Non-CA courses must be completed before the equivalent semester of the course begins during the senior year or the student will be required to register for the on-campus class. Language courses may be taken by correspondence only for acceleration purposes.

Seniors with outstanding online or failing courses: Class Trip and Graduation:

- Transfer seniors: Must be on track to complete the online course prior to graduation weekend in order to participate in class trip.
- Seniors who failed a class and are replacing it with an online course must complete the course one week prior to class trip in order to participate.
- Seniors with failing grades in current classes one week prior to class trip may not participate.

Seniors with failing grades or incomplete online courses prior to graduation weekend:

- May not be included on the graduation program
- May not participate in graduation services

SUMMER SCHOOL

Collegedale Academy may offer selected courses during the summer. A non-refundable deposit of \$200.00 is due by May 1. All fees are to be paid in cash before the class starts and are non-refundable. Fees currently are \$615.00 and are subject to change. Student accounts must be cleared to participate in this class due to the additional costs incurred. At least six students must sign up in order to hold the class. Students who take summer school must still have six classes per semester. Dates: The Monday after CA graduation to July 3 (end date may vary). Class meets M-F from 8 a.m. to noon.

CREDIT BY CHALLENGE EXAMINATION

According to Southern Union Education Code 1717:

“Students who want to challenge a course for credit on the secondary level are to meet the criteria and guidelines listed in the subject area curriculum guides and pass a proficiency test.” Challenge tests are available for students in Algebra I and Spanish and French. Credit for these courses will only be granted if the student achieves a minimum of 80% on the challenge test. ALTA Language Testing will be used to grant foreign language credit for languages other than Spanish and French. Students must pass with a 6 on a 1-12 scale for two years of language credit. New students must arrange to take these tests before the start of school each fall. A grade of pass will be issued on the transcript with credit indicated. This score will not figure in the GPA. Challenge tests may only be attempted before a class is taken on the secondary level.

International Students:

Math for foreign exchange students: placing the foreign exchange students in the correct level of math is the primary concern. Challenge tests will be issued for pass/fail credit only when students have not established themselves for at least a year in a US school.

DIPLOMA REQUIREMENTS

CA Scholars Diploma

Awarded to graduating seniors who have maintained a grade point average of at least 3.5 and taken 4 semesters of honors courses:

<i>Subject</i>	<i>Credits</i>
Bible	4
English	4

Math (Algebra I & II, Geometry, Pre-Calculus or AP Statistics)	4
Science: Physical Science, Biology, Chemistry, Physics or A & P	4
Social Sciences	3
Personal Finance	0.5
Foreign Language (two years of a single language)	2
Fine Arts	2
Practical Arts/Technology	1.0
Wellness: 1 semester each of Health and PE	1.0
PE (4 semesters in addition to Wellness course).....	2.0
Honor Projects (3 projects over 3 semesters + Great Books).....	1.0
Computer Science.....	1.0
Community Service	4^
TOTAL	33.5

^ Service requirement is 20 hours (1 credit) per school year in attendance at CA.

College Preparatory Diploma--check with your post-secondary institution of choice for complete list of requirements for acceptance.

Awarded to graduating seniors who have earned 27 credits as outlined below:

<i>Subject</i>	<i>Credits</i>
Bible	4
English	4
Math	4
Science: Physical Science, Biology + Chemistry or Physics req.	3
Social Sciences	3.0
Personal Finance	0.5
Foreign Language (two years of a single language)	2
Fine Arts	2
Practical Arts/Technology	1.0
Wellness: 1 semester each of Health and PE	1
PE (4 semesters in addition to Wellness course).....	2.0
Computer Science.....	1.0
Community Service	4^
TOTAL	31.5

^ Service requirement is 20 hours (1 credit) per school year in attendance at CA.

Standard Diploma:

Awarded to graduating seniors who have earned 27 credits as outlined below:

<i>Subject</i>	<i>Credits</i>
Bible	4
English	4
Math	4
Science: Physical Science, Biology + Chemistry or Physics req.	3
Social Sciences	3
Personal Finance	0.5
Fine Arts	2
Practical Arts/Technology	1.0
Wellness: 1 semester each of Health and PE	1.0
PE (4 semesters in addition to Wellness course).....	2.0
Computer Science.....	1.0
Community Service	4^
TOTAL	29.5

^ Service requirement is 20 hours (1 credit) per school year in attendance at CA.

DUAL ENROLLMENT COURSES

Collegedale Academy is able to offer dual enrollment courses through Southern Adventist University at a reduced SAU tuition rate. **Seniors with a 3.0 GPA and Juniors with a 3.5 GPA are eligible.** Student accounts must be cleared to participate in these classes due to the additional costs incurred. Courses offered:

- Composition 101 & Composition 102 (one each semester)—only for dual enrollment students
- *Anatomy and Physiology I (4 hours over entire year)
- *Statistics (4 hours over entire year)
- *Music in Western Culture (semester course)

* These courses may be taken for high school credit or dual enrollment credit.

The TN Hope Scholarship offers dual enrollment grants to **eligible** seniors each semester (3.0 GPA for SAU classes). Please see the web site for the grants at:

<https://www.tn.gov/collegepays/article/dual-enrollment-grant>

College Credit by Exam:

- Pre-calculus: 3-5 hours of college credit via challenge exam. Exam fees apply. Test is arranged & administered at SAU.
- AP Calculus and AP US History: 3 semester hours each via AP exam. Exam fees apply. Colleges determine course credit based on AP test scores.

Online Courses or classes taken at SAU would also qualify for dual enrollment scholarships, CA schedule permitting and SAU availability.

GRADING SYSTEM /GRADING SCALE

The letter system of grading is used. A system of honor points is used to determine a student's grade point average. Grade Point Averages are calculated by this formula: grade points X potential credits / total potential credits. Grade point averages (GPA) are figured with semester grades only. Points for each semester period of credit given are:

Grade	%	Pts.	Grade	%	Pts.	Grade	%	Pts.	Grade	%	Pts.	Grade	
A	93-100	4.0/ 5 AP	B	83-86	3.0/4 AP	C	73-76	2.0/3 AP	D	63-66	1.0	I	Incomplete
A-	90-92	3.67/4.7 AP	B-	80-82	2.67/3.7 AP	C-	70-72	1.67/2.7 AP	D-	60-62	.67	W	Withdraw, not in G.P.A.
B+	87-89	3.33/4.3 AP	C+	77-79	2.33/3.3 AP	D+	67-69	1.33/ 1.33 AP	F	0-59	0	WF	Withdraw failing, counts in G.P.A. as F

GRADUATION HONORS

Seniors who have a cumulative grade point average of 3.80-4.0 for 7 of their 8 semesters (the first 7 semesters only) will graduate with High Honors and receive the honors medallion; 3.50-3.79 will graduate with Honors and receive a gold cord. GPA's are not rounded up. Students who graduate with a CA Scholars Diploma will receive a stole. **This review is conducted at the end of first semester during the senior year and is final for all graduation honors earned.**

GRADUATION PARTICIPATION

Graduation activities for the 12th grade are planned and conducted by the administration of Collegedale Academy. Student participation in graduation activities is a privilege and not a right. The administration of the school reserves the right to deny participation in graduation activities to any student who does not meet the established criteria for academic, financial and citizenship standards. During graduation activities, any student who refuses to abide by the specific instructions/guidelines that are given by the class sponsors and/or administrators will be denied the privilege of continued participation in remaining graduation activities.

Only fulltime CA students may participate in the CA graduation exercises. Seniors must have necessary courses completed with passing grades in order to participate in graduation exercises. Exceptions will be considered with full review of the circumstances. **NO second semester Seniors will be accepted at CA.**

INCOMPLETES

Students who have been unable to complete sufficient class work to earn a final letter grade due to extraordinary circumstances may request an "Incomplete." This grade must be removed within the first two weeks of the following semester or the earned grade is automatically assigned.

MAKE UP WORK vs. LATE WORK, SUSPENSIONS

- Make up Work: Make up work generally refers to **excused** absences. A day for each day missed is the *minimum* amount of time required for makeup work to be due.
- Late Work: Late work is defined as work not turned in on time, even though a student was present, or work not turned in due to an **Unexcused** absence/tardy. Each teacher has his/her own policy for late work.
Teachers have individual policies relating to make-up and late work (ie: how much credit may be given or not). However, all work is due no later than two weeks after the original due date. After the two week limit, a mandatory zero will be entered for the grade.
- Suspensions: Work assigned (or tests) during the suspension is the responsibility of the student. Assigned work (or a test) due on the day of return from a suspension is due that day. **No extra make up time will be given for work assigned during the suspension.** If work is not turned in on the day of return or the test taken, a zero will be assigned.

RECOMMENDED COURSES FOR EACH YEAR

FRESHMEN

1. Bible I
2. English I
3. Math: Algebra I (placement test required)
4. Physical Science
5. Foreign language
6. Wellness
7. Study Skills/Computer Science (one per semester)
8. Art/Music
9. Service (20 hours)

Sophomores

1. Bible II
2. English II
3. Math: Geometry or Algebra II
4. Biology
5. Foreign Language 2nd year
6. World History
7. PE
8. Art/Music
9. Service (20 hours)

PLEASE NOTE: those seeking entry into a selective university should check with the university in question for specific course requirements and dual enrollment, AP, and CLEP credit acceptance policies.

SCHEDULE CHANGES

Schedule changes must take place within the first two weeks of a semester. These changes will be considered only when the student fills out the petition for Leadership Team. Students requesting to drop a class after the second week will receive a **WF** on their transcript and this will affect their GPA. Permission to enter or discontinue a class must first be obtained from the parent, the teacher involved, and, finally, administration. Students cannot drop classes necessary for graduation. Students requesting a transfer from one class to an easier class must petition the Leadership Team. Students will be considered dropped or withdrawn from a class when a properly signed drop voucher is submitted. When students drop or withdraw from a class within a semester, grades will be assigned according to the timetable below:

Weeks 1-2 Class dropped from schedule/transcript, may add classes

Weeks 3+ WF—this failing grade will be figured into the GPA. Courses may not be added.

SEMESTER CREDIT

Students who satisfactorily complete a class meeting a minimum of 130 clock hours for one school year will earn one semester of credit.

Juniors

1. Bible III
2. English III
3. Algebra II
4. Chemistry
5. Foreign Language (2nd year)
6. U.S. History
7. Practical Art
8. PE
9. Service (20 hours)

Seniors

1. Bible IV
2. English IV or Composition 101/102
3. 4th Math: Pre-Calculus, AP Calculus, AP Statistics, Statistics, Bridge Math
4. American Government (1st semester) & Economics (2nd semester)
5. 4th Science, if desired: Physics or A & P
6. Personal Finance (one semester)/Computer Science (one semester)
7. Service (20 hours)
8. Electives

Seniors are to have 5 courses per semester.

SENIOR CLASS TRIP

The Senior class trip is a privilege, not right. To be eligible to participate in Senior class trip any senior must meet the following criteria: 1. Seniors must be passing courses they are currently enrolled in one week prior to trip and having passing grades until the class trip. 2. Seniors must be passing classes that ensure they will be eligible for graduation. 3. Seniors that are taking an online course, must show evidence to the CA registrar that they have completed with a passing grade the appropriate amount of work (approximately 3/4 of the class) one week prior to trip. If any of these conditions are not met, the student will not be allowed to attend class trip. Any student not attending class trip, must attend school 8am-12n while the Senior class is gone. If they are a member of a class that is meeting in the afternoon, they must attend. This will give student time to catch up on any back work, improve current grades, and meet state attendance requirements.

- Transfer seniors: Must be on track to complete the online course prior to graduation weekend in order to participate in class trip.
- Seniors who **failed** a class and are replacing it with an online course must complete the course one week prior to class trip in order to participate.

TESTING

Throughout students' tenure at CA, they will take several standardized tests. The results of these tests can assist administration in determining the best academic track for students, assist with career guidance, and obtaining scholarship monies for college. **Students must individually sign up and pay for the PSAT and ACT for testing. Following is a list in sequence of tests administered:**

<u>Grade 9:</u>	MAP
<u>Grade 10:</u>	PSAT, MAP
<u>Grade 11:</u>	ACT, Pre-SAT, SAT, MAP
<u>Grade 12:</u>	ACT (SAT upon request, arranged at SAU)

The ACT is offered in September, February, December, and April. CA tests on the Friday before the national test dates (Saturdays). Students must register via online at www.actstudent.org. Our 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.

TURNITIN.COM

Participation and submission of specified assignments to Turnitin.com (an anti-plagiarism software) is required for all students.

DESCRIPTION OF COURSES

Unless otherwise indicated, credit refers to two semesters of a course.

Classes must have a minimum of 10 students to be offered.

ENGLISH

Composition 101/102 1 Credit

Advanced writing courses offered as dual credit with SAU. Only seniors with ALL four of the following may take the course:

- “B+” average in English courses
- 3.0 cum. G.P.A
- ACT English score of 23, including a writing score of at least 7 in all categories
- Strong record of attendance and recommendations of Junior teachers
- 2-3 Sunday writing sessions per semester that are NOT optional. If this is a scheduling issue, please consider English IV as an alternative.
- AN EXTRA FEE IS REQUIRED FOR DUAL ENROLLMENT. See “Scholarships” for more information. Six hours of college credit is possible. Only dual enrollment students may take this course.

English I 1 Credit

This freshman course includes a study of English grammar, mechanics, spelling, and vocabulary. Students develop skill in writing short compositions and study literary works of various types. A library unit is included in the course.

English II 1 Credit

Sophomore English builds on the skills learned in English I. Students review English grammar and mechanics, practice their writing skills, and study selected literary works.

English III 1 Credit

This course is designed to enhance students' communication skills, and focuses on the expansion and development of English language skills through the study of grammar, vocabulary, various composition techniques, and American literature. The communication and critical thinking skills necessary for functioning effectively in a diverse society are emphasized.

English IV 1 Credit

This course, the culmination of Collegedale Academy's English curriculum, covers several literary genres, ACT preparation, MLA research paper format, and writing quality essays of varying styles and length in preparation for college writing. The student will develop skills necessary to produce written texts that can be read and interpreted by various audiences.

FINE ARTS

The Fine Arts requirement may be met by taking 2 units of fine arts in any combination of the following courses offered:

Students are required to take fine arts through classes at CA

Art Appreciation 1 Credit

Project based class that focuses on a broad variety of art styles, technique, media and artists. Extra fee applies for supplies. This course is designed for freshmen/sophomores.

Chamber Orchestra 1 Credit

An ensemble for the mid to advanced level string player. Works studied will cover a broad range of time periods of both sacred and secular styles. This group performs and tours regularly. Admission is by audition only. A uniform

is required.

Choral Union 1 Credit

All students who do not try out for OPUS will be assigned to this choir. This choir will have limited concert performances. A uniform is required.

Color and Design 1 Credit

This course is a lecture/studio class that focuses on an introduction to color theories along with the study of basic design elements and principles. Students will create artwork specific to color theory in addition to pieces using basic design elements and principles. A digital portfolio will be required. Extra fee applies for supplies. This course is designed for freshmen/sophomores.

Concert Band 1 Credit

This is an organization for those who enjoy playing band music and have had training on a band instrument. Admission is by audition only. A uniform is required. This group performs and tours regularly.

Digital Drawing/Painting 1 Credit

This class explores drawing and painting from realism to non-objective works. Technique, perspective and color theory are addressed in this class. This course is reserved for juniors/seniors. Extra fee applies for supplies.

Jazz Band 5 Credit

Reserved for students already in Concert Band. By audition only.

Music in Western Culture 5 Credit

Music in Western Culture is a semester long study in music appreciation. All kinds of music from the middle ages to the present day will be studied. Extra fee for field trips may apply. This is a dual credit class through SAU. Only seniors are eligible for dual credit. Dual enrollment requires a 3.0 GPA. AN EXTRA FEE IS REQUIRED FOR DUAL ENROLLMENT. See “Scholarships” for more information. Three hours of college credit is possible. Non dual-enrollment students may also take this course for high school credit only.

Opus 1 Credit

This is a small, mixed chamber choir open to qualified juniors and seniors who have spent at least one year in Chorale Union or are transferring seniors with choral experience. **Membership is by rigorous audition only; juniors and seniors are not automatically entitled to Opus membership.** Opus will participate in an off-campus tour each year. Students auditioning for Opus should realize that Opus is a time-intensive class.

Sculpture 1 Credit

Techniques and styles of art in a 3-dimensional form are studied. Students will create pieces utilizing a variety of media and styles focusing on assembled, casted, modeled, subtractive and additive techniques. This course is reserved for juniors/seniors. Extra fee applies for supplies.

FOREIGN LANGUAGE

French I 1 Credit

Development of the basic skills of understanding, speaking, reading, and writing of French, with emphasis on French culture. Taught alternate years with French II. Upperclassmen will get preference if class size is an issue.

French II 1 Credit

Continued emphasis on the development of understanding, speaking, reading, and writing of French with attention given to the culture, customs, and practices of French-speaking people of different countries. Taught alternate years with French I.

Spanish I 1 Credit

This course teaches the development of the basic skills of understanding, speaking, reading, and writing of Spanish, with emphasis on Hispanic culture.

Spanish II 1 Credit

Continued emphasis on the development of understanding, speaking, reading, and writing of Spanish with attention given to the culture, customs and practices of Spanish-speaking people of different countries.

MATHEMATICS

Mathematics sequence:

- **Standard Diploma:** Algebra I, Geometry (Technical), Algebra II (Technical), Bridge Math or Statistics. (Pre-Cal is NOT recommended for this sequence.)
- **College Preparatory:** Algebra I, Geometry, Algebra II, and 4th higher math
- **CA Scholars Diploma:** Algebra I, Geometry, Algebra II, Pre-Calculus or AP Statistics

Pathways to Calculus in High School (at CA): all prerequisites must be met

- 1) **Compacting in Middle School**—Students - Complete standards for grades 6,7,8 and Algebra 1 by the end of grade 8.
- 2) **Doubling Up in High School**—Students take 2 math courses in grade 10 (Geometry & Algebra 2)
- 3) **Completing** accredited online classes from Egenuity or Griggs University with passing grade during summer, such as Algebra 1 (**before entering** 9th grade) or Geometry (before entering 10th grade) or Algebra 2 (before entering 11th grade).

Students must have proof of completion (via transcripts) of online courses taken before taking any math class, such as Geometry, Algebra 2 or Precalculus.

Since Tennessee State Board of Education requires students to take a math course every year during their four years in high school, the pathway to Calculus will mandate the student to take Pre-calculus, even if plans to take AP Calculus is replaced with AP Statistics.

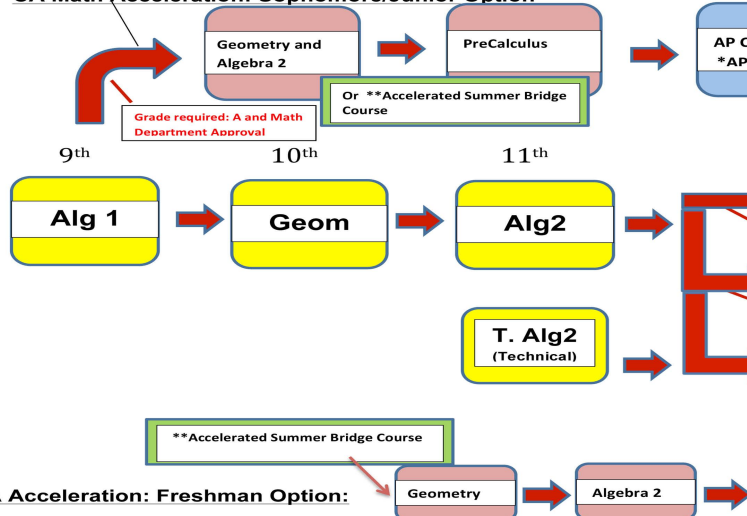
Algebra I..... 1 Credit

A basic course designed to develop algebraic concepts through examples. Topics covered are simple and linear equations, systems of equations, polynomials, square roots, quadratic equations, rational expressions, and right-triangle trigonometry. Prerequisite: Acceptable performance on the Iowa Algebra Aptitude Test.

Algebra II..... 1 Credit

Sets of numbers, open sentences in one variable, systems of linear open sentences, polynomials and factoring, rational numbers, relations and functions, irrational numbers and quadratic equations, quadratic relations and systems, exponential functions and logarithms, trigonometric functions and complex numbers, determinants, matrices, and series. Prerequisite: completion of Algebra I and Geometry with "C" grades or better. Those who took Technical Geometry (#30022) should take Technical Algebra II (#30023).

CA Math Acceleration: Sophomore/Junior Option



CA Acceleration: Freshman Option:

AP Calculus AB..... 1 Credit

This is an Advanced Placement course in single variable calculus that follows the syllabus prepared by the College Board. The course builds on a rigorous treatment of topics covered in Precalculus and includes differential and integral calculus with applications. Students who successfully complete the course and AP exam during the second semester may receive credit, advanced placement, or both for a one-semester introductory college courses. **Pre-requisites: Pre-Calculus with "B" in 1st and 2nd semester and teacher recommendation.** College credit available by AP exam with additional fee.

Bridge Math 1 credit

Bridge Math will review and apply key mathematical concepts and skills in order to better prepare students for college level math courses. Students in Technical Algebra 2 and Math ACT <= 16 are welcome.

Geometry 1 Credit

Careful attention is given to logical development of deductive thinking, patterns, theorems, constructions, circle relationships, and solids. Some coverage of proofs, trigonometry, and similarity is also included. Prerequisite: A "C" grade or above in Algebra I. Technical Geometry is also offered, course #30022.

Pre-Calculus 1 Credit

A math course designed to cover the same topics as a college Pre-Calculus course. Prerequisites: Pre-requisites: Regular Algebra 2 with "B" in 1st and 2nd semester and Math ACT >= 19 and teacher recommendation. Sophomores: teacher recommendation and Algebra II grades.

Statistics (CL) Dual Enrollment 1 credit

This is a dual enrollment course that follows the syllabus prepared by the Math Department of Southern Adventist University. The course introduces students to the major concepts and tools for collecting, analyzing, and drawing conclusions from data, including data exploration, probability and simulation, and statistical inference. **Prerequisite: Regular Algebra 2 with "B" in 1st and 2nd semester and Math ACT >= (greater and equal to) 19 and teacher recommendation. GPA of 3.0 for seniors and 3.5 for juniors.** College credit available via SAU with additional fee.

Statistics 1 credit

This course will introduce the student to statistics using probability theory, linear algebra and analysis. Major themes will include mathematical processes, exploring data, sampling and experimentation, anticipating patterns, and statistical inference. Prerequisites: Regular Algebra 2 with "C" in 1st and 2nd semesters. Technical Algebra II with "A" grades in 1st and 2nd semesters.

PHYSICAL EDUCATION, WELLNESS, AND SAFETY

CA students are required to take 3.0 credits of PE, which includes Wellness that meets the Health class requirement for graduation.

All PE students are required to dress out for class. The PE dress code includes:

- Athletic shoes
- CA Athletic pants/shorts
- CA T-shirts

Absences/illnesses in P.E.—students requiring an individualized program in PE classes due to medical issues will be required to take the PE department's form to their physician for proper referral. The physician will then indicate appropriate PE activities for the situation. Full medical excuse will need Leadership Team approval.

Acro Force 1 Credit

The Acro Force team is a year-long course of a select group of gymnasts chosen to represent the school in performances. Students will be selected on the basis of skill, character, GPA, and work ethic. Attendance is extremely important in this course as team and large group routines are stressed above individual routines. Continuous participation is open to the coach's discretion. A uniform is required.

Athletics..... .5 Credit

Students that are selected to participate on an interscholastic sports team will receive academic credit for Team Sports. Note: two sports would be needed to replace the full-year Team Sports class.

Cardio/Strength Training 1 Credit

A course designed to help students develop fundamental skill and knowledge in fitness. Proper cardio-conditioning and strength training techniques will be taught. Different cardio and strength assessments will be used to determine students' exercise regimen.

Independent PE..... 1 Credit

A course only open to those overscheduled in need of a P.E.

Team Sports 1 Credit

A course to instruct and aid students in physical fitness with an emphasis on skills, rules, and social play on selected team sports. Basic strength and cardio-conditioning for the selected sports will be included. Students may repeat once for credit.

Wellness..... 1 Credit

A theory and activity course covering physiology, nutrition, mental health, fundamentals of personal and community health and safety education. Health knowledge and practices peculiar to the Adventist church that will specifically be covered. A semester of PE is also part of this course.

PRACTICAL ARTS/TECHNOLOGY

Advanced Woods and Cabinetry5 Credit

This course will cover the building of furniture-type projects. The first semester the students will build a five-drawer dresser. The second semester the students will select projects and build those under the guidance of the instructor. This class is limited to juniors and seniors.

Computer Science I 5 Credit

In this class, students develop intermediate skills computer skills such as word processing, coding, etc.

Emerging Tech..... .5 Credit

This class is a broad based look and hands-on learning with technology in our society.

Game Design..... .5 Credit

This class is a project based class using technology to develop computer science skills.

Home Maintenance5 Credit

This class will cover skills common to the building trades including electrical, plumbing and carpentry basics.

Journalism......5 Credit

This is a lab class in which students will develop journalistic writing skills as well as hands-on experience with electronic mediums for producing the *Echolier*. .25 credit per semester.

Life Skills5 Credit

In this class, students will explore the world of work and home management. Life Skills will cover cooking, relationships, and family values. Life Skills is a one semester course.

P.A.C.E......5 Credit

Practical Academic and Career Education is a one semester course designed to help students prepare for standardized tests and explore various career options.

Personal Finance5 Credit

Personal Finance is a course designed to inform students how individual choices directly influence occupational goals and future earnings potential. Real world topics covered will include income, money management, spending and credit, as well as saving and investing. This is a one semester course required of all graduates.

Study Skills5 Credit

This is a course required for all freshmen. Study Skills will help new students cope with higher academic expectations, explore new study techniques, and complete homework during this one semester course.

Yearbook5 Credit

In this class, student develop skills in writing, computer layout, and photography as they plan and produce the school yearbook, the *Valley Echo*. .25 credit per semester.

BIBLE

Bible I: 1 Credit

Topics include the reality of God, the character of God, a God worth knowing, God on earth, the Passion Week, resurrection, creation, Sabbath, grace and identity.

Bible II:..... 1 Credit

Choosing God: Hosea, David, Jesus. Serving God: Acts, serving today

Bible III: Revelation, Romans, Beliefs..... 1 Credit

This course is an intensive study of major Bible doctrines. The fundamental beliefs of the Seventh-day Adventist Church are emphasized.

Bible IV: 1 Credit

A course designed to help students develop a personal appreciation for God's Word, especially through the study of the Book of Romans, and to probe some of life's most important issues-careers, stewardship, relationships/marriage, the study of other belief systems, and developing a Christian philosophy of life.

Community Service: 1 Credit

Twenty hours of community service are required for each year in attendance at Collegedale Academy. Hours may be earned from June 1 to May 1 of a given school year. CAD4HOPE IS included in the yearly required hours (8 total hours will be issued for that participation). This is a graduation requirement.

SCIENCE

Science Sequence:

Standard Diploma (3 credits): Physical Science, Biology, plus one of the following: Chemistry or Physics

College Prep/University Diploma: Choose sequence A or B (3 credits):

A: Physical Science, Biology, plus one of the following: Chemistry or Physics

B: Biology, Chemistry or Physics, and one other lab science

CA Scholars Diploma (4 credits): Science Concepts, Biology, Chemistry, Physics OR Anatomy & Physiology (A & P)

Biology I..... 1 Credit

The science of biology is the study of life, and correctly understood by using the Bible as our foundation, the science of biology consistently reveals the Creator of Life. This required course builds a solid foundation in the life sciences through the study of ecology, classification, zoology, botany, genetics, microbiology, and cytology. Regular laboratory investigations reinforce textual materials.

Chemistry..... 1 Credit

An interesting course involving the student in the study of chemical laws and theories using approved laboratory techniques. Topics investigated are atomic structure, periodic table, bonding, states of matter, chemical equilibrium, oxidation-reduction, nuclear and organic chemistry. Prerequisite: A "C" grade or above in Algebra I or permission of instructor.

Human Anatomy and Physiology (A & P)..... 1 Credit

Prerequisite: Minimum 3.0 GPA (SAU Course # BIOL 101-(I-4a), 4 hours) A study of the fundamentals of human anatomy and physiology. This course covers basic cytology, histology, musculoskeletal, integumentary, nervous, and endocrine systems. (Course applies to nursing degrees and Natural Sciences requirements for other majors at SAU. This course will not apply on a major or minor in Biology at SAU. Check college of choice for transfer credit acceptance.) Non-dual enrollment students may also take this course for high school credit.

Physics..... 1 Credit

Topics taught are Newton's laws of motion, conservation of momentum and energy, wave properties, light, static electricity, series and parallel circuits, magnetic fields and radioactivity. This is a lab course. Prerequisites: A "B" grade or above in Algebra I and Geometry or Algebra I and Algebra II, or permission of instructor.

Physical Science..... 1 Credit

An introductory course designed to allow students to explore the basic concepts of physical science. Students will be introduced to the history and nature of science. The course includes an introduction to the fundamental concepts of physics, chemistry, astronomy and earth science. Students will be encouraged to explore the relationship between science and everyday life.

Environmental Science..... 1 Credit

A class for accelerated students to look at the effect of environmental factors on our Earth.

SOCIAL STUDIES

American Government..... 5 Credit

A first-semester course designed to give students a comprehensive view of the American governmental system in action. Emphasis is given to an understanding of the foundations of American government, political parties and elections, the functions of the three branches of government, and comparative political systems. State and local government systems will also be covered. This is a senior-level class. Prerequisite: U.S. History.

AP U.S. History..... 5 Credit

"AP U.S. History is an introductory college-level U.S. history course. Students cultivate their understanding of U.S. history from c. 1491 CE to the present through analyzing historical sources and learning to make connections and craft historical arguments as they explore concepts like American and national identity; work, exchange, and technology; geography and the environment; migration and settlement; politics and power; America in the world; American and regional culture; and social structures."

Students are responsible for registering for the AP exam and the extra fee. Testing is in May. The exam is scored from 1-6. SAU accepts credit based on a score of 4 or more.

Economics..... 5 Credit

A second-semester course designed to acquaint students with knowledge of basic economic principles with emphasis on factors affecting production, distribution, money and banking, business cycles, inflation, and other topics of economic importance. Other economic systems than capitalism are also briefly

surveyed. This is a senior-level class. Prerequisite: American Government.

Geography.....5 Credit

This is a 9th grade required course for second semester. Geography is the study of lands, features, and inhabitants around the globe. Course will concentrate on the use of charts, graphs, tables and other source materials.

United States History 1 Credit

A course designed to acquaint students with the heritage of our country from the days of discovery to the present time. Students joining the class second semester should be familiar with American history through Reconstruction Era.

World History 1 Credit

A course designed to give students up-to-date introductions to various significant cultural regions of the world. Emphasis is given to the people—how they are affected by history and geography, their political and economic standards, their education, arts, language and religion.

ADMISSION INFORMATION

ADMISSIONS

Pre-Registration for classes is conducted during the spring for currently enrolled students. Before registration, returning students will receive information regarding forms to be filed and financial obligations due before registration can be completed. The following items must be completed to be fully registered for the upcoming school year:

1. Application submitted online
2. Financial Agreement signed and clearance given by Business Office
3. Evidence of completing 8th grade (see incoming 9th grade policy), grades from CA, or a transcript from an accredited high school.
4. Three recommendations received
5. Consent to Treat form signed by guardian
6. Permanent Tennessee Certificate of immunization – required
7. Physical Examination Form – sports physical's required prior to participation
8. Technology Use Contract (on application)
9. Substance Abuse Release (on application)
10. FERPA release signed (on application)
11. Georgia-Cumberland Conference Media Release Form (with application)
12. Collegedale Academy Transportation Release Form (with application)
13. Cleared fiscal accounts from student's previous school.

Upon receipt of the above information, a letter of response will be sent for new students. Application materials are available at collegedaleacademy.com under the Admission link.

Homeschooled students must provide proper documentation from state-approved programs. New students may be tested for grade placement. Prior academic performance, age, emotional well-being, as well as physical and social development will be used for grade placement.

DENIAL OF ACCEPTANCE/RE-ACCEPTANCE

Re-Enrollment Policy:

At the end of each school year, CA faculty and staff will review current students as to their enrollment projection for the upcoming year. Students will be placed in one of three categories: 1-Full acceptance or 2-Conditional acceptance or 3-Does not meet threshold for continued enrollment due to academic or social concerns. Students that receive a 1 will receive acceptance pending completion of registration policy. Students that receive a 2 will meet with Associate Principal to address academic, social, or simply informational concerns before registration can be completed. Students that receive a 3 will be notified by certified mail as soon as possible so parents have the summer to make alternative plans. Those receiving a 3 rating can, if they so choose, participate in CA's appeal process. Once an appeal has been made, the decision is final.

New applicants that apply to CA will be reviewed by the CA administration. If there are any concerns, CA's Leadership Team will be notified and a decision of acceptance/denial will be made. If a denied applicant's parents feel that the Team did not have all necessary information for a decision, they can appeal directly to the Leadership Team. School administration reserves the right to ask any or all faculty to be included in this process. Once an appeal has been made, the decision is final.

Probation:

Student's attending on probation will be asked to meet with faculty and staff and/or Leadership Team on a regular basis during probationary period. These meetings will be held to assure accountability of student (adhering to probationary requirements) and staff (developing a sense of guidance). If at any time, the faculty and staff (or Leadership Team) believe that a probationary student is not following the tenets of the enrollment agreement, student will be asked to

leave. In this case, there will be no appeals allowed. The probationary period may include additional restrictions depending on the nature of the infraction.

EARLY ENTRANCE

Students entering the ninth grade at Collegedale Academy are required to show evidence of having completed the eighth grade. The criterion of the Georgia-Cumberland Conference states that students are not allowed to skip work in grades 7 and 8 (Georgia-Cumberland Conference Grade Placement Policy 90-43). If circumstances are such that a parent feels acceleration is the best course for the student to pursue, a request for acceleration should be made through the teacher/principal of the elementary school, who will then submit the request to the conference for approval. The Academy Admissions Committee will consider an application for admission after the request is approved by the conference Office of Education.

EXCEPTIONAL STUDENTS/SPECIAL EDUCATION

Although Collegedale Academy strives to provide an academic environment that meets the needs of all students, there are limitations as to what services the academy can provide in resources for the following areas:

- Collegedale Academy prepares students for a variety of post-secondary experiences. Administration should be contacted early in the student's academic career to prepare for very competitive university entrance.
- Because Collegedale Academy has a limited special education program, students with learning disabilities will find some 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.

FOREIGN/INTERNATIONAL STUDENTS: *This school is authorized under federal law to enroll non-immigrant students.*

An international student with a desire for a Christian education in a Seventh-day Adventist school may apply. PLEASE NOTE: CA is a day school, **without dormitories**. We accept five international students per grade per year. The application process is as follows:

English proficiency testing is required and should be submitted to CA first. Collegedale Academy does not have an ESL program and students must be proficient enough in English to take regular courses. Students are required to take one of the following tests:

TOEFL Junior Test - total score of at least 750

TOEFL - Intermediate Level: 60 out of 120 for the four sections. This is basically a low intermediate level.

iTEP Academic - 3.5 minimum score in each section (iTEP may be scheduled at your convenience. Less expensive option.)

If the English proficiency is acceptable, then the applicant must complete the application, immunization records, physical and submit them with a copy of the student's passport to the registrar's office along with ORIGINAL transcripts with the school's stamp or official's signature. Dates for the academic work must be evident and a grade scale provided along with school letterhead/stationary. Collegedale Academy will forward those ORIGINAL academic records to AERC for translation/evaluation.

1. A non-refundable application fee and \$1,000 (one-time fee) is required of international students. A bank statement in US dollars must be submitted for proof that the family can meet the expense of the tuition. A \$200.00 processing fee is required of international students each additional year in attendance.
2. Student acceptance will be based on his/her English test score, TRANSLATED/EVALUATED grades, and recommendation forms.
3. After acceptance and after registration/tuition fees are paid, the I-20 form

and an acceptance letter will be issued to the student

4. The entire year's tuition and fees must be paid in full before the student can start school.
5. The guardian/host family must meet with the principal to review and sign a contract that outlines the school expectations of them.
6. Before the student can start school, a current Passport and Visa with a F1 status must be presented to the school official.
7. Students are required to have medical/health insurance with coverage in the United States.
8. Tennessee requires the following vaccinations:
 - Diphtheria-Tetanus-Pertussis (DTaP, or DT if appropriate)
 - Measles, Mumps, Rubella (2 doses of each, normally given together as MMR)
 - Poliomyelitis (IPV or OPV) – final dose on or after the 4th birthday now required
 - Varicella (2 doses or credible history of disease) – previously only one dose was required
 - Hepatitis B (HBV) – series of 3
 - New students entering grades other than 7th grade are not required to have Tdap
9. If a student withdraws during the school year without another school requesting their I-20 to be transferred to their institution the I-20 will be terminated.
10. All students attending Collegedale Academy are expected to live with their own parent(s) or designated guardian. Students living alone or with college students are not permitted to attend CA. Students must notify the school immediately, by letter from a parent or designated guardian, of any change in address or residence arrangement that may occur while the student is attending CA.

Summary

The following items are needed:

Submit English proficiency test scores previously listed. If these meet the CA requirements, then the application for admission and ORIGINAL transcripts must be submitted along with application fee, international student fee, immunizations, physical, recommendations and passport copy. Transcripts must be professionally evaluated after being sent to CA.

After Acceptance:

1. The full year's tuition must be paid. A letter from the student's parents must be submitted with the following information; name and address of the guardian; relationship to the student (such as uncle, aunt, grandparents, host family, etc.), permission for Collegedale Academy to communicate with the guardian regarding the student's academic information, financial statements, and health needs. Forms from a home stay company will also meet this requirement.
2. The acceptance letter and I-20 will be mailed to the foreign address: Person at address, complete delivery address with zip code, and phone number(s).
3. After the applicant receives the I-20 in the mail and pays the SEVIS I-901 fee, the applicant then submits the I-20 with evidence of I-901 payment to the American Consulate in the applicant's home country. See the Bureau of Citizenship and Immigration's website for further information.

4. **Before the student starts school:** They must show the school official their F-1 Visa and Passport.

HOME SCHOOLED STUDENTS-ACCEPTANCE FULL TIME

Students who have been home schooled for any part of their high school education will be considered for entrance upon completing the application process outlined for Application and Admissions. Home school credits will be evaluated according to the home school program used. Tennessee category 4 and 5 school issued credits will be evaluated by the Leadership Team and if accepted, credits will be pass/fail grades with no impact on GPA.

Home School Student Acceptance/Part-Time Attendance:

Home Schooled students are allowed to participate in music, physical education course, and intramurals at Collegedale Academy as space allows. Part-time students are expected to attend CA classes in the required uniform for that course. A homeschool registration fee and \$500 per semester per course will apply. The fees/tuition are non-refundable.

INCOMING NINTH GRADER ACADEMIC POLICY

Incoming freshmen with F's in English/Language Arts, Mathematics, Science, or Social Studies will be required to complete remedial education through a certified learning center (such as Sylvan or an accredited online school) in order to be considered for acceptance to Collegedale Academy.

ATTENDANCE INFORMATION

EARLY DISMISSAL

When parent(s)/guardian(s) find it necessary to pick up their student(s) before the end of the school day, the parent(s)/guardian(s) must sign out the student(s) in the school office. The office staff will then contact the classroom teacher who will dismiss the student(s) to the office.

LEAVING CAMPUS

Students who find it necessary to leave campus before their regular school day is over must get permission from an authorized person and from a parent before signing out and leaving school. After permission has been granted, they must sign out on the form provided and sign in again upon their return. Students leaving campus or driving other students off campus without administrative permission will receive unexcused absences for classes missed and a one-day suspension.

STUDY HALL PETITIONS/PETITIONING OUT

Students who do not have classes the first and last period(s) of the day do not have to attend study hall if they petition out. The petition to drop study hall must be submitted to the Leadership Team with parental signatures. If the petition is granted, it is understood that students will NOT be on campus during the indicated times.

TRUANCY

Is an absence that occurs where parents and faculty are not aware of the student's whereabouts. Truancy will carry the additional consequences of unexcused absences for classes missed and a one-day suspension.

STUDENT CONDUCT

Purpose

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 the high school years.

CA places a high priority on students assuming responsibility for their behavior. In an effort to teach and train, discipline will be administered when necessary. *You are responsible for the choices you make, and part of the staff's commitment is to hold the student accountable.* Consequences for misbehavior depend on the seriousness of the offense, the conditions under which it occurred, and the record of past behavior.

Please read CA's Statement on Identity and Sexual Orientation as this is our philosophy in this area.

Student Pledge

By applying to Collegedale Academy, students agree to the following pledge:

Out of a desire to honor God and respect others, I commit to a Christian lifestyle which reflects trust, honesty, and respect for God, my peers, authority, and all property. I acknowledge this lifestyle does not condone cheating, lying, stealing, and other dishonorable acts. On my honor, I will not cheat, lie, or steal, nor tolerate those actions in others. Furthermore, my signature indicates my commitment to uphold, at all times, the printed and announced standards, principles, and policies which govern Collegedale Academy.

Prohibited Behaviors:

A student who violates the basic principles of the school by engaging in certain prohibited behaviors may be disciplined, fined, or dismissed from school. Among the prohibited behaviors are the following:

1. Undermining the Adventist values espoused by the Academy.
2. Drinking or possessing alcoholic beverages. See also Substance Abuse Policy below.**
3. Using tobacco; the misuse or illegal possession of drugs or narcotics in any form. Additionally the use of E-cigarettes/vaporizer type devices, no matter what the contents may be, is prohibited.
4. Using profane language, possession of or displaying obscene literature, pictures, or indulging in lewd conduct.
5. Gambling and betting are not permitted.
6. Cheating: submitting someone else's work as your own (plagiarism*), giving or receiving unauthorized assistance on school work, using unauthorized materials to complete school work.

*Plagiarism:

- Submission of work copied directly from any source whatsoever that is not properly enclosed in quotation marks and acknowledged by parenthetical documentation and/or in the works cited
- Paraphrasing and/or restating an author's original idea that is not acknowledged by parenthetical documentation and/or in the works cited.

Consequences of Cheating: first offense = loss of points on that assignment/test in question. Second offense in the same school year = automatic WF from course where second offense took place. The WF grade figures into the G.P.A.

7. Lying: willful and knowledgeable telling of an untruth and other forms of deceit such as verbal or written lies, forging signatures, and falsifying documents.
8. Stealing: taking without permission any property belonging to another, whether or not you intend to return the property.
9. Meeting persons at any unauthorized time or place, or engaging in improper social or sexual conduct.
10. Failure on the part of a student to conform to the stipulations of any discipline which has been administered.
11. General unsatisfactory progress or conduct, displaying a detrimental influence or spirit out of harmony with the standards of the school. This includes all forms of electronic and/or personal social media.
12. Copying or unauthorized use of school keys.
13. Habitual attendance problems.
14. Fighting
15. Any student who becomes a clear and present danger to the life or safety of school personnel or students.
16. Physical displays of affection (PDA): hand holding, sitting on one another, cuddling, embracing, kissing, etc. See "Social Conduct"
17. Marriage: Students are expected to remain single while attending Collegedale Academy.
18. Couples who become pregnant
19. Bullying, discrimination, harassment or toleration (non-reporting) of those actions: words or actions that demean, insult, bully, or threaten others, even if a student considers such actions to be a joke. Examples include:
 - Slurs against one's sex, race, religion, or ethnic origin.
 - Explicit or subtle references of a sexual nature, i.e.: sexting.
 - Harassing e-mails, internet communiqués, text messages, voicemails, notes, letters, comments, jokes with sexual overtones, obscene language, unwanted physical advances, or the invasion of one's personal space.
20. Insubordination: lack of respect for authority figures shown by a disregard for requests made of an individual. It may also include disrespect towards an authority figure

as demonstrated by speech, gestures, negative body language, or actions.

21. Obscene and abusive language or gestures are not allowed at CA. The Bible says in Colossians 3:8, "You must rid yourselves of all such things as these: anger, rage, malice, slander, and filthy language from your lips." The use of such language and/or gestures will subject a student to disciplinary measures. Materials which are pornographic, obscene, or which relate to Satan or the occult are not allowed. Possession of such materials will subject a student to disciplinary measures, and such materials will be confiscated.
22. Vandalism: students who damage school property or the property of others on or off campus, including writing on desks or walls, are subject to a minimum fine of
- \$100.00 plus restitution. A fine of \$100 will be charged to a student tampering with electrical/ security equipment, fire or safety equipment, or locks on school property plus the cost to repair the damage.
 - The use of skateboards or in-line skates is unauthorized on campus and considered vandalism.
 - Students who violate the computer policy in place are also subject to vandalism charges.
23. Weapons and Dangerous Instruments: The use, handling or possession of air pistols, firearms (or toy facsimiles), knives, or any incendiary device is prohibited. Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy and *will be grounds for suspension or dismissal. Civil authorities will be contacted.*
24. Conduct that will necessitate a police report:
- Sexual Abuse
 - Breaking and entering or grand theft
 - Battery or assault
 - Possession, possession for sale, or sale of controlled substances
 - Hazing
 - Social network harassment/slander
25. Substance Abuse—see full policy below**

**** SUBSTANCE ABUSE POLICY**

PROHIBITED CONDUCT

- A. It is the policy of Collegedale Academy to maintain a safe and healthy environment for its students and employees. A drug-free/alcohol-free life-style is intrinsic to this policy. Therefore, it is Collegedale Academy's policy that the manufacture, distribution, possession, and/or use of tobacco, alcohol, illicit drugs, or dangerous drugs is strictly prohibited.
- B. Illicit drugs include such substances as opium derivatives, hallucinogens (i.e., marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, "designer drugs," morphine and other drugs prohibited by law.
- C. Dangerous drugs include drugs which, although legal, are available by prescription only. However, students using or possessing such drugs when prescribed to them under a physician's care, and in a manner that complies with the physician's orders and school policies, will not be considered to have violated the Substance Abuse Policy.
- D. It shall also be a violation of this policy for any student to possess abusable glue (rubber cement, etc.), aerosol paint, or substances containing a volatile chemical:
1. Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; and
 2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

CONSENT TO DRUG TESTING

Students and a parent or guardian must sign a consent form before the beginning of the school year authorizing Collegedale Academy to conduct drug tests on the basis of both reasonable cause and random selection. Failure to sign such a consent form, or to submit to testing upon request of the Academy, will result in the dismissal of the student.

Consent Statement:

**I consent for specimens of hair to be taken and tested by a laboratory designated by Collegedale Academy ("Academy") to determine any current or prior use of illicit drugs, as defined by the Academy's Student Handbook. I also consent, should my hair be too short (less than approximately ½ inch) to obtain a usable specimen, to the collection of a saliva specimen or urine specimen that will be tested by a laboratory designated by the Academy to determine any current or prior use of illegal drugs, as defined by the Academy's Student Handbook.*

I understand that the Academy may require such testing on a reasonable cause basis, or on a random basis, as designated in the Academy's Student Handbook. I also understand that follow-up testing will be required if any drug test returns positive results, or if I violate the Academy's Substance Abuse policy. I hereby consent to all such tests, and agree to cooperate in the taking and testing of all such hair, saliva, or urine specimens. I understand that the results of these tests will be used to determine my compliance with the Academy's Substance Abuse Policy, and could be used as the basis for discipline by the Academy, up to and including permanent dismissal. I understand that refusal to give consent for testing or cooperate in giving any necessary specimens requested by the Academy will result in permanent dismissal.

I authorize the laboratory to disclose all pertinent information, including test results, to its employees and to employees of the Academy involved in the testing process. I hereby release the Academy and the laboratory or laboratories conducting the tests and all of their officers, directors, employees, representatives, agents, affiliated organizations, and attorneys from any and all claims, liabilities or actions arising out of or relating to the collection and testing of my hair, saliva, or urine, communication of the test results, regardless of whether such claims, liabilities, or actions arise, in whole or in part, from the negligence of the parties released, or of any of them.

I authorize the Academy and the testing laboratory to release test information, results, and forms in response to any proceeding commenced by me or on my behalf challenging the test and/or any disciplinary action taken as a result of the test. I have signed this authorization release voluntarily and of my own free will. I understand that this will be in effect each year the named student attends Collegedale Academy.

REASONABLE CAUSE DRUG TEST

- A. When the Leadership Team determines that there is reasonable cause to suspect a student has violated the Substance Abuse Policy's "General Prohibitions," it may

require the student to submit to a drug test. Failure or refusal to submit to the required drug test will result in dismissal from the Academy.

- B. If a required drug test based upon reasonable cause returns a negative result, the cost of the test will be the responsibility of the Academy. Should the results be positive, the cost will be the responsibility of the student and/or parents.
- C. If your student is on prescription medication, please inform the CA office so that if your student is randomly selected a copy of a doctor authorized prescription will be on file.

RANDOM DRUG TESTING

- A. To assist in identifying students who may need help overcoming drug use or addiction, and to give our students an easy way to “save face” and just say “no” when tempted to use drugs by their peers, Collegedale Academy randomly drug tests its students.
- B. Using the “hair testing” method, Collegedale Academy will conduct random drug testing of all students.
- C. All students will be assigned a confidential number. Students’ numbers will be drawn at random periodically throughout the school year for testing. All students will be tested at least once per year.
- D. At the time of testing, the students will be called to the school office, where a small strand of hair (about 1.5 inches long) will be clipped from the back of the student’s head.
- E. The ideal sample for hair testing will be 1.5 inches in length. However, hair samples as short as 1/2 inch can still be analyzed for the presence of drugs. Students whose hair is too short to obtain any usable sample will be asked to submit to saliva testing and/or urinalysis as an alternate method of drug testing.

Please note: If a senior tests positive during the second semester of the senior year, s/he will not be allowed on the senior class trip.

- F. The hair will be analyzed using methods capable of detecting the usage of drugs in the amphetamines, cocaine/metabolites, opiates, phencyclidine (PCP), and cannabinoids (marijuana) groups during the ninety days preceding the test.
- G. If the alternative saliva testing or urinalysis methods are used, they will be conducted by a qualified laboratory utilizing standardized procedures.
- H. Refusal to consent and submit to testing when requested will result in dismissal from Collegedale Academy.
- I. The test results will be kept confidential in compliance with the student’s consent, the student’s/parent’s drug testing authorization and release, and/or Collegedale Academy’s policy.
- J. An initial positive test result will be communicated to the school principal and will not be reflected in the student’s permanent records. Families can choose whether they wish to inform other school employees about the student’s test results.
- K. Anyone who has a positive confirmed drug test result has the right to explain or contest the result to the Principal within five (5) business days after receiving notification of the test result. The committee reserves the right to investigate the test result however it deems appropriate. If the explanation or challenge is unsatisfactory to the committee, the student will be subjected to appropriate discipline under this policy. A positive test result will be relayed in a private meeting between the principal and the student and parents.

CONSEQUENCES OF PROHIBITED CONDUCT OR POSITIVE TESTS

- A. A student will be deemed to have violated the Substance Abuse Policy, and may be disciplined by the Leadership Team any time that: (1) the committee determines that the student has violated any of the Prohibited Conduct provisions above, or (2) the student tests positive in a Reasonable Cause Drug Test, a Random Drug Test, or a Follow-up Drug Test.
- B. Any student holding elected positions for officers within the Academy or extracurricular organizations who violates the Substance Abuse Policy will be required to resign their posts for the balance of the school year.
- C. It is the intention of Collegedale Academy to ensure that students who violate the Substance Abuse Policy receive the professional help that they need.
- D. A student who violates the Substance Abuse Policy must enroll in an initial counseling assessment with a professional drug counselor who provides a letter of that assessment attendance to Collegedale Academy. Failure to comply will result in dismissal from CA.
- E. A student who violates the Substance Abuse Policy must submit to Follow-up Drug Tests (at the parents’ expense) throughout the twelve month period following the initial violation. These Follow-up Drug Tests will be conducted at monthly intervals from the initial positive test to insure that the student remains drug-free.
- F. If any of the required follow-up tests fall on a date in which the Academy is not in session, the student will still be expected to submit to the testing at the next day of school. Re-admittance to the Academy will be denied to students who fail to submit to the required testing.
- G. If a student violates the Substance Abuse Policy a second time in the 24 months following the initial violation, the student may be dismissed. In summary, two violations in any 24-month period results in dismissal.
- H. Although the preceding second chance program is the preferred discipline for violators of the Substance Abuse Policy, the Leadership Team reserves the right to impose any consequences for any violation of this policy, up to and including expulsion from school, if it determines, in its sole discretion that aggravating factors warrant greater consequences, or mitigating factors warrant lesser consequences.

DRESS AND GROOMING STANDARDS

See CA Handbook for CA’s dress code. Additional items for the High are as follows:

These are the ONLY approved outerwear items that may be worn while in school. Shirts must be tucked in for boys. Blankets are not approved outerwear. Unapproved outerwear must be placed in lockers during the day. **Sweatshirt hoodies can not be up on head during school hours.**

DRESS CODE VIOLATIONS:

In addition to the fines listed below, students will be required to stay in the front office until the dress code violation may be rectified. The student will receive zeros on any work missed during the time in the office.

If a teacher instructs a student to tuck in a shirt or fix any other dress code violation, that student should ASSUME that he/she is being written up for that violation and will be fined.

Students who violate the dress code policy will be fined \$5, \$10, and \$20, respectively, for the first three offenses:

The third offense will result in the student being sent home, a one-day suspension, and a parent conference must take place before the student may return to school.

An offense in this area may result in the student being dismissed from school for insubordination.

Skirt/Short violations only:

The third offense will result in the student forfeiting the privilege of wearing a skirt/shorts for the rest of the semester. When the student is allowed to again wear a skirt/shorts at the start of the second semester, at the first offense the student will go back to wearing school pants.

Formal Dress Code:

CA emphasizes Biblical standards of modesty (1Timothy 2:9, Romans 12:1-2). Attire should be conservative, modest, neat, clean, appropriate, and should not be distracting. Ladies necklines and hemlines need to be of appropriate length. Prior to a formal event, CA's Dress Committee will screen all formal attire. If a young lady is not screened, they will not be allowed to attend the function. **Lady dresses must have straps.**

Specifically:

- Skin covered from near knees to armpits
- Thighs covered
- Midriff covered
- Cleavage covered
- No slits and holes of any kind from knees to armpits that give visual access to what is (or isn't) underneath
- Bras and all bra parts (including straps) should be covered
- Clothing should not be too tight or too baggy

Guys clothing should be appropriate to the event which is being held. If required, CA's Dress Committee reserves the right to inspect all guys' attire as they do with the ladies. The emphasis will be that of modesty and appropriateness.

HAIR

Hair must be clean and present a well-groomed appearance. It must be out of the eyes. For boys the hair must not extend beyond the top of the shoulder. Bizarre or trendy fads in hair styles are not allowed. Hair must be a natural color (black, blonde, brown, red/auburn).

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: one piece bathing suits are allowed. Boys: "Bermuda style" swim trunks are allowed.

OTHER ACCESSORIES

- Makeup must be natural/neutral in color.
- Tattoos or body piercing 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.
- Sunglasses, hats, or any other type of head gear is not allowed inside the school building.

UNIFORM ACCESSORIES:

- Belts must be worn with slacks
- T-Shirts--must be a solid color that is in the uniform dress code if worn under uniform shirts
- **Shoes--must be closed toe and worn at all times**

FINANCIAL INFORMATION

TUITION, REGISTRATION, & TEXTBOOKS (SEE FINANCIAL TAB AT COLLEGEDALEACADEMY.COM)

ADDITIONAL FEES AND FINES

Activity Fees

Acro Force	\$350	(\$175 Per Semester)
Varsity sports	Please see Athletic Handbook or Athletic Director for activity fees.	

Other

Summer School classes	\$615	Minimum of 10 students. Non-refundable, cash payment up front
SAU Dual Enrollment Courses*	\$525	Per 3-hour Course-- <i>approximate</i> (4-hour course proportionally higher)
Music Instrument Rental	\$100	(\$10 Per Month)
Music Group Uniforms	\$125	(one-time fee depending on needs)

Music Lessons	\$22	Per Lesson
National Honor Society Dues	\$30	
Re-Scheduled Exam	\$50	Per Exam
Homeschool Registration Fee	\$100	
Returned Check Fee	\$35	
Exam Permit Replacement Fee	\$20	
Transcript	\$3	
School Uniforms	Variable	Available through Educational Outfitters
Banquets - 2 Per Year	Variable	Typically Up to \$25/Person Per Banquet

* See "Scholarship" for complete information.

***Trips**

Prayer Conference	\$200
All Musical Groups	\$300
Physics Class Day Trip	\$25
Art Class Day Trip	\$25

*Trip Costs are approximate and may increase slightly due to fuel cost and other variables.

*There are occasionally other classes that will do day field trips for a nominal cost.

***Fines**

Gum Fine	\$5, \$10, \$20--1 st , 2 nd , 3 rd offense, respectively
Dress Code Fine	\$5, \$10, \$20--1 st , 2 nd , 3 rd offense, respectively
Personal Electronic Fine	\$50
Cell Phone Fine	\$50
Laptop Policy Infraction	\$50
Food & Drink Fine	\$25
Vandalism	\$100 Plus Restitution
Lost Textbook/Laptop	Replacement Cost
Library Fines	Variable

***fines will be reduced by ½ if paid within 7 days, unpaid fines are placed on student account**

LAPTOP, TEXTBOOKS & SUPPLIES

A \$400 use fee for laptop rental and textbooks is assessed each year. Textbooks for dual enrollment classes taken through SAU are not covered under the laptop/textbook rental fee and will be charged on the student account. Student accounts will be assessed a replacement cost for missing or damaged laptop/textbook and/or accessories.

COLLECTION OF FUNDS

All student organizations deposit their funds at the Business Office. The organization's treasurer and a sponsor must sign authorization for withdrawals.

CONTRIBUTIONS FROM STUDENT EARNINGS

Students who work at CA may have title automatically deducted and sent to the Conference church if they wish. They may request this on the CA work authorization form.

EMPLOYMENT OPPORTUNITIES

Collegedale Academy has very limited opportunities for student employment. Students who are employed can expect to work on average between 10-20 hours a month. As the purpose of student labor is to assist in the payment of charges to the student account, all earnings paid by CA are applied to the student account regardless of the account balance.

EXAM PERMITS/GRADUATION FEES

- Collegedale Academy students must be current on their student account before semester exams are taken. Financial clearance is determined by the Business Office.
- Senior accounts must be paid in full before graduation. Collegedale Academy reserves the right to request that accounts be paid with cash or money order before graduation.

FAMILY CASH DISCOUNTS

A cash discount on tuition is allowed when payment is made for all students of Collegedale Academy on or before the 5th of the month or for advance payment by the semester or year. The amount of the discount varies with the number of children enrolled in Collegedale Academy. Contact the Business Office for complete information.

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

IRREGULAR ENTRANCE OR WITHDRAWAL

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

LABOR REQUIREMENTS

The State of Tennessee requires that students be 14 years of age to be employed. A student who has not graduated from high school must have a birth certificate on file with the employing organization. Also, the student must fill out a work application, furnish to the school an Employment Eligibility Verification form (Form I-9), and Form W-4 giving a Social Security number.

PAYMENT OF ACCOUNTS

Each student must pay the registration fee, laptop rental/textbook fee, and first tuition installment before starting school. The remaining nine payments are due on the fifteenth of each month, September through May. An early payment discount is available if payment is received by the 5th of the month for all children in a family. Statements will be e-mailed near the 20th of the month. Payment of students' accounts should be made to the Business Office or mailed to: Collegedale Academy, PO Box 628, Collegedale, TN 37315-0628. Online payment options are available at collegedaleacademy.com > Pay Online link (upper left corner).

PRIOR YEAR BILLS

Parents with delinquent accounts from any previous year may not be allowed to register their child for the current year.

RETURNED CHECK FEE

A \$35.00 fee will be charged for all returned checks.

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 and students are expected to obtain work to apply toward their tuition. A total financial plan must be approved prior to the time of registration.

Partnering for Eternity Program – See CA Handbook

SUSPENSIONS FOR FINANCIAL REASONS

If tuition has not been paid by the 15th of the month, the parents will be notified that unless the bill is paid or a satisfactory agreement reached, their child **may** lose the privilege of attending Collegedale Academy at the end of the month.

SCHOLARSHIPS

Conference Programs

Collegedale Academy participates with denominational organizations in granting work match scholarships 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 Collegedale Academy.

Southern Adventist University: Discounted Tuition Rate

Collegedale Academy is able to offer dual enrollment courses through Southern Adventist University at a reduced SAU tuition rate. SAU charges approximately 10% of the current per hour rate for dual enrollment courses. **Seniors with a 3.0 G.P.A. are eligible. Juniors with a 3.5 G.P.A are also eligible.** Student accounts must be cleared to participate in these classes due to the additional costs incurred. Courses offered:

- Anatomy and Physiology (A & P) (4 hours college credit over entire year, billed second semester only)
- Composition 101 & Composition 102 (one each semester, 3 hours college credit each semester)
- Music in Western Culture (3 hours college credit)
- Statistics (CL) College Level (3 hours college credit)

The TN Hope Scholarship offers dual enrollment grants to eligible juniors/seniors each semester (3.5 G.P.A --juniors/3.0 G.P.A--seniors required at SAU). Please see the web site for the grants at: <https://www.tn.gov/collegepays/article/dual-enrollment-grant>

SAU courses taken on the campus of SAU by academy students are billed by SAU at approximately ½ tuition. Juniors and seniors are eligible.

College Credit by Exam:

- Pre-calculus: 3-5 hours of college credit via challenge exam. Exam fees apply. Test is arranged & administered at SAU.

- AP Calculus or AP U.S. History: 3 semester hours via AP exam. AP exam fees apply. Test is arranged and administered at CA College credit is granted by colleges based on their AP test score criteria.

STUDENT ACCIDENT INSURANCE

Please refer to the CA Handbook for specifics

TRANSCRIPTS—DIPLOMAS

A transcript of credits will be mailed from the Registrar's Office upon receipt of a written request with signature of either student or custodial parent, provided the financial account is cleared. Diplomas are issued when all academic records are completed and the financial account is **paid in full**. The first three transcripts are provided free of charge. Each additional transcript is assessed a \$3 fee.

GENERAL INFORMATION

AFTER-SCHOOL SAFETY SUPERVISION:

Student supervision begins and ends at following times: 7:20 am to 4:15 pm Monday-Thursday. Collegedale Academy will be locked and students asked to leave at 4:15pm unless working directly with a teacher. Friday student supervision is from 7:20 am to 1:00 pm.

ASBESTOS POLICY

A copy of the Asbestos-Containing Building Materials inspection and management plan is on file in the front office. Collegedale Academy is an asbestos free facility.

BACKPACKS/OVERSIZED PURSES

Backpacks or messenger bags, etc. must be put into lockers during school hours. Students should choose books needed for 1-2 classes and then return to their lockers to exchange supplies for classes that follow. Backpacks should remain in lockers during the school day. Ladies' purses should not be so large as to substitute for a backpack.

BANQUETS

Only current Collegedale Academy students are to attend CA sponsored banquets.

CHAPEL CONDUCT

Students are to come to the chapel in an orderly fashion. They should go to their assigned seats immediately and should not bring any reading and/or study materials with them. No books, class work, food, or drinks should be brought into the auditorium.

CLASSROOM CONDUCT

Students who fail to respond to their teacher's counsel and continue to be a discipline problem in class may, on the recommendation of the teacher, be dropped from the class and fail the course. Should students become a discipline problem in other classes as well, their continuance in school is in jeopardy. Students who have been removed from any class for misbehavior may be suspended from school for a designated time period.

COMPUTER USE/IT POLICY

Collegedale Academy has a policy for all computer use on campus. See the policy at collegedaleacademy.com

DEFAULT FONT

Unless a teacher specifies, the default font for all typewritten papers is Times New Roman size 12, double-spaced. Paper margins should be 1 inch top/bottom/sides and MLA format is required for citations and works cited.

DRIVERS' LICENSES

Many of our students get their driver's license during their time at Collegedale Academy. Several forms of documentation are necessary for this process. The **attendance** documents may be obtained from the Academy and are outlined below:

TN--if you reside in TN you will need a "Certificate of Compulsory School Attendance." This form takes about 5 minutes to fill out to prove that you are attending school full time. (Students must be making satisfactory academic progress.) Forms are at the front desk.

GA--if you reside in GA you will need a "Certificate of Attendance." This form requires both the certifying attendance official and a notary public seal. We recommend at least 24-48 notice due to the notary requirement. (Students must be making satisfactory academic progress.)

ELECTRONIC EQUIPMENT

Student use of laser pointers, radios, MP3 players, iPods, laptop computers, televisions, or other audio equipment is not permitted on the campus during school hours. Head phones are not to be used on campus. If such equipment is found, students will be charged a \$25 fine. The equipment will be confiscated and may be claimed

after the fine is paid. At their discretion, teachers may ask students to remove smartwatches.

Cell phones are not to be used during school hours. Cell phones should be left in lockers, unused, during school hours. If a cell phone is heard, seen, or used, students will be charged a \$50 fine. The cell phone will be confiscated and phone will be returned at the end of day if the fine is paid.

FIELD TRIPS

Field trips are for enrolled CA students only. Exceptions may be made if a specific certification (e.g., lifeguard) is necessary.

GUM CHEWING

For reasons of health and cleanliness, gum chewing will not be allowed in any school building at any time. Those who violate this policy will be fined \$5.00 for the first infraction, \$10.00 for the second offense, and \$20.00 for the third offense. A fourth infraction may result in administrative discipline.

HEALTH RECORDS/IMMUNIZATIONS

Medical examinations are required of all new students. Examination forms are available in the school office and online at collegedaleacademy.com. A "Permanent Tennessee certificate of Immunization" must be on file for all students. The Certificate of Immunization is available from your health provider upon verification of immunization. These records must be in the school office by August 31. Those students without health records will be sent home after that date.

INTERSCHOLASTIC SPORTS

Basketball, cross country, golf, soccer, tennis, track & field, and volleyball have been chosen as TSSAA interscholastic sports. They develop skills which provide for a lifetime of participation. Spectators and participants in these activities tend to encourage one another. Activities have been chosen which we feel will be positive for the participants and for the school. Please note the fee schedule for each of these sports. Please see the CA Athletic Guide for participation details.

LEADERSHIP/QUALIFICATIONS/LOSS OF OFFICE

The acceptance of leadership to either an elected or an appointed office carries with it a responsibility. Students who assume these positions should realize that their character and behavior must be exemplary of a Seventh-day Adventist Christian, and the life-style should be in harmony with the spirit and purposes of the school and the church. **Students' academic performance, class conduct, attitude, and attendance will be considered in determining eligibility for and maintaining any elected or appointed office or position of leadership.** Students on probation will not be eligible for office. **Students who come under discipline may forfeit the right to continue serving in any elected or appointed office.** A poor attendance record may also jeopardize student positions of responsibility or office.

Students may only hold one major office at a time. Major offices include: SA president, SA general VP, SA social VP, SA religious VP, Class president, class VP, class chaplain, Echolier editor, Yearbook editor. Offices have GPA requirements: S.A. President (must have a 3.0 GPA, other SA officers must have a 2.5 GPA), all other major offices (Class Presidents, Student Senate President, *Echolier* editor, *Valley Echo* editor) require a GPA average of not less than 2.5 and no "F" grades. Other offices require a GPA average of not less than 2.0 and no "F" grades. Eligibility is based on the previous semester's work. Each officer must have been a student at CA for one full semester preceding election, except Freshman. Candidates will be required to complete a candidate application packet to run for office.

LEAVING CAMPUS

Students who find it necessary to leave campus before their regular school day is over must get permission from an authorized person in the office and a parent before leaving school. After permission has been granted, they must sign out on the form provided and sign in again upon their return. **Students leaving campus or driving other students off campus without administrative permission will receive unexcused absences for classes missed and a one-day suspension.**

LIBRARY CONDUCT

The library is the place for study; therefore, a quiet atmosphere is preferred. No food is allowed in the library.

LOCKERS

The lockers owned and maintained by the school are provided as a convenience to students for storage of books and school supplies. Lockers must be kept locked at all times since the academy will not assume responsibility for missing items. Lockers are not to be traded. Students are responsible for all items and the condition of their lockers. Backpacks will be placed inside or in front of locker through the school day. The school reserves the right to inspect the contents of lockers, book bags, and vehicles at any time, with or without the student present. **Collegedale Academy will not assume the financial burden for personal private property that is damaged, destroyed or stolen on campus.**

LOST AND FOUND

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

MEDICAL INFORMATION

In case of a need for medical care, emergency transportation and care are readily available within a short distance from CA. In the event of a medical situation a parent will be contacted as quickly as possible. Dispensing of non-prescription medicine by school personnel is prohibited unless verbal permission is granted by the parent. Students with medical conditions leading to anaphylactic shock must inform CA office personnel. If necessary, parents may leave a backup EpiPen at the front desk and will need to grant written permission for CA faculty/staff to administer the treatment.

MOTOR VEHICLES

The following regulations apply to all motorized vehicles, including automobiles, scooters, and motorcycles:

- **Students are not allowed in automobiles unless leaving school for home or approved appointments.**
- **The parking lot is off limits during school hours.**
- 1. Students needing to use their vehicle due to early dismissal from school must submit to the faculty a written petition signed by a parent. In the case of emergency or special appointments, students must make arrangements at the office before leaving campus and report to the office upon return and before reentering classes. Failure to comply with this regulation WILL result in the loss of campus driving privileges.
- 2. Infractions of these rules may result in students having to leave the keys to their automobiles at the front office during the school day or being deprived of driving privileges for school purposes.
- 3. Students must petition the Leadership Team for any exception to the motor vehicle policy.
- 4. Students should not move any vehicle on CA's property without prior permission. Suspension will result.
- 5. Parking permits must be obtained from the CA High Principal and displayed in the vehicle. Vehicles must have permits by the end of the first week of school. For vehicles added during the school year, permits must be obtained within one week of use.
- 6. Students should park in designated parking areas only. CA's SRO will be notified when parking rules are violated and appropriate measures will be taken.

MUSIC

Administration will select music for Graduation Weekend in conjunction with the Music Department. Administration reserves the right to check musical selections for any school sponsored programs.

NATIONAL HONOR SOCIETY

CA sponsors a chapter of the National Honor Society. Students are selected by the school's NHS Faculty Council. The four components of NHS membership are character, scholarship, leadership, and service. Benefits to the members may include:

- Scholarships
- Ease of college admission
- Future job placement

The society sponsors several community and social events each year.

NHS Membership

To be considered for selection into the Collegedale Academy chapter National Honor Society, the student must:

- Have at least junior status
- Demonstrate qualities of Christian character, scholarship, and previous leadership and service experience
- Have and maintain a GPA of 3.50 or better
- Complete a Student Activity Information form
- Be selected by the NHS Faculty Council

An induction ceremony is held for all members who have been selected to membership in the Society. Membership in the organization carries an obligation to participate in the activities of the Society. A \$30 club fee applies yearly to members.

OVERNIGHT TRIPS

Due to insurance requirements, all overnight trips will require parental permission for each occasion. The permission forms will have the trip dates, chaperones, etc. for each trip. All overnight trips must be submitted to and have approval from the school board prior to departing.

PETITIONS TO LEADERSHIP TEAM: *ACADEMIC, ABSENCES, ORGANIZATIONAL ACTIVITY REQUESTS*

There may be times when students find it necessary to ask for special considerations. In such cases a petition form may be secured from the Front Office. Parental signatures must be indicated on the form before administrative consideration will be given to the petition. Petitions must be turned in prior to the absences/activity. The Leadership Team will review petitions for early dismissal periodically. Any petition representing a school organization must have a sponsor's signature before being submitted for consideration. For arranged absences, please see "Attendance" for more information.

PLACE OF RESIDENCE

Students attending Collegedale Academy are to live with their parent(s). Exceptions to this policy must be arranged with Leadership Team by providing written letters of intent from both parents and proposed guardians regarding responsibilities and living arrangements.

PROBATION

Student's attending CA on probation will be asked to meet with Leadership Team on a regular basis during probationary period. These meetings will be held to assure accountability of student (adhering to probationary requirements) and staff (developing a sense of guidance). If at any time, the faculty and staff (or Leadership Team) believe that a probationary student is not following the tenets of the enrollment agreement; student will be asked

to leave. In this case, there will be no appeals allowed. The probationary period may include additional restrictions depending on the nature of the infraction.

RECREATION AND SCHOOL ACTIVITIES

Collegedale Academy provides several different intramural sports during the course of the school year and will notify the student body which sports will be played at what time. Students will need to sign up to participate. These recreation periods are planned for afternoons from 4-4:50 PM. PARENTS SHOULD ARRANGE TO PICK UP THEIR STUDENTS PROMPTLY AT 4:50. Recreation is for Collegedale Academy students ONLY. Home school students may request permission to participate in the intramural program. Parents and graduates may come to observe. Any other visitors must have permission from the administration PRIOR to the planned visit.

SCHOOL DAY

The school day begins at 8 am and ends at 3:15 (4 pm with a lab) and Fridays at 12:45 pm. Student supervision begins and ends within thirty minutes of the school day. Students should not be on campus before or after these times unless they are in a supervised activity (tutoring, working, or recreation). It is required that students be in their assigned classes or a study hall each period of the school day. The school will be locked at 4:15pm Monday-Thursday and by 1:00pm each Friday.

SOCIAL CONDUCT

Students are expected to refrain from all forms of public displays of affection.

STUDENT RECORDS

A student's record is regarded as confidential, and release of the record or of information contained therein is governed by regulations of the federal law on "Family Educational Rights and Privacy." 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.

STUDY HALLS

Students who do not have classes the last period(s) of the day do not have to attend study hall if they petition out. The petition to drop study hall must be submitted to the Leadership Team with parental signatures. If the petition is granted, it is understood that students will NOT be on campus during the indicated times. If students remain on campus while petitioned out, they could lose the privilege of leaving early.

SUPERVISION COMPLIANCE

Faculty is assigned to supervise students on a daily basis. The requests of these individuals should be respected and complied with. If a student wishes to question a request, he/she should comply with the request and make an appointment with administration.

TELEPHONES

The office and teacher phones are for school business only. Two phones 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.

TRANSPORTATION POLICY OF COLLEGEDALE ACADEMY

Please refer to the CA Handbook for specific information

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 leadership team. Each teacher has the discretion to establish classroom rules, to 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.