

Collegedale Academy Middle

STUDENT HANDBOOK
2019-2020

Principal: Barbara Hunt
Vice Principal: Jeff Richardson



Educate, Equip, Inspire, and Serve

This agenda belongs to:

Name: _____

Phone: _____

Homeroom: _____

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MISSION STATEMENT

We are a Seventh-day Adventist school established to **Educate, Equip and Inspire** students to be critical thinkers who **Serve** others and reflect Christ's character.

ACCREDITATION

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

ADMISSION

Collegedale Academy admits students of any gender, race, color, nationality, religious affiliation, or ethnic origin to all privileges, programs, and activities granted to students at the school. Students who cooperate with written and verbal policies of CA and are willing to participate in its religious, social, and academic activities are encouraged to apply for admission. Admission to CA is a privilege and may be withheld or withdrawn by the school at its discretion. Parents are expected to be supportive of the staff, school policies, and regulations.

New students will be considered for admission acceptance when the complete admission application and financial plan is approved, accounts from the previous school have been settled, and an interview with the administration is completed, if necessary. All homeschoolers will need to do a placement test.

Returning students must update and complete all reapplication procedures online each year, and pay the application fee.

Acceptance letters will be emailed to each family to verify placement of their child/children in a grade level. If time is a consideration, a phone call may also be used to verify the acceptance of a student to CA.

Applications may be accessed online at the CA website, www.gcass.org under Admissions.

Change of Personal Information

Parents/guardians are responsible for notifying the office of a change any contact information, including email. The office will notify teachers of changes.

Home-school Students

We welcome local home-school students to participate in a variety of activities. These opportunities include band, orchestra, and sports intramurals. With prior arrangement, home-school students may attend our weekly chapel programs. The CA dress code applies to home-school students participating in CA classes and activities. There are times when home-school students participate in CA standardized testing. For fees and specific registration information, please contact the CA office – 423-396-3020.

FINANCIAL INFORMATION

CA operates as a nonprofit institution and relies on regular tuition payments for the majority of its daily operations and expenses. Acceptance to CA is granted and continued to those families demonstrating financial responsibility to the school in a timely manner.

Application Fee

A non-refundable fee of \$60-150 must be paid when an application is submitted.

Tuition

Grades 6-8

*Constituent (yearly)	\$6000.00
Non-constituent (yearly)	\$8650.00

Other Fees:

Entrance fee, testing (new students), and eighth-grade graduation.

*Eligibility for the constituent rate is contingent on being an active member at one of the six CA constituent churches which are Collegedale SDA, McDonald Road SDA, Collegedale Spanish-American SDA, Collegedale Community SDA, Hamilton Community SDA, and Chattanooga Hispanic Community SDA.

Payment of Accounts

The entrance fee and the first tuition installment must be paid before a student begins school. The remaining nine payments of tuition

are due on the fifteenth of each month, September through May. The preferred payment method is online at www.gcss.org. Payments can also be made at the Business Office located on the high school campus of Collegedale Academy at 4855 College Drive East. Payments may also be mailed to Collegedale Academy, P.O. Box 628, Collegedale, TN, 37315-0628. Discounts are given when payment is made on or before the 5th of the month or for advance payments by the semester or year. Multiple student discounts are available for families with more than one student. To receive any discount, all accounts for the family must be paid in full by the discount date. This applies to all accounts within a family unit. When registering for subsequent school years, accounts must be current (within 30 days), or the application may not be processed.

Non-Payment of Accounts

All checks returned by your bank will initially be collected by our bank through Check Velocity, an electronic check recovery service. If your check is returned for non-sufficient funds, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check for payment is your acknowledgment and acceptance of this policy and its terms and conditions. If the bank is unable to collect the funds, the check will be returned to the school business office and a \$35.00 charge will be applied to the student account. If tuition has not been paid by the 15th of the month, notification will be made to parents that unless the bill is paid or a satisfactory agreement reached, the student may lose the privilege of attending CA. Eighth grade accounts must be paid in full before graduation. The school reserves the right to request that accounts be paid with a certified check, money order, or cash. Transcripts of academic credit or diplomas will be issued only after the student account is paid in full.

Music Charges

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

Student Aid

Financial assistance may be available by request through the school. Parents should also contact their local church to request financial aid. CA student aid applications are available online at www.gcss.org. Parents are encouraged to have a definite plan as to the amount they can reasonably contribute toward tuition payments. A student's academic records, general conduct, and general leadership ability are considered. **Applications and supporting documentation should be made by April 30 for the upcoming school year.** A financial plan will be worked out prior to registration.

Lockers

Each student will rent a lock for each locker used. The cost will be \$5.00 per year. If the lock is returned at the end of the year in good shape (to be determined by the principal), the student's statement will be credited \$5.00. If a lock is lost or damaged, the student will be charged an additional \$5.00 to replace it. All students are expected to keep their lockers locked at all times. Magnets are the only acceptable means of securing items in a locker.

Textbooks

Textbooks constitute an important resource for the curriculum in all schools including Seventh-day Adventist schools. However, the textbook is not the only curriculum of the class. The teacher may use readings and other resources in the textbook as only one ingredient for student assignments. In addition, instructors often choose selected materials. This means that the textbook is not the "final authority" on the contents of the subject being taught, but it is one of many classroom resources. Textbooks are to be properly cared for to lengthen the life of the text. Students who lose or damage will be charged the amount to replace the book or associated material that goes with the book.

Accident Insurance

The school carries an accident insurance policy which covers medical payments for school accidents. The school's insurance is secondary to the family or employer group insurance. If an accidental injury requires hospitalization or treatment by a legally qualified physician or surgeon within 30 days of its occurrence, the student insurance will pay the reasonable and customary expenses incurred for necessary medical, dental, or hospital care, within one year from the date of injury, up to a maximum of \$25,000 for any one injury subject to the Excess Provision, Limitations and Exclusions as stated in the policy. The policy is in effect when the student is:

- On the school grounds during the days and hours when school is in session.
- Traveling directly to and from home for regular school sessions. (Injuries sustained while off campus for personal reasons during 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 are excluded.)
- While participating in an activity solely sponsored and supervised by school authorities.

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

- File a report on a school insurance form with the school office within 24 hours after the accident.
- File a claim and collect payment from the family or employer group insurance.
- Compile all financial data once complete and file with the student accident insurance for final resolution.

ATTENDANCE

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

Tardies

An important consideration to make in our school setting is the volume of auto traffic and local train schedules. Parents need to plan their arrival at school between 7:40-7:50 a.m. to ensure their child has time to be ready for the start of school at 8:00 a.m. Students who arrive after 8:00 a.m. will be considered tardy. After six (6) unexcused tardies during a quarter grading period a warning letter will be sent to the parents and the student will be notified, ten (10) or more unexcused tardies will result in a fine of \$50.00 per quarter.

All tardies are considered unexcused except for medical appointments at the beginning of the day. Students tardy due to doctor, dentist, or other professional appointments must provide a professional note from their office verifying the appointment for the tardy to be considered excused. Students are responsible for all classwork missed even if a tardy is excused.

Absences

In January 2017 the State of Tennessee passed a law that requires CA to submit the names of students with five (5) unexcused school absences to the Hamilton County Department of Education Director of Schools. Once the report is made, the Director of schools may choose to take several actions which may include, but are not limited to, a court appearance or a fine. (CA must submit reports for each additional 5 absences as well.)

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

Prearranged Absences

Prearranged absences may sometimes be necessary or desired. Such occasions are expected to be minimal. When a parent makes such a request according to policy, while the absences will be unexcused, they will not lead to reporting to Hamilton County. When absences are prearranged, all plans for making up schoolwork must be made with the classroom teacher prior to the absence. The teacher will make the best effort to provide missed work, however parents realize that the student will miss vital instruction and other activities that cannot be made up with typical book or worksheet assignments. Any work the teacher assigns prior to the absence is due when the student returns. Other work the student may have missed will be allowed to be made up according to the individual classroom policy.

Requests for a prearranged absence must be submitted to the office on a Prearranged Absence Form. A request for a one-day absence must be submitted at least 24 hours in advance. Requests for a longer absence must be submitted at least one week prior to the absence. Forms are available in the office.

Sickness/Illness

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

- Swollen glands or sore throat
- Signs of fever
- General signs of illness such as vomiting, earache, headache, listlessness, or weakness
- Discharge or crusting around eyelids, eyes pink in appearance (Pink Eye)

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

If a student has an accident at school immediate action will be taken to ensure the child's safety and well-being. He/She will be sent to the office and a parent will be notified. Upon returning to school if the child's activity is limited a doctor's note will be required.

ARRIVAL AND DEPARTURE

Daily Schedule

Morning Supervision Begins	Monday – Friday	7:30 am
Classes Begin	Monday – Friday	8:00 am
Dismissal	Monday – Thursday	3:15 pm
	Friday –	2:30 pm

CA has no organized supervision before 7:30 a.m. Parents are discouraged from dropping off their child before 7:30 am. Morning drop off is 7:30 – 8:00 a.m. in the back of the school. Students enter through the gym doors; a teacher will dismiss them at 7:50 a.m. to go to their classrooms.

Walkers

Parents **must** fill out a Walker Permission Form giving their child/children permission to walk only to those locations listed on the form. At dismissal walkers and/or bikers **must** sign out at the front desk and leave through the front doors.

Car Line

Students being picked up **must** walk through the gym to the back and wait for their name to be called. Parents should pick students up promptly at the completion of school or after school activities.

ACADEMICS & EXTRA-CURRICULAR EDUCATION

Academic life at CA, in balance with our spiritual focus and a well-rounded approach builds and prepares our students to be academically challenged and supported while having the opportunity to be contributing members of our school. It is our goal for each student to grow during their middle school years to achieve intellectual, emotional, and mental readiness in preparation for Academy/High School. Our teachers and administration are dedicated to the students’ growth in and outside of the classrooms.

Curriculum

Required courses: *core subjects **Electives (subject to change):**

Bible*	Caroliers	Study Hall
Language Arts*	Orchestra	IXL Lab
Reading	Hand Bells	Art
Speaking & Listening	Advanced Band	Spanish
Grammar	Intermediate Band	STEM Lab
Writing	General Music	Student Finance
Mathematics*	Robotics	Health
Physical Education	Communications	
Social Studies*		
Science/Health*		
Technology		

GRADING SYSTEM /Grading Scale

Grade	%	Grade	%	Grade	%	Grade	%
A	93-100	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
B+	87-89	C+	77-79	D+	67-69	F	0-59

Principal’s List/Honor Roll

- To qualify for Principal’s List, each quarter the student must have an A average in each core subject (93% or above)
- To qualify for Honor Roll, each quarter the student must have an 87% or above in each core subject

Principal’s List and Honor Roll students will be recognized at the end of each quarter. At the conclusion of the school year certificates will be given to those who have met the criteria every quarter throughout the year.

Student Progress Reports

Communication between the parent and teacher is vital to the academic achievement of the student. Regular electronic reports may be provided for the parents of each student. A progress report will be emailed weekly. Students will have current grades and assignments available online through a school provided grading program - FACTS. Parents need to set up and log in to their FACTS account so grades can be viewed at any time. A student with a final grade of “F” in any core subject for three quarters or more may be required to attend summer school and then submit a written record of successful completion of the designated subject(s). This must be received and processed in the school’s office before a letter of acceptance will be issued for the next school year.

Grade Level Acceleration

Students are discouraged from accelerating the grade placement process. Students wishing to accelerate must declare those intentions by March 15 of the current school year. Each case will be handled on an individual basis with consideration given to academic ability, social maturity, age, and overall recommendations by CA faculty and administration. The request will then be submitted to the Georgia-Cumberland Conference office of Education for final consideration.

ACADEMIC PROBATION

Any student with a failing grade in any core class at the end of a quarter will be placed on academic probation for the following quarter. The student's ability to participate in off-campus/extra-curricular activities will be evaluated on an individual basis during this time.

At the end of the quarter of academic probation, if a student receives a failing grade, he or she may be asked to withdraw. In order to re-enroll, the student must produce a transcript certifying a minimum of two quarters of academic success at another accredited school.

The Administration Committee oversees, evaluates and determines academic policies. This is the committee that will monitor the progress of each student on academic probation.

8th Grade Graduation Requirements

Students who earn a passing grade in all of the five core subjects (Bible, English, Math, Science, Social Studies) will receive a diploma. Students finishing the year with any final core subject grade below 60% will receive a certificate of completion. Students are recognized at graduation with a gold cord if they achieve a 93-100% final average in each of the five core classes. Students receive a silver cord if they achieve at least an 83% final average in each of the five core classes. Cords will not be issued to students who earn any grade below 70% in any subject including electives. Students who have attended Collegedale Academy (AWS, CAMS) K-8 will be recognized with a red cord. All students will be eligible to participate in the graduation program provided their behavior record is acceptable.

8th Grade Class Officer Eligibility Requirements

The eligibility requirements for all class officers are as follows:

- 80% "B" average with nothing below a "C" on mid-term and quarter reports for the current year.
- In good standing with conduct and attendance.
- Student leaders should model the Golden Rule toward all classmates.
- Teachers and administration reserve the right to make adjustments if necessary.

Homework

Parents are urged to take an active role in their child's day-to-day work. While homework is not a requirement in all classes, it can be an important part of a student's instructional program and contribute to the student's success by reinforcing, enriching and maintaining skills taught in the classroom. Assignments are due at the beginning of the next day's class period for full credit. Students will have two days to make up their work for each day of excused absence. No late homework will be accepted for full credit unless it is due to an excused absence. Noon detention may result for students who do not turn assignments in on time. Exceptions may be made for students with extenuating circumstances.

Withdrawing a Student from School

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

- Have a conference with the principal.
- Notify the registrar.
- Return a completed withdrawal form to the front office.

Tuition and other charges must be paid in full before records can be sent to the new school. Tuition is charged for the actual number of days enrolled and will continue until all withdrawal procedures are completed.

Music

All students are required to participate in a music course. CA offers several options, such as:

- Intermediate Band
- Advanced Band
- Caroliers
- Hand Bells
- Orchestra
- General Music

Private lessons are often available during the school day. Students are responsible for missed class work while attending music lessons.

Outdoor Education

Some of the possibilities are:

- 7th and 8th grades ropes course
- 6th grade Wesley Woods – overnight team building field trip
- 6th, 7th and 8th Field Day SAU

Activities may be added throughout the year.

Field Trips

Field trips are approved school functions. Fees will be determined for each trip. All students are encouraged to participate. If a student's classroom is going on a field trip and the parents do not choose for their child to participate, the student will not attend school that day. It will be recorded as an unexcused absence.

Students participating in school sponsored outings/trips represent CA and are expected to follow the policies as stated in this handbook in all areas of dress and conduct. Students may be prohibited from participating in a field trip if concerns exist about behavior or academics.

Electronic devices are not to be taken on trips. Such items will be confiscated by the staff if not used properly. Exceptions may be requested only for overnight trips.

At times parents may be needed to help with supervision (chaperone) and/or transportation. Those who volunteer must complete the Verified Volunteer online background check and supply the school office with the Certificate of Completion. Also, a Parent Volunteer Information Form needs to be completed. Those who are willing to drive are required to complete a Volunteer Drivers' Questionnaire and supply the school office with proof of current driver's license and adequate insurance. These can be obtained at the front office or online at <https://www.gcass.org/forms-information/>.

Class Trip – 8th Grade

The class trip is limited to three days. Students earn the right to participate through acceptable behavior and academic achievement. Before the class trip, an academic and behavioral review will be conducted on all 8th graders. Students who have a fourth quarter grade and/or a final average below 70% in any single core subject (Bible, English, Math, Science, Social Studies) will not be allowed to participate in the class trip. Deposits for the class trip are nonrefundable.

Physical Education

Physical education classes are a part of the program provided for all students. A written statement from a parent or physician is required to excuse a student from class. All P.E. students are required to wear CA PE uniforms. The PE dress code includes:

- Athletic shoes
- CA athletic shirts/shorts (available at Educational Outfitters imprinted with CA logo)
- CA athletic shirts/shorts (available at Educational Outfitters imprinted with CA logo—8th grade only)

Athletic Team Participation Guidelines

CA participates in intramural and interscholastic sports programs to build and model Christian character. All students are welcomed and encouraged to try out for CA interscholastic athletics. Students are expected to display a Christian attitude while participating in these activities. Participants displaying inappropriate behavior during games or practices will be subject to disciplinary action by the athletic director and/or school administration. Major violations, such as bullying behavior, may result in dismissal from the team.

The extra requirements expected of students who participate in CA interscholastic and select team sports are the following:

- Prior to tryouts students must have a sports physical. Forms can be picked up at the CA office or downloaded from the school website at <http://www.gcass.org/forms-information/>.
- Fees for Interscholastic Athletics
 - a. \$75 for soccer, basketball, tennis, volleyball, and golf
 - b. \$25 fee for cross country
- Students involved in CA team activities will be expected to maintain a 70% or higher in each core subject. The athletic director will receive a list of students with D's or F's from FACTS on Monday mornings and will communicate any consequences to parents and students.
- Students on the D & F list for any core class (Bible, Language Arts, Math, Science, Social Studies) will,
 - a. the first week, receive a warning and will be allowed to practice and play.
 - b. the second week, be put on probation allowing them to practice but not participate in any games or matches.
 - c. beyond the second week, be suspended from the team and not allowed to practice or play games or matches.
- Warning, probation, and suspension may not necessarily follow consecutive weeks. School attendance (a full day) is required to participate in CA Athletics; extenuating circumstances will be dealt with on an individual basis. While students are serving school suspensions, they are not allowed to practice or play in CA team athletics.

Intramural Sports

All students are welcome to participate in intramurals which take place during lunch. There are no fees or tryouts for intramurals.

RESOURCES

CA Library

The Library is a place for students to enrich their classroom studies, and to develop skills and interests in many different areas.

MackinVia is a new online library resource provided for students. It contains over 400 ebooks that can be checked out online and placed in an online "backpack" while students access them from home or school (or anywhere there is internet availability). Study and homework assignments will be enhanced by the use of the online Encyclopedia Britannica where they may copy and paste and save information to use for assignments. Several other databases are available for the same purpose. Also included are many SDA websites for easy access. This online library is subsidized by the Southern Union Education Department. Students are supplied a user name and password.

Damaged Books: A book that is returned damaged may be subject to a fine. If the book is irreparable, the full price of the book will be charged to the student.

Lost and Missing Books: Students are responsible for all materials checked out from the library. A book that is missing will be considered lost if it has not been returned within one month of the due date. If the student claims he/she has returned the missing book, but computer records show it is still in that student's name, a library search will be made. If the book is not found, the student is responsible and will be charged the price of the book. This fee may be paid to the library, or it may be charged to the student's account. If the book is returned in good condition within two months of being declared lost, the cost of the book will be refunded.

Notification: Students will be given weekly written notification of late books.

End of year charges: A final due date for books will be set approximately two weeks before the close of school. Books not returned by the final day of school will be charged to the student's account.

Technology Policy

CA is proud to give computer access to its students by providing a computer lab, classroom computers, and chrome books. This access is a privilege, and its purpose is for education and academics. Students and parents must agree and sign the Internet Acceptable Use Policy.

Learning Assistance Program

Our Learning Assistance Program, while not a special education program, does seek to help students, teachers, and families identify educational concerns for students and provide the needed academic support. Occasionally, academic accommodations need to be made because of a specific medical diagnosis. These situations are dealt with on an individual basis. Students with specialized needs that are identified through the Hamilton County Department of Education (HCDE) testing and evaluation process may receive an Individual Service Plan (ISP) for therapy services including speech therapy, language therapy, occupational therapy, and physical therapy. If a student's academic needs are greater than what can be accommodated for, administration may recommend a transfer to a school better suited to meet your child's needs.

Achievement Tests

The Iowa Assessment will be administered in the fall. Individual scores will be analyzed to determine areas of students' strengths and weaknesses. Additionally, group scores will be analyzed to make decisions about the school's academic programs. The ERB writing exam is given in the spring to students in the 6th and 8th grades. All students are given the aimsweb (universal screening system) assessment in math and reading three times a year. This allows the school to have reliable measures of student performance in these subject areas, which can be tracked over time.

CODE OF CONDUCT

Each student is expected to maintain respect for teachers and staff, his/her classmates, and property, treating each person as a valued and worthy member of our community and caring for property in a way that does not degrade it.

Student Citizenship

Schools require a higher level of courtesy than many people exercise in ordinary public space. Everyone in the classroom is there for the purpose of learning, and no one should be able to deprive another person of the chance to learn. Expressions of rudeness and even of carelessness degrade the high purpose of learning that should be paramount in a school setting.

The discipline plan at CA is based on the belief that student conduct should lead to student self-government, self-discipline, and self-control. Conduct that is deemed inappropriate or disruptive to classroom activities will be dealt with in measures appropriate to the behavior.

Student conduct will be documented and parents notified through a FACTS generated email. Unwanted behavior that persists will be dealt with in a number of ways that may include on-campus community service, fines, in school or home suspension, detention, or expulsion.

There is to be no public display of affection on school property or at any CA sponsored events. This includes but is not limited to: holding hands, hugging, and kissing.

Cheating/Plagiarism

Students are encouraged to live by a simple honor code that states, "I will not cheat, steal, or lie about academic work nor tolerate those who do." Students who are found to be dishonest on academic work will receive a "zero" for the work. This includes students who give or share the work. A second offense will result in significant disciplinary consequences. Students may be required to forfeit positions of leaderships and/or offices after the first offense.

Skipping Class

Students must report to all classes and may not be absent from a class without specific and written approval.

Inappropriate Internet Use

A Computer Use Agreement must be signed by both parent and student before a student account is set up. This agreement defines acceptable student usage for internet and email accounts. Students accessing or down-loading inappropriate or offensive information results in disrupting the class and will not be tolerated. Account violations are subject to loss of this privilege, and possibly other disciplinary actions.

Disrespect

Students are expected to respect the authority of all teachers, staff, and administrators. Substitutes, parent volunteers, visitors, or guests of CA shall be afforded the same respect.

Inappropriate Language

The use of profane, obscene, abusive or suggestive language, whether spoken, written, or gestured, is unacceptable. The possession of materials containing such language is also unacceptable.

Major Disruptions

Students are expected to be respectful of the teacher and be actively involved in classroom instruction. We want to optimize the learning opportunities of all students. Regular disruptions will result in disciplinary action.

Fighting/Physical Aggression/Physical Contact

Fighting or striking another student as a means of settling a dispute is not acceptable. Physical or aggressive confrontation of a student is also unacceptable and will be referred to the administration immediately.

Bullying and/or Harassment

CA administrators, staff, and students strive to make our school a safe place for all. A student or group of students must not participate in, or allow any act of direct or indirect bullying and/or harassment which may cause injury, degrade, threaten, or disgrace a student, staff member, and/or visitor to the campus. Bullying and/or harassment includes jokes, teasing, gestures, rumor spreading, intimidation, or any physical, verbal, or cyber-attack directed at a person's race, religion, national origin, age, gender, possessions, or physical features.

Sexual Harassment

Sexual harassment includes sexual advances, requests for sexual favors, and other verbal, physical, or cyber conduct or contact that by design or innuendo is sexual in nature. This kind of behavior interferes with an individual's ability to perform work or school assignments due to the intimidating and hostile environment that is created.

Incidents of bullying, general harassment, and/or sexual harassment occurring on-campus or on off-campus school sponsored events are to be reported to the supervising teacher and administrator. As far as possible, every effort will be made to protect student identity, anonymity, and confidentiality. These incidents will result in disciplinary action.

Possession of Controlled Substances

Possession or use of alcohol, illegal or unauthorized drugs and medications on campus or at school functions is a violation of school policy and will be dealt with immediately by the administration.

NOTE: See the CA Board policy for drug testing policy. Substance abuse includes any type of chemical that is not intended for ingesting or for a prescription drug that is not prescribed for that student.

Defacing & Theft of Property

Any student who does not respect school property and the property of others by defacing or stealing will be held financially responsible for all damages.

Weapons

The use, handling, or possession of firearms, knives, lighters, matches, firecrackers, explosives or any other weapons will be dealt with immediately by the administration.

DISCIPLINE

Conflict Resolution-Parent*/Teacher Concern Procedures

The Conference K-12 Board of Education has voted the following Local Conflict Resolution Procedure for adoption and use in all schools. The procedure ensures due process is followed and is founded on the Biblical principles outlined in Matthew 18. Questions regarding the fundamental philosophy and/or procedures prescribed should be directed to the Conference Office of Education:

1. Parent is to meet with the teacher alone or as a family to deal with the concern. It is recommended that both parties maintain confidentiality.
2. If the concern remains unresolved after Step 1, the unresolved concern is to be taken to the school principal/head teacher for the purpose of securing assistance in finding a 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 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 the concern remains unresolved, it will be referred to the CA Executive Committee. At this point, a Conference Office of Education representative is to be directly involved.
4. If these steps prove unsuccessful and the concern remains unresolved, a final appeal of the issue can be made to the School Board.

*Or other individuals with a concern about the teacher.

Any subsequent announcements or policies printed/changed and distributed by the administration will apply equally as those printed in this School Handbook/Bulletin.

Student Disciplinary Plan

Possible consequences are listed below:

- Meet with Principal
- Parent Conference
- In-School Suspension
- Out of School Suspension
- Behavioral Probation
- Dismissal

These discipline actions serve only as a guideline. Administration reserves the right to adjust consequences they feel fit the infraction and in accordance with law enforcement.

All infractions listed above will be communicated to parents through FACTS. Consequences will be administered by the school administration.

Behavioral probation

All Any student displaying behavior concerns may be placed on behavioral probation.

The Administrative Committee will meet with the student and parents to form a behavioral plan. This committee will monitor the progress of each student on a behavioral plan. The student's ability to participate in off-campus/extra-curricular activities will be evaluated on an individual basis during this time.

Students not following the behavioral plan may be asked to withdraw.

UNIFORMS

General Expectations

Collegedale Academy has a uniform dress code. All CA students are required to wear school approved uniforms **purchased from Educational Outfitters only**. Students, with the parent's guidance, are expected to support the school's effort by not allowing exceptions to the uniform policy. The administration has the final word on questions of appropriate uniforms.

All P.E. students are required to dress in proper uniform for class. The PE dress code includes:

- Athletic shoes
- CA athletic shirts/shorts (available at Educational Outfitters imprinted the CA logo).

Non-Compliance

Non-compliance of the Uniform Policy will result in disciplinary actions. The teacher will determine if a student is not in uniform. The student will go to the office and make contact with parents. The parent must bring proper uniform attire or take the student home. Continued non-compliance will result in action from Administration.

UNIFORM ITEMS FOR BOYS

- Pants: (khaki or navy blue) –Educational Outfitters only, approved monogram required. Belts must be worn with pants at all times.
- Shorts: (khaki or navy blue) – Educational Outfitters only, approved monogram required. Belts must be worn with shorts at all times.
- Shirts: (gray, red, white, navy blue, forest green), Polo (long or short sleeve); Oxfords (long or short sleeve) - Educational Outfitters only, approved monogram required. Shirts must be tucked completely in at all times.
- Sweatshirts (red, navy blue) - Educational Outfitters only, approved monogram required; or CA blue sweatshirts only.
- Sweaters (red, navy blue); cardigan, vest or V-neck pullover – Educational Outfitters only, approved monogram required.
- Jackets: (red, grey, or navy blue) fleece, ¼ zip pullover fleece, fleece vest - Educational Outfitters only, approved monogram required.
- Undergarments are not to be visible.
- Hoodies – **NOT** classroom attire.

UNIFORM ITEMS FOR GIRLS

- Pants: (khaki or navy blue) - Educational Outfitters only, approved monogram required. Belts worn with pants at all times with shirts tucked in completely.
- Shorts: (khaki, navy blue) - Educational Outfitters only, logo required. Belts worn with shorts at all times with shirts tucked in completely.
- Skorts: (khaki, navy blue, blue plaid) - Educational Outfitters only, approved monogram required. No more than three inches above the knee.
- Skirts: (khaki, navy blue, blue plaid) - Educational Outfitters only, logo required. No more than three inches above the knee.
- Shirts: (gray, red, white, navy blue, forest green), Polo (long or short sleeve); Oxfords (long or short sleeve) - Educational Outfitters only, logo required. If undershirt can be seen, it must be uniform colors.
- Sweatshirts (red, navy blue) - Educational Outfitters only, approved monogram required; or CA blue sweatshirts only.
- Sweaters (red, navy blue); cardigan, vest or V-neck pullover – Educational Outfitters only, logo required.
- Jackets: (red, grey, or navy blue) fleece, ¼ zip pullover fleece, fleece vest – Educational Outfitters only, approved monogram required
- Undergarments are not to be visible.
- Hoodies – **NOT** classroom attire.

Cold Weather Jackets or In-classroom Jackets

- Only uniform and athletic jackets/fleece.
- Non-uniform heavy coats or jackets may be worn outside only and placed in lockers when inside the school buildings.
- Non-uniform sweatshirts, hoodies, sweaters, or fleeces are not allowed inside the school building during the school day.

Shoes

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

Hats

- Head coverings of any kind, including hats, caps, bandanas or forehead bands are not to be worn during school hours. Warming hats may be worn outside during cold temperatures.

Accessories

- All clothing accessories must be school uniform colors.

Hair

- Must be clean and present a well-groomed appearance.
- Bizarre hair styles or unnatural colors are not allowed.
- Boys' hair must not extend beyond the top of the shoulder, and must be out of the eyes.
- Boys may not wear their hair in buns, ponytails, or use other hair accessories.

Makeup

- If worn, make-up is to be natural/neutral in color.

Jewelry

- Is not to be worn during any school activity. This includes all bracelets of any material, necklaces, rings, earrings, chokers, and chains, etc.
- Medical alert bracelets are allowed.

Uniform Exceptions

Students may wear AWS/CAMS logo uniforms for the 2019-2020 school year.

MEDICAL POLICIES**Immunization Policy & Physical Exams**

All immunizations and physical exams must meet the state of Tennessee regulations and guidelines.

Medications and Medication Forms

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

Non-prescription medication such as aspirin, cough medications, over-the-counter allergy medications, etc., may NOT be administered to the student by the school staff. Students may self-administer non-prescription medicines provided they bring only one or two days' dosage rather than a whole bottle. However, the medicine should be given to the school authorities by the parent until the child needs it. An Over-the-Counter Medication Form is to be completed by the parent.

CA staff are not to be held responsible for administering dosage or dosage frequencies of any medications. Medications will be self-administered by the child in the presence of an adult.

Medical Emergency

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

Students involved in self-mutilation and/or making suicide threats will be evaluated by the school counselor for assessment. A written release from a psychologist/psychiatrist must be presented to the administration before the student is allowed to return to school. Parents must sign a release of information to the school when undergoing testing/evaluation. The school works very closely with the home and professional services to help students through the trying years of adolescence.

Child Abuse/Neglect

CA is bound by federal and state law to report any suspected or reported cases of child abuse and/or neglect.

Drug Testing Program

In accordance with the school's goal to maintain a safe and secure environment, a substance abuse policy has been implemented.

- The manufacture, distribution, possession, and/or use of tobacco, alcohol, illicit drugs, or dangerous drugs are strictly prohibited.
 - a. Illicit drugs include substances such as: opium derivatives, hallucinogens, (e.g., marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, morphine, and other drugs prohibited by law.
 - b. Dangerous drugs include drugs which, although legal, are available by prescription only and must be used only in a manner that complies with the physician's orders and school policy.

- It shall also be a violation of this policy for any student to inhale, ingest, apply, use, or possess an abusive glue, aerosol paint, or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner contrary to the direction and warnings of the label.

In 8th grade, CA has implemented a random drug testing program using the hair testing method. Prior to being accepted at CA students and their parent or guardian must sign the substance abuse policy form. Students who violate this program will incur discipline consequences up to and including expulsion from school.

In the event of a positive test, the following conditions must be met:

1. A conference with the parent and the student where the results are shared.
2. In order to continue at CA, the following conditions are to be met:
 - a. The student must attend at least one substance abuse counseling session – proof of such to be brought back to school. This cost is to be paid by the family, along with any additional counseling sessions. A list of approved counselors is available through the school counselor.
 - b. The student will be randomly retested during the next 12 months using our drug testing agency. The cost of the drug testing will be the responsibility of the parent(s).
 - c. The student will be on probation for the next 24 months and if, at any time, a positive test occurs – immediate dismissal will result.
3. If the family agrees to testing and counseling, there will be no suspension for the student (in an effort to maintain as much privacy as possible).
4. If the family refuses to get the help and testing as required, then the student will be dismissed immediately.
5. If consent to randomly test is not given, immediate dismissal will result.

COMMUNICATION

Visitors

Parents are welcome to visit the school. Visitors are required to present a driver's license (or other form of acceptable ID) at the Front Office upon arrival. All visitors are signed in electronically and must wear a label that shows they have been cleared. No student should bring relatives or friends without prior approval of the classroom teacher and administration. These guests are to follow all school regulations. Visits will be limited in classrooms that have student teachers.

Classroom visitors must be scheduled in advance through the office.

Messages for Teachers and Students

Teachers and students are not to be called during school hours (8:00 a.m.-3:15 p.m.) except in cases of emergency. Please call the office (423-396-3020) and messages will be delivered to teachers and students as needed. Students may only use the telephone with permission from a teacher or office staff member for the purpose of sickness or emergency. After school hours the best way to contact a teacher is by email. Their goal is to respond within 48 hours. If you need to meet with a teacher please email or call after 3:30 p.m. to arrange a time.

Telephone/Electronics (student usage)

All classrooms have telephones. Students do not need cell phones at school. While they may seem convenient, they are distracting to the learning environment. Students' use of cell phones, inappropriate use of electronic tablets, laser pointers, MP3, iPods, and other audio/video equipment is not permitted on the campus during school hours. If such equipment is used inappropriately items will be confiscated and the student will be fined \$25.00. The equipment must be picked up by a parent at the front office. Cell phones are not to be used from 7:00 a.m. to 3:30 p.m. During the school day, all cell phones are to be left in the student's locker. Students may check their phones at 3:15 p.m. for any messages from parents or they may call their parents if they need to arrange after school activities. Cell phones are not to be used while students are waiting in the car line to be picked up unless permission is given by a teacher.

School Closings

During inclement weather, parents will be notified by phone, text messages and/or announcements. Notifications will also be made with the local television channels for CA's decision to be open or closed. Local, major networks show the status of Collegedale Academy Middle under the name Collegedale Academy. We do NOT necessarily follow Hamilton County school closing orders.

GENERAL INFORMATION

Food and Drink

All food and drink must be consumed in the lunchroom or on the outdoor picnic tables. Closed water bottles are allowed in classrooms containing water only. Open containers of food or liquid are only permitted in the lunchroom. No open containers in lockers. Gum is not allowed on campus.

Lost and Found

Items such as sweaters, jackets, and lunch boxes are found around the campus on a regular basis. At the end of each nine weeks, all unclaimed items will be sold or donated. Parents are strongly encouraged to label items with the student's name to expedite the return to their owner.

Asbestos Notification

No asbestos has been found at CA.