COLLEGEDALE ACADEMY

Student Handbook

2026–2027

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Welcome and School Identity

Welcome

Welcome to Collegedale Academy (CA), a coeducational Seventh-day Adventist school serving students from early childhood through grade 12. CA is part of the educational ministry of the Seventh-day Adventist Church and is committed to the spiritual, academic, social, and physical growth of every student.

Philosophy

Collegedale Academy provides a Christ-centered education from early childhood through high school. Our goal is to help students develop a desire to worship God, serve humanity, think critically, and contribute meaningfully to a global society. This education prepares students for a fulfilling life on this earth and for eternal life in the earth made new.

Mission Statement

Our Mission

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

Location and Contact Information

CA is located on the campus of Southern Adventist University near Chattanooga, Tennessee.

Contact Method	Information
Website	collegedaleacademy.com
Mailing Address	P.O. Box 628, Collegedale, TN 37315
Current Phone Number	423-396-2124

Administrative Committee

The CA Administrative Committee provides schoolwide administrative leadership and establishes general operating procedures. Membership for 2026-2027 includes:

- Brent Baldwin, Head of School – Chair
- Missy Weddle, Lower Campus Principal
- Travis Crawford, Upper Campus Principal
- Steve Blackburn, Chief Financial Officer

Invitees include the upper campus vice principal, lower campus vice principal, and others as needed.

Board of Trustees

The Board of Trustees, commonly called the CA School Board, is composed of elected constituent church members and ex officio church and school representatives who provide governance and oversight. Membership includes representatives of the Georgia-Cumberland Conference of Seventh-day Adventists (GCC), Southern Adventist University (SAU), the Southern Union Conference of Seventh-day Adventists, constituent church pastors, and elected representatives from constituent Seventh-day Adventist churches. A current list of members is available on the CA website.

Accreditation

CA is accredited by the Southern Union Conference Department of Education, the Georgia-Cumberland Conference Department of Education, the Adventist Accrediting Association, the National Council for Private

School Accreditation, and the Middle States Association. CA completed its most recent accreditation visit in March 2025 and received the maximum six-year term with the usual three-year mid-term review.

Handbook Scope, Authority, and Family Partnership

This handbook communicates schoolwide expectations and procedures. Campus-specific addendums, classroom procedures, athletic policies, financial agreements, registration forms, safety procedures, and other official school communications are incorporated by reference and apply to enrolled students and their families.

- Enrollment indicates a willingness by the student and parent or guardian to support CA's mission, cooperate with school personnel, and follow published and announced policies.
- CA policies apply on campus, in school transportation, at school-sponsored activities, and to off-campus or online conduct that has a substantial connection to CA, threatens safety, or materially disrupts the learning environment.
- CA reserves the right to interpret, revise, add to, or discontinue policies when necessary. Substantive changes will be approved by the appropriate authority and communicated in writing to affected families.
- This handbook is not intended to create a contractual right beyond the enrollment and financial agreements approved by CA and applicable GCC policies.
- Additional grade-level and campus-specific policies are contained in the Collegedale Academy Upper Campus Addendum and the Collegedale Academy Lower Campus Addendum. These addendums are incorporated into this handbook and carry the same authority as the schoolwide policies contained herein.

Admissions and Enrollment

Admissions Philosophy and Eligibility

Collegedale Academy (CA) provides a college-preparatory, Christ-centered ECEC–12 grade program for students who can benefit from and participate successfully in the school's spiritual, academic, social, and extracurricular program. Students who are willing to support CA's mission, participate in its religious program, and follow school expectations are encouraged to apply.

CA admits students without regard to race, color, nationality, ethnic origin, sex, or religious affiliation to the rights, privileges, programs, and activities generally made available to students, subject to CA's religious mission, admissions standards, and published policies. Applicants and families should review all applicable handbook provisions before enrollment.

Admission and continued enrollment are privileges. CA may grant, withhold, condition, or discontinue enrollment when it determines that admission or continued attendance is not in the best interest of the student or school community. Parents and guardians are expected to support CA's mission, employees, procedures, and published and announced policies and to maintain a constructive partnership with the school.

Application and Re-Enrollment Process

- A student is considered for admission only after CA receives and approves the completed application, required supporting documentation, and financial agreement.
- Applications and fees are completed online at collegedaleacademy.com/apply. Payment of an application fee does not guarantee admission or reserve a class position.
- Application fees are nonrefundable except in extenuating circumstances, as determined and approved by the Head of School.
- Returning families must update student information and complete all re-enrollment requirements by the annual published deadlines.
- Accounts must meet CA's financial requirements before an application or re-enrollment may be approved.
- CA may require an interview, academic review, placement assessment, or additional documentation before making an admissions decision.
- A completed application is one for which CA has received the online application, applicable fee, and all documents required for the student's grade level.

Admission Standards by Grade Level

ECEC

- An interview and readiness review are required.
- A child must be three years old by August 15 and independently toilet trained.

Kindergarten

- An interview and readiness or placement assessment are required.
- A child must meet the State of Tennessee age requirement of five years old by August 15.

Grades 1–8

- Transfer students must provide official records from an accredited school or homeschool program.
- Students may be required to complete a CA-administered placement assessment to determine appropriate grade placement.

Grades 9–12

- Students entering grade 9 must have completed grade 8 through an accredited school or accredited homeschool program. Additional testing or documentation may be required for students coming from a nonaccredited homeschool program.
- Transfer students must provide official records and transcripts from their prior school or homeschool program.
- A student entering grade 9 must be at least 13 years of age by August 15.
- A student must be able to complete CA's graduation requirements by the end of grade 12 and before turning 20.

Grade Placement

CA reserves the right to place a student in the grade or course level it determines is most appropriate based on age, academic readiness, prior records, assessment results, social and emotional development, and school standards. Prior placement at another school does not guarantee the same placement at CA.

Student Support, Learning Differences, and Gifted Education

CA seeks to provide an inclusive academic environment while recognizing that its personnel, facilities, and specialized services are limited. Families must disclose known educational, medical, physical, behavioral, or emotional needs during the admissions process and provide current documentation when requested.

Students with an Individualized Education Program (IEP), Section 504 plan, accommodation plan, or other documented support need must meet with the appropriate campus principal or designee so CA can determine whether its program and resources can reasonably support the student. The existence of an IEP, Section 504 plan, or other disability-related documentation does not, by itself, place a student on academic or behavioral probation.

Students with learning differences may access the support services available on their campus. When a student requires services or accommodations beyond CA's available resources, the school may recommend or require a different educational setting that can more fully support the student. For gifted and advanced students, CA provides differentiated instruction and, when appropriate, advanced pullout classes in 5th-8th grades, accelerated mathematics beginning in grade 7, Advanced Placement, dual-credit, or honors opportunities at the high school level.

Application Timeline and Enrollment Priorities

The application portal opens January 1, 2026, for the 2026–2027 school year. Applications may be submitted at any time after the portal opens; however, priority is determined by the applicable window below and the date the application becomes complete.

Priority Group	Application Window and Processing Order
Returning Student Families	January 1–20; processed in the order completed applications are received.
Constituent Church Families	January 21–February 10; processed in the order completed applications are received. Constituent churches are Collegedale, Collegedale Community, McDonald Road, Crosswalk, Hamilton Community, SUCASA, Chattanooga Hispanic Community, Chinese High Point, Impact, and Pella Haitian.
Feeder-School Families Applying to High School	February 10–25; processed in the order completed applications are received. High school feeder schools are OAKS, Standifer Gap, Lester Coon, Bowman Hills, Avondale, and Learning Tree.

Priority Group	Application Window and Processing Order
All Other Families	Applications received beginning February 26 are processed in the order completed applications are received.

Applicants and Parents Must:

- Read the CA Handbook, applicable campus addendum, and related policy materials.
- Complete the online application and provide accurate and complete information.

Additional Requirements for New Students in Grades 5–12

Before the Enrollment Team reviews an application, CA must receive:

- Three completed recommendation forms.
- Standardized test scores, when available.
- Previous school records or transcripts.
- Discipline and attendance records.
- A copy of the student's birth certificate.
- Immunization records.

CA will communicate its admissions decision to the parent or guardian. Acceptance is not final until all stated conditions and enrollment requirements are completed.

Conditional Acceptance and Academic or Behavioral Probation

CA may accept a student on academic, behavioral, or general enrollment probation for one semester or another period stated in writing. Conditional acceptance may be considered when prior records show failing grades, low standardized test scores, significant attendance concerns, a pattern of behavioral concerns, or another circumstance requiring a period of review.

The appropriate campus Leadership Teams makes the final decision regarding probationary acceptance in consultation with the campus principal. The written probation plan may include academic goals, behavioral expectations, attendance requirements, support services, progress reviews, and consequences for insufficient progress.

Probationary or conditional acceptance does not guarantee that CA can meet every educational or behavioral need. CA may modify the plan, require additional services at the family's expense, recommend another educational setting, or discontinue enrollment when required progress is not demonstrated or the student's needs exceed available resources.

Required Documents Before Attendance

Before a student may attend classes, CA must have all required enrollment documents on file, including, as applicable:

- A current Tennessee Immunization Certificate or other documentation permitted by law.
- A physical examination completed within the previous year.
- For international students, a valid U.S. visa and approved Form I-20 or other required immigration documentation.
- In cases of divorce, separation, guardianship, or shared custody, current legal documents identifying the individuals authorized to make educational decisions, receive records, and pick up the student.

Tennessee requires specific immunizations for school attendance. Current local guidance is available from the Hamilton County Health Department at health.hamiltontn.org.

Waitlist and Enrollment Contingency

When a class is full, qualified applicants may be placed on a waitlist. Placement on the waitlist does not guarantee admission. Families will be ranked primarily by the date the completed application is received; however, sibling priority, constituent church membership, feeder-school status, and ECEC–12 continuity may take precedence when consistent with CA's mission and enrollment priorities.

CA may provide periodic updates regarding the likelihood of placement. Families are responsible for keeping contact information current. When an opening becomes available, CA will contact the next eligible family and may require acceptance and completion of enrollment requirements within a limited time before extending the offer to another applicant.

Waitlist position may change as applications are completed, documents are received, or priority factors apply. The waitlist expires on the first day of school unless CA communicates otherwise. Families who are not enrolled must apply again for the following school year.

Registration and Late Registration

Students in grades 5–12 are expected to attend registration on the dates listed in the school calendar. ECEC through grade 4 students do not need to attend registration unless otherwise directed. Parents and guardians of new students are strongly encouraged to attend new-parent orientation.

A student seeking to register more than one week after classes begin may:

- Be permitted to take a full course load only at the discretion of the appropriate Leadership Team.
- Have limited access to courses, electives, extracurricular activities, or other programs because of scheduling or academic requirements.
- Be denied admission when the late start would prevent successful completion of required coursework.

Late registration does not entitle a family to a tuition reduction beyond any proration specifically authorized by the financial agreement.

Completion of Enrollment

The application, financial arrangements, and required documentation must be fully completed before a student may attend classes. A returning student with unresolved academic, behavioral, attendance, or financial concerns may have re-enrollment reviewed and may be accepted conditionally, placed on probation, waitlisted, or denied re-enrollment.

Student Withdrawal

1. Notify the campus principal or registrar in writing.
2. Complete and return the official withdrawal form to the campus Registrar.
3. Return school-owned property, including devices, books, uniforms, and other materials to the registrar.
4. Resolve financial obligations or enter a written payment arrangement approved by the Business Office.

The Business Office will provide a final account statement as promptly as practical, ordinarily within five school days after the completed withdrawal documentation is received. The official withdrawal date is the date confirmed by CA after written notice and completion of the required withdrawal process. Unpaid balances remain due but do not extend the official withdrawal date. Tuition is charged through the official withdrawal date in accordance with the financial agreement. Registration, application, technology, activity, and other fees are nonrefundable unless CA states otherwise in writing.

Irregular Entrance and Readmission

Students who enroll after the school year begins will be charged prorated tuition for the period of enrollment, plus applicable application, registration, technology, textbook, and activity fees. Temporary absence does not reduce tuition when the student remains enrolled and receives academic credit.

A student who has been asked to withdraw or has been expelled ordinarily must complete at least one successful semester at another school before applying for readmission. The appropriate campus Leadership Team will review the student's academic, attendance, behavioral, and disciplinary record; the circumstances of the prior withdrawal or expulsion; recommendations from the subsequent school; and evidence of readiness to return. Eligibility to reapply does not guarantee readmission.

Student Records and Privacy

CA treats student records as confidential and releases information in accordance with school policy, applicable law, court orders, and legitimate educational or safety needs. Parents or legal guardians may request to inspect and review their student's educational records by contacting the campus principal or registrar. Access may be limited or directed by a valid court order or other legal requirement.

Unless a parent or guardian submits a written opt-out request, CA may release limited directory information for legitimate school purposes. Directory information may include the student's name, grade level, school activities and honors, dates of attendance, and school-approved photographs. CA does not ordinarily treat a student's home address, personal telephone number, personal email address, birthplace, or birth date as public directory information.

When parents are divorced or separated, CA will provide school records and communications to each parent who has legal access rights, unless a court order or law directs otherwise. Parents are responsible for providing CA with current custody documents and contact information.

Homeschool and Part-Time Attendance

Registered homeschool students may participate in approved CA programs, including music (except for select choirs), testing, and middle or high school intramurals. High school homeschool students may participate in physical education when space and scheduling permit. Participants must complete the Homeschool Registration Form, follow CA uniform, dress, conduct, and technology expectations, and pay all applicable registration and activity fees. All fees are nonrefundable unless CA states otherwise in writing.

Enrollment Commitment and Family-School Partnership

By enrolling, students and parents or guardians agree to support CA's Christian mission and Adventist values, observe school regulations, cooperate respectfully with employees, and follow the policies contained in this handbook, the applicable campus addendum, signed enrollment and financial agreements, and official written announcements.

Concerns should be addressed through the Conflict Resolution procedure unless the matter involves safety, abuse, harassment, discrimination, retaliation, or another concern for which direct contact would be inappropriate. A persistent breakdown in the family-school partnership, including consistent disregard for policies, refusal to cooperate with required procedures, or disrespectful conduct that makes continued enrollment unworkable, may result in an enrollment review, administrative withdrawal, or expulsion under the procedures stated in this handbook.

Accident Insurance

CA maintains student accident insurance for covered school-related accidents. The school policy is generally secondary to family or employer group insurance and is subject to the insurer's current terms, limitations, exclusions, deadlines, and maximum benefits. Plan documents control if they differ from this handbook.

- Report a school-related injury to the school office as soon as possible, preferably within 24 hours.
- Complete and submit all required school and insurance forms within the applicable deadlines.
- Submit claims first to the family's primary insurance when required by the policy.
- Provide medical clearance before returning to physical education, athletics, intramurals, gymnastics, or other restricted activities when requested.

Academic Information

Progress Reports, Grades, and Communication

Communication among students, parents, and teachers is essential to academic success. For grades 3-12, current grades and assignments are available through the PowerSchool student and parent portals. Families are responsible for establishing and regularly reviewing their accounts. Questions about access should be directed to the appropriate campus registrar.

The school year is divided into four grading periods of approximately nine weeks each. Progress and report information is provided electronically. High school grade point averages are calculated using semester grades. Parents may schedule a meeting with a teacher throughout the year and are encouraged to communicate directly and respectfully when questions arise.

Upon written request, CA will provide customary academic information to a noncustodial parent who has legal access rights, unless a court order or law directs otherwise.

Grade-Level Acceleration

CA generally discourages accelerating a student's grade placement. A family seeking acceleration must submit a written request prior to a student's Sophomore year and by March 15 of the current school year. Each request will be reviewed individually, considering academic ability, achievement, age, social and emotional maturity, teacher recommendations, and the student's overall best interest. Requests for early childhood through grade 8 are submitted to the GCC Office of Education for final consideration. High school acceleration is addressed in the Upper Campus addendum.

Standardized Testing

CA administers standardized assessments to monitor growth, inform instruction, support academic planning, and assist with college and scholarship preparation. The assessment schedule may change based on program needs, testing-provider requirements, and administrative decisions.

Grade Level	Assessment
Kindergarten-Grade 1	aimswebPlus
Kindergarten-Grade 2	DIBELS
Grades 2-8	MAP Growth
Grades 4, 6, and 8	WrAP or designated writing assessment
Grades 9-10	ACT 9/10 or designated college-readiness assessment
Grade 10	PSAT practice administration, as scheduled
Grade 11	ACT and optional PSAT/NMSQT, as scheduled
Grade 12	ACT and/or SAT opportunities, as scheduled

High school testing dates, registration requirements, fees, and test-center information will be communicated by the testing coordinator. Students and families are responsible for meeting external registration deadlines and provider requirements.

Academic Integrity

Students are expected to complete academic work honestly and to give appropriate credit for the ideas, words, data, media, and work of others. Academic dishonesty includes cheating, plagiarism, fabrication, unauthorized collaboration, obtaining or sharing restricted assessment materials, submitting another person's work, and using technology or artificial intelligence in a manner not authorized by the teacher.

Consequences may include redoing an assignment, reduced or no credit, parent notification, academic probation, loss of privileges, detention, suspension, or additional discipline based on the student's age, intent, history, and the seriousness of the violation. Campus addenda may establish additional academic-integrity procedures.

Artificial Intelligence

CA recognizes that generative artificial intelligence can support learning when used thoughtfully, transparently, and ethically. Students must also develop their own reasoning, writing, creativity, and problem-solving skills.

- CA faculty will guide students in using artificial intelligence thoughtfully, ethically, and productively while strengthening critical-thinking skills.
- Students should not use generative AI for routine assignments unless the teacher specifically authorizes its use.
- For major assignments, projects, or assessments, teachers will communicate the permitted level of AI use through the CA AI Usage Scale or assignment instructions.
- Students must disclose and document AI assistance in the manner required by the teacher.
- Students remain responsible for the accuracy, originality, appropriateness, and integrity of all submitted work.
- Unauthorized AI use or failure to disclose required AI assistance is an academic-integrity violation and will be treated as cheating.

Financial Information

CA is a nonprofit institution that depends on timely tuition and fee payments to support its educational program. Admission and continued enrollment are conditioned on financial responsibility and compliance with the family's signed financial agreement. Current tuition and fee schedules are published on the CA website and control if they differ from this handbook.

Payment of Accounts

- Registration fees and the first tuition installment must be paid before a student begins school unless the Business Office approves a written arrangement.
- The remaining nine installments are due on the 15th of each month, September through May.
- Statements are ordinarily emailed near the 20th of each month.
- Payments may be made online, by mail to P.O. Box 628, Collegedale, TN 37315, or in person at the Business Office.
- Available multi-student and early payment discounts and discount deadlines are described in the current fee schedule. To receive a discount, all accounts within the family unit must satisfy the published requirements.

When a family applies for a subsequent school year, its account must be current within 30 days unless the Business Office approves another arrangement. **If the account is not current, or arrangements haven't been made with the Business Office by the final day of school, the student will lose the reserved class position and be placed on a waiting list.**

Nonpayment of Accounts

When an account becomes delinquent, CA may require payment or a satisfactory written arrangement before the student continues attending. CA may require future payments by certified check, money order, credit card, cash, or another approved method. Returned payments are subject to the current returned-payment fee, which is $35 unless changed by the published fee schedule.

Accounts must be paid in full before graduation or transfer to another school. Diplomas, transcripts, nonrequired records, participation privileges, and other items may be withheld as permitted by applicable law and CA policy.

Additional Charges and School Property

- **Music -** Participation may involve charges for uniforms, trips, private lessons, or instrument rental.
- **Activities -** Varsity sports, intramurals, clubs, trips, and other programs may require additional fees.
- **Books and Materials -** Families will be charged for lost or damaged textbooks, library materials, devices, chargers, uniforms, or other school property.
- **Refunds -** Unless a written policy states otherwise, activity, music, athletic, registration, application, and technology fees are nonrefundable after commitments or purchases have been made.

Student Aid

The student-aid application is available through the Admissions section of the CA website. Because funds are limited, families should identify the amount they can reasonably contribute and provide complete supporting documentation. Age-appropriate student work should be included in the family's financial plan. **Applications should ordinarily be completed by April 30 for the upcoming school year and a total financial plan must be approved before registration.**

Scholarships and External Aid

Scholarship eligibility, amounts, availability, deadlines, and donor requirements may change. The following list is illustrative rather than exhaustive:

Spirit of Excellence Scholarship for Rising Freshmen

A $1,000 incentive award may be presented to one eighth-grade student from each represented Seventh-day Adventist feeder-school class at Academy Day. The student must be recommended by the current school and enroll at CA for the following year.

Eighth-Grade Scholarships

The David W. Mathi and Jack Griggs scholarships may be presented at middle school graduation.

Tennessee Dual Enrollment Grant

Eligible juniors and seniors may apply for state-supported dual-enrollment funding. Students must meet current state and partner-college requirements. See https://www.tn.gov/collegepays/article/dual-enrollment-grant.

Band, Orchestra, and Choir Scholarships

Audition-based scholarships may be available for students in grades 9-12.

Partners for Eternity (PFE)

Students in kindergarten through grade 12 may partner with an older, socially isolated adult through approved weekly visits and earn scholarship assistance. Program space, especially in grades 9-12, is limited.

Work-Match Scholarships

CA may participate with denominational organizations in matching approved summer earnings for summer camp and literature evangelism. Wages and proof of earnings must be turned in to CA, and may receive a match of 50%, for a maximum student account credit of $1,000.

Adventist Christian Education Evangelism Grant

The GCC may provide grants to eligible students in grades 3-8, new to Adventist education and not baptized. CA may support a similar high school award.

Sandy Erickson First-Grade Scholarship

The Erickson family may provide an award to an eligible first-grade student.

Education Freedom Scholarship (EFS)

CA participates in Tennessee's Education Freedom Scholarship program for the 2026-2027 school year, subject to annual CA school board approval and continued compatibility with the school's mission and policies. Families are responsible for completing state eligibility, renewal, documentation, and account requirements.

- External aid, including EFS funds, is applied before CA institutional aid and educational subsidy.
- Total assistance may not exceed the student's eligible tuition and registration fees, as per GCC policy.
- A family remains responsible for charges not covered by EFS or other aid.
- CA may revise its EFS procedures when state requirements or denominational guidance changes.

Academy Matching Scholarships

Incoming students who received scholarships from an Adventist academy outside the Georgia-Cumberland Conference may be considered for a proportional scholarship match comparing total costs of attendance. Any match is subject to approval, available funds, and a maximum of 50% of the constituent tuition rate.

Gifts for Student Aid and Scholarships

Donations to support student aid may be made online or should be made payable to Collegedale Academy and sent to the Development Office, Collegedale Academy, P.O. Box 628, Collegedale, TN 37315.

Attendance, Health, and Student Safety

Attendance Responsibility

Regular and punctual attendance is essential to academic and spiritual growth. Parents and legal guardians are responsible for ensuring that students attend school and arrive on time. Parents should report an absence to the appropriate school office by 9:00 a.m. and provide documentation when requested.

Tardies

Because local traffic and train schedules may cause delays, families should plan to arrive between 7:30 and 7:50 a.m. so students are ready for the 8:00 a.m. start. Students must be in the assigned classroom or location when the school day or class period begins.

Kindergarten-Grade 8

- After six unexcused tardies in a grading quarter, CA will send a warning to the parent or guardian and notify the student.
- Each accumulation of ten unexcused tardies in a quarter may result in a $50 attendance fee and additional intervention.

Grade 9-12

Three unexcused tardies are equivalent to one unexcused absence for attendance intervention purposes.

Tardies are ordinarily unexcused unless caused by a documented medical, dental, court, or other professional appointment or another circumstance approved by administration. A parent note does not automatically make a tardy excused. Students remain responsible for missed work.

Early Pickup and Student Release

A parent, guardian, or authorized adult must sign a student out through the front office. CA may require identification and will release a student only to individuals authorized in school records or by verified parent or guardian communication. Families should provide advance notice whenever possible.

Absences

Families may petition the appropriate Campus Leadership Team for an exception based on a documented long-term medical condition or other extraordinary circumstance.

Kindergarten-Grade 8: Unexcused

CA will comply with applicable Tennessee attendance-reporting requirements. The following intervention levels are intended to address attendance concerns early:

- **Tier 1 -** Five unexcused absences: written warning to the parent or guardian.
- **Tier 2 -** Six unexcused absences: referral to the school counselor or administrator to create an attendance-improvement plan.
- **Tier 3 -** Continued unexcused absences: additional administrative intervention and any report required by applicable law.

Grades 9-12: Unexcused

Tier	Trigger	Response
Tier 1	Third unexcused absence	Written warning to the student and parent or guardian.
Tier 2	Sixth unexcused absence	A $50 re-application or attendance fee and administrative intervention.

Upon returning to school, a student must provide a signed and dated parent or guardian note stating the reason for the absence. CA may require professional documentation for medical, dental, court, or extended absences. Illness, death in the immediate family, required court appearances, and documented family emergencies may be excused. Students are responsible for all missed work, including work missed during excused absences.

High School Course Attendance – Academic Excellence (All Absences)

- At seven total absences in an individual class, whether excused or unexcused, Upper Campus administration will issue an attendance warning.
- At the fourteenth absence in an individual class, the course grade may be reduced by 10 percentage points. Each additional absence may result in another 10-point reduction.
- When attendance-related reductions result in a failing grade, administration may withdraw the student from the course with a WF (withdraw failing) designation.
- Authorized school trips do not count toward these course-absence totals.

Prearranged Absences

Early Childhood-Grade 8

Prearranged absences should be infrequent. A one-day request must be submitted at least 24 hours in advance; a longer request must be submitted at least one week in advance. Parents must use the school's Prearranged Absence Form and make arrangements with the teacher before the absence. The absence may remain unexcused for school purposes even when prearranged. Work provided in advance is due upon the student's return; other work is governed by the classroom makeup-work policy.

Grade 9-12

A high school student must submit a parent-signed prearranged-absence request to the vice principal and obtain required teacher signatures before the missed days. The Upper Campus Leadership Team must approve the request. A request may be denied when the student has a D or F, has attendance concerns, or the absence conflicts with Week of Prayer or another closed-campus period. Failure to obtain advance approval results in unexcused absences.

Final Examinations

Acceptable reasons for missing a final examination are limited to a death in the immediate family, a documented illness, a required court appearance, or another extraordinary circumstance approved by the Upper Campus Leadership Team.

Students with an approved absence must complete the missed examination at the time and in the manner directed by the teacher. A $50 administrative fee will be assessed for each examination administered at a later date. An unapproved absence from a final examination will result in a grade of zero.

Illness and Return to School

A student who becomes noticeably ill or has a temperature of 100.4°F or higher will be separated from others and must be picked up as promptly as possible, ordinarily within one hour of notification. A student may return after being fever-free for at least 24 hours without fever-reducing medication and after vomiting, diarrhea, and other significant symptoms have resolved for at least 24 hours, unless public-health guidance or a medical provider directs otherwise.

When to stay home:

- Fever of 100.4°F or higher
- Vomiting or diarrhea
- Significant sore throat, swollen glands, earache, body aches, weakness, or unusual listlessness
- Eye redness with discharge or crusting

- Any contagious condition or symptoms that prevent participation in the normal school day

CA may require medical documentation for frequent, extended, or contagious illness. Students must attend the full school day to participate in all after-school activities (including music, sport and social events) unless administration approves an exception. A physician's note may be required to excuse a student from physical education or to authorize activity restrictions.

Medication

- Prescription and over-the-counter medication must be delivered to the school office by a parent or guardian unless CA has approved self-carry and self-administration.
- Medication must be in the original, properly labeled container and accompanied by the required authorization form.
- Prescription medication requires parent or guardian authorization and any medical-provider authorization required by CA procedure.
- Over-the-counter medication requires written parent or guardian authorization and must be administered or self-administered according to CA procedure.
- Students may not share medication. Controlled substances, emergency medication, and medications used on trips or during athletics are subject to additional procedures.
- Medication will be stored, documented, and disposed of according to school procedure. Unclaimed or expired medication may be destroyed after reasonable notice.

Medical Emergency and Consent to Treat

Registration and field-trip forms may include emergency medical authorization. In an emergency, CA will make reasonable efforts to contact the parent or guardian. When timely contact is not possible, CA may seek emergency care consistent with the authorization provided and the student's immediate needs. Emergency medical services will be contacted when circumstances warrant.

Mental Health, Self-Harm, and Threats of Harm

Any statement, behavior, or evidence suggesting self-harm, suicidal intent, or a threat to harm another person will be taken seriously. CA will immediately notify parents or guardians, involve emergency services or qualified professionals when needed and remove student from the environment if needed. Before returning to school, a student may be required to provide documentation and participate in a safety and reentry plan appropriate to the circumstances. Seeking help will not be treated as misconduct; however, CA may limit attendance or activities when necessary to protect the student or school community.

Allergies and Emergency Medication

Parents must notify the school of severe allergies or medical conditions and provide current emergency-action plans and medication. Emergency medication, including epinephrine, should be supplied and stored according to CA procedure. When epinephrine is administered or anaphylaxis is suspected, CA will call emergency medical services and notify the parent or guardian.

Student Conduct and Discipline

CA's mission embraces Jesus' command to love God and love our neighbor (Matthew 22:37-39). Students are expected to demonstrate integrity, respect, kindness, self-control, and personal responsibility in their academic work, relationships, speech, online activity, and care for property.

Student Discipline Plan

CA's discipline plan is designed to develop self-government, self-discipline, accountability, and restoration. Teachers ordinarily address routine classroom concerns. Repeated misconduct, serious misconduct, safety concerns, or violations that extend beyond one classroom are referred to the campus principal and campus leadership team.

Consequences are determined according to the student's age, intent, prior conduct, impact on others, honesty and cooperation, safety needs, and the seriousness of the behavior. Possible responses include a conference, warning, restitution, loss of privileges, detention, fine, behavior plan, counseling or pastoral support, in-school suspension, home suspension, administrative withdrawal, or expulsion. Families will be notified as appropriate, and significant incidents will be documented.

Classroom procedures or class syllabi may provide additional details. No student will ordinarily be deprived of lunch in the cafeteria; recess restrictions for younger students will be used only when developmentally appropriate and consistent with campus procedures.

Respectful Learning Community

CA is committed to a safe, respectful, and Christ-centered environment. Bullying, harassment, intimidation, retaliation, hazing, relational aggression, sexual misconduct, and other conduct that threatens safety or substantially interferes with a student's education are prohibited. This policy applies on campus, during transportation, at school activities, and to off-campus or online conduct with a substantial connection or impact on CA.

Bullying and Relational Aggression

Bullying is intentional conduct or a pattern of conduct that involves an actual or perceived power imbalance and is reasonably likely to cause physical, emotional, or mental harm, fear, intimidation, humiliation, or exclusion. Relational aggression harms another person through deliberate manipulation of relationships, reputation, or social standing. Examples include:

- Physical aggression, threats, intimidation, or coercion
- Persistent ridicule, insulting criticism, gossip, rumor-spreading, or intentional exclusion
- Slurs or derogatory language related to race, color, national or ethnic origin, sex, religion, disability, or another personal characteristic
- Extortion, theft, or intentional damage to property
- Conduct that creates a hostile environment or substantially interferes with a student's education or participation
- Online conduct intended to humiliate, threaten, impersonate, exclude, or harass another person

Online Bullying and Misuse of Digital Media

Online bullying may occur through social media, text messages, messaging platforms, shared documents, email, online games, artificial intelligence tools, or other digital technology. Prohibited conduct includes threatening or humiliating messages, fake accounts, anonymous harassment, impersonation, nonconsensual recordings, manipulated media, and sharing demeaning or inappropriate images or videos.

Sexual Harassment and Sexual Misconduct

Sexual harassment includes unwelcome sexual advances, requests for sexual conduct, sexualized speech or gestures, unwanted remarks about a person's body or perceived sexual characteristics, sexual rumors, inappropriate physical contact, and the sharing of sexually explicit messages or images. This policy applies to conduct involving students, employees, volunteers, coaches, contractors, and visitors.

Image-Based Sexual Abuse and Explicit Material

The possession, production, request, or distribution of sexual or pornographic images involving a minor is prohibited and may violate criminal law. This includes self-produced images, "sexting," altered images, and material created through artificial intelligence, including deepfake or "nudify" applications. CA may preserve evidence, restrict device access, notify parents or guardians when appropriate, and make reports to law enforcement or child-protection authorities as required or permitted by law.

Reporting and Response

- Students who experience or become aware of suspected bullying, harassment, intimidation, retaliation, or sexual misconduct should promptly report the concern to a trusted employee, counselor, chaplain, campus principal, vice principal, or the Head of School.
- Employees and volunteers must report concerns according to CA policy and applicable mandatory-reporting requirements.
- Good-faith reports are protected. Retaliation, interference with an investigation, destruction of evidence, and knowingly false reports are prohibited.

CA will respond promptly and fairly. Depending on the circumstances, the school may implement interim safety measures, interview involved individuals, review records or digital evidence, contact parents or guardians, consult qualified professionals, and cooperate with authorities. Information will be shared only with those who have a legitimate educational, safety, legal, or administrative need. Students will be given an age-appropriate opportunity to respond before final school discipline is imposed, unless immediate action is needed for safety.

Discipline and Christian Restoration

Consequences may include a parent conference, loss of privileges, restitution, behavior or safety plan, counseling, pastoral support, detention, suspension, administrative withdrawal, or expulsion. CA also seeks restoration when appropriate through accountability, education, support, apology, repaired harm, and opportunities to rebuild trust. Restoration does not eliminate necessary safety measures or consequences.

Disciplinary Process and Appeals

1. Teacher or Staff Response - Routine concerns are ordinarily addressed by the supervising employee through redirection, conference, warning, classroom consequence, or referral.
2. Administrative Review - The campus principal or designee reviews repeated or serious concerns, gathers information, allows the student/parent to respond, and determines an appropriate action in consultation with the campus leadership team when needed.
3. Suspension - The campus leadership team may impose an in-school or home suspension. Parents or guardians will be notified of the reason, duration, academic expectations, and reentry requirements. A suspension may be appealed in writing to the Head of School within three school days. The Head of School's suspension decision is final.
4. Administrative Withdrawal - CA may end enrollment when a student or family refuses a required condition of enrollment, declines required drug testing, persistently fails to cooperate with school procedures, or when continued enrollment is otherwise unworkable. Administrative withdrawal is distinct from expulsion as it will not go on a student's permanent record but may be documented in school records.

5. Expulsion – A campus leadership team may recommend expulsion for severe or repeated misconduct. The CA School Board Executive Committee is the final decision-making authority in this action. Before the committee acts, the family may submit written information and request an opportunity to be heard. The committee's decision is final.

Statement on Human Sexuality and Identity

Collegedale Academy (CA) is an educational institution that is owned and operated by the Georgia-Cumberland Conference of Seventh-day Adventists (Adventist), which is a part of the worldwide Adventist Church. As such, we adhere to the teachings of the Adventist Church, along with its interpretation and understanding of the scriptures. We strive to conduct educational ministry, maintain our commitment to God as our Creator and Savior, and to fulfill the gospel commission of sharing the love of Jesus Christ with the world. In this sin-filled world, we have two simple priorities here at CA: 1. CA strives to create an environment where students appreciate and respect each other and 2. In conjunction with our local churches, and families, CA endeavors to build a Christ-centered character within our students.

"Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity." Colossians 3:12-14

With this as a foundation, we offer the following:

First, as an Adventist educational institution, we do not promote behavior inconsistent with Adventist biblical beliefs. CA's policy on human sexuality and identity is based on the *North American Division of Seventh-day Adventist's Statement on Human Sexuality*. This statement is based on our church's understanding of scripture.

Second, our teachings on human sexuality and identity throughout the curriculum are aligned with Adventist biblical beliefs (see *North American Division of Seventh-day Adventist's Statement on Human Sexuality)*.

Lastly, we understand that students are minors and as such are engaged in growing/maturing as human beings. CA fosters and encourages a spirit of critical thinking. This, along with the spiritual mentorship of our staff, will help positively encourage the development of our students to be followers of Christ and be guided by the Holy Spirit as they grow into adulthood. Any student that questions his/her sexuality, but does not act in opposition to the *North American Division of Seventh-day Adventist's Statement on Human Sexuality*, is welcome to apply to be part of the CA family.

As a part of our commitment to Adventist education, we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders in the area of Human Sexuality and Identity:

1. Physical contact between all students that would normally be viewed as overly affectionate in nature is not allowed. This includes, but is not limited to: hand-holding, inappropriate hugging, inappropriate touching, and kissing (Personal Displays of Affection - PDA).
2. While enrolled, students will neither promote nor advocate an LGBTQ+ lifestyle or other alternative lifestyle that is not in accordance with the following statement by the Seventh-day Adventist Church: "Adventist educational institutions do not condone gay, lesbian, or bisexual sexual practice or the promotion of sexual behavior outside of our biblical beliefs" *(NAD Statements on Human Sexuality*, p. 3*)*. This statement includes a student's social media accounts, as well as all social activities at school.
3. Students must state their birth gender on an application for school:

a. Birth gender stated must be accurate.
b. Birth gender will determine restroom use, sports team choices, and uniform choices.
c. Legal name (nicknames consistent to legal name) and pronoun usage will be associated in the school setting according to birth gender.

4. Any issue not listed above will be guided by the spirit of this Statement.

The current North American Division statement is available through the NAD website and should be reviewed with this policy.

Prohibited Items

Students may not bring, possess, distribute, or use prohibited items on school property, in school transportation, or at school activities. Exceptions require prior administrative approval.

- Unauthorized drugs, alcohol, tobacco, nicotine products, vaping devices, drug paraphernalia, or medication
- Firearms, knives, slingshots, bows and arrows, fighting equipment, explosives, replicas, or any item used or intended as a weapon
- Electronic devices or accessories used contrary to the Electronics and Acceptable Use policies
- Toys, pets, or nonacademic items that distract from learning or create a safety concern
- Any item administration determines is unsafe, disruptive, illegal, or inconsistent with the school's mission

Substance Abuse and Drug Testing

CA is committed to a safe, healthy, and drug-free campus. The purpose of this policy is to provide accountability, help students resist peer pressure, identify students who may need intervention, and protect the school community. CA uses reasonable-cause and random drug testing as conditions of enrollment for covered students. The school seeks restorative responses when appropriate while maintaining firm safety expectations.

Prohibited Conduct

- Manufacturing, distributing, possessing, using, or being under the influence of alcohol, tobacco, nicotine, vaping products, marijuana or THC products, illicit drugs, synthetic drugs, misused prescription or over-the-counter medication, or other intoxicating substances
- Possessing or sharing prescription medication except as authorized by a physician and handled according to CA medication procedures
- Using inhalants, glues, aerosols, volatile chemicals, or other substances contrary to label directions or for intoxication, euphoria, hallucination, or altered perception
- Possessing drug paraphernalia or assisting another person in violating this policy
- Using anabolic steroids or similar substances without a valid prescription

Reasonable-Cause Testing: Grades 8-12

1. Administration will document the observations, information, or circumstances that create reasonable cause to suspect a violation.
2. The student will be required to submit to testing through a laboratory or provider designated by CA. Refusal or failure to cooperate may result in administrative withdrawal.
3. A reported prescription or legitimate medical explanation will be reviewed before final action.
4. CA will pay the cost of a negative test. The family will be responsible for the cost of a confirmed positive test unless CA determines otherwise.
5. A confirmed positive result may lead to dismissal or to a restorative plan approved by the campus leadership team, student, and family, depending on the circumstances and the student's history.

Random Testing: Grades 8-12

- Students in grades 8-12 are eligible for random selection throughout the year. CA intends to test all students at least annually and may conduct additional selections.
- Hair analysis will be used when practical. When a usable hair sample is unavailable, CA may use saliva, urine, or another approved method and the family will be charged an additional collection fee.
- Testing will use reasonable chain-of-custody, laboratory, confirmation, and confidentiality procedures. An initial nonnegative result will not be treated as final until the provider's confirmation process is completed.
- A student may provide a legitimate explanation or contest a confirmed result within five business days of notice.
- Refusal or failure to submit to a properly requested random test may result in administrative withdrawal.
- A senior with a confirmed positive result during the second semester will be removed from the senior class trip.
- A first confirmed positive random test will not be placed in the student's permanent academic transcript.

Restorative Support Plan

Following a first confirmed positive random test, the principal will meet privately with the student and parent or guardian. When the restorative pathway is approved, the written plan will include periodic follow-up testing, documented counseling or another approved intervention, expectations for school participation, and consequences for noncompliance. This pathway is available one time during the student's enrollment. A subsequent confirmed positive test will result in expulsion.

Confidentiality and Consent

Reasonable Cause drug-testing information will be shared only with the student, parent or guardian, designated administrators, testing professionals, counselors or service providers involved in the plan, legal counsel, and others with a legitimate legal, educational, or safety need. Random-drug testing information will only be shared between campus principal, student, and parents. To be enrolled at CA, a parent or guardian must sign the annual Drug Testing Consent Form. Failure to sign the required consent will result in denial of enrollment.

Technology, Privacy, and Personal Property

Video Surveillance

CA uses locally stored video surveillance in selected common areas of the lower and upper campuses to support safety, security, and investigation of incidents. Cameras are not placed in bathrooms, locker rooms, or other areas where a person has a reasonable expectation of privacy.

- Recordings are ordinarily retained for approximately 30 days unless they are preserved for an investigation, legal requirement, insurance matter, or safety purpose.
- Recordings may be accessed by authorized administrators, technology or security personnel, legal counsel, law enforcement, or others with a legitimate educational, safety, or legal need.
- Students and parents do not have an automatic right to receive a copy of a recording, particularly when it includes other students or confidential information.
- Questions or appeals concerning CA's use of video surveillance may be submitted to the Head of School.

Electronics

Students do not need personal phones or similar devices during the instructional day. Cell phones, smartwatches, earbuds, headphones, personal laptops, tablets, and other electronic devices must remain powered off and stored unless a teacher or administrator authorizes their use for instruction, medical needs, accessibility, transportation, or another approved purpose.

- Unauthorized use will result in confiscation, a fine, parent pickup, loss of device privileges, or additional discipline under the campus addendum.
- Students may not photograph, record, livestream, or distribute images, audio, video, or private information involving another person without authorization.
- Students may not use personal hotspots, virtual private networks, proxy services, or other tools to bypass CA network controls.
- CA is not responsible for personal property that is lost, stolen, damaged, or confiscated.

Internet and Network Acceptable Use

Access to CA technology and network services is provided for research, instruction, assignments, collaboration, and school communication. Use is a privilege rather than a right. School rules for honesty, respect, safety, and communication apply to all technology use.

- Use only assigned accounts and protect passwords. Account sharing and impersonation are prohibited.
- Do not access, create, store, or distribute obscene, sexually explicit, violent, hateful, illegal, or otherwise inappropriate material.
- Any recording in sensitive areas, such as bathrooms or locker rooms, may result in the appropriate authorities being notified.
- Do not harass others, damage data or equipment, introduce malicious software, probe network security, bypass filters, or attempt unauthorized access.
- Respect copyright, licensing, citation, privacy, and intellectual-property requirements.
- Do not upload confidential student or school information to outside services without authorization.
- CA may monitor network activity, review school-owned devices and accounts, and access files or communications when needed for safety, security, maintenance, investigation, or compliance. Users should not expect privacy when using CA systems.

CA uses filtering and monitoring tools, but no system can block all inappropriate content or prevent every misuse. Students must immediately report accidental access to inappropriate material or any security concern. Students and parents must sign the current Acceptable Use agreement.

Dress Code and Uniform Standards

CA believes each student is God's precious child and should present themselves in a modest, neat, clean, nondistracting, and activity-appropriate manner (Ephesians 2:10; Romans 12:1-2; 1 Timothy 2:9). The dress code is a school standard rather than a judgment of a person's character. It applies during the school day, while students remain on campus for school purposes, and at school-sponsored activities unless a different standard is announced.

Teachers and administrators will make reasonable, consistent decisions when an item is not specifically addressed. A student whose clothing does not meet expectations may be asked to correct the issue, change clothes, or remain in the office until the issue is resolved. Missed academic work will be handled under the normal makeup-work policy. Requests for a medical, disability-related, or religious exception should be submitted to the campus principal.

Approved Uniform Sources

ABC Apparel and Lands' End are CA's primary sources for approved uniform apparel. Uniform pants and shorts may be purchased from another retailer when they meet all CA requirements. School shirts must be purchased through an approved source and include the approved CA monogram.

Vendor	Contact Information
ABC Apparel	2273 Gunbarrel Road, Chattanooga, TN 37421 | 423-894-1222 | 866-292-6725 | abcapparel.net
Uniform Resale Shop	Located on the CA Lower Campus; dates are announced during the school year.

Uniform Standards for All Students

- Pants and shorts must be khaki or navy blue, properly fitted, and free of denim, cargo pockets, excessive accessories, elastic cuffs, or oversized styling.
- Belts may be worn with pants or shorts and shirts must be tucked in unless a campus-specific policy permits otherwise.
- Shorts and skorts (for girls) must be modest and no more than five inches above the knee.
- Approved shirts are gray, red, white, navy blue, or forest green polos or oxford shirts with the CA monogram. Visible undershirts must be in approved uniform colors.
- Approved sweatshirts are red, navy blue, gray, or black. Approved sweaters are red or navy blue cardigans, vests, or V-neck pullovers.
- Approved indoor jackets are red, gray, or navy blue CA fleece, pullovers, fleece vests, or organizational jackets.
- Undergarments may not be visible.

Additional Options for Girls

- Girls may wear approved khaki or navy skorts. Girls in kindergarten-grade 4 may also wear the approved grade-level option; girls in grade 5 and above may wear the approved blue plaid skort.
- Approved polo dresses may be red, navy blue, or forest green.

Cold-Weather Attire

- Only approved uniform or CA organizational jackets and fleece may be worn inside school buildings.
- Nonuniform heavy coats may be worn outdoors and must be stored when the student enters the building.
- Leggings and tights, worn by girls, must be solid, opaque, and in approved dress-code colors.
- Visible long-sleeve layers must be in approved uniform colors.

- Hats may be worn outdoors during cold weather but not inside during the school day unless specifically authorized.

Shoes, Hair, and Accessories

- Closed-toe shoes appropriate to the student's activities must be worn. Flip-flops, open-toed shoes, house shoes, and shoes with wheels are not permitted. Plastic cleats may be used only for approved outdoor athletic activities.
- Hair must be clean, well groomed, and not cover the eyes. Extreme styles or unnatural colors are not permitted. Boys' hair may not extend below the top of the shoulder.
- Girls - Makeup must be natural in appearance and not extreme.
- Boys – No makeup or finger nail polish is allowed.
- Visible tattoos and body piercings are not permitted.
- CA is a jewelry-free campus. CA is not responsible for jewelry that is lost, stolen, damaged, or confiscated.
- Sunglasses and nonapproved head coverings may not be worn inside school buildings.

Physical Education Uniform: Grades 6-12

- Athletic shoes
- CA athletic shirt and shorts with the approved CA logo

Field Days, Swimming, and Off-Campus Apparel

When the school uniform is not required, students must wear modest Christian attire appropriate to the activity. Girls' swimwear must be a modest one-piece suit. Boys' swimwear must be modest Bermuda-style trunks. Teachers or trip leaders may provide additional requirements.

Noncompliance

Dress-code violations will be addressed through progressive, campus-appropriate responses. Repeated refusal to comply may result in parent contact, loss of privileges, detention, a behavior plan, or administrative withdraw.

General Information

School Closing and Weather

Weather, utility interruptions, illness, or other circumstances may require CA to close, delay, or dismiss early. CA will communicate through the schoolwide parent-alert system and may also notify local media. CA does not automatically follow public-school closure decisions. Families must keep addresses, telephone numbers, email addresses, and emergency contacts current in PowerSchool.

Emergency Preparedness

CA maintains emergency procedures for fire, severe weather, lockdown, evacuation, reunification, medical emergencies, and other hazards. Drills, staff training, and safety reviews are conducted according to the school's emergency plan and applicable requirements. Students, employees, visitors, and volunteers must follow emergency directions immediately.

Visitors

Exterior doors remain locked during school hours. Visitors must enter through the designated front entrance, check in at reception, present photo identification when requested, and complete the Raptor or other approved visitor-screening process. Students may not bring friends or relatives to campus without advance administrative approval. Visitors must follow all school rules and may be denied access or asked to leave when necessary for safety or operations.

Parent Council

Every CA parent or guardian is a member of the Parent Council. The council promotes communication with the Head of School and organizes parent volunteers who enhance the student experience. Meeting and volunteer information is available through the CA website and school communications.

Child Abuse, Neglect, and Mandatory Reporting

CA personnel and volunteers must comply with all mandatory-reporting obligations concerning suspected child abuse, neglect, sexual abuse, or exploitation. A required report must be made promptly to the appropriate authority. Informing a supervisor does not replace an individual legal reporting duty, and an internal inquiry must not delay a required report. CA will cooperate with child-protection and law-enforcement investigations and will protect confidentiality to the extent possible.

When a student presents an imminent threat of harm to self or others, CA will initiate its safety procedures, contact parents or guardians when appropriate, and involve qualified professionals or emergency services as circumstances require.

Image and Media Release

CA and the Georgia-Cumberland Conference regularly use student photographs, video, audio, names, schoolwork, and activity information in school publications, news releases, websites, social media, advertising, and other educational or promotional materials. Parents and guardians will receive a media-release choice during registration. CA will honor the current authorization on file, subject to reasonable operational limitations and legally permitted uses such as yearbooks, news coverage, or safety documentation.

Lost and Found

Students should label books, devices, backpacks, jackets, lunch containers, and other personal belongings. Unclaimed items may be donated or discarded at the end of each grading quarter after reasonable notice. CA is not responsible for lost, stolen, or damaged personal property.

Telephones and Family Messages

Office telephones are available for necessary student calls. Students should make calls outside instructional time whenever possible. Families should not contact students directly during class except in an emergency; the school office will assist with urgent messages. Personal-device use is governed by the Electronics policy.

Field Trips

- Field trips are approved school functions and are ordinarily limited to enrolled or registered participating students.
- Students represent CA and must follow all school rules, including conduct, dress, technology, transportation, and substance-abuse expectations.
- Parents or guardians who drive must complete the current GCC driver questionnaire and provide proof of license and insurance.
- All chaperones must complete and pass the GCC volunteer-verification process before serving.
- Trip-specific permission, medical, payment, itinerary, and cancellation requirements will be communicated separately.
- No siblings on field trips due to supervision concerns.

Chaperone Expectations

- Maintain observable and interruptible interactions. Avoid being isolated one-on-one with a student; when an unavoidable emergency occurs, notify the supervising employee as soon as possible.
- Remain attentive to students rather than primarily socializing with other adults.
- Follow the teacher or trip leader's instructions and immediately report safety, conduct, or medical concerns.
- Do not independently impose major discipline. Provide the supervising employee with accurate facts and a timeline.
- Keep a charged telephone available when requested and know the emergency contact and reunification procedures.
- Protect student privacy and do not post student information or images without authorization.

Transportation Policy

School transportation includes an approved school bus, school van, or private vehicle driven by a school employee, parent, or other adult specifically authorized by CA for a supervised school activity. Volunteer drivers and vehicles must satisfy current CA, GCC, Adventist Risk Management, insurer, and legal requirements.

Approved Drivers and Vehicles

- Volunteer drivers must complete the current GCC driver questionnaire sufficiently in advance for screening and approval.
- CA may approve, deny, suspend, or revoke a driver's authorization based on safety information or operational needs.
- Drivers must be at least 21 years old, properly licensed, and covered by the insurance required by CA and GCC.
- Drivers must have an acceptable driving record, ordinarily no more than two traffic citations and no at-fault accidents during the previous three years, unless current GCC requirements state otherwise.
- Vehicles may not exceed their rated passenger capacity. Every occupant must use an individual seat belt; double belting is prohibited. At no time are students allowed to ride in the bed of a pickup truck.
- Current copies of the driver's license and proof of insurance must be on file before transportation is provided.

- The volunteer driver's automobile insurance is ordinarily primary. Current plan documents and risk-management requirements control coverage questions.

High School Student Drivers

With written parent or guardian permission and required acknowledgments, a high school student may drive only themselves to and from an approved school activity. Student drivers may not transport other students. When a family declines school-provided transportation, transportation risk and liability remain with the student driver and family to the extent stated in the signed Transportation Policy Notice.

Conflict Resolution: Parent and Teacher Concerns

CA seeks to resolve concerns respectfully, promptly, confidentially, and in harmony with the principles of Matthew 18. The following procedure applies to routine educational and operational concerns:

1. Direct Conversation - The parent or guardian meets privately with the teacher or employee most directly involved.
2. Principal Review - If the concern remains unresolved, the parent submits it to the campus principal. The principal may hold a meeting with the parent, employee, and other appropriate individuals and document the outcome.
3. Head of School Review - After completing the principal step, a parent may submit a written appeal or request for review to the Head of School. The Head of School may include the campus principal, vice principal, and GCC education representative in the review and will issue the school's final administrative response.
4. Head of School Concerns - The parent should notify the CA Board Chair, at boardchair@collegedaleacademy.com and the GCC Office of Education. The Board Chair or GCC representative will identify the appropriate review process.

Asbestos Management

CA maintains the inspection and management plan required by the Asbestos Hazard Emergency Response Act for applicable facilities. The management plan is available for public inspection in the school office upon reasonable notice.

Handbook Revisions

CA reserves the right to interpret and revise this handbook as needed. Substantive changes will be approved by the appropriate administrative or governing authority and communicated in writing. A later written policy or announcement supersedes conflicting language in an earlier handbook edition.

Appendix A: Faculty and Staff Directory

Schoolwide Administration and Staff

Name / Credentials	Email	Role / Assignment
Brent Baldwin, Ed.S.	bbaldwin@collegedaleacademy.com	Head of School
Steve Blackburn, C.P.A., M.B.A., A.R.M.	sblackburn@collegedaleacademy.com	Chief Financial Officer
Missy Weddle, M.S.	mweddle@collegedaleacademy.com	Lower Campus Principal
Travis Crawford, M.S.	tcrawford@collegedaleacademy.com	Upper Campus Principal
Susan Andersen, M.S.Ed.	sandersen@collegedaleacademy.com	Upper Campus Vice Principal / Registrar
Jeff Richardson, M.S. Ed.	jrichardson@collegedaleacademy.com	Lower Campus Vice Principal
Madden Baldwin, A.S.	mbaldwin@collegedaleacademy.com	Technology Support - IT
Pamela Davenport, B.A.	pdavenport@collegedaleacademy.com	Communications / Marketing
Bob Dixon, B.S.	bdickson@collegedaleacademy.com	Plant Services
Ryan Van Dolson, B.A.	rvandolson@collegedaleacademy.com	Assistant Director - IT
Jennifer Haldeman, B.S. *	jehaldeman@collegedaleacademy.com	Accountant / Payroll
Heather Hoffman	hhoffman@collegedaleacademy.com	Assistant Registrar
Angi Howell, B.A. *	ahowell@collegedaleacademy.com	Alumni / Recruitment
Nicole Johnson, M.S.	njohnson@collegedaleacademy.com	Director - Innovation
Sean Otis, B.A.	sotis@collegedaleacademy.com	Plant Services
Krystal Moreland, B.A.	kmoreland@collegedaleacademy.com	Accountant
Keith Nudd, B.S.	knudd@collegedaleacademy.com	Grounds
Michael Peel, B.A.	mpeel@collegedaleacademy.com	Director - IT
Ysani Pena, B.S.	ypena@collegedaleacademy.com	Technology Support - IT
Chad Perry, B.B.A.	cperry@collegedaleacademy.com	Senior Accountant
Greg Phillips, B.A.	gphillips@collegedaleacademy.com	Director - Plant Services
Patty Schwarzer, B.S., B.A.	pschwarzer@collegedaleacademy.com	Controller
Marilee Silverstein, B.A.	msilverstein@collegedaleacademy.com	Director - Advancement

Upper Campus

Name / Credentials	Email	Role / Assignment
Travis Crawford, M.S.	tcrawford@collegedaleacademy.com	Principal
Susan Andersen, M.S.Ed.	sandersen@collegedaleacademy.com	Vice Principal / Registrar
David Djernes, M.S.	ddjernes@collegedaleacademy.com	Testing / Guidance / Counselor
Brian Arner, M.S.	barner@collegedaleacademy.com	Social Studies
Stan Beasley, M.S.	sbeasley@collegedaleacademy.com	Science
Ziniah Beasley, M.S.Ed.	zbeasley@collegedaleacademy.com	Mathematics

Name / Credentials	Email	Role / Assignment
Robert Bolton, M.Mus. *	boltonro@collegedaleacademy.com	Practical Arts
Stella Bradley, M.A.	sbradley@collegedaleacademy.com	English
Zach Bradley, B.S.	zbradley@collegedaleacademy.com	Bible
Julie Foster, M.S.	jfoster@collegedaleacademy.com	Bible
Lawrence Galera, M.A.	lgalera@collegedaleacademy.com	Orchestra / Choirs
Obadiah Groft, B.S.	ogroft@collegedaleacademy.com	Science
Kris Harter, B.S.	kharter@collegedaleacademy.com	Resource / Study Skills
Cameron Hodges, B.S. *	chodges@collegedaleacademy.com	Gymnastics
Sarah Hunt-Inestroza, M.A.	shunt@collegedaleacademy.com	English / Journalism
Matthew Lawson, B.A.	mlawson@collegedaleacademy.com	Wellness / Computer / Assistant AD
Gregory Lindquist, M.A.	glindquist@collegedaleacademy.com	Bands
Susan McClarty, M.S. *	smcclarty@collegedaleacademy.com	Counselor
Jennifer Marquez, M.Ed.	jmarquez@collegedaleacademy.com	Spanish / Life Skills
Chris Massengill, M.Div.	chaplain@collegedaleacademy.com	Chaplain
Adam McQuistan, M.S.	amcquistan@collegedaleacademy.com	Mathematics
Amanda Mertz, M.S.	amertz@collegedaleacademy.com	Physical Education / Wellness
Erik Pardo, B.S.	epardo@collegedaleacademy.com	Athletic Director / Physical Education
Angi Rademacher, B.A. *	arademacher@collegedaleacademy.com	French / Life Skills
Amanda Renslow, M.S.	arenslow@collegedaleacademy.com	English
Elisabeth Roth, B.A., M.A.	eroth@collegedaleacademy.com	Office Manager
Bud Sinigaglio, B.S.	bsinigaglio@collegedaleacademy.com	Science / Mathematics
Beth Stone, A.S.	bstone@collegedaleacademy.com	Art
Walter Weber, M.S.	wweber@collegedaleacademy.com	Bible / Social Studies
David White, B.A.	dwhite@collegedaleacademy.com	Social Studies

Lower Campus

Name / Credentials	Email	Role / Assignment
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Jeff Richardson, M.S.Ed.	jrichardson@collegedaleacademy.com	Vice Principal
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Diana Stewart	dstewart@collegedaleacademy.com	ECEC /Program Director
Amy Wash	awash@collegedaleacademy.com	ECEC

Name / Credentials	Email	Role / Assignment
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Jordan Otis, M.A.	jotis@collegedaleacademy.com	Music
Greg Lindquist, M.A.	glindquist@collegedaleacademy.com	Recorders / Band

Name / Credentials	Email	Role / Assignment
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Cindy Barrios	cbarrios@collegedaleacademy.com	Director - Food Service
Jeanie Halderman *	jhalderman@collegedaleacademy.com	Assistant Librarian

* Part-time position.

Appendix B: Handbook Acknowledgment

We acknowledge that we have received access to the Collegedale Academy Student & Parent Handbook and understand that it contains important expectations and procedures. We agree to support CA's mission and make a good-faith effort to follow school policies, campus addenda, financial agreements, registration requirements, and official written updates.

We understand that the handbook may be revised and that substantive changes will be communicated. We also understand that questions should be directed to the appropriate teacher, administrator, or office before assumptions are made.

Student name: _____ Grade: _____

Student signature: _____ Date: _____

Parent/Guardian name: _____

Parent/Guardian signature: _____ Date: _____

Appendix C: AI Usage Scale

Collegedale Academy is committed to helping students develop and maintain integrity & ethical practices in every sphere of life, including academics. We are living in a time of rapid digital advancement, particularly in the area of artificial intelligence (AI). While this is exciting and can be helpful in a myriad of ways, it can also lead to academic misuse. As a Christian institution, it is our desire that students will learn appropriate and ethical uses for these tools, as well as pitfalls to avoid.

We believe that using generative AI in thoughtful, ethical ways is integral to a students education in the 21st Century. We also believe that it is imperative for students to develop their own critical thinking skills in all academic areas; therefore, as a general rule, students should avoid the use of generative AI for daily assignments. For longer assignments, projects, or assessments, students should follow the instructions given by their teachers using our AI Assessment Scale (below). Teachers should clearly indicate to students what level of AI is permitted for each major assignment. The scale is a general guideline for Collegedale Academy; specific assignments may have more explicit instructions from the teacher.

It is incumbent upon the student to clearly disclose their use of AI and document it as outlined on the AI Assessment Scale. Any failure to accurately disclose AI use violates our standards of academic integrity and will be considered a cheating offense. A 0 will be given for the assignment in which AI was inappropriately used or disclosed.

Level of Use	Full Description	Disclosure Requirements
0	Assignment is completed fully without AI assistance. Student did *not* use AI for any part of the assignment including research, idea generation, etc.	No disclosure required.
1	AI is used for tasks such as brainstorming or planning. AI is used to improve a student's understanding of a topic. Use beyond these tasks is a violation of academic integrity.	Student should include a disclosure statement explaining how, where, and to what extent AI was used in completion. Student is responsible for verifying all AI information used in assignment & present it on the works cited page or in the disclosure statement.
2	AI is used for helping students identify grammar and mechanics errors and/or suggest ideas for improving a project. AI does *not* alter, create, or modify any work, words or phrases. It does *not* refine	Student should include a disclosure statement explaining how, where, and to what extent AI was used in completion of assignment. It should be cited appropriately & links to chat boards should be provided.

	sentences or paragraphs, nor create any new content of any kind.	Student is responsible for verifying all AI information used in assignment & is responsible for the information's accuracy & fairness.
3	AI is used throughout assignment as a source of feedback to enhance quality and/or creativity (i.e. altering phrases, creating layouts, generating images, producing video or music, etc.) OR AI is used to generate *specific parts* of an assignment, but not the whole.	All use of AI should be clearly cited using MLA format. Links of chat discussion boards should be provided. Student is responsible for verifying all AI information used in assignment & is responsible for the information's accuracy & fairness.
4	AI is used throughout the assignment in any way that the student chooses.	Student must provide human oversight to all AI creation and is responsible for verifying that all AI information is accurate & fair. Students must include a disclosure statement clearly stating how AI was used in the completion of the task.

MIDDLE ADDENDUM

ACADEMIC INFORMATION

ACADEMICS & EXTRA-CURRICULAR EDUCATION
Academic life in CA, balanced with our spiritual focus and a well-rounded approach, builds and prepares our students to be academically challenged and supported while giving them the opportunity to contribute to our school. Our goal is for each student to grow during their middle school years and achieve intellectual, emotional, and mental readiness for Academy/High School. Our teachers and administration are dedicated to students' growth in and outside the classroom.

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

Bible*
Language Arts*
- Reading
- Speaking & Listening
- Grammar
- Writing

Mathematics*
Physical Education
Science*
Social Studies*
Spanish
Technology

Drama
Drones/3D Printing
Gardening
Indoor Climbing
IXL Lab
Maker Photography
Maker Art
Maker Arts & Crafts

Maker Engineer 1
Maker Engineer II
Maker Engineer III
Maker Photography
Student Finance
Study Hall
Sports Stats

MUSIC Electives
All students must participate in a music course. Options Include:

- Advanced Band
- Caroliers
- General Music (one semester)
- Hand Bells
- Intermediate Band
- Orchestra

Private lessons are often available during the school day. Students are responsible for the classwork they miss while attending music lessons. Some music groups may require private lessons.

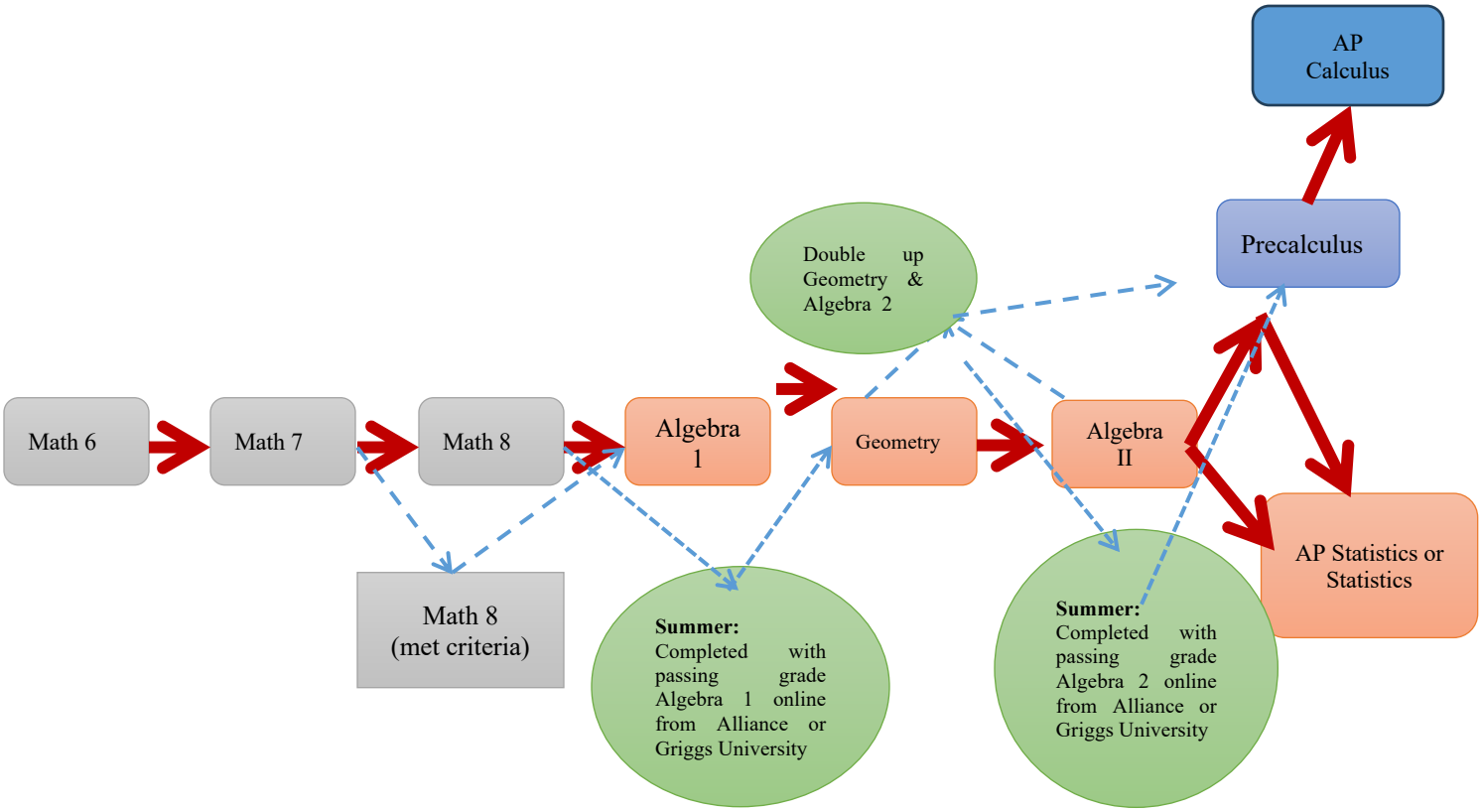
ACCELERATION MATH TRACK

To advance in math during 8th grade, students must meet criteria based on grades, MAP test scores, and recommendations from the Math Committee.

Pathways to Calculus in High School (at CA):

- Compacting in Middle School–Students: Complete standards for grades 6-8, and Algebra 1 by the end of grade 8.

- Completing accredited online classes from Alliance (CA's program through Alpha Omega) or Griggs University with a passing grade during the summer, such as Algebra 1 (before entering 9th grade).
- Geometry (before 10th grade) or Algebra 2 (before 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 Freshman.
- Doubling Up in High School–Students take two math courses in grade 10 (Geometry & Algebra 2)



ACADEMIC PROBATION

Any student with a grade below 70% 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/extracurricular activities will be evaluated individually during this time.

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

The Middle School Leadership Team oversees, evaluates, and determines academic policies. It also monitors each student's progress while on academic probation.

HOMEWORK

Parents are urged to take an active role in their child's day-to-day work. While homework is not a requirement in all classes, it can be an 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 work for each day absence. Students who do not turn in assignments on time may have a working lunch. Exceptions may be made for students with extenuating circumstances.

STUDENT CONDUCT

STUDENT DISCIPLINARY PLAN

Possible consequences are listed below:

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

These disciplinary actions are guidelines only. The administration reserves the right to adjust the consequences as needed. The administration will communicate serious infractions listed above to parents.

Students on behavioral probation will work with the Administrative Committee and parents to create a plan. Participation in off-campus/extracurricular activities will be evaluated individually. Failure to follow the plan may result in withdrawal.

Cheating

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

*Plagiarism includes:

- 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 may include a zero grade on the assignment, notification to parents, and a parent conference.

ATHLETICS

ATHLETIC TEAM PARTICIPATION GUIDELINES

CA sports programs aim to build and model Christian character. All students are welcome 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. $100 for soccer, basketball, tennis, volleyball, and golf
    b. $100 fee for cross country
- Students involved in CA team activities will be expected to maintain a 70% or higher in each core subject. The athletic director will receive a list of students with Ds or Fs from PowerSchool on Tuesday 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 incur the following:
    a. The first week, receive a warning and will be allowed to practice and play.
    b. The second week, they will 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. They accumulate over the season. School attendance (a full day) is required to participate in CA Athletics; extenuating circumstances will be dealt with on an individual basis. While students are serving school suspensions, they may not participate in or practice for CA team athletics including open gym or field activities**.**

INTRAMURAL SPORTS

All students are welcome to participate in intramurals during lunch. No fees or tryouts are required.

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 quarter reports for the current year.
- In good standing with conduct and attendance.
- Student leaders should model the Golden Rule toward all classmates.
- Teachers and administration reserve the right to adjust 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, we will conduct an educational and behavioral review of 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. Fees for the trip are non-refundable.

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 reach at least an 83% final average in each of the five core classes. Cords will not be issued to students who earn any grade below 70% in any subject, including electives. Students who have attended Collegedale Academy K-8 will be recognized with a white cord. Student Council members will be recognized with a black cord. Algebra I students will be recognized with a medallion. All students will be eligible to participate in the graduation program, provided their behavior record is acceptable.

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, from 7:30 am to 3:45 pm, Monday through Thursday. Friday's student supervision is from 7:30 am to 3:00 pm. Morning drop-off is from 7:30 to 8:00 a.m. at the back of the school, using the middle school lanes or the youngest siblings' location.

WALKERS

Parents **must** complete the online Walker Permission Form, granting their child/children permission to walk only to the locations listed. Walkers/ bikers **must** sign out and leave through their designated location.

CARLINE

When a student's name is called, the student must go to the appropriate location to be picked up. Students with siblings in ECEC should proceed directly to the ECEC lobby. Students with siblings in grades K-4 should go directly to the cafeteria. All others must walk across the bridge and down the steps. Parents should pick students up promptly after school or after school activities.

GENERAL INFORMATION

LIBRARY

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

Damaged Books: A damaged book may incur a fine. If the book is irreparable, the student will be charged the full price.

Lost and Missing Books: Students are responsible for all materials checked out of the library. If the book is lost, not returned, or not accounted for, the student will be responsible and charged the book's price. The fee may be paid to the library or charged to the student's account. If the book is returned in good condition at any time during the school year, the cost will be refunded.

Notification: Students will receive routine notifications about late books.

End-of-year charges: We will send a final due date for books about two weeks before the end of the school year. We will charge books not returned to the student's account.

FOOD AND DRINK

All food and drink must be consumed in the lunchroom or on the outdoor picnic tables. Closed water bottles containing only water are permitted in classrooms. Open containers of food or liquid are only permitted in the lunchroom and outdoor area—no open containers in lockers.

GUM CHEWING

Gum chewing is not allowed in any school building at any time. Violators will be fined $5.00.

LOST AND FOUND

Items such as sweaters, jackets, water bottles, and lunch boxes are regularly found around campus. At the end of each nine weeks, we will donate all unclaimed items. Parents are strongly encouraged to label items with the student's name to speed up their return to their child.

OVERNIGHT TRIPS

Because of insurance requirements, all overnight trips will require parental permission each time. The permission forms will include the trip dates, chaperones, and other relevant details for each trip. Submit all overnight trips to the CA Control Board for approval before departure.

BACKPACKS

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

LOCKS AND LOCKERS

The school provides lockers for students to store books and school supplies. 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**.** All students are expected to keep their lockers locked at all times, as CA is not liable for lost, stolen, or damaged personal items.

If the school-provided lock is lost or damaged, the student will be charged $5 to replace it. Magnets are the only acceptable way to secure items in a locker.

Elementary Addendum

GENERAL INFORMATION

Fine Arts

All students must 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.

In addition, the Suzuki strings program is available for beginner strings students. While private lessons are available during the school day, spots are limited. Students are responsible for any missed classwork while attending private music lessons.

Intramurals

Students may participate in after-school intramural sports. A fee covers the cost of officials, and students may wear a shirt associated with the activity on Friday. Students who participate in these activities are expected to conduct themselves appropriately. Participants who display inappropriate behavior during games or practice will be subject to disciplinary action by the school administration. Major violations, such as bullying, could result in disqualification from intramurals. Because of high demand, non-CA students cannot participate. A parent should always supervise their siblings.

Computer Lab

CA offers a technology-rich program with a standalone computer lab and classroom computers. Students receive instruction in computer literacy, keyboarding, coding, and using the computer to enhance and reinforce their learning. A *Computer Use Agreement* is included in the CA application. This agreement defines parental permission for internet and email access and describes acceptable use policies for students. Account violations may result in the student losing computer privileges.

Library

The library is where students can engage in hands-on, interdisciplinary activities that enrich their classroom studies and develop skills and interests in many areas. During weekly classroom visits, students can check out books, conduct research, listen to stories, and participate in many other activities.

Things to Know

- Damaged Books—A book returned damaged may be subject to a fine. If the book is irreparable, the student will be charged the full price.
- Lost and Missing Books—A book will be considered lost if it has not been returned within one month of the due date. A library search will be conducted if the student claims he/she has returned the missing book, but computer records show it is still in that student's name. If the book is not found, the student's account will be charged with the book's price.
- 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 in CA will participate in an outdoor experience. Grades K-4 will have at least one trip. As needed, we will send more detailed information home to individual classrooms.

Learning Shop

CA does not offer a special education program. Our Learning Shop program seeks to identify learning difficulties and aid in those areas. We work with families and partner with the local county testing providers to identify those concerns. Our Educational Specialist coordinates tutorial services as needed and when schedules permit. The specialist 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 start Monday – Friday at 8:00 AM.
Dismissal is at 3:00 PM Monday – Thursday and at 2:30 PM on Fridays

Students must not arrive before 7:20 AM, as no organized supervision is available Students arriving early must remain under parent/guardian supervision until the teacher arrives on duty. Students should come in and sit quietly in the cafeteria until they are instructed to go to their classroom. They are to be cooperative.

After school, students are expected to wait quietly in the cafeteria with their teacher until their name is called. ECEC students and siblings are dismissed from the ECEC lobby. Older students stay in the location of their youngest siblings. Students will only be released for pickup by authorized persons. Students remaining after 3:30 PM Monday through Thursday and 3:00 PM on Friday will be dismissed to aftercare.

Parents should pick students up promptly from after-school activities. Students not picked up on time will be taken to aftercare. Students on the playground after school must be supervised by an adult nearby.

After Care

The CA elementary building operates an after-school care program for students in Early Childhood – 12 years old. The hours of operation are from 3:00-6:00 PM Monday-Thursday and until 4:00 PM on Friday. All students remaining after school dismissal will be taken to aftercare. Students who attend regularly will register through the ProCare app, which is also used for pickup. The fees for the aftercare program are as follows:

- Semester Fee $875 – Billed in 5 monthly installments of $175 each
- Daily drop-in rate $30/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 to make our school safe for all. Weekly class meetings discuss and identify ways to be “Super Friends” and offer options for how we, as a school, can address our classmates' unwanted behaviors. Students who show a pattern of misbehavior may receive verbal reprimands, and discipline may be escalated 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 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. A staff member will address the student who has demonstrated unwanted behavior by identifying the specific bullying behavior and referring to the four Super Friend rules.
4. Bystanders to the incident will be affirmed if they supported the mistreated student or were 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.

School personnel will document and track all bullying incidents and violations. Parents of students involved will be notified via email.

Homework

Parents are urged to participate in their child's day-to-day homework actively. While homework is not a requirement in all grades, 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 time and date determined by the teacher. Parents of students in grades 3-4 are encouraged to use the PowerSchool system to monitor homework and academic progress.

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 to 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