

# Collegedale Adventist Middle School

STUDENT HANDBOOK  
2017-2018

Principal: Barbara Hunt  
Vice Principal: Jeff Richardson



*Educate, Equip, Inspire, and Serve*

*This agenda belongs to:*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Homeroom: \_\_\_\_\_

Collegedale Adventist Middle School  
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## MISSION STATEMENT

WE ARE A SEVENTH-DAY ADVENTIST SCHOOL ESTABLISHED TO *EDUCATE, EQUIP* AND *INSPIRE* STUDENTS TO BE CRITICAL THINKERS WHO *SERVE* OTHERS AND REFLECT CHRIST'S CHARACTER.

Collegedale Adventist Middle School houses grades 6<sup>th</sup> – 8<sup>th</sup> grades within the Greater Collegedale School System.

## ADMISSION

Collegedale Adventist Middle School (CAMS) admits students of any gender, race, color, nationality, religious affiliation, or ethnic origin to all privileges, programs and activities granted to students at the school. Students who cooperate with published and verbal policies of CAMS and are willing to participate in its religious, social, and academic activities are encouraged to apply for admission. Admission to CAMS is a privilege and may be withheld or withdrawn by the school at its discretion. It is also expected that parents of students will be supportive of the staff, school policies, and regulations.

Students will be considered for admission acceptance when the complete admission application and financial plan is approved. Students will not be accepted if transferring with an outstanding balance at another school. Applications may be accessed on line at the CAMS website, [www.gcass.org](http://www.gcass.org) under Admissions. When possible, an interview with a school administrator is requested. The application fee is to hold a position for the student in a classroom grade. The fee does not guarantee acceptance into the class position applied for. If the student does not attend CAMS, the fee is not refundable. (The application fee demonstrates intent to enroll and monies must be obligated to staffing and the many different costs needed to support the student budget.)

Returning students must have all the previous information updated in their files and complete re-application procedures accomplished.

Based on the time of year an application is submitted, acceptance letters will be sent to each family to verify placement of their child/children in a grade level. If time is a consideration, a phone call may be used to verify acceptance of a student into the CAMS program.

### Change of Personal Information

Parents/guardians are responsible for notifying the office of a change of address and phone numbers. The office will notify teachers of changes.

### Home School Students

We welcome local home school students to participate in a variety of activities. The opportunities include band, orchestra, and sports intramurals. With prior arrangement, home schooled students may attend our weekly chapel programs. CAMS dress code applies to home schooled students participating in CAMS classes and activities. There are times when homeschool students participate in CAMS standardized testing.

For fees and specific registration information, please contact the CAMS office – 423.396.3020.

## FINANCIAL INFORMATION

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

### Tuition

Grades 6-8

*Constituent (yearly)	\$5500.00
Non-constituent (yearly)	\$7950.00

Other Fees:

Application fee, entrance fee, testing (new students), and eighth grade graduation.

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

### Payment of Accounts

The entrance fee and the first tuition installment must be paid before starting school. The remaining nine payments of tuition are due on the fifteenth of each month, September through May. The preferred payment method is online at [gcass.org](http://gcass.org). Payments can also be made at CAMS or the Business Office located at Collegedale Academy. Payments may also be mailed to:

Greater Collegedale School System, P.O. Box 628, Collegedale TN 37315-0628.

Discounts are given when payment is made on or before the 5<sup>th</sup> of the month or for advance payments by the semester or year. This discount includes multiple student discounts for more than one student in the Greater Collegedale School System. To receive

any discount, all accounts for the family must be paid in full by the discount date. This applies to all accounts within a family unit. When registering for subsequent school years, accounts must be current (within 30 days), or application may not be processed.

### **Non-Payment of Accounts**

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

### **Music Charges**

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

### **Student Aid**

Financial assistance is available by request through GCSS. Parents should also contact their local church to request financial aid. GCSS student aid applications are available in the GCSS Business Office located at CA. Parents are encouraged to have a definite plan as to the amount they can reasonably contribute. **Applications and supporting documentation should be made by April 30 of the current school year.** A financial plan will be worked out prior to registration. A student's academic records, general conduct, and general leadership ability are considered. Limited student aid is available through the GCSS.

### **Lockers**

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

### **Textbooks**

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

### **Accident Insurance**

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

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

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

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

## **ATTENDANCE**

Regular and prompt attendance is essential to success in school. The responsibility is on the parent or legal guardian to ensure that children are in school. Absences caused by illness, death in the family, court appearances, and family emergencies are reasons for excused absences. Students who return to school after an extended sickness should have a doctor's excuse for being absent. Students will be sent home if they have a fever or injury.

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

When a student receives five (5) unexcused absences or six (6) unexcused tardies during a quarter grading period a warning letter will be sent to the parents and the student will be notified. Ten (10) or more unexcused tardies will result in a fine of \$50.00. When a student reaches six (6) unexcused absences, the school will notify the parent/guardian that their child must attend school on a regular basis through a Hamilton County Attendance Notification Letter. After ten (10) days absence without adequate excuse, a student is reported to Hamilton County.

Please note: all tardies are considered unexcused except for medical appointments at the beginning of the day. Students absent or tardy due to doctor, dentist, or other professional appointments must provide a professional note from their office, verifying the appointment, for absence to be considered excused.

### **Daily Schedule**

Morning Supervision Begins Monday – Friday 7:30 am  
Classes Begin 8:00 am  
Dismissal 3:15 pm M-Thur. 2:30 pm Fri.

There is no organized supervision before 7:30 a.m. Parents are discouraged from dropping off their child before 7:30 am. Morning drop off is from 7:30 – 8:00 a.m. in the back. Students come in the gym entrance until a teacher dismisses them at 7:50 a.m. to go to their classroom.

After school walkers and/or bikers sign out and leave through the front doors. Students being picked up must walk through the gym to the back and wait for their name to be called. All students walking must have written permission to be put on the walkers list. No student should remain on school property without supervision. Parents should pick students up promptly at completion of after school activities.

### **Prearranged Absences**

Prearranged absences may sometimes be necessary or desired. Such occasions are expected to be minimal. These are unexcused absences; however, students will not be penalized academically or financially. When absences are prearranged, all plans for making up schoolwork must be made with the classroom teacher prior to the absence. Students will be allowed to make up schoolwork according to the individual classroom policy. Requests for a prearranged absence must be submitted to the teacher or office on a Prearranged Absence Form. A request for a one-day absence must be submitted at least 24 hours in advance. Requests for a longer absence must be submitted at least one week prior to the absence. Forms are available in the office.

### **Sickness/Illness**

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

- Swollen glands or sore throat
- Signs of fever within 24-hour period
- General signs of illness such as vomiting, earache, headache, listlessness, or weakness
- Discharge or crusting around eyelids, eyes pink in appearance (Pink Eye)

Please call the school office to let us know your child is staying home. Frequent illnesses may necessitate a doctor's note. It is expected that they will be able to participate in all school activities. If they are unable to do so, keep them home until they have fully recovered. Sending your child back to school too soon can impair their recovery and can also contribute to others getting the illness.

## ACADEMICS & EXTRA CURRICULAR EDUCATION

Academic life at CAMS, in balance with our spiritual focus and well-rounded approach, builds and prepares our students to be academically challenged and supported while having the opportunity to be contributing members of our school. It is our goal for each student to grow during their middle school years to achieve intellectual, emotional and mental readiness in preparation for Academy/High School. Our teachers and administration are dedicated to the students' growth in and outside of the classrooms. Our credentials include accreditation with the Adventist Accreditation Association (AAA), the Middle States Association and CAMS has Adventist EDGE school status.

### Curriculum

#### Required courses:

Bible  
Language Arts  
Reading  
Writing  
Grammar  
Listening and Speaking  
Mathematics  
Science/Health  
Social Studies  
Physical Education

#### Electives/Selected Classes:

Choral  
Strings  
Hand Bells  
Art  
Robotics  
Spanish

\*Other options as available

### Grading Scale

A 95-100  
A- 93-94  
B+ 91-92  
B 86-90  
B- 84-85  
C+ 82-83  
C 72-81  
C- 70-71  
D 65-69

### Principal's List/Honor Roll

To qualify for Principal's List each, quarter the student

- must have an A average in each core subject (95% or above)

To qualify for Honor Roll each quarter the student

- must have 90% or above in each core subject

Principal's list/ Honor Roll students will be recognized each quarter. Certificates will be given out at the conclusion of the school year to those students who have met the criteria which are accumulative of the year.

### Music

All students are required to participate in a music course. CAMS offers possible options such as

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

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

### Physical Education

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

- Athletic shoes
- CAMS or CA athletic shirts/shorts (available at Educational Outfitters imprinted with either CAMS or CA

## **Outdoor Education**

Some of the possibilities are:

- 7<sup>th</sup> and 8<sup>th</sup> grades rope course
- 6<sup>th</sup> grade Wesley Woods – overnight team building field trip

\*Activities may be added throughout the year.

## **CAMS 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 book that is returned damaged may be subject to a fine. If the book is irreparable, the full price of the book will be charged to the student.

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

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

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

## **Computer Lab**

CAMS offers a state-of-the-art network, complete with lab and classroom computers. Students receive instruction in computer literacy, keyboarding, and how to use the computer as a tool to enhance and reinforce their learning.

## **Homework**

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

## **Student Progress Reports**

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

## **Field Trips**

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

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

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

At times parents may be needed to help with transportation. Those who are willing to volunteer must complete the Shield the Vulnerable online background checks and supply the school office with the Certificate of Completion. Those who are willing to drive are required to complete a Volunteer Drivers' Questionnaire and supply the school office with photocopies of their driver's license and insurance coverage.

## **Athletic Teams Participation Guidelines**

CAMS participates in intramural and interscholastic sports programs to build and model Christian character. Students are expected to have and must display Christian attitude if they want to participate in these activities. Participants who display inappropriate behavior during games or practice will be subject to disciplinary actions by athletic director and or school administration. Major violations such as bullying behavior, could result in being disqualified from the team.

All students are welcomed and encouraged to participate in CAMS interscholastic athletics.

Extra requirements are expected of students who participate in CAMS interscholastic and select team sports, as follows:

- Prior to tryouts students must have a sports physical. Forms can be obtained at CAMS front office or online at <http://www.gcss.org/forms-information/>.
- Students involved in CAMS team activities will be expected to maintain a 70% or higher in each core subject. The Athletic director will receive a list of students with D's or F's from classroom teachers on Monday mornings and communicate this information to parents and students.
- Students on the D & F list for any core class (Bible, Language Arts, Math, Science, Social Studies) will,
  - a. the first week, receive a warning and will be allowed to practice and play.
  - b. the second week, be put on probation allowing them to practice but not participate in any games or matches.
  - c. beyond the second week, be suspended and not allowed to practice or play games or matches.
- Warning, probation, and suspension may not necessarily follow consecutive weeks. School attendance (a full day) is required to participate in CAMS Team Athletics; extenuating circumstances will be dealt with on an individual basis. While students are serving school suspensions, they are not allowed to practice or play in CAMS team athletics.

## **Grade Level Acceleration**

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

## **Withdrawing a Student from School**

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

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

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

## **Class Trip – 8<sup>th</sup> Grade**

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

## **Class Officers Eligibility Requirements – 8<sup>th</sup> Grade**

The eligibility requirements for all class officers are as follows:

- 86%, "B" average with nothing below a "C" on mid-term and quarter reports for the current year
- In good standing with conduct and attendance
- Verification of previous year's grades
- Student leaders should model the Golden Rule towards all classmates
- Teachers and administration reserve the right to make changes if necessary

## **Graduation Requirements**

Students who earn a passing grade in all of the five core subjects (Bible, English, Math, Science, Social Studies) will receive a diploma. Students finishing the year with any final core subject grade below 60% will receive a certificate of completion. Students are recognized at graduation with a gold cord if they achieve a 95-100% final average in each of the five core classes. Students receive a silver cord if they achieve at least a 90% final average in each of the five core classes. Cords will not be issued to students who earn any grade below a 70% in any subject. Students who have attended the GCSS K-8 will be recognized with a red cord. All students will be eligible to participate in the graduation program provided their behavior record is acceptable and their student account is current.



## **RESOURCES**

### **Learning Assistance Program**

Our program seeks to help students, teachers, and families identify educational concerns for all students. CAMS does not have a special education program. Students with specialized needs that are identified through the Hamilton County testing and evaluation process will receive an Individual Service Plan (ISP). The results from this plan will be followed to the best of our ability. Occasionally a student tests out with needs greater than what can be accommodated. In this case, the school may recommend a transfer to a school that can better meet the needs of the ISP.

### **Achievement Tests**

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

## **CODE OF CONDUCT**

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

### **Student Citizenship**

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

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

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

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

### **Cheating/Plagiarism**

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

### **Disrespect**

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

### **Inappropriate Language**

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

### **Skipping Class**

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

## **Major Disruptions**

Students are expected to not disrupt the teacher or instruction in the classroom. Such actions take away the learning opportunities of the other students and will not be tolerated.

## **Fighting/Physical Aggression/Physical Contact**

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

## **Bullying and/or Harassment**

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

## **Sexual Harassment**

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

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

## **Possession of Controlled Substances**

Possession or use of alcohol, illegal or unauthorized drugs and medications on campus or at school functions is violated.

## **Weapons**

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

## **Inappropriate Internet Use**

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

## **Defacing & Theft of Property**

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

# **DISCIPLINE**

## **Student Disciplinary Plan**

Possible consequences listed below.

- 1<sup>st</sup> Offense Meet with Principal
- 2<sup>nd</sup> Offense Parent Conference
- 3<sup>rd</sup> Offense in School Suspension
- 4<sup>th</sup> Offense Out of School Suspension
- 5<sup>th</sup> Offense Dismissal

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

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

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

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

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

1. Parent is to meet with the teacher alone or as a family to deal with the concern. It is recommended that both parties maintain confidentiality.
2. If the concern remains unresolved after Step 1, the unresolved concern is to be taken to the school principal/head teacher for the purpose of securing assistance in finding resolution.
  - A meeting among the three parties (principal, parent, and teacher) is to be held with the principal chairing the meeting.
  - The principal is to keep minutes of the meeting, including all relevant issues and/or agreements discussed.
  - The minutes are to be reviewed by all parties prior to the completion of the meeting.
  - Should the concern involve the school principal, the school board chairman would serve as the facilitator and keep minutes.
  - Should the principal be involved, the Office of Education is to be notified.
3. At each instance in which a concern is registered, the teacher should have the right to address the concern directly. If the concern remains unresolved, it will be referred to the GCSS Executive Committee. At this point, a Conference Office of Education representative is to be directly involved.
4. If these steps prove unsuccessful and the concern remains unresolved, a final appeal of the issue can be made to the School Board.

\*Or other individual with a concern about the teacher.

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

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

## **UNIFORMS**

### **General Expectations**

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

### **Non-Compliance**

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

### **UNIFORM ITEMS FOR BOYS**

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

## **UNIFORM ITEMS FOR GIRLS**

- Pants: khaki or navy blue - Educational Outfitters only, approved monogram required. Belts worn with pants at all times with shirts tucked in.
- Shorts: khaki, navy blue - Educational Outfitters only, logo required. Belts worn with shorts at all times with shirts tucked in.
- Skorts: khaki, navy blue, blue plaid - Educational Outfitters only, approved monogram required. (Skorts must be modest in length)
- Skirts: khaki, navy blue, blue plaid - Educational Outfitters only, logo required. (Skirts must be modest in length)
- Shirts: AWS, CAMS & CA colors; Polo - gray, red, white, navy blue, forest green. Oxfords long sleeve or short sleeve. Educational Outfitters only, logo required. If under shirt can be seen, it must be uniform colors.
- Sweatshirts (red, navy blue) - Educational Outfitters only, approved monogram required.
- Sweaters (red, navy blue); cardigan, vest or V-neck pullover – Educational Outfitters only, logo required.
- Jackets: red, grey, or navy blue fleece, ¼ zip pullover fleece, fleece vest – Educational Outfitters only, approved monogram required
- Undergarments are not to be visible.
- Hoodies – **NOT** classroom attire for CAMS (or CA)

### **Cold Weather Jackets or In-classroom Jackets**

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

### **Shoes:**

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

### **Hats:**

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

### **Accessories:**

- All clothing accessories must be school uniform colors.

### **Hair:**

- Must be clean and present a well-groomed appearance.
- Bizarre hair styles/color are not allowed.
- Boys cannot wear their hair below shoulders or in a "ponytail".
- Boys' and girls' hair must be out of the eyes and kept neat and clean.

### **Makeup:**

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

### **Jewelry:**

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

### **Uniform Exceptions:**

Collegedale Adventist Middle School: 8<sup>th</sup> grade girls and boys may wear Collegedale Academy approved monograms.

## MEDICAL POLICIES

### Immunization Policy & Physical Exams

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

### Medications

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

### Medical Emergency

All Field Trip Consent Forms also provide "consent to treat" verification. In the event of a medical emergency the school will make every reasonable effort to contact the student's parents or guardians as specified on the form. If contact cannot be made the school will exercise the authority given to seek proper care for the student. Students involved in self-mutilation and/or making suicide threats will be asked to seek psychological counseling. A written release from a psychologist/psychiatrist must be presented to the administration before that student is allowed to return to school. Parents must sign a release of information to the school counselor when undergoing testing/evaluation. The school counselor works very closely with the home and professional services to help students through the trying years of adolescence.

### Child Abuse/Neglect

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

### Drug Testing Program

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

- A. The manufacture, distribution, possession, and/or use of tobacco, alcohol, illicit drugs, or dangerous drugs are strictly prohibited.
  1. Illicit drugs include such substances as opium derivatives, hallucinogens, (e.g., marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, morphine, and other drugs prohibited by law.
  2. Dangerous drugs include drugs which, although legal, are available by prescription only and must be used only in a manner that complies with the physician's orders and school policy.
- B. It shall also be a violation of this policy for any student to inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or substance containing a volatile chemical with intent to inhale, ingest, apply or use any of these in a manner contrary to the direction and warnings of the label.

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

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

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

## COMMUNICATION

### Visitors

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

Classroom visitors must be scheduled in advance through the office.

### Messages for Teachers and Students

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

### Telephone/Electronics (student usage)

All classrooms have telephones. Students do not need cell phones at school. While they may seem convenient, they are distracting to the learning environment. Students' use of cell phone, inappropriate use of electronic tablets, laser pointers, MP3, IPODS, and other audio/video equipment is not permitted on the campus during school hours. If such equipment is used inappropriately items will be taken-up and the student account will be fined \$25.00. The equipment must be picked up by a parent at the front office. Cells phones are not to be used from 7:30 am to 3:15 pm. During the school day, all cell phones are to be left in the student's locker.

Telephones/electronics can be used outside the school before/after school hours only unless given permission by administrator or teacher.

### School Closings

During inclement weather that may result in school being closed, parents will be notified by phone, text messages and/or announcements will be made with the local television channels for GCSS's decision to be open or closed, and will be listed as "Collegedale Academy". We do not follow Hamilton County school closing orders.

## GENERAL INFORMATION

### Food and Drink

All food & drink must be consumed in the lunchroom/outdoor picnic tables. Water bottles are allowed in classrooms with water only. Open containers of food or liquid are permitted in lunch room only. No open containers in lockers. Gum is not allowed on campus.

### Lost and Found

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

### Asbestos Notification

No asbestos found at

