



**MISSION**  
*Educate, Equip, Inspire, Serve*

**VISION**  
*Every student a success.*



2020-2021 Student Handbook  
Elementary Building

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## 2020-2021 Student Handbook

**The elementary building of Collegedale Academy serves Early Childhood through fifth grade.**

**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.

**Vision Statement:**

1. Lead learners to know God and His Word
2. Foster servant leadership
3. Provide a caring atmosphere
4. Reinvent the learning environment
5. Redefine the role of the teacher
6. Infuse technology
7. Create Partnerships in education

Together these seven components of the vision statement can lead to a better educational future. Each is related to, and to varying degrees dependent upon, the implementation of the others.

**Contact Information**

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[collegedaleacademy.com](http://collegedaleacademy.com)

*Please note: The policies listed in this handbook are subject to change at any time.*

**Admission Policy**

Collegedale Academy (CA) admits students of any gender, race, color, nationality, religious affiliation, or ethnic origin to all privileges, programs, and activities generally granted to students at the school. Students who will cooperate with published and verbal policies of CA and are willing to participate in its religious, social, and academic activities are encouraged to apply for admission. Admission to CA is a privilege and may be withheld or withdrawn from the school at

its discretion. It is also expected that parents of students will be supportive of the staff, school policies, and regulations. *All new students are accepted on probation for the first semester of attendance.* All students must be US citizens or be in the US on approved immigration status (I-20). Georgia-Cumberland Conference (GCC) and the state of Tennessee education law require Kindergarten students to be 5 by the 15<sup>th</sup> of August. A birth certificate and current Tennessee immunization records are required for acceptance into CA.

CA provides an Early Childhood Educational Center (ECEC) for children ages 3-5. While ECEC is located in the elementary building there is a specific handbook for ECEC.

Acceptance is only considered when the completed application and financial agreement are approved. Students will not be accepted if transferring with an outstanding balance at another school. Applications and fees are accessed and completed online at the CA website. When possible, an interview with a school administrator is requested. The fee does not guarantee acceptance into the class position applied for. **If the student does not attend Collegedale Academy, the fee is not refundable.** The testing fee is refundable if the student is not tested (the application fee demonstrates intent to enroll and monies must be obligated to staffing and the many different costs needed to support the student budget). Returning students must have all the previous information updated in their files and all re-application procedures accomplished.

**Please Note:**

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

**Non-Discrimination Policy**

Collegedale Academy admits students regardless of gender, race, color, nationality, religious affiliation, or ethnic origin to all privileges, programs and activities generally granted to students at the school.

**Grading Scale (Grades 3-5)**

A	93-100
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	0-59

**Grades K-2**

Students are graded on performance keys:

**Class Grades**

- I Achieves objectives and performs skills independently
- P Progressing toward achieving objectives and skills
- N Needs more time to develop
- NA Not addressed in this marking period

**Skill Grades**

- + Excellent
- / Satisfactory
- ~ Needs to improve
- NA Not assessed at this time

**Social Development/Work Ethic Key**

- + Puts forth special effort
- / Does what is expected
- ~ Needs improvement

## Home Schooled Students

Homeschoolers must complete the *Home School Enrollment Signature Form*, insurance fee, and register with Collegedale Academy in order to participate in CA activities. Available activities will include; music, intramurals, and testing.

## Acceleration Procedure

***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 is then submitted to the GCC Office of Education for final consideration.

## Curriculum

The course of study will be in the following subjects:

Bible	Choral
Technology	Band
Language Arts	Strings
Reading	Art
Writing	Keyboarding
Grammar	Mathematics
Speaking and Listening	Social Studies
Science/Health	Library Skills
Physical Education	

## Fine Arts

All students are required to participate in fine arts. CA offers classroom music for students in ECEC through Third grade. Fourth-grade students who are not in strings perform with the recorder ensemble. Fifth graders who must choose between strings, band or choir.

In addition, the Suzuki strings program is available for beginning strings students. While there are private lesson opportunities during the school day, there are limited spots. Students are responsible for any missed class work while attending private music lessons. There is an additional fee for these lessons.

## Principal's List/Honor Roll

To qualify for Principal's List, the student must have a 4.0 GPA. Honor Roll students must have a 3.80-3.99 GPA. Students who have cheated on any assignment or test are disqualified from being on either list. Principal's List and Honor Roll certificates will only be awarded at the end of the year. **Year-end Principal's/Honor Roll list is determined by all four quarters of the school year.**

## Physical Education

Physical education classes are a part of the program provided for all students. A written statement from a physician is required to excuse a student from class. Sneakers are required for participation.

## Extra-Curricular Activities

Students have the option of participating in after school intramural sports. There is a fee charged to pay officials and costs associated with the activity. Students who participate in these activities are expected to conduct themselves in appropriate behavior. Participants who display inappropriate behavior during games or practice will be subject to

disciplinary actions by the school administration. Major violations, such as bullying behavior, could result in being disqualified from intramurals.

### **Computer Lab**

CA offers a technology-rich program which includes a standalone computer lab and classroom computers. Students receive instruction in computer literacy, keyboarding, and how to use the computer as a tool to enhance and reinforce their learning. A *Computer Use Agreement* is included on the CA application. This agreement defines parental permission for the internet and email access and describes acceptable use policies for the student. Account violations are subject to lose this privilege.

### **Library**

The library is a place for students to experience hands-on interdisciplinary activities to enrich their classroom studies and to develop skills and interests in many different areas. Students can check out books, conduct research, listen to stories, and participate in many other activities as a part of their weekly classroom visits. School-wide events such as a Critter Camp and Book Fair are additional programs which are sponsored by the library.

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 for 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, ½ the cost of the book will be refunded. After that, less, if any, will be refunded.

Notification – An weekly notification with students late books and book charges will be emailed home.

End of Year Charges – A final due date for books will be set approximately two weeks from the close of school. A fine of \$0.50 a day will be charged for any books turned in after that date. If a book is not returned by the last day of school, the accumulated fines plus the cost of the book will be sent over to the business office to be charged to the student's account.

### **Outdoor Education**

Each class at CA will participate in an outdoor experience. Grades K-5 will have a minimum of one trip. More detailed information will be sent home as needed through the individual classrooms.

### **Home and School**

The CA Home & School Association (H&S) is the parent volunteer group seeking to enhance the student experience. If your child is a student in CA-- then you are a member of the CA H&S Association. For more information about how you can be involved in H&S, visit our school website and select the H&S tab: [collegedaleacademy.com](http://collegedaleacademy.com)

### **Learning Shop**

CA does not offer a special education program. Our Learning Shop program seeks to identify learning difficulties and provide assistance in those areas. We work with families and partner with the local county testing providers to identify those concerns. Our Education Specialist Director coordinates tutorial services on an as need basis and when schedules permit. The Director also works with qualifying students in a 1:1 or small group setting.

## Achievement Test

DIBELS (grades K-2) and MAPS (grades 3-5) assessments will be administered three times a year. Individual scores will be analyzed to determine areas of students' strengths and weakness. Additionally, group scores will be analyzed to make decisions about the school's academic programs. The ERB writing exam is also given in the spring to the 4th grade.

## Student Progress Reports

Communication between the parent and teacher is vital to the academic achievement of the student. Parents are encouraged to access Jupiter Ed to find regular progress reports of their child's grades. Report cards will be emailed at the end of every quarter.

## Financial Information

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

### Tuition: 2020-21

#### Early Childhood Education Center

SDA church member	\$6,000
Non-SDA church member	\$8,100

#### Grades K-5

Constituent	\$5,400
Non-constituent	\$8,100

#### Other Fees:

Application Fee	\$75-\$150
Testing fee for all new students	\$25
Entrance fee (non-refundable)	\$455

## Payment of Accounts

The entrance fee and the first month's tuition must be paid before starting school. The remaining nine monthly payments of tuition are due on the fifteenth of each month, September through May. Payments can be made online, at [collegedaleacademy.com](http://collegedaleacademy.com) or the Business Office located at Collegedale Academy high school building.

Discounts are given when payment is made on or before the 5<sup>th</sup> of the month or for advance payments by the semester or year. This discount includes multiple student discounts for more than one student enrolled in Collegedale Academy (CA). 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 application cannot be processed.

## Music Charges

Private musical instrument lessons are offered. Arrangements for instrument rentals need to be made privately. The **Suzuki Strings Program** offers private and group lessons. Voice and piano lessons are also provided on an individual basis. These lessons are billed through the business office. Charges for lessons vary according to the length of the lesson.

## Student Assistance

Financial assistance is available by request. Applications are available in the CA business office located in the high school building. Parents are encouraged to have a definite plan as to the amount they can reasonably contribute. A financial

plan will be worked out prior to registration. **Requests should be made by April 30 of the current school year.** A student's academic records, general conduct, and general leadership ability are considered. Parents should contact their local church first to request financial aid. Limited financial aid is available through CA as well.

### **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 the injury, up to a maximum of \$25,000 for any one injury subject to the Excess Provision, Limitations and Exclusions as stated in the policy.

The policy is in effect when the student is:

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

Should a student be injured under these conditions, (s)he should:

1. File a report on a school insurance form with the school secretary within 24 hours after the accident.
2. File a claim and collect payment from the family or employer group insurance.

### **Asbestos Policy**

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

### **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**

Should your child become noticeably ill or have a temperature of over 100 degrees during the school day, they will be isolated until picked up by a parent/guardian. Pick up of an ill child should take place within an hour of notification. School receptionists will keep track of illnesses and temperatures. Students return to class based on being fever free for 24 hours without the aid of fever reducing medications.

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, body aches 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.

### **Positive COVID-19 test at CA:**

Collegedale Academy is obligated to inform both the HCHD and the school-wide community regarding an infection. The HCHD will direct CA regarding testing, sanitizing and re-entry procedures. Family members of an infected individual will also be excluded from the in-person instruction setting until all attending family members have gone through the CDC recommended quarantine time. Quarantine time for persons recovered from COVID-19 illness, CDC recommends that isolation be maintained for at least 10 days after illness onset and at least 3 days (72 hours) after recovery. EQUALS = Fever free for three days before return (time-based strategy for return).



The school will continue to meet in-person if there is a positive COVID-19 test. As stated prior, additional cleaning will be taken in areas occupied by individuals. If the HCHD informs the school there is a need to discontinue in-person schooling for a whole school/building quarantine, CA would at that time go to online education for a short-term period.

**Positive COVID-19 case information:**

Collegedale Academy's Head of School is required to report confirmed diagnosed individuals to the HCHD, and will then work in consultation to communicate the following:

- scope of the problem (number of known cases)
- background information including symptoms, spread, and incubation period
- any additional measures taken to mitigate disease spread (quarantine, etc.)
- building operational decisions are made independently (one building may go online short-term if needed)

Collegedale Academy recognizes that an individual's health status is personal and private. Therefore, school administrators will handle the information regarding the person's health status in accordance with Tennessee state and federal laws, as well as CA's handbook policies governing the confidentiality of student and employee health records.

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.

**Daily Student Supervision Schedule**

Morning supervision begins	Monday-Friday at 7:20
Classes begin	8:00
Dismissal is at 3:00 Monday	Thursday and at 2:30 on Fridays

\*Students remaining after 3:30 Monday-Thursday and 3:00 on Friday will be dismissed to aftercare. **Students must not arrive before 7:20 a.m. as there is no organized supervision available at the school.** Students arriving early must remain under the supervision of the parent until the teacher on duty arrives. Students should come in and sit quietly in the hall until they are instructed to go to their classroom. They are to be cooperative at all times. Uncooperative students may be asked not to arrive prior to the classrooms being open.

After school walkers and/or bikers are expected to leave school premises by 3:05 p.m. No student should remain on school property without permission. Other students are expected to wait quietly in their classrooms until their names are called. Students picked up will only be released for pick up to authorized persons. Parents should pick students up promptly at the completion of after school activities.

**Students are not permitted to go to the playground to wait for their rides. If a student is on the playground after school, they must be with an adult in close proximity to supervise.**

## After Care

The CA elementary building operates an after-school care program for Early Childhood – 5th grade. The hours of operation are from 3:00-6:00 p.m. Monday-Thursday and until 4:00 p.m. on Friday. All students remaining 30 minutes after school dismissal will be taken to aftercare. An application for aftercare is required to complete the registration process. The fees for the aftercare program are as follows:

- Semester Fee \$700 – Billed in 5 monthly installments of \$140 each
- Daily drop in rate \$20/Day
- Late pick up fee \$1.00 Per Minute

## School Closing

The weather or other circumstances sometimes dictate the school dismissing early or closing for the day. CA will notify parents using their school-wide parent alert system. This system notifies parents through email, and/or text and/or voice calling. You can designate your preferred options online using your FACTS Management login. Administration will also contact local news channels 3, 9, & 12 if CA is to be closed. CA **does not automatically** follow the public school systems for actual or forecasted closings. We will be identified as Collegedale Academy.

**In order to ensure thorough communication in emergency situations, PLEASE make sure to notify the office of a change of address, phone number, cell phone, or email address. The office will notify teachers of changes.**

## Student Withdraw Process

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

1. Have a conference with the principal
2. Notify the classroom teacher
3. Return completed withdrawal form to the front office

Tuition and other charges need to 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.

## Medications

All prescription medications brought to school are to be given to the office manager 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 in the office) is to accompany all prescribed and over the counter medications. A physician's signature is required.

## Medical Emergency

All Field Trip Consent Forms also provide *Consent to Treat* verification. In the event of a medical emergency, the school will make every reasonable effort to contact the student's parents or guardians as specified on the form. If contact cannot be made, the school will exercise the authority given to seeking proper care for the student. Students involved in self-mutilation and/or making suicide threats will be asked to seek psychological counseling. A written release from a psychologist/psychiatrist must be presented to the administration before that student is allowed to return to school.

## Child Abuse/Neglect/Harm

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

## **Student Conduct**

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 CA elementary building discipline plan 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 by electronic Student Referral Forms. Unwanted behavior that persists will be dealt with in a number of ways that may include fines, in school or home suspension, detention, or expulsion.

**Chewing gum** during school hours is not allowed. Students will be assessed a \$5 fine when found chewing gum. The fines will be deposited in the classroom budget of the offending student.

## **OLWEUS**

The CA administration and staff are committed to an environment free of harassment and bullying. As such, we have embraced the *OLWEUS Bullying Prevention Program* in order to make our school a safe place for all. Weekly class meetings discuss and identify ways to be “Super Friends” and give options on how we as a school can stop unwanted behaviors to our classmates. Students who show a pattern of misbehavior may receive verbal reprimands, removal from the classroom, meetings with parents, in-school suspension, out of school suspensions, or ultimately dismissal from school.

All students must adhere to the following four Super Friend rules:

1. We will be Super Friends.
2. We will help students who are treated unfairly or unkindly.
3. We will make an effort to include everyone.
4. We will tell an adult at school and an adult at home when someone is treated unfairly or unkindly.

Incidents of non-Super Friend behavior will be addressed through the following interventions:

1. The negative behavior will be stopped.
2. Support will be given to the student who has been mistreated.
3. The student who has demonstrated bullying behavior will be addressed by a staff member by identifying the specific bullying behavior and referring to the four Super Friend rules.
4. Bystanders to the incident will be affirmed if they were supportive of the student who was mistreated, or advised and empowered to intervene in the future.
5. Immediate and appropriate consequences will be imposed on the student(s) who bullied.
6. Steps will be taken to ensure that the victim will be protected from future bullying incidents.

All bullying incidents and violations will be documented and tracked by school personnel.

## **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 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.

## **Student Disciplinary Plan**

Students may find themselves serving the consequences of a disciplinary plan by violating the following rules:

- Poor Attendance – tardies/cutting or skipping school
- Insubordination
- Vandalism of school property
- Profanity/Obscene Gestures/Vulgarity
- Fighting/Physical Misconduct/Assault/Bullying
- Substance Abuse

Students who show a pattern of misbehavior may receive removal from the classroom, an in or out of school suspension along with a parent conference, and, ultimately, dismissal from school.

## **Prohibited Items**

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

- Unauthorized drugs or medication of any kind
- Weapons of any kind to include; firearms, knives, sling-shots, fighting equipment, bow/arrow, or item deemed unsafe which may cause bodily harm
- Electronic items: items that may be distracting from the learning process are listed below
- Toys are not to be brought to school.

## **Electronics**

All classrooms have telephones. Students do not need telephones at school. While they may seem convenient, they are distracting to the learning environment. Student's use of cell phones, smart watches, laser pointers, radios, CD players, iPods, TV's, portable DVD players, headsets, and other audio equipment is not permitted on the campus during school hours. If such equipment is found, the equipment will be confiscated and students will be charged a \$25 fine. Personal use of learning electronics IE; iPads, Electronic Notebooks, Laptops, etc. will be permitted only at the discretion of the teacher. Approved electronics will only be allowed for educational purposes.

## **Internet Acceptable Use Policy**

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

## **Internet Access**

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

many disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the CA-Elementary School supports and respects each family's right to decide whether or not to restrict access.

### **Image/Media Release**

The Georgia--Cumberland Conference regularly uses photos and video in its publications and materials. All parents are provided with this permission form. It simply gives authorization for the Georgia-Cumberland Conference of Seventh-day Adventists, or its assigns, to use your name and/or the names of family members who are minors, as well as your likeness, photos, videos and other information (or that of family members who are minors) for the purpose of news releases, advertising, publicity, publication or distribution in all forms and media. It gives further consent to such use in their present form and to any changes, alterations, or additions thereto.

### **Student Dress Standard**

The CA school board instituted a uniform dress program. As such, all new school clothes are purchased from Educational Outfitters. The store has a copy of the uniform allowed by all K – 12 students. All items will be monogrammed with the appropriate school logo. For girls the skirt and skort length can not measure any shorter than 3 inches above the knee on the side.

(Front and back can be different lengths when there is more curve involved in the body style of the girl wear the skirt or skort)

Parents will be notified by administration when students do not comply with uniform dress standards. Parents may be expected to bring proper uniform attire to school for their child.

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

#### **Educational Outfitters**

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

**Store Hours:** Mon-Fri 10 a.m. – 6 p.m.

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

**Website:** [www.educationaloutfitters.com](http://www.educationaloutfitters.com)

#### **Land's End**

[www.landsend.com](http://www.landsend.com)  
**School Code:** 900196254

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

Dress code colors: black, gray, red, blue, green, white, and plaid

During cold weather all students may wear uniform sweaters, sweatshirts, and fleece. Students may wear solid colored leggings and long sleeve under their uniforms (dress code colors). Heavy winter jackets/parkas are the non-uniform apparel allowed at school to be worn for outside activities.

Students may wear shoes of their choice. Open toe shoes, sandals, flip flops, etc. are not to be worn! "Crocs" are discouraged as they provide little support for active children.

### **Uniform Shop**

The uniform re-sale shop is located in the CA elementary building. There are scheduled drop-off and re-sale dates 3 times a school year. An email is sent home when dates are scheduled.

### **School or Teacher Designated Casual Days:**

Students are expected to dress in an appropriate, clean, modest attire.

**Hair:** clean and well-groomed appearance. Trendy fads in hair styles are not allowed. Hair must be a natural color. Boys cannot wear a “ponytail” and hair must not extend past the bottom of the ear, eyebrow, or collar.

**Makeup:** if worn, should be natural/neutral in color.

**Jewelry:** all bracelets, necklaces, rings, earrings, chokers, and chains, etc. are not to be worn. Medical alert bracelets are allowed.

School personnel will make the final decision appropriate school attire. In matters of opinion, the judgment of teachers and administration will prevail. Correctable dress code violations must be corrected before going to class. Parents are encouraged to ensure their children are properly clothed for school.

### **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 grades, 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 on the time and date determined by the teacher. Parents of students’ grade 3-5 are encouraged to use the Renweb system to monitor homework and academic progress.

A few suggestions that may help parents and other family members to help students meet their potential:

1. Encourage the student to take responsibility for his/her behavior and study skills
2. Provide a regular quiet time and place for study. If there is no homework, the time could be used for recreational readings or other educational activities
3. Provide positive support for the student’s efforts and successes

### **Lost and Found**

Items such as sweaters, jackets, and lunch boxes are found around the CA – elementary on a regular basis.

Our lost and found is located near our front office.

**At the end of each 9 weeks, all unclaimed items will be sold or donated.**

### **Telephone**

Teachers and students are not to be called during the school hours except in cases of emergency. The receptionist will deliver messages 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. Students’ personal cell phones are not to be used while on the school campus.

### **Field Trips**

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

- If a student is not planning on attending the school field trip, parents must make non-school arrangements.
- Students participating in school-sponsored outings/trips are representing the school and are to follow the policies as stated in this handbook in all areas of dress and conduct.
- Phones, radios, iPods, iPads, and video games are not to be taken on trips. Such items will be confiscated by the staff and may be kept until the end of the school year.
- At times, parents may be needed to help. Those who are willing to drive need to fill out a *Volunteer Drivers’ Questionnaire* and supply the school office with photocopies of their driver’s license and their insurance coverage. ALL chaperones need to complete and be cleared through Verify Volunteer training.
- Please read the following for CA chaperone guideline and expectations. Check with the office if assistance is needed.

## Chaperoning Guidelines

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

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

## Textbooks

Textbooks constitute an important resource for the curriculum. 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 a book beyond use will be charged the amount to replace the book or associated material (an example of this would be a CD that is part of the textbook).

## Visitors

Parents are welcome to visit the school. Visitors are required to check in at the receptionist window upon arrival. No student should bring relatives or friends without prior approval of the classroom teacher and administration. These guests are to follow all school regulations. In classrooms that have student teachers, visits will be limited. Parents are asked **NOT** to make appointments to meet teachers between 7:30 a.m. and 3:30 p.m., these are very busy times with starting and ending the school day.

**CA doors remain locked at all times. All visitors should enter & exit through the office doors located at the front of the building. Please be prepared to show a photo I.D. to be granted access.**

## Conflict Resolution-Parent\*/Teacher Concern Procedures

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

1. Parent 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 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 Collegedale Academy school board.

\*Or other individual with a concern about the teacher

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

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





## Elementary Calendar Overview 20.21

### July

30 Registration:  
Elementary/Middle 3-7  
High School 1-7

### August

6 First Day of School  
6 ECEC/ K Phase-In – **Girls**  
7 ECEC/ K Phase-In – **Boys**  
9 New Parent Orientation @ 4-5  
13 Meet the Teacher Night @ 5-6  
24 Picture Day

### September

7 Labor Day - No School  
TBA DIBELS Testing  
TBA IA Testing

### October

5 Picture Re-Take Day  
9 1<sup>st</sup> Quarter Ends  
12-16 Fall Break – No School  
23 Grades Published

### November

1 Sandy Erickson 5K & Fun Run  
20 Noon Dismissal  
23-27 Thanksgiving Break – No School

### December

18 2<sup>nd</sup> Quarter Ends  
18 Noon Dismissal  
21 Christmas Break  
December 21 – Jan 4

### January

5 Back to School  
8 Grades Published  
18 MLK Day - No School

### February

TBA ECEC & K Round-Up  
15 Presidents' Day – No School

### March

5 3<sup>rd</sup> Quarter Ends  
12 Grades Published  
15-19 Spring Break – No School

### April

2-5 Easter Break  
9 Grandparents Day 9:30

### May

21 Last Day of School  
21 Quarter Ends  
26 Grades Published

# Collegedale Academy List of Faculty and Staff

## Early Childhood – Grade 5

Principal.....	Missy Weddle
Vice-Principal.....	Pam Arner
Registrar.....	Melanie Engle
Office Manager.....	Heather Hoffman
IT Director.....	Michael Peel
Facilities Manager.....	Greg Phillips
Chaplain.....	Tabor Nudd
Counselor.....	Amanda Ancheta
Lunch Coordinator.....	Kim Lighthall
ECEC Teachers.....	Elaine Martin & Amy Wash
Kindergarten Teachers.....	Pam Arner & Teresa Littell
1 <sup>st</sup> Grade Teachers.....	Rachael Clark & Stacie Schepers
2 <sup>nd</sup> Grade Teachers.....	Teri Greenleaf & Marcia Haluska
3 <sup>rd</sup> Grade Teachers.....	Adele English & Beth Tucker
4 <sup>th</sup> Grade Teachers.....	Melissa McColl & Dixie Owens
5 <sup>th</sup> Grade Teachers.....	Kassandra Fernandez & Tammy Musick
Librarian.....	Kasi Schreader
P.E. Teacher.....	Amanda Mertz
Art.....	Lindsay Little
Strings.....	Tami King
ECEC – 1 <sup>st</sup> Music .....	Ronda Stone
2 <sup>nd</sup> / 3 <sup>rd</sup> Music and 4 <sup>th</sup> / 5 <sup>th</sup> Grade Choir.....	Holly Greer
Band/ Recorders.....	Greg Lindquist