



# COLLEGEDALE ACADEMY

## Bulletin and Student Handbook

2019-2020

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.

Brent Baldwin, Head of School

Post Office Box 628  
4855 College Drive East  
Collegedale, TN 37315-0628  
Phone: 423-396-2124  
Fax: 423-396-3363  
collegedaleacademy.com

### PRINCIPAL'S MESSAGE . . .

Students,

*I have been asked many times over the years, "what is the best way to be successful in high school". I've answered this differently as my understanding of education and psychology have grown. There is no magic pill, but if you commit, here are three ways that can make a major difference in how you perceive your high school experience. 1. There is no greater way of being successful in school, then by building a positive mentor-mentee relationship with a faculty/staff/administrative member. 2. Students that are involved, show an increased grade point average. So come to Friday night vespers, even if you hate socializing. Be involved in SA activities. You have to build memories to build relationships with other students. Finally, 3., be kind!!! This is so simple, but so hard. I don't know how many times I've been nice to a waiter, or a hotel worker, or a parent, only to be treat in similar fashion. My prayer is that all of you meet Jesus every day this year + follow the three guidelines above:)!!! I look forward to a great school year!*

Brent Baldwin

### CA ADMINISTRATION RESERVES THE RIGHT TO MODIFY HANDBOOK POLICIES AS DEEMED NECESSARY DURING THE SCHOOL YEAR.

ACADEMIC INFORMATION .....	5	BACKPACKS/OVERSIZED PURSES.....	28
ACADEMIC PROBATION .....	5	BANQUETS.....	28
ACCELERATION POLICY.....	6	BOARD OF TRUSTEES.....	4
ADMISSION INFORMATION.....	16	CA ACADEMIC EXCELLENCE POLICY .....	5
AFTER-SCHOOL SAFETY SUPERVISION .....	28	CELL PHONES.....	28
ANNOUNCED RULES.....	32	CHAPEL CONDUCT.....	28
APPLICATION FEE .....	24	CLASS LOAD REQUIREMENTS.....	6
ASBESTOS POLICY.....	28	CLASSROOM CONDUCT.....	28
ATTENDANCE .....	18	COLLECTION OF FUNDS.....	26

COMPUTER USE POLICY .....	28	MOTOR VEHICLES.....	30
CONDUCT .....	19	MUSIC.....	30
CONTRIBUTIONS FROM STUDENT EARNINGS.....	26	NATIONAL HONOR SOCIETY .....	30
COURSES OUTSIDE OF C.A.....	6	OUTERWEAR .....	23
CREDIT BY CHALLENGE EXAMINATION .....	7	OVERNIGHT TRIPS .....	30
DEFAULT FONT .....	28	PAYMENT OF ACCOUNTS .....	26
DESCRIPTION OF COURSES.....	11	PETITIONS.....	31
DIPLOMA REQUIREMENTS .....	7	PHYSICAL EDUCATION, WELLNESS, AND SAFETY .....	13
DRESS AND GROOMING STANDARDS .....	22	PLACE OF RESIDENCE .....	31
DRIVERS' LICENSES .....	28	PRACTICAL ARTS/TECHNOLOGY.....	14
DUAL ENROLLMENT COURSES .....	8	PREARRANGED ABSENCES .....	18
EARLY DISMISSAL .....	19	PRIOR YEAR BILLS .....	26
EARLY ENTRANCE .....	16	PROBATION .....	31
ELECTRONIC EQUIPMENT .....	28	PROHIBITED BEHAVIORS .....	20
EMPLOYMENT OPPORTUNITIES.....	26	RECOMMENDED COURSES.....	9
ENGLISH.....	11	RECREATION AND SCHOOL ACTIVITIES .....	31
EXAM PERMITS/GRADUATION FEES .....	26	REGISTRATION PROCEDURE.....	16
EXCEPTIONAL STUDENTS/SPECIAL EDUCATION .....	17	RELIGION .....	14
FACULTY AND STAFF DIRECTORY .....	3	RETURNED CHECK FEE.....	26
FAMILY CASH DISCOUNTS .....	26	SCHEDULE CHANGES.....	10
FIELD TRIPS.....	28	SCHOLARSHIPS .....	27
FINANCIAL INFORMATION .....	24	SCHOOL DAY.....	31
FINE ARTS .....	11	SCHOOL FACILITIES.....	4
FOREIGN LANGUAGE.....	12	SCIENCE .....	15
GIFTS FOR STUDENT AID AND SCHOLARSHIPS.....	26	SEMESTER CREDIT .....	10
GRADING SYSTEM .....	8	SENIOR CLASS TRIP .....	10
GRADUATION HONORS.....	9	SERVICE .....	14
GRIEVANCE PROCEDURE.....	28	SOCIAL CONDUCT.....	31
GUM CHEWING .....	29	SOCIAL STUDIES.....	15
HEALTH RECORDS/IMMUNIZATIONS .....	29	STATEMENT OF PHILOSOPHY AND MISSION .....	4
HISTORY.....	4	STUDENT ACCIDENT INSURANCE .....	27
HOME SCHOOLED STUDENTS .....	18	STUDENT AID.....	26
INCLEMENT WEATHER .....	29	STUDENT ILLNESS .....	19
INCOMPLETES .....	9	STUDENT PLEDGE .....	19
INTERSCHOLASTIC SPORTS.....	29	STUDENT RECORDS .....	31
IPADS, TEXTBOOKS & SUPPLIES .....	25	STUDY HALL PETITIONS/PETITIONING OUT .....	19
IRREGULAR ENTRANCE OR WITHDRAWAL.....	26	SUBSTANCE ABUSE POLICY .....	21
LABOR REQUIREMENTS.....	26	SUPERVISION COMPLIANCE .....	31
LATE ENROLLMENT .....	18	SUSPENSIONS FOR FINANCIAL REASONS .....	27
LEADERSHIP/QUALIFICATIONS/LOSS OF OFFICE.....	29	TARDIES .....	19
LEAVING CAMPUS .....	19	TELEPHONES.....	31
LEAVING CAMPUS .....	29	TESTING .....	10
LIBRARY CONDUCT .....	29	TRANSCRIPTS—DIPLOMAS.....	27
LOCATION.....	4	TRANSPORTATION POLICY OF THE GCSS .....	31
LOCKERS .....	30	TRUANCY .....	19
LOST AND FOUND .....	30	TUITION .....	24
MAKE UP WORK VS. LATE WORK, SUSPENSIONS .....	9	TURNITIN.COM.....	10
MATHEMATICS.....	12	WEB ACCESS AND COMMUNICATION.....	10
MEDICAL INFORMATION.....	30	WHO MAY ATTEND .....	16

# FACULTY AND STAFF DIRECTORY

## Administration

Baldwin, Brent, M.Ed. .... 423-994-3867 .....Principal@collegedaleAcademy.com .....Head of School  
 Blackburn, Steve, C.P.A., M.B.A. .... 423-664-7772 .....Treasurer@collegedaleAcademy.com .....Chief Financial Officer  
 Crawford, Travis, M.A. .... 423-432-5000 .....VicePrincipal@collegedaleAcademy.com .....Associate Principal

## Faculty/Staff

Andersen, Susan, M.Ed. .... 423-326-1875 ..... sandersen@collegedaleacademy.com .....Mathematics/Resource Café  
 Arner, Brian ..... 202-841-2035 ..... barnar@collegedaleacademy.com ..... Social Studies  
 Beasley, Stan, M.S. .... 423-598-8391 ..... beaslest@collegedaleacademy.com ..... Science  
 Beasley, Zinia, B.S. .... 423-598-8392 .....beaslezi@collegedaleacademy.com .....Mathematics  
 \*Bolton, Robert, M.Mus. .... 423-280-3729 .....boltonro@collegedaleacademy.com ..... Practical Arts  
 Bradley, Stella, M.A. .... 828-674-1103 ..... sbradley@collegedaleacademy.com ..... English  
 Conerly, Kerre, M.A. .... 423-432-2869 .....Registrar@collegedaleAcademy.com .....Registrar/Librarian  
 Djernes, David, M.S. .... 423-400-1881 .....Guidance@collegedaleAcademy.com ..... Guidance Counselor  
 Foster, Julie, B.A. .... 423-505-9400 .....jfoster@collegedaleacademy.com ..... Religion II/IV  
 Galera, Lawrence, M.A. .... ..... .....Choirs  
 Groft, Obadiah, B.S. .... 615-478-5840 .....ogroft@collegedaleacademy.com ..... Science  
 Hodges, Tyler, B.A. .... 828-708-8845 .....thodges@collegedaleacademy.com ..... Religion I/III  
 \*Holland, Brooke, M.A. .... 423-303-0318 ..... bholland@collegedaleacademy.com ..... Consultant  
 Howell, Angi, B.A. .... 423-596-9100 .....ahowell@collegedaleacademy.com .....GCSS Recruitment/Marketing  
 Hunt, Sarah, B.A. .... 423-599-0463 .....huntsa@collegedaleacademy.com .....English, Journalism  
 LaVertue, Mark, M.A, M.S. .... 978-808-9932 ..... mlavertue@gccsda.com ..... GCSS IT Director  
 Lindquist, Gregory, B.Mus. .... 603-759-8467 ..... glindquist@collegedaleacademy.com ..... Band, Orchestra  
 \*Maddox, Jessica ..... .....Acro Force  
 Marquez, Jennifer, M.Ed. .... 423-596-0097 .....jmarquez@collegedaleacademy.com ..... Spanish  
 Massengill, Chris, M.Div. .... 423-475-3626 .....Chaplain@collegedaleAcademy.com .....Chaplain  
 McQuistan, Adam, B.S. .... 423-779-4448 ..... amcquistan@collegedaleacademy.com .....Mathematics  
 Mertz, Amanda ..... 909-807-4227 ..... amertz@collegedaleacademy.com ..... PE  
 Nafie, Tamara, B.A. .... 423-236-4174 .....nafieta@collegedaleacademy.com .....Office Manager  
 Pardo, Erik, B.S. .... 303-803-6239 .....epardo@collegedaleacademy.com .....Athletic Director  
 Peel, Michael, B.A. .... 423-468-9168 ..... IT@collegedaleAcademy.com ..... IT Asst. Director  
 Perry, Chad, B.B.A. .... 423-303-0970 .....perrych@collegedaleacademy.com ..... Accountant  
 Phillips, Greg ..... 423-421-6955 ..... gphillips@gccsda.com ..... GCSS Building/Maintenance  
 \*Rademacher, Angie ..... .....French I, Life Skills  
 Renslow, Amanda, B.A. .... 707-849-2920 ..... arenslow@collegedaleacademy.com ..... English  
 Schwarzer, Patty, B.S., B.A ..... 423-290-3712 ..... schwarpa@collegedaleacademy.com ..... Accountant  
 Sinigaglio, Bud, B.S. .... 303-915-1515 .....bsinigaglio@collegedaleacademy.com ..... Science, Math  
 Silverstein, Marilee. .... 423-718-0210 ..... msilverstein@gccsda.com .....GCSS Development/Alumni  
 Stone, Beth, B.F.A. .... 423-400-3168 .....stoneer@collegedaleacademy.com ..... Visual Art  
 White, David, M.A. .... ..... dwhite@collegedaleacademy.com ..... Social Studies

\*Part time

## ADJUNCT DUTIES

**FRESHMEN:** Brian Arner, Bud Sinigaglio, Lawrence Galera, Mark LaVertue, Jennifer Marquez

**SOPHOMORES:** Obadiah Groft, Travis Crawford, Amanda Mertz, Chad Perry, Stella Bradley

**JUNIORS:** Susan Andersen, Zinia Beasley, Steve Blackburn, Greg Lindquist, Adam McQuistan, Patty Schwarzer

**SENIORS:** Tyler Hodges, Stan Beasley, Angi Howell, Sarah Hunt, Michael Peel, Beth Stone

**SA:** Julie Foster, David Djernes, Kerre Conerly, David White, Amanda Renslow, Chris Massengill

**ATHLETIC DIRECTOR:** Erik Pardo

**DRESS CHECK:** Jennifer Marquez, Zinia Beasley

**ECHOLIER:** Sarah Hunt

**NATIONAL HONOR SOCIETY:** Kerre Conerly, Obadiah Groft

**RECRUITMENT:** Angi Howell, Brent Baldwin, Julie Foster, Stan Beasley, David White

**SAFETY:** David Djernes, Brian Amer, Travis Crawford, Erik Pardo

**SENIOR SURVIVAL:** Adam McQuistan, Chris Massengill, Obadiah Groft, Julie Foster, Stella Bradley, Zinia Beasley, Susan Andersen

**SENIOR CLASS TRIP:** Beth Stone, Stan Beasley

**STUDENT SENATE:** David White, Brian Amer

**TESTING:** David Djernes

**TRIP REVIEW:** Brent Baldwin, Kerre Conerly

**WEBSITE:** Angi Howell

**YEARBOOK:** Amanda Renslow

## **BOARD OF TRUSTEES**

The Board of Trustees (known locally as Collegedale Academy Board) is a group of individuals invested in seeing Collegedale Academy provide great education. Board members are elected representatives from constituent Seventh-day Adventist (SDA) Churches that provide financial support to Collegedale Academy. A current list of members is available at [collegedaleacademy.com](http://collegedaleacademy.com).

## **CAMPUS VISITORS**

Visitors are asked to park in the front parking lot, enter through the Front Office, and check in at the front office with an administrator. Visitors of high school age may visit campus with parents/guardians or with prior arrangements.

## **COLLEGEDALE ACADEMY**

### **HISTORY**

Collegedale Academy was founded as the Graysville School at Graysville, Tennessee, in 1892. Later the name was changed to Southern Training School, and in 1916 it was moved to its present location at Collegedale, Tennessee, where it reopened as Southern Junior College.

Grades nine to twelve were organized as an integral part of the Junior College program during those early years. In 1936 the secondary school was given a separate status and was renamed Collegedale Academy. In 1938 the academy was accredited by the Tennessee State Department of Education and by the Southern Association of Colleges and Secondary Schools.

In 1944 Southern Junior College became a senior college and the first four-year seniors were graduated in 1946.

In 1968 the Greater Collegedale School System was organized when the Academy was separated from Southern Missionary College; Collegedale Academy is comprised of grades pre-K through 12. The System operates under a local school board which includes representatives from supporting constituent churches. Collegedale Academy, grades 9-12, now serves as a **day academy** for the Greater Chattanooga and North Georgia area.

Collegedale Academy, a private, four-year, multipurpose, coeducational secondary school owned and operated by the Seventh-day Adventist Church, provides education in the general and college-preparatory secondary curriculum.

In 2005 Collegedale Academy received the Academy Award for Excellence from the Alumni Awards Foundation. This is a prestigious \$25,000 grant awarded annually to one academy in the North American Division.

### **LOCATION**

Collegedale Academy is located adjacent to Southern Adventist University approximately one-half mile off University Drive on College Drive East.

### **SCHOOL FACILITIES**

The Academy's three buildings house fifteen classrooms, three science laboratories, a band/choir complex, an auditorium with a seating capacity of 501, a media center, two computer labs, an administration complex, and a dining commons/gymnasium facility.

## **STATEMENT OF PHILOSOPHY AND MISSION**

### **PHILOSOPHY**

Collegedale Academy is a Seventh-day Adventist Christian high school. The goals of Collegedale Academy are 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 earth and for eternal life.

## MISSION

*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.*

## 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 tract 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 4 Honor's classes (4 semesters) during their Junior and/or Senior Year (one Honor's class per semester preferably). 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 1<sup>st</sup> semester and May of 2<sup>nd</sup> 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 g.p.a. If student receives a failing grade, student will not receive the Honor's credit that counts towards the CA Scholars Diploma.

#### 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:** religion, 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 Alpha Omega 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, Collegedale Academy'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 Religion.
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 Administrative Team at the close of the freshman 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 Administrative Team before taking any class work outside of the regular school program.
6. It is to be understood that should the student's G.P.A. 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. C.A. is enrolled in the Alliance Program through Alpha Omega Academy. Acceleration courses should be taken via this program or through Griggs Academy.

## CLASS LOAD REQUIREMENTS

Students are required to be in a minimum of five classes per semester. A three-hour college class is equivalent to one academy class and may be part of a senior's 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 8<sup>th</sup> 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 C.A.--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 C.A.'s Alliance Program with Alpha Omega Academy or Griggs Academy. Non-C.A. 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 offers U.S. History and a selected math course 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 twelve 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 C.A. graduation to July 3 (end date may vary). Class meets M-F from 8 a.m. to noon.

**\* Regional Accreditation from The Council for Higher Education Accreditation (CHEA) is necessary to accept the credits taken independently after acceptance to Collegedale Academy. Please see <http://www.chea.org/Directories/regional.asp> for the list of regional accrediting organizations.**

### **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 G.P.A. Challenge tests may only be attempted before a class is taken on the secondary level. 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 G.P.A. 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 U.S. school.

### **DIPLOMA REQUIREMENTS**

#### C.A. 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>
Religion .....	4
English .....	4
Math (Algebra I & II, Geometry, Pre-Calculus or AP Statistics).....	4
Science: Physical Science, Biology, Chemistry, Physics <b>or</b> A & P .....	4
Social Studies .....	3.5
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
P.E (4 semesters in addition to Wellness course).....	2.0
Honor Projects (3 projects over 3 semesters + Great Books) .....	1.0
Community Service.....	4 <sup>^</sup>
<b>TOTAL</b> .....	<b>33</b>

<sup>^</sup> Service requirement is 20 hours (1 credit) per school year in attendance at Collegedale Academy beginning with the 2014-2015 school year.

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>
Religion .....	4
English .....	4
Math .....	4
Science: Physical Science, Biology + Chemistry or Physics req. ....	3
Social Studies .....	3.5
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
P.E. (4 semesters in addition to Wellness course) .....	2.0
Community Service.....	4 <sup>^</sup>
<b>TOTAL .....</b>	<b>31</b>

<sup>^</sup> Service requirement is 20 hours (1 credit) per school year in attendance at Collegedale Academy beginning with the 2014-2015 school year.

Standard Diploma:

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

<i>Subject .....</i>	<i>Credits</i>
Religion .....	4
English .....	4
Math .....	4
Science: Physical Science, Biology + Chemistry or Physics req.....	3
Social Studies .....	3.5
Personal Finance .....	0.5
Fine Arts.....	2
Practical Arts/Technology .....	1.0
Wellness: 1 semester each of Health and PE .....	1.0
P.E (4 semesters in addition to Wellness course) .....	2.0
Community Service.....	4 <sup>^</sup>
<b>TOTAL .....</b>	<b>29</b>

<sup>^</sup> Service requirement is 20 hours (1 credit) per school year in attendance at Collegedale Academy beginning with the 2015-2016 school year.

**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 G.P.A. and Juniors with a 3.5 G.P.A 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)
- \*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 G.P.A. 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 Statistics: 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 (G.P.A.) are figured with semester grades only. Points for each semester period of credit given are:

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



**GRADES ARE 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. G.P.A.s are figured only with semester grades.

In the case of divorce or separation, please see below:

### **Tennessee Parental Bill of Rights: VI. RIGHTS OF PARENTS**

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.

### **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. G.P.A.'s are not rounded up. Students who graduate with a C.A. 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. New seniors wishing to graduate from Collegedale Academy must spend one semester in residence carrying a minimum of 5 classes.

### **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. Religion I
2. English I
3. Math: Algebra I (placement test required)
4. Physical Science
5. Foreign language
6. Wellness
7. Study Skills/Geography (one per semester)
8. Art/Music
9. Service (20 hours)
2. English II
3. Math: Geometry or Algebra II
4. Biology
5. Foreign Language 2<sup>nd</sup> year
6. World History
7. P.E.
8. Art/Music
9. Service (20 hours)

#### **Sophomores**

1. Religion II
1. Religion III
2. English III
3. Algebra II

4. Chemistry
  5. Foreign Language (2<sup>nd</sup> year)
  6. U.S. History
  7. Practical Art/Personal Finance
  8. P.E.
  9. Service (20 hours)
- Seniors**
1. Religion IV
  2. English IV or Composition 101/102
  3. 4<sup>th</sup> Math: Pre-Calculus, AP Calculus, AP Statistics, Statistics, Bridge Math
  4. American Government (1st semester) & Economics (2nd semester)
  5. 4<sup>th</sup> Science, if desired: Physics or A & P
  6. Personal Finance (one semester)
  7. Service (20 hours)
  8. Electives
- Seniors are to have 6 courses per semester.

**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 three weeks of a semester.** These changes will be considered only when the student fills out the petition for Administrative Team. Students requesting to drop a class after the third week will receive a **WF** on their transcript and this will affect their G.P.A. 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 Administrative 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 1-3**      **Class dropped from schedule/transcript, may add classes**

**Weeks 4+**      **WF—this failing grade will be figured into the G.P.A. 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.

## SENIOR CLASS TRIP

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 register 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 8-12n 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 Collegedale Academy, 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 sign up for the PSAT and ACT for testing. Following is a list in sequence of tests administered:**

<u>Grade 10</u>	PSAT
<u>Grade 11:</u>	ACT (February multiple choice test is reimbursed by CA) PSAT (to qualify for National Merit Scholarship)
<u>Grade 12:</u>	ACT (SAT upon request, arranged at SAU)

The ACT is offered at Collegedale Academy in September, February, December, and April. C.A. tests on the Friday before the national test dates (Saturdays). Students must register via online at [www.actstudent.org](http://www.actstudent.org). Collegedale Academy's 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 is required for all students.

## WEB ACCESS AND COMMUNICATION

Grades are accessed online through the PowerSchool student/parent portals. Parents are encouraged use these tools at any time to check the grades of their student. Parent-Teacher conferences may be scheduled with any teacher throughout the year. Please email or call teachers to make appointments.

**PowerSchool: How to set up your parent account:**

1. If you set up an account last year, the user name/password you selected should work.
2. New parent users: you must set up a user account to access student academic/attendance information in Power School

3. Go to <https://ca-net.powerschool.com>
4. Click on **Create Account**. Do not enter your codes here; they will not work.
5. Enter the parent name, email address, your selected user name, your selected password
6. To link parent to student (second section down), enter student's first and last name, and PARENT access codes (case sensitive!)
7. Submit
8. Account should be created, thus switching you to a log in screen to enter your newly created user name and password.  
Under email notifications, you select how often you wish to receive email notifications and how detailed the grade and attendance reports will be on those emails.

## 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
- ACT Writing score of at least 7 in all categories
- 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 C.A.*

#### **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.

#### **Bella Voce..... 1 Credit**

All new female students joining the C.A. choral program will be assigned to this choir. This choir will have limited concert performances. A uniform is required.

#### **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.

#### **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.

**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.

**Frontmen ..... 1 Credit**

All new male students joining the C.A. choral program will be assigned to this choir. This choir will have limited concert performances. A uniform is required.

**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 G.P.A. 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 either Bella Voce or Frontmen 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.

\*The State Office of Education does not recognize American Sign Language as a foreign language.

**MATHEMATICS**

Mathematics sequence:

- **Standard Diploma:** Algebra I (Technical) recommended, 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
- **C.A. 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 Algebra1 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 Alpha Omega or Griggs University with passing grade during summer, such as Algebra 1 (**before entering** 9<sup>th</sup> grade) or Geometry (before entering 10<sup>th</sup> grade) or Algebra2 (before entering 11<sup>th</sup> 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. Lower performance may result in placement in Technical Algebra I (course #30012).

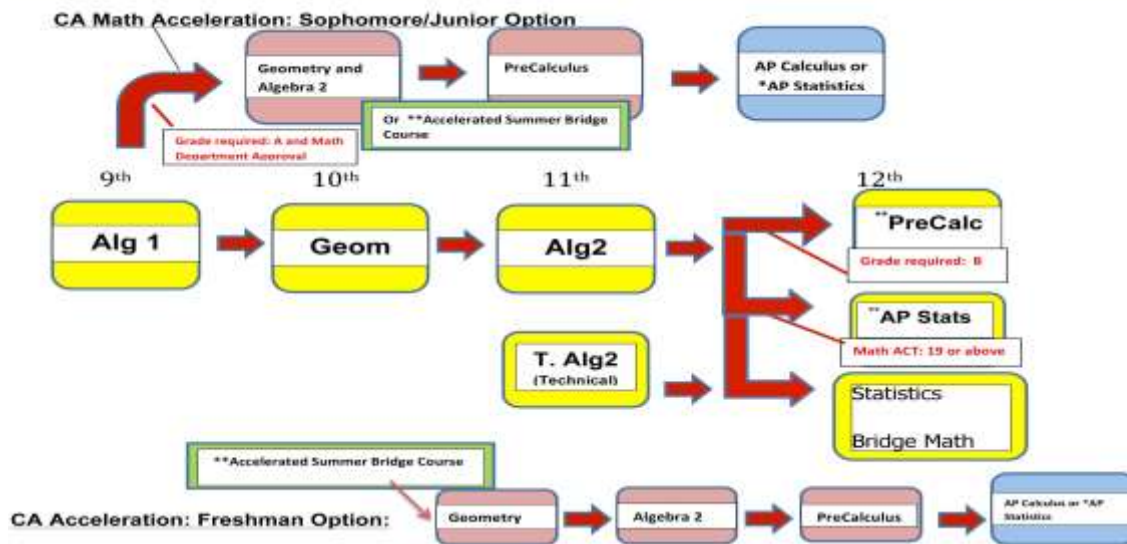
Placement Exam for Algebra I: The placement test is given in the late spring at local SDA elementary schools. Home schooled students or those who move into the

area should arrange a test date with the guidance counselor. If a re-take is desired, one date only will be arranged for all requests. The re-take fee is \$10.00. If parents refuse placement in the recommended course despite all indicators, a contract must be signed before a student will be rescheduled for Algebra I.

**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).

Collegedale Academy Math Pathways



**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. **Prerequisite 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. Pre-requisites: Regular Algebra 2 with "C" in 1st and 2nd semesters. Technical Algebra II with "A" grades in 1st and 2nd semesters.

**PERSONAL FINANCE**

**Personal Finance ..... 5 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.

**PHYSICAL EDUCATION, WELLNESS, AND SAFETY**

Every freshman at Collegedale Academy is required to take Wellness. Students are required to take 2.0 credits (4 semesters) of P.E. in addition to the freshman Wellness credit (5 semesters of active PE class total).

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

- Athletic shoes
- C.A. Athletic pants/shorts
- C.A. T-shirts

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

**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 P.E..... 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 Seventh-day Adventists will specifically be covered. A semester of PE is also part of this course.

**PRACTICAL ARTS/TECHNOLOGY**

**Advanced Woods and Cabinetry..... 1 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.

**Home Maintenance ..... 1 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 Skills ..... 5 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.

**Study Skills..... 5 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.

**Yearbook ..... 5 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.

**RELIGION**

**Religion 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.

**Religion II:..... 1 Credit**

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

**Religion 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.

**Religion 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

C.A. 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 G.P.A

(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.

## 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 9<sup>th</sup> 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

## WHO MAY ATTEND

Our 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 Collegedale Academy, young people who are willing to observe the guidelines in this *Handbook* are encouraged to apply. Regardless of race, color, or national origin, Collegedale Academy welcomes applications from young people whose principles and interests are in harmony with the ideals and traditions of the Academy as expressed in its objectives and policies. Students who are in agreement with the standards of Christian education and who will endeavor to live in harmony with the principles of the school should apply for admittance. Membership in the Seventh-day Adventist Church is not required, but it is understood that everyone who is accepted thereby pledges to observe the regulations of the school. All students are asked to agree to the student pledge on the application form and as stated under “C.A. Student Conduct” in this *Handbook*.

## ADMISSIONS & REGISTRATION PROCEDURE

Prospective students and parents are invited to visit the campus at any time. The regularly scheduled Academy Day is in second semester. An appointment to visit may be made by calling the Academy office. Students must apply and be accepted before registering. Application fees are updated yearly; please see the school web site for current fees.

A pre-registration for courses is conducted during the spring for currently enrolled students. Before fall registration, returning students will receive information regarding forms to be filed and financial obligations due before their registration process can be completed. When all of the registration procedure is done, students will be considered registered. The following items must be cleared before registration is completed:

1. Application submitted online signed electronically by the student and parent
2. A signed Financial Agreement & Business Office clearance (payment of entrance fee, iPad/textbook rental fee and the 1st month tuition)
3. Evidence of having completed the eighth grade (see also the Incoming 9th grade academic policy) or **OFFICIAL transcripts** from another secondary school if transferring. **Students will not be allowed to begin school without official transcripts from previous school(s).**
4. Three recommendation forms received
5. Consent to Treatment form signed by parent/guardian
6. Permanent Tennessee Certificate of Immunization—required of all students
7. Physical Examination Form
  - *A sports physical is required each year before sports team 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. Greater Collegedale School System Transportation Release Form (with application)
13. Cleared accounts from the student’s previous school.

Upon the receipt of the above information, a letter of response will be sent for new students. Application materials are available at [gcss.org](http://gcss.org) under the Admissions link for Collegedale Academy.

## 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 C.A. will be reviewed by the C.A. administration. If there are any concerns, C.A.’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 CA on probation will be asked to meet with faculty and staff and/or CA’s 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 to Collegedale Academy. PLEASE NOTE: Collegedale Academy is a day school, **without dormitories**. Collegedale Academy accepts five international students per grade per year. The application process is as follows: English proficiency testing is required. This should be submitted to C.A. first. Collegedale Academy does not have an ESL program and students must be proficient enough in English to take regular courses. Students may submit one of the following tests:

TOEFL Junior Test with a total score of at least 750

TOEFL - Intermediate Level: 45 (or 450 on paper test)

iTEP Academic - 3.5 minimum score in each section

SLEP test and earn a combined score of at least 47

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 U.S. 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.

### **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 C.A. 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 C.A.

## Summary

The following items are needed:

Submit English proficiency test scores previously listed. If these meet the C.A. 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 professional evaluated after being sent to C.A.

### **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 Administrative Team and if accepted, credits will be pass/fail grades with no impact on G.P.A.

#### **Home School Student Acceptance/Part-Time Attendance:**

Home Schooled students are allowed to participate in music and physical education courses at Collegedale Academy as space allows. Part-time students are expected to attend C.A. 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.

**Placement Exam for Algebra I:** The placement test is given in the late spring at local elementary schools. Home schooled students or those who move into the area should arrange a test date with the guidance counselor. If a re-take is desired, one date only will be arranged for all requests. The re-take fee is \$10.00. If parents refuse placement in the recommended course despite all indicators, a contract must be signed before a student will be rescheduled for Algebra I.

### **LATE ENROLLMENT**

- Students who enroll after four weeks into the semester will not be accepted.
- Those that enroll after the regular registration will be charged the current application fee.

## **ATTENDANCE INFORMATION**

Collegedale Academy encourages our students to be responsible for their academic success by attending classes regularly. It is the responsibility of the students to check the attendance list and/or PowerSchool daily. Should they find a mistake or recognize an excusable absence or tardy, they need to contact the front office and provide documentation for correction. Students have three days from the date of the absence to correct. The level of discipline is per semester.

Class/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. CA is required by law to contact a parent(s)/guardian(s) whenever a student is absent from school. **PARENT(S)/GUARDIAN(S) ARE REQUESTED TO CALL THE SCHOOL BY 9:00 A.M. TO REPORT STUDENT ABSENCES.**

#### Level 1:

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

#### Level 2:

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

#### Level 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.

EXCUSABLE EVENTS: illness, court date, death in immediate family.

### **Students who miss school should not come to afternoon or evening activities.**

**\*\*PREARRANGED ABSENCES:** If a student is going to miss school for a funeral, religious observance, or family days off, s/he must complete a prearranged absence form, available in the school office. The petition should be approved by the 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 faculty signatures. During Week of Prayer each semester, Collegedale Academy is considered a closed campus. Pre-arranged absences should not be submitted for these two 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.

Perfect attendance is achieved when a student meets all school generated classes, chapels, and other appointments. Excused absences are counted against perfect attendance.

## **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 Administrative Team with parental signatures. If the petition is granted, it is understood that students will NOT be on campus during the indicated times.

## **STUDENT ILLNESS**

If a student becomes ill during the school day and needs to go home, one of the following must occur before the student may leave:

- A parent, or someone designated by the parent, may pick the student up at school. The parent or designee needs to sign the student out at the front desk.
- Front office personnel receive verbal permission from a parent allowing the student to go home. The student must sign out at the front desk.
- If the student cannot contact a parent for permission to go home, the front office can excuse the student and continue to try and contact the parent. The student must sign out at the front desk.

Please Note: If a student does not receive permission to leave from the front office personnel to leave and then leaves campus, it will be considered leaving campus without permission, which carries an automatic one day suspension.

## **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.

## **TARDIES**

Students who arrive late to school or who are not on time to their classes will be tardy. Only three excuses per semester for tardies will be allowed for transportation problems such as:

- Accident
- Car wouldn't start
- Flat tire
- Heavy traffic
- Morning fog
- Parent/guardian running late
- Ride was late
- Stopped by a train

# **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.

C.A. 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.

## **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 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 (P.D.A.): 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 C.A. 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

## **\*\*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 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 Administrative Committee 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 C.A. 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 Administrative Committee 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 Administrative Committee 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 C.A.
- 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. Re-admittance to the Academy will be denied to students who fail to submit to the required testing.
- G. If a student's four Follow-up Drug Tests are all negative, the student will be placed back into the Random Testing pool.
- H. 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.
- I. Although the preceding second chance program is the preferred discipline for violators of the Substance Abuse Policy, the Administrative Committee 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**

**General Rule**

While the current secular culture objectifies and sensualizes the female body, 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; 1Timothy 2:9). Dressing modestly can be difficult when popular clothing trends seem purposefully engineered to expose as much of the body as possible. We believe that the young person of C.A. can rise to the challenge and creatively express their unique personalities within Biblical guidelines of modesty. Attire should be modest, neat, clean, non-distracting, and appropriate for time and place. This dress code applies to C.A. students while on the C.A.'s 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 Collegedale Academy 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 at 8:00 AM, until the end of their school day.** Students who are not in class, but remain on campus for work or appointments, must stay in the school dress code. 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.

Collegedale Academy has chosen Educational Outfitters, 2273 Gunbarrel Rd, Chattanooga, 37421 (Ph: 423-894-1222) as the sole source for school apparel. All school attire must be monogrammed at Educational Outfitters. A resale shop is run by Collegedale Academy during registration hours each August.

**Regular school dress requirements are as follows**

Females:

- Plaid skirt or Skort--style 134--plaid #60, worn no higher than 2 inches above the knee
- Elbow sleeve, straight hem, button down, pleated shirt
- Long skirt--with logo--khaki or navy
- Plain front or pleated slack--with logo--khaki or navy--worn at waist with a belt.
- Leggings may be worn under skirts in black, white, or navy

Males:

- Plain front or pleated slack--with logo--khaki or navy--worn at waist with a belt
- Shorts--khaki or navy--sold by Educational Outfitters with CA logo
- School tie (optional) color #60 or plaid tie

### Both genders:

- **C.A. issued lanyard and his/her own activated student ID card at all times worn around the neck.**
- Shirts must be worn tucked in at all times. Long sleeved undershirts may be worn in black, white, or navy
- Polos--short or long sleeve--with logo--red/white/navy/hunter green/gray
- Oxford shirts--short or long sleeve--with logo--white/blue pinstripe. Girls must wear buttoned as to not deliberately show undershirts.
- Clothing should be in good condition with no tears or ripped/ragged hems.

### **COLD WEATHER OUTERWEAR:**

The following outerwear items are CA dress code approved for the 2017-2018 school year.

1.

**Black CA Organizations Jacket** – *order forms available at registration and during bulk order times during the school year.*

- Ordered through CA (at CA's cost – not a fundraiser nor money maker for CA)
  - Orders will be made in bulk a few times each year with a deadline for each order noted on the order forms
- Base price \$42 (optional embroidery will be extra)
- This jacket will include a CA logo embroidered on the front
- \* *Optional:* Student will be able to have their organizations embroidered on sleeves (approved by organizational teacher/sponsor)
- \* *Optional:* Student will be able to have their last name embroidered on the back (nape of neck area)
- Payment is due when the order is placed
- A sample jacket is available to see at the front office
- \* *Optional embroidery has an extra cost. Embroidery will be managed by CA administration with the information on the individual order forms distributed during the bulk ordering time frames. Those ordering times will be announced via the CA Weekly Update newsletter or outerwear specific emails.*  
(These jackets are the same as the Orchestra and Band jackets that were offered starting in the 2015-16 school year. The Orchestra and Band jackets will continue to be CA Dress Code approved. If a student in those organizations prefers, Mr. Lindquist has more for sale. Contact Mr. Lindquist for the Orchestra or Band jacket - [glindquist@collegedaleacademy.com](mailto:glindquist@collegedaleacademy.com))

2.

**CA Pullover Jacket** – *order forms available at registration and during bulk order times during the school year.*

- Ordered through CA (at CA's cost – not a fundraiser nor money maker for CA)
  - Orders will be made in bulk a few times each year with a deadline for each order noted on the order forms
- Base price \$35
- This jacket will include a CA logo embroidered on the front
- Two color options: Black or Red (sample jacket is available to view at the front office)
- \* *Optional:* Student will be able to have their last name embroidered in a standard location (information on that location will be on the order form)
- \* *Optional embroidery has an extra cost. Embroidery will be managed by CA administration with the information on the individual order forms distributed during the bulk ordering time frames. Those ordering times will be announced via the CA Weekly Update newsletter or outerwear specific emails.*

• **Letterman Jacket** - CA senate proposed and approved

- Ordered individually online at: [bsnjacket.com](http://bsnjacket.com) (*specific instructions available at [gcss.org/student-life/uniforms](http://gcss.org/student-life/uniforms)*)
- Base price \$211.50 (optional patches are extra)

• All **sweaters, fleece jackets**, etc. on Educational Outfitters Uniform approved lists

- Purchased at Educational Outfitters

These are the ONLY approved outerwear items that may be worn while in school. Blankets are not approved outerwear. Other outerwear must be placed in lockers during the day.

**No hoodies are to be worn during school hours.**

### **SENIORS:**

Seniors may wear oxford shirts of any solid color with an appropriate tie.

### **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 fourth 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.

The fifth offense may result in the student being dismissed from school for insubordination.

### Skirt violations only:

The second offense will result in the student forfeiting the privilege of wearing a skirt for the rest of the semester. When the student is allowed to again wear a skirt 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 (1 Timothy 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, C.A.'s Dress Committee will screen all formal attire. If a young lady is not screened, they will not be allowed to attend the function.

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, C.A.'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. Boys may not wear their hair in buns, ponytails or use other hair accessories. 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 C.A. 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

#### Constituent Students

Tuition (Net of Church Constituent Discount)	\$9,400	\$940 Per Monthly Installment
Entrance Fee	\$440	
iPad Rental/Textbook fee	\$375	
Due by Registration	\$1,755	

#### Non-Constituent Students

Tuition	\$12,050	\$1,205 Per Monthly Installment
Entrance Fee	\$440	
iPad Rental/Textbook fee	\$375	
Due by Registration	\$2,020	

### APPLICATION FEE (all students)

Application Fee (Thru March)	\$60	Due at Time of Application
Application Fee (April-June)	\$90	Due at Time of Application
Application Fee (July>)	\$150	Due at Time of Application



## ADDITIONAL FEES AND FINES

### Activity Fees

Acro Force	\$300	(\$150 Per Semester)
Basketball	\$250	
Cross Country	\$75	
Golf	\$150	
Soccer	\$240	
Tennis	\$125	
Track and Field	\$75	
Volleyball	\$175	

### Other

Graduation	\$125	(Seniors Only)
Summer School (U.S. History/offered math)	\$615	Minimum of 12 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, estimate)
Music Lessons	\$20	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	\$175
All Musical Groups	\$300
Senior Survival	\$115
Senior Class Trip	\$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 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> offense, respectively
Dress Code Fine	\$5, \$10, \$20--1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> offense, respectively
ID Fine	\$5, \$10, \$20--1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> offense, respectively
Electronic Equipment Fine	\$25
Lost ID or lanyard	\$10 (replacement fee for each item every time)
Cell Phone Fine	\$25
iPad Policy Infraction	\$100
Food & Drink Fine	\$25
Vandalism	\$100 Plus Restitution
Lost Textbook/iPad	Replacement Cost
Library Fines	Variable

## IPADS, TEXTBOOKS & SUPPLIES

A \$375 use fee for iPad rental and textbooks is assessed each year. Textbooks for dual enrollment classes taken through SAU must be purchased at the SAU Campus Shop and are not covered under the C.A. iPad/textbook rental fee. Student accounts will be assessed a replacement cost for missing or damaged textbooks/iPads 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 C.A. may have tithes automatically deducted and sent to the Conference church if they wish. They may request this on the C.A. 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 C.A. 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.
- A \$20 fee will be assessed to replace lost exam permits.
- 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.
- A graduation fee of \$125.00 will be charged to cover individual expenses involved in graduation and includes the graduation regalia for each senior (NOT graduation announcements).

## **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 C.A., full registration and iPad 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, iPad 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 offices at A.W. Spalding, Collegedale Adventist Middle School or the Business Office (located in Collegedale Academy) or mailed to: Greater Collegedale School System, PO Box 628, Collegedale, TN 37315-0628. Online payment options are available at [collegedaleacademy.com](http://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](http://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 should be diligent in their efforts to obtain work to apply toward their tuition. A total financial plan must be approved prior to the time of registration.

The ASSIST (Academy Student Serve Initiative Stipend/Tuition) program allows students to partner with elderly/socially isolated individuals to provide companionship on a weekly basis. Student commit up to four hours per week and are paid premium wages to “assist” them in the payment of their school bill. Students receiving financial aid are strongly encouraged to participate in this work program. ASSIST coordinators will contact aid recipients to discuss this mutually beneficial program.

## **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**

### Spirit of Excellence Scholarship for rising Freshmen

A \$750 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 C.A. the next school year.

Incoming students that 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.

### 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 C.A. College credit is granted by colleges based on their AP test score criteria.

## **STUDENT ACCIDENT INSURANCE**

If an accidental injury requires hospitalization or treatment by a legally qualified physician or surgeon within 30 days of its occurrence, student accident insurance will pay the reasonable and customary expenses incurred for necessary medical, dental, or hospital care—within one year from the date of injury. Limitations and Exclusions are stated in the policy. Please refer to the plan documents for complete information. The policy is in effect when the student is--

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

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

- a. File a report with the school secretary within 24 hours from the time of the accident.
- b. First file a claim and collect payment from the family or employer group insurance.
- c. Submit completed student claim form, copy of all bills, and verification of payment or denial from family or employer group insurance to BMI within 15 months from date of injury.
- d. Submit a release from the doctor to return to physical education or gymnastics class.

## **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 30 minutes after the school day: 7:30 am to 4:30 pm Mon-Thursday. Collegedale Academy will be locked and students asked to leave at 4:30 unless working directly with a teacher. Fridays student supervision is from 7:30 am to 1:15 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 C.A. 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 [gccss.org](http://gccss.org).

## 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 go to 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 Collegedale Academy.

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

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 \$25 fine. The cell phone will be confiscated and may be claimed after the fine is paid.

## FIELD TRIPS

Field trips are intended for C.A. students enrolled in the course. Exceptions may be made if a specific certification (e.g., lifeguard) is necessary.

## GRIEVANCE PROCEDURE

The Collegedale Academy School Board and the GCC Conference K-12 Board of Education have voted the following parent/teacher or parent/school conflict resolution procedure. 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 Collegedale Academy School Board or the Conference Office of Education.

Grievance Procedure Steps:

1. Parent is to meet with the teacher\*\* to deal with the concern. It is recommended that both parties maintain confidentiality. Teacher will complete Concern Form.
2. If the concern remains unresolved after Step 1, the unresolved concern is to be taken to the school principal for the purpose of securing assistance in finding resolution.
  - A meeting among the three parties (principal, parent, and teacher) is to be held with the principal chairing the meeting.
  - The principal is to keep minutes of the meeting, including all relevant issues and/or agreements discussed.
  - The minutes are to be reviewed by all parties prior to the completion of the meeting.
  - Should the concern involve the school principal, the school board chairman would serve as the facilitator and keep minutes.
  - Should the principal be involved; the GCC Office of Education is to be notified.
3. At each instance in which a concern is registered, the teacher should have the right to address the concern directly. If Steps 2 and 3 (as listed on the Concern Form) prove unsuccessful and the concern remains unresolved, a final appeal of the issue can be made to the Collegedale Academy Executive Committee.
4. In order to ensure fairness, all parties must be invited to be present at this meeting. A representative from the Conference Office of Education will be invited by the School Board Chairman to participate in the discussion of the issues. Should the parent be a member of the School Board, s/he will remove himself/herself from the decision-making process relative to the issue at hand. A final resolution to the concern will be acted upon at this level. All parties are to be officially notified, in writing, of the School Board's decision.

\*\* All meetings with the teacher(s) and/or principal must be by appointment

Please note: These steps are to serve as general guidelines.

## 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 gcss.org. 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.

## INCLEMENT WEATHER

If school will not convene because of inclement weather, an announcement will be made on local TV channels affiliates of NBC, ABC, CBS, and our website, www.collegedaleacademy.com in addition to the PowerAnnouncement emails/robo-calls and texts. Collegedale Academy DOES NOT AUTOMATICALLY follow Hamilton County school closings or delays. If C.A. is involved in an emergency situation (such as a tornado warning), students will be held in assigned locations until the warning expires. Parents always have the discretion to keep students at home if they believe weather conditions are too hazardous.

## 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 G.P.A. requirements: S.A. President (must have a 3.0 G.P.A., other SA officers must have a 2.5 G.P.A.), all other major offices (Class Presidents, Student Senate President, Echolier editor, Valley Echo editor, ACORN editor) require a G.P.A. average of not less than 2.5 and no "F" grades. Other offices require a G.P.A. 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 C.A. for one full semester preceding election. 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. While food is permitted in the library, eating lunch in the library should be reserved for those working on academic endeavors during that time.

## **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. 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. LOST AND FOUND only holds items for a month. At the end of each month 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 C.A. 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 C.A. office personnel. If necessary, parents may leave a backup EpiPen at the front desk and will need to grant written permission for C.A. 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.**
  - **Students should not use their cars as lockers.**
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 Administrative Team for any exception to the motor vehicle policy.
  4. Students should not move any vehicle on C.A.'s property without prior permission. Suspension will result.
  5. Parking permits must be obtained from the C.A. Associate 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 in designated parking areas only. Police will be called when parking rules are violated.

## **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**

C.A. 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 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 G.P.A. of 3.50 or better
- Complete a Student Activity Information form
- Be selected by the NHS Faculty Council

An induction ceremony is held during the second semester 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 COLLEGEDALE ACADEMY Control Board approval 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.

**Final exams: Students are expected to take semester exams at the scheduled times. 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.**

### **PLACE OF RESIDENCE**

Students attending Collegedale Academy are to live with their parent(s). Exceptions to this policy must be arranged with C.A.'s 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 faculty and staff and/or CA's 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 4:30 Monday-Thursday and by 1:15 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." The institution without consent may release only directory information, such as 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, unless otherwise directed by the custodial parent. Parents may inspect and review records and are entitled to challenge the content of records.

### **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 Administrative 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**

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" (ARM/Christian Educators Insurance Trust, 2007, p.4). It is the policy of COLLEGEDALE ACADEMY to provide transportation as defined by the previous statement, which is approved by Georgia-Cumberland Conference of SDA, Adventist Risk Management and Christian Educators Insurance Trust.

In an effort to provide transportation for school activities, sometimes it is 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 on school functions.

#### Part A

1. All volunteer drivers must be screened by the administration and faculty of A. W. Spalding, Collegedale Adventist Middle School and/or Collegedale Academy.
2. All volunteer drivers must complete the GCSS questionnaire well in advance of the driving date (as to give the administration and faculty sufficient time for screening).
3. The school administration has the right to accept or reject volunteer drivers based on the information provided.
4. The school administration can re-evaluate screened volunteer drivers at any time during the school year.
5. The minimum age for drivers is twenty-one (21) years of age.
6. Each driver must be properly licensed and have proper insurance in force. In addition, each driver must have an acceptable record of not more than two (2) traffic citations and no fault accidents in the last three (3) years.
7. 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.
8. Adventist Risk Management recommends that volunteers have at least \$100/\$300 thousand 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.
9. All drivers must provide proof of insurance and drivers' license (copies must be on file).

#### Part B

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, 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.

COLLEGEDALE ACADEMY will post the Transportation Policy Notice on its website as well as make it available to the public upon request. Parents of Collegedale Academy students are required to sign the Transportation Policy Notice Acknowledgement Form.

## **VOLUNTEERS**

**All volunteers must be screened through the Georgia-Cumberland Conference vendor Verified Volunteers. See the Associate Principal for more information.**

Volunteer drivers must follow the policy outlined below

#### REQUIREMENTS FOR ALL DRIVERS

1. In an effort to alert volunteer, for hire, and employee drivers of their responsibilities, as well as to screen volunteers for good driving records, the Georgia-Cumberland Conference Office of Education has developed a "Driver Questionnaire." (See [www.gccsda.com](http://www.gccsda.com) education forms). ALL drivers must complete the questionnaire before being approved as a designated driver. The school has an obligation to know if a driver has a good driving record before they are allowed to drive students on school functions. The completed forms are to be kept on file. In the event of an accident that results in litigation, the school will then be able to prove that it did ask for driver information indicating the driver's safety record. Each driver must have an acceptable record of not more than two traffic citations and no fault accidents in the last three (3) years.
2. Drivers must be at least twenty-one (21) years of age, have a properly credentialed driver's license, and be in good health.
3. No vehicle is to carry more than the officially rated passenger and load capacity.
4. Written parent consent must be obtained before students can be transported.
5. All students must wear appropriate seat belts as provided by the vehicle manufacturer. Under no circumstances shall students share restraints. Violations of this policy would result in insurance refusing to pay claims.

## **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 C.A. 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.