



A Seventh-day Adventist Educational Institution
Early Childhood – 12th Grade

Student Handbook 2022-2023

Educate ■ Equip ■ Inspire ■ Serve

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

PHILOSOPHY

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

MISSION STATEMENT

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

LOCATION

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

ADMINISTRATIVE COMMITTEE

Brent Baldwin – Head of School/High School Principal
Barbara Hunt – Middle School Principal
Melissa Weddle – Elementary Principal
Steve Blackburn – Chief Financial Officer

CONTACT INFORMATION

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

MIDDLE (6-8)
P.O. Box 598
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Collegedale, TN 37315
Phone: 423-396-2122
FAX: 423-396-3043
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ELEMENTARY (ECEC-5)
P.O. Box 568
4820 University Drive
Collegedale, TN 37315
Phone: 423-396-3020
FAX: 423-396-2218
collegedaleacademy.com

BOARD OF TRUSTEES

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

ACCREDITATION

CA is fully accredited by the Southern Union Conference of Seventh-day Adventist Department of Education, the Georgia Cumberland Conference (GCC) of Seventh-day Adventist Department of Education, the Adventist Accreditation Association, the Middle States Association, and the National Council for Private School Accreditation.

CA FACULTY/STAFF DIRECTORY

Administration		
Brent Baldwin, <i>Ed.S.</i>	bbaldwin@collegedaleacademy.com	Head of School/High Principal
Steve Blackburn, <i>C.P.A., M.B.A., A.R.M.</i>	sblackburn@collegedaleacademy.com	Chief Financial Officer
Barbara Hunt, <i>M.A.</i>	bhunt@collegedaleacademy.com	Middle Principal
Missy Weddle, <i>M.S.</i>	mweddle@collegedaleacademy.com	Elementary Principal
ECEC-12 Staff		
Carmen Alvarez, <i>B.A.</i>	calvarez@collegedaleacademy.com	Registrar
Bob Dixon, <i>B.S.</i>	bdickson@collegedaleacademy.com	Associate Director – Plant Services
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Ryan Van Dolson, <i>B.A.</i>	rvandolson@collegedaleacademy.com	Associate Director-IT
*Grant Vogel, <i>B.A.</i>	gvogel@collegedaleacademy.com	Accountant

*Part time

HIGH

Administration		
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Djernes, David, <i>M.S.</i>	guidance@collegedaleacademy.com	Guidance Counselor
Faculty/Staff		
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Bradley, Stella, <i>M.A.</i>	sbradley@collegedaleacademy.com	English
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Galera, Lawrence, <i>M.A.</i>	lgalera@collegedaleacademy.com	Orchestra/Chorale
Groft, Obadiah, <i>B.S.</i>	ogroft@collegedaleacademy.com	Science
Hodges, Cameron, <i>B.S.</i>	chodges@collegedaleacademy.com	Gymnastics
Hodges, Tyler, <i>B.A.</i>	thodges@collegedaleacademy.com	Bible
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Hunt, Sarah, <i>B.A.</i>	huntsa@collegedaleacademy.com	English, Journalism
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McQuistan, Adam, <i>B.S</i>	amcquistan@collegedaleacademy.com	Mathematics
Mertz, Amanda, <i>M.A.</i>	amertz@collegedaleacademy.com	Physical Education
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Rademacher, Angi, <i>B.A.</i>	arodemacher@collegedaleacademy.com	French, Life Skills
Renslow, Amanda, <i>B.S</i>	arenslow@collegedaleacademy.com	English
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Sinigaglio, Bud, <i>B.S</i>	bsinigaglio@collegedaleacademy.com	Science, Math
Stone, Beth, <i>B.F.A</i>	stoneer@collegedaleacademy.com	Visual Arts
Weber, Walter, <i>B.A.</i>	wweber@collegedaleacademy.com	Bible/History
White, David, <i>M.A</i>	dwhite@collegedaleacademy.com	Social Studies

*Part time

MIDDLE

Administration		
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Debbie Reed, <i>R.N.</i>	dreed@collegedaleacademy.com	Assist. Registrar/Office Manager
Faculty/Staff		
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Greg Lindquist, <i>M.A.</i>	glindquist@collegedaleacademy.com	Intermediate/Advanced Band
Holly Greer, <i>M.A.</i>	hgreer@collegedaleacademy.com	Caroliers, Handbells, Voice
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*Part time

ELEMENTARY

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Kasandra Fernandez, <i>B.A.</i>	kfernandez@collegedaleacademy.com	5 th Grade
Tammy Musick, <i>M.A.</i>	tmusick@collegedaleacademy.com	5 th Grade
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*Elena Sandoval, <i>B.F.A.</i>	esandoval@collegedaleacademy.com	Computers/E-3 Music
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Holly Greer, <i>M.A.</i>	greer@collegedaleacademy.com	3 Music/4 Recorders/5 Choir
Greg Lindquist, <i>M.A.</i>	glindquist@collegedaleacademy.com	4 Recorders/5 Band
*Kim Lighthall, <i>B.S.</i>	klighthall@collegedaleacademy.com	Receptionist
*Becky Brooks	bbrooks@collegedaleacademy.com	Lunch Coordinator

*Part time

ADMISSIONS

Our goal is to provide a safe place for Christian young people to grow *“in wisdom and stature, and in favor with God and man” (Luke 2:52)*. Because of the high ideals and objectives maintained by CA, young people who are willing to observe the guidelines in this *Handbook* are encouraged to apply. CA admits students of any gender, race, color, nationality, religious affiliation, or ethnic origin to all privileges, programs, and activities generally granted to students at the school. Students who will cooperate with the published and verbal policies of CA and are willing to participate in its religious, social, and academic activities are encouraged to apply for admission. Admission to CA is a privilege and may be withheld or withdrawn from the school at its discretion. It is also expected that parents of students will be supportive of the staff, school policies, and regulations. *All new students are accepted on probation for the first semester of attendance.* All students must be US citizens or be in the US on approved immigration status (I-20).

Acceptance is only considered when the completed application and financial agreement are approved. Applications and fees are accessed and completed online at the CA website. The fee does not guarantee acceptance into the class position applied for. If the student does not attend CA, the fee is nonrefundable (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 completed. Students will not be accepted if transferring with an outstanding balance at another school. When possible, an interview with a school administrator is requested.

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

IMMUNIZATION REQUIREMENTS

Immunizations are required by the state of Tennessee for all students. See the appendix at the back of the handbook for a list of required immunizations.

STUDENT WITHDRAWAL PROCESS

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

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

IRREGULAR ENTRANCE OR WITHDRAWAL

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

STUDENT RECORDS

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

HOMESCHOOL PART-TIME ATTENDANCE

Homeschooled students are allowed to participate in music, P.E., intramurals and testing at CA as space allows. Part-time students are expected to attend CA classes in the required uniform. They must complete a Homeschool Registration Form and pay registration and applicable activity fees in order to participate in CA activities. All fees are non-refundable.

EXCEPTIONAL STUDENTS/SPECIAL EDUCATION

Although CA strives to provide an academic environment that meets the needs of all students, there are resource limitations in the services the academy can provide. CA has a limited special education program. Students with learning disabilities will find academic intervention through the Resource Lab. Students with moderate to severe physical and/or behavioral problems will find academic intervention limited due to the lack of available resources. Other academic environments may be better equipped to handle the necessary interventions needed to achieve success. CA prepares students for a variety of post-secondary experiences. The administration should be contacted early in the student's academic career to prepare for very competitive university entrance.

ACCIDENT INSURANCE

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

The policy is in effect when the student is:

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

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

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

ACADEMIC INFORMATION

PROGRESS REPORTS

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

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

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

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

GRADING SCALE

Grades 3-12

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

E+, E, E-	Achieves objectives and performs skills independently
S+, S, S-	Progressing toward achieving objectives and skills
N+, N, N-	Needs more time to develop
NA	Not addressed in this marking period

Levels of Understanding

4	Exceeds
3	Proficient
2	Developing
1	Novice

Instructional Level

X	Student is enriched or accelerated
Y	Student is using grade-level materials
Z	Student is receiving modification

WEB ACCESS AND COMMUNICATION

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

PowerSchool: How to set up your parent account:

1. If you set up an account last year, the user name/password you selected should work.
2. New parent users: you must set up a user account to access student academic/attendance information in Power School
3. Go to <https://ca-net.powerschool.com>
4. Click on **Create Account**. Do not enter your codes here; they will not work.
5. Enter the parent name, email address, your selected user name, your selected password

6. To link parent to student (second section down), enter student's first and last name, and PARENT access codes (case sensitive!)
7. Submit
8. Account should be created, thus switching you to a log in screen to enter your newly created user name and password.

Under email notifications, you select how often you wish to receive email notifications and how detailed the grade and attendance reports will be on those emails.

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 (E-8 only) will then be submitted to the Georgia-Cumberland Conference office of Education for final consideration. For 9-12 process and requirements, see high school specific section.

UNIVERSAL SCREENINGS

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

- Grades K – 2 DIBELS
- Grades K – 12 MAPS
- Grades 4, 6, 8 ERB
- Grade 10 PSAT
- Grade 11 ACT (required multiple-choice test – reimbursed for February exam only)
PSAT (to qualify for National Merit Scholarship)
- Grade 12 ACT (SAT upon request, arranged at SAU)

The ACT is offered at CA in September, February, December, and April. CA tests on the Friday before the national test dates (Saturdays). Students must register online at www.actstudent.org. CA test center code is 184-726 and the high school code is 430-400. Students may take the national ACT test up to twelve times in their lives. The results of these tests can assist the administration in determining the best academic track for students, assist with career guidance, and obtain scholarship monies for college. **Students must sign up for the PSAT and ACT for testing individually.**

FINANCIAL INFORMATION

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

PAYMENT OF ACCOUNTS

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

Discounts are given when full payment is made on or before the 5th of the month or for advance payments by the semester or year. This discount includes multiple student discounts for more than one student enrolled. To receive any discount, all accounts for the family must be paid in full by the discount date. This applies to all accounts within a family unit. When registering for subsequent school years', accounts must be current (within 30 days), or the application may not be processed.

NON-PAYMENT OF ACCOUNTS

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

PRIOR YEAR BILLS

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

MUSIC CHARGES

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

ADDITIONAL FEES

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

TEXTBOOKS

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

STUDENT AID

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

SCHOLARSHIPS

SPECIFIC QUALIFICATIONS AND LIMITATIONS EXIST

- Spirit of Excellence Scholarship for Rising Freshmen: A \$750 Incentive Award will be given to one eighth-grade student from each elementary school class represented at Academy Day from area Seventh-day Adventist feeder schools. The student must be recommended by the teacher(s)/administration of the current school, and the award, typically presented at the student's eighth-grade graduation, will be applied to the student's account upon enrollment at CA for the next school year.
- 8th Grade Scholarships: Cohutta Springs and David W. Mathi scholarships are presented to students at the middle school graduation.
- TN Hope Scholarship: This scholarship offers dual enrollment grants to eligible juniors/seniors each semester (3.5 G.P.A for juniors and 3.0 G.P.A for seniors required by Southern Adventist University). Please see the website for the grants at: <https://www.tn.gov/collegepays/article/dual-enrollment-grant>

- Band/Orchestra/Choir Scholarships: Scholarships are available for grades 9 – 12 upon auditions.
- PFE (Partnership for Eternity) K-12: Students partner with elderly or socially isolated individuals to provide companionship on a weekly basis. Students commit to weekly visits and earn a scholarship to assist in the payment of their school tuition. Students receiving financial aid are strongly encouraged to participate in this scholarship program. Space in the high school program is limited.
- Work Match Scholarships: CA participates with denominational organizations in granting work match scholarships of up to 50% of summer earnings to a maximum match of \$1,000 for summer camp and literature evangelist wages that are turned in to CA.
- Adventist Christian Education Evangelism Grant: The Georgia-Cumberland Conference provides this grant to a student in grades 3-5 and 6-8 that is new to Adventist education and not baptized. The high school funds a similar grant for grades 9-12.
- Sandy Erickson 1st Grade Scholarship: The Erickson family awards this to a worthy student in 1st Grade.

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

GIFTS FOR STUDENT AID AND SCHOLARSHIPS

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

ATTENDANCE INFORMATION

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

TARDIES

An important consideration in our school setting is the volume of auto traffic and local train schedules. Parents need to plan their arrival at school between 7:40 - 7:50 AM to ensure their child has time to be ready for the start of school at 8:00 AM. Students who arrive after 8:00 AM will be considered tardy.

For E-8, 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. As with absences, tardies due to a doctor, dentist, or other professional appointment may be excused by presenting a professional note from their respective office verifying the appointment or a by a note from a parent detailing the reason for the tardy. Students are responsible for all classwork missed even if a tardy is excused.

For 9-12, see absences below as tardies are counted when viewing a student’s attendance record.

EARLY DISMISSAL

When early dismissal is necessary, a parent/guardian must sign the student out in the front office. Parents are encouraged to inform the school as soon as possible.

ABSENCES (K-8 & High)

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

K-8

In January 2018, the State of Tennessee passed a law that requires CA to submit the names of elementary students with eight (8) unexcused school absences to the Hamilton County Department of Education Director of Schools. The State of Tennessee may choose to take several actions, which may include, but are not limited to, a court appearance or a fine. CA must submit reports for each additional eight (8) absences as well.

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

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

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

9-12

Level 1:

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

Level 2:

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

Level 3:

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

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

PREARRANGED ABSENCES

Prearranged absences (E-8) may sometimes be necessary or desired. Such occasions are expected to be minimal. When a parent makes such a request according to policy, while the absences will be unexcused, they 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.

In the high (9-12), a student requiring a prearranged absence must fill out a prearranged absence request form which can be located in the front office. The petition should be handed in to the principal and approved by the CA Leadership Team prior to the missed days. Failure to do so will result in unexcused absences. This form must be filled out and signed by a parent/guardian before obtaining all faculty signatures. If student has a D or F in a class the request will be denied. During Week of Prayer each semester, Collegedale Academy is considered a closed campus. Pre-arranged absences should not be submitted for these weeks.

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

ILLNESS

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

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

- Swollen glands or sore throat
- Fever of 100.4 or above
- General signs of illness such as vomiting, 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 are necessary before allowing the student to return to school. Sending your child back to school too soon can impair their recovery and contribute to others getting the illness.

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

COVID

If your child shows signs of being sick, KEEP THEM HOME & TEST for COVID.

When a student tests positive for COVID, the student will remain at home for a minimum of 5 days and then can return to school after being symptom free for 24 hours.

We do reserve the right to make temporary changes/decisions if COVID becomes an epidemic at school.

Frequently Asked Questions Regarding COVID:

1. Does my child have to quarantine if there is a positive case in our household? No, if they are symptom free.
2. Does my child need to wear a mask at school when they return? No, masks are optional.

MEDICATIONS

All prescription medications brought to school are to be given to the front office for safekeeping. 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.

Students may self-administer non-prescription medicines. However, the medicine should be given to the school authorities by the parent until the child needs it. An *Over-the-Counter Medication Form* 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* also provide *Consent to Treat* verification. In the event of a medical emergency, the school will make every reasonable effort to contact the student's parents or guardians as specified on the form. If contact cannot be made, the school will exercise the authority given to seeking proper care for the student.

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

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

STUDENT CONDUCT

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

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

STUDENT DISCIPLINE PLAN

The CA 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 such as fighting, bullying, or any form of harassment will be dealt with in measures appropriate to the behavior. Any student who does not respect school property and the property of others by defacing or stealing will be held financially responsible for all damages. Student conduct will be documented and parents notified by electronic Student Referral Forms. Unwanted behavior that persists will be dealt with in a number of ways that may include fines, in-school or home suspension, detention, or expulsion.

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

1. The CA Administrative Team is responsible for establishing general disciplinary procedures. Each individual teacher has the autonomy to have a specific outline on how they will handle discipline in their classroom. Our goal is for faculty to handle the majority of the issues that arise in this area. If a student repeatedly chooses not to follow classroom or school policies, the building administration will handle the situation.
2. A student may be assessed detention and/or pay fines depending on the type of infraction. In the case of a detention, parent will be notified prior. Students will not be deprived recess nor lunch times.
3. There are situations when the school will need to use a school suspension when a student continues to repeat offenses and/or is involved in a serious offense. A suspension from school is a decision made by the building principal, in consultation with the building Leadership Team.
4. In the event school administration is recommending a student be expelled or dismissed from school, the CA school board executive committee must be notified. A family may appeal this decision to the CA school board executive committee as they are the final authority.
5. Any CA security footage of student misbehavior will be reviewed by building principal and their leadership team. CA will NOT allow families or outside interest groups to view security video as CA needs to respect the privacy of all students, faculty, and staff. Any appeals to this specific point may be brought to the Head of School for consideration. If the Head of School is involved as the building principal, the appeal would be brought to the CA Board Chair.

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

ELECTRONICS

Students do not need phones at school. While they may seem convenient, they are distracting to the learning environment. Student use of cell phones, smartwatches, AirPods, personal laptops and other electronic devices are not permitted during school hours. If such devices are found, the item will be confiscated for the day and a \$25 fine must be paid before item is returned. Personal use of learning electronics i.e.; iPads, electronic notebooks, laptops, etc. will be permitted only at the teacher’s discretion.

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

INTERNET ACCEPTABLE USE POLICY

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

INTERNET ACCESS

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

ANNOUNCED RULES

Announced and stated rules during the school year are as binding as written rules. The rules in this handbook are not exhaustive and are subject to modification at any time during the school year by the CA Administrative Team.

Each teacher has the discretion to establish classroom rules, reinforce appropriate behavior, and impose consequences for misconduct within the classroom setting. These announced guidelines are in addition to and as important as those outlined in this handbook.

DRESS CODE

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

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

UNIFORMS

Collegedale Academy has chosen 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

Land's End

www.landsend.com

School Code: 900196254

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

UNIFORM ITEMS FOR BOYS – approved monogram required.

- Pants: (khaki or navy blue) Belts must be worn with pants at all times with shirts tucked in completely.
- Shorts: (khaki or navy blue) Belts must be worn with shorts at all times with shirts tucked in completely. Shorts must be modest and an appropriate length to the individual.
- Shirts: (gray, red, white, navy blue, forest green), Polo (long or short sleeve); Oxfords (long or short sleeve). If an undershirt can be seen, it must be in uniform colors.
- Sweatshirts (red, navy blue)
- Sweaters (red, navy blue); cardigan, vest, or V-neck pullover
- Jackets: (red, grey, or navy blue) fleece, CA pullover, fleece vest, CA organizational jacket
- Undergarments are not to be visible.

UNIFORM ITEMS FOR GIRLS – approved monogram required.

- Pants: (khaki or navy blue) Belts must be worn with pants at all times with shirts tucked in completely.
- Shorts: (khaki, navy blue) Belts must be worn with shorts at all times with shirts tucked in completely.
- Skorts: (khaki, navy blue, blue plaid) Skort must be modest and an appropriate length to the individual.
- Skirts: (khaki, navy blue, blue plaid) Skirt must be modest and an appropriate length to the individual.
- Shirts: (gray, red, white, navy blue, forest green) Polo (long or short sleeve) Oxfords (long or short sleeve) - If an undershirt can be seen, it must be uniform colors.
- Sweatshirts (red, navy blue)
- Polo dress: (red, navy blue, forest green)
- Sweaters (red, navy blue); cardigan, vest, or V-neck pullover
- Jackets: (red, grey, or navy blue) fleece, CA pullover, fleece vest, CA organizational jacket
- Undergarments are not to be visible.

LANYARD/STUDENT ID CARD (High ONLY)

- CA issued lanyard and activated student ID card must be worn around the neck at all times

COLD WEATHER ATTIRE

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

SHOES

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

HATS

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

HAIR

- Must be clean and present a well-groomed appearance.
- Extreme 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.

P.E. UNIFORMS: (Grades 6 – 12)

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

FIELD DAYS/OFF-CAMPUS APPAREL

If CA uniforms are not required by the teacher, then modest Christian attire is expected for off-campus, school-sponsored activities, and field days.

Swimwear: Girls: one-piece bathing suits are required. Boys: "Bermuda style" swim trunks are required.

OTHER ACCESSORIES

- Makeup must be natural and not extreme.
- Tattoos or body piercing of any kind may not be displayed on the body.
- Collegedale Academy is a jewelry-free facility. Collegedale Academy will not be responsible for lost or stolen jewelry.
- Sunglasses are not allowed to be worn inside the school building.

NON-COMPLIANCE

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

GENERAL INFORMATION

SCHOOL CLOSING/WEATHER

The weather or other circumstances sometimes dictate the school dismissing early or closing for the day. CA will notify parents using their school-wide parent alert system. This system notifies parents through email, and/or text, and/or voice calling. You can designate your preferred options online using your PowerSchool Management login. Administration will also contact local news channels 3, 9, & 12 if CA is to be closed. CA does not automatically follow the public school systems for actual or forecasted closings. We will be identified as Collegedale Academy. In order to ensure thorough communication in emergency situations, please make sure to notify the office of a change of address, phone number, cell phone, or email address. The office will notify teachers of changes.

DISASTER PREPAREDNESS

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

VISITORS

Upon arrival, visitors are required to check-in at the receptionist's window. 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 AM and 3:30 PM, as these are very busy times starting and ending the school day. CA doors remain locked at all times. All visitors should enter and exit through the office doors located at the front of the building. Please be prepared to show a photo ID to be granted access.

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 at CA, 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

CHILD ABUSE/NEGLECT/HARM

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

IMAGE/MEDIA RELEASE

The Georgia-Cumberland Conference (GCC) and CA regularly uses photos and video in its publications and materials. All parents are provided with a permission form, which gives authorization for the GCC/CA 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.

LOST AND FOUND

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

TELEPHONES

Telephones are available for student use in the office area. Students should arrange to make calls at times other than during class time, and they should not be called during school hours except in cases of emergency. The school will give its full cooperation in delivering necessary messages as promptly as possible. Students' personal cell phones and smart watches are not to be used/worn during school hours.

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.

- At times, parents may be needed to chaperone. Those who are willing to drive need to fill out a *Volunteer Drivers' Questionnaire* and supply the school office with photocopies of their driver's license and their insurance coverage. ALL chaperones need to complete and be cleared through Sterling Volunteer training.
- Please read the following for CA chaperone guidelines and expectations. Check with the office if assistance is needed.

CHAPERONING GUIDELINES

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

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

TRANSPORTATION POLICY

The term school transportation is defined as transportation on a school bus, school van or private passenger automobile driven by a member of the faculty or staff of the school, a parent of the covered person, or other adult with a valid drivers' license whom the school has specifically designated to transport covered persons to a school supervised and sponsored activity. It is the policy of CA to provide transportation as defined by the previous statement, which is approved by GCC, Adventist Risk Management, and the student accident carrier.

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

Part A

- All volunteer drivers must be screened by CA administration and faculty.
- All volunteer drivers must complete the GCC Driver's Questionnaire well in advance of the driving date (as to give CA administration and faculty sufficient time for screening).
- CA administration has the right to accept or reject volunteer drivers based on the information provided.
- CA administration can re-evaluate screened volunteer drivers at any time during the school year.
- The minimum age for drivers is twenty-one (21) years of age.
- Each driver must be properly licensed and have proper insurance in force. Additionally, each driver must have an acceptable record of not more than two (2) traffic citations and no-fault accidents in the last three (3) years.
- No vehicle is to carry more than the official rated load capacity and all passengers must wear seat belts. No double belting is allowed. Violations of this policy could result in insurance refusing to pay claims.

- Adventist Risk Management recommends that volunteers have at least \$100,000/\$300,000 liability coverage. Schools must satisfy themselves that drivers have at least state-mandated minimum automobile liability. The driver’s medical payment insurance will be considered the primary coverage and ARM will be secondary, up to \$1 million.
- All drivers must provide proof of insurance and drivers’ license (copies must be on file).

Part B/High Only

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

CONFLICT RESOLUTION-PARENT/TEACHER CONCERN PROCEDURES:

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

1. Parent is to meet with the teacher, individually 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 building principal for the purpose of securing assistance in finding a resolution.
 - a. This meeting among the three parties (building principal, parent, and teacher) is to be held with the principal chairing the meeting.
 - b. The principal will keep minutes of the meeting.
 - c. The minutes are to be reviewed and signed by all parties prior to the completion of the meeting.
3. If there is a concern with a discipline issue, a parent may ask the Head of School for an appeal. Any appeal will include building associate principal and principal. If the issue is with the Head of School, the CA board chair can chair this meeting. Any decision from this group is final, except for a recommendation of expulsion, which by policy, can be appealed to the executive committee of the CA school board (see STUDENT DISCIPLINE).
4. If a parent has a concern with a principal or Head of School, the Superintendent of Education and the CA Board Chair must be notified.

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.

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

Appendix

Diseases Covered by Tennessee Child Care and School Immunization Requirements

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

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

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

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

Last updated by Tennessee Immunization Program: January 2020

COLLEGEDALE ACADEMY

P.O. BOX 628, COLLEGEDALE, TN 37315

TUITION AND FEES - 2022 - 2023

TUITION					
CONSTITUENT ⁺		Elementary Grades K-5	Middle Grades 6-8	High School Grades 9-12	<i>Early Childhood Education Center Full Week</i>
MONTHLY TUITION INSTALLMENT RATE *		\$ 580	\$ 705	\$ 1,075	\$ 640
FIRST SEMESTER TUITION		\$ 2,900	\$ 3,525	\$ 5,375	\$ 3,200
SECOND SEMESTER TUITION		\$ 2,900	\$ 3,525	\$ 5,375	\$ 3,200
TOTAL TUITION FOR YEAR		\$ 5,800	\$ 7,050	\$ 10,750	\$ 6,400
* <i>Constituent Churches: Collegedale, McDonald Road, Collegedale Spanish-American, Hispanic Community, Collegedale Community, Hamilton Community, Impact, Crosswalk</i>					
NON-CONSTITUENT		Elementary Grades K-5	Middle Grades 6-8	High School Grades 9-12	<i>Partial Week Options Monthly Rates (if available)</i>
MONTHLY TUITION INSTALLMENT RATE *		\$ 865	\$ 990	\$ 1,360	
FIRST SEMESTER TUITION		\$ 4,325	\$ 4,950	\$ 6,800	<i>TTh --- \$350</i>
SECOND SEMESTER TUITION		\$ 4,325	\$ 4,950	\$ 6,800	<i>MWF --- \$510</i>
TOTAL TUITION FOR YEAR		\$ 8,650	\$ 9,900	\$ 13,600	
FEES					
<small>Optional activities may generate additional fees. See school handbook for details.</small>		Elementary Grades K-5	Middle Grades 6-8	High School Grades 9-12	<i>Early Childhood Education Center</i>
APPLICATION FEE		\$75-\$150	\$75-\$150	\$75-\$150	\$75-\$150
TESTING FEE, As Required		\$ 25	\$ 25	-	\$ 25
ENTRANCE FEE *		\$ 485	\$ 485	\$ 485	\$ 485
iPAD/TEXTBOOK RENTAL FEE *		-	-	\$ 375	-
AFTERSCHOOL CARE (ANNUAL) ++		\$ 1,500	\$ 1,500	-	\$ 1,500
<small>++ A 10% multi-child discount is available for afterschool care.</small>					
DUE AT REGISTRATION *					
		Elementary	Middle	High School	<i>ECEC TTh --- \$835 MWF --- \$995 Full Week --- \$1,125</i>
CONSTITUENT *		\$ 1,065	\$ 1,190	\$ 1,935	
NON-CONSTITUENT *		\$ 1,350	\$ 1,475	\$ 2,220	
<i>The Entrance Fee plus the first tuition installment and other fees noted above are due at registration. The remainder of the tuition will be charged in 9 installments due on the 15th of each month, September through May.</i>					
<i>To receive an early payment discount, payment must be made by the Discount Day, usually the 5th of each month. If the 5th falls on a weekend, the next Monday (or school day) will be the discount date. The discount date will be noted on each billing statement. Discounts are only offered if ALL family accounts are paid by the discount date.</i>					
<i>The following discount percentages apply on all tuition payments except the first installment due at registration. Afterschool Care is EXCLUDED from the discounts specified below.</i>					
	Number of Students in Family	Monthly	1st SEMESTER due on Registration Day [^]	2nd SEMESTER due on January 11 [^]	ANNUAL due on Registration Day ^{^^}
	1	1.5%	2.5%	2.5%	3.0%
	2	4.5%	7.5%	7.5%	8.0%
	3	9.5%	12.5%	12.5%	13.0%
	4	14.5%	17.5%	17.5%	18.0%
	5+	19.5%	22.5%	22.5%	23.0%
MONTHLY DISCOUNT DATES					
Entrance Fee plus Installment #1	Due at Registration				
Installment #2	September 6, 2022				
Installment #3	October 5, 2022				
Installment #4	November 7, 2022				
Installment #5	December 5, 2022				
Installment #6	January 11, 2023				
Installment #7	February 6, 2023				
Installment #8	March 6, 2023				
Installment #9	April 5, 2023				
Installment #10	May 5, 2023				
<small>[^] To receive the semester discount, the full amount must be paid for all students in the family by Registration Day for 1st Semester & January 11 for 2nd Semester.</small>					
<small>^{^^} To receive the yearly discount, the full amount must be paid for all students in the family by Registration Day.</small>					

Elementary Addendum

GENERAL INFORMATION

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 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 classwork while attending private music lessons.

Intramurals

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 students. Account violations may subject the student 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 sponsored by our 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 to the student.
- **Lost and Missing Books** – 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's account will be charged the price of the book.
- **Notification** – Weekly student's late books and book charges will be emailed home.
- **End of Year Charges** – If a book is not returned by the last day of school, the cost of the book will 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.

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 needed basis and when schedules permit. The Director also works with qualifying students in a 1:1 or small group setting.

Daily Student Supervision Schedule

Morning supervision begins Monday-Friday at 7:20 AM

Classes begin 8:00 AM

Dismissal is at 3:00 PM Monday – Thursday and at 2:30 PM on Fridays

Students remaining after 3:30 PM Monday-Thursday and 3:00 PM on Friday will be dismissed to aftercare. Students must not arrive before 7:20 AM 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 PM. 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 PM Monday-Thursday and until 4:00 PM 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 \$750 – Billed in 5 monthly installments of \$150 each
- Daily drop in rate \$25/Day
- Late pick up fee \$1.00 Per Minute

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 and escalating disciplines up to 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. Parents of students involved will be notified through email.

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 PowerSchool 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

Middle Addendum

ACADEMIC INFORMATION

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. Our goal is 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 student's 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	Maker Space
Writing	General Music	Student Finance
Mathematics*	Robotics	Health
Physical Education	Communications	3D Printing
Social Studies*	Drones	Geography
Science		

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.

PRINCIPALS 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

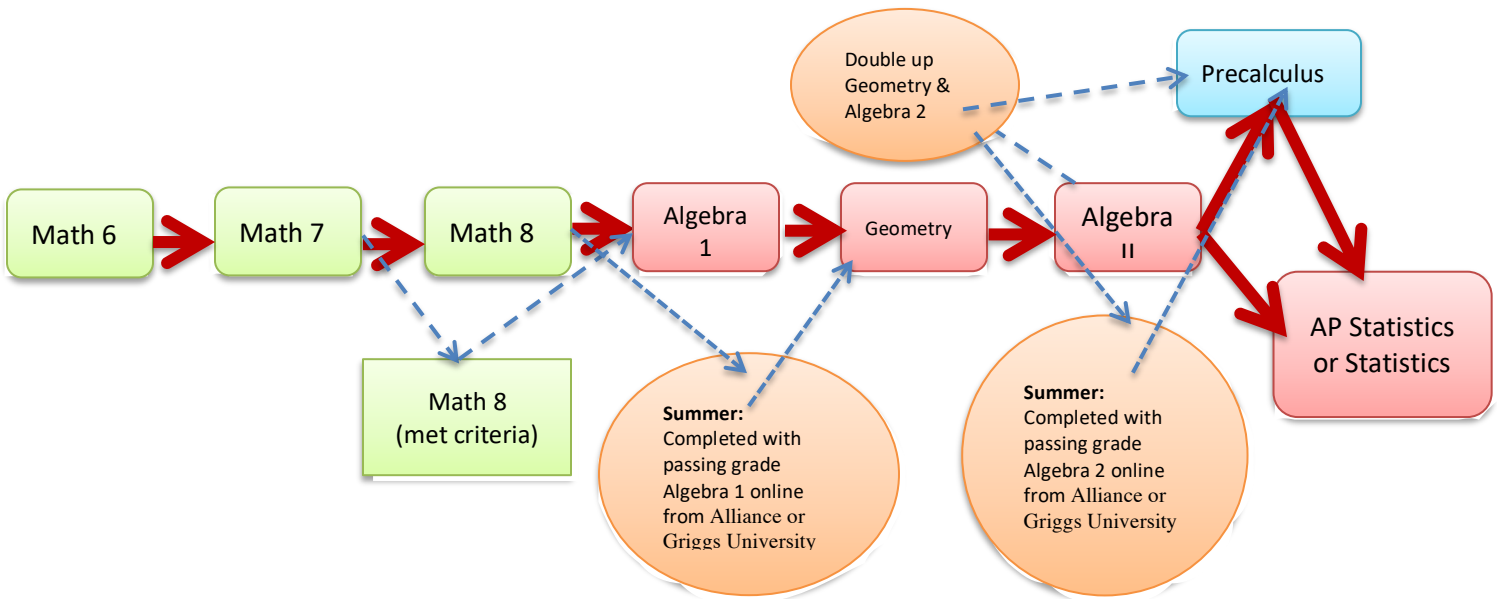
Principal's List and Honor Roll students will be recognized at the end of each quarter. At the conclusion of the school year, certificates will be given to those who have met the criteria every quarter throughout the year.

ACCELERATION MATH TRACK

In order to advance in math (8th-grade year), students must meet the recommendations which come from reviewing their grades, MAP test scores, and the Math Committee recommendations.

Pathways to Calculus in High School (at CA):

- Compacting in Middle School—Students - Complete standards for grades 6, 7, 8, and Algebra1 by the end of grade 8.
- Completing accredited online classes from Alliance (CA's program through Imagine Learning) or Griggs University with passing grades during summer, such as Algebra 1 (before entering 9th grade).
- Geometry (before entering 10th grade) or Algebra 2 (before entering 11th grade). Students must have proof of completion (via transcripts) of online courses taken before taking any math class, such as Geometry, Algebra 2, or Pre-calculus.
- CA Accelerated Algebra 1 Summer Program for incoming freshmen.
- Doubling Up in High School—Students take 2 math courses in grade 10 (Geometry & Algebra 2)



ACADEMIC PROBATION

Any students 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 individually 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. To re-enroll, the student must produce a transcript certifying a minimum of two-quarters of academic success at another accredited school.

The building Leadership team oversees, evaluates, and determines academic policies. This committee will monitor the progress of each student on academic probation.

HOMEWORK

Parents are urged to actively participate in their child's day-to-day work. While homework is not a requirement in all classes, it can be an essential 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.

OUTDOOR EDUCATION

Some of the possibilities are:

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

Activities may be added throughout the year.

STUDENT CONDUCT

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 PowerSchool. Consequences will be administered by the school administration.

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

The building Administrative team 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 individually during this time. Students not following the behavioral plan may be asked to withdraw.

Cheating

Submitting someone else's work as your own (plagiarism*), giving or receiving unauthorized assistance on schoolwork, using unauthorized materials to complete schoolwork.

*Plagiarism:

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

Consequences of cheating could result in a zero grade on the assignment, notification to the parents, and possibly lead to a parent conference.

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 that, 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 implemented a random drug testing program using the hair testing method. Before being accepted at CA, students and their parents or guardian must sign the substance abuse policy form. Students who violate this program will incur disciplinary 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 students will be dismissed immediately.
5. If consent to random test is not given, immediate dismissal will result.

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:

- Before tryouts, students must have a sports physical. Forms can be picked up at the CA office or downloaded from the school website at www.collegedaleacademy.com
- Fees for Interscholastic Athletics
 - a. \$75 for soccer, basketball, tennis, volleyball, and golf
 - b. \$25 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 PowerSchool 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 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 individually. 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.

8TH GRADE INFORMATION

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 quarterly 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.

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.

8th GRADE GRADUATION REQUIREMENTS

Students who earn a passing grade in all 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 grades below 70% in any subject, including electives. Students who have attended Collegedale Academy from K through 8 (elementary/middle) will be recognized with a red cord. All students will be eligible to participate in the graduation program provided their behavior record is acceptable.

GENERAL INFORMATION

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 Middle has no organized supervision before 7:30 a.m. Student supervision begins and ends 30 minutes before and after the school day: 7:30 am to 3:45 pm Monday-Thursday. Friday's student supervision is from 7:30 am to 3:00 pm. Morning drop-off is 7:30 -8:00 a.m. in the back of the school. Students enter through the gym doors and go directly 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

When their name is called, students must walk through the gym to the back. Parents should pick students up promptly after school or after school activities.

LIBRARY

The library is a place for students to enrich their classroom studies and 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 using the online Encyclopedia Britannica where they may copy and paste and save information 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 with a username and password.

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

Lost and Missing Books: Students are responsible for all materials checked out from the library. A missing book 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 done. If the book is not found, the student is responsible and will be charged the book's price. 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 sent 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.

LOCKERS

The lockers owned and maintained by the school are provided as a convenience to students for storage of books and school supplies. Lockers must be locked at all times since CA will not assume responsibility for missing items. Lockers are not to be traded. Students are responsible for all items and the condition of their lockers. The school reserves the right to inspect the contents of lockers and backpacks with or without the student present. **CA will not assume the financial burden for personal private property damaged, destroyed, or stolen on campus.**

LOCKS

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.

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 and outdoor area. No open containers in lockers.

GUM CHEWING

For reasons of health and cleanliness, gum-chewing will not be allowed in any school building. Those who violate this policy will be fined \$5.00.

LOST AND FOUND

Items such as sweaters, jackets, water bottles, and lunch boxes are found around the campus regularly. 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 owners.

FIELD TRIPS

Phones, radios, iPods, iPads, and video games should not be taken on trips. Such items will be confiscated by the staff and may be kept until the end of the school year. Exceptions may be requested only for overnight trips.

OVERNIGHT TRIPS

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

BACKPACKS

Backpacks are to remain in lockers during school hours. Students should choose books needed for 1-2 classes and then return to their lockers to exchange supplies for classes that follow.