



CLARKSVILLE ACADEMY
EST. 1970



The BLUEPRINT

2023-2024

Student and Parent Handbook

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Clarksville Academy 2023-2024 School Calendar

**Dates are subject to change*

August 4, 7, & 8	Teacher In-Service
August 7 & 8	Student Orientations & Open House/Students on Campus
August 9	1 st Day of School/Half Day for All Students/Teacher In-Service
August 10	Half Day for Lower School Students/Full Day for MS & US
August 11	Full Day for All Students
September 4	Labor Day – No School
October 6	No School for Lower School Parent/Teacher Conference Day
October 9-13	Fall Break – No School
November 10	Veterans Day – No School
November 22-24	Thanksgiving Break – No School
December 12	Exam Review Day
December 13-15	Exams (5 th – 12 th)
December 14	Christmas Program <i>*Following Dismissal of 5-12thGrade Students, Last Day for LS</i>
December 15	Last Day of Exams – No School for LS Students
December 18 – January 2	Christmas Break – No School
January 3	Return to School
January 12	Half Day for All Students/Teacher In-Service
January 15	Martin Luther King, Jr. Day – No School
February 9	No School for Lower School Parent/Teacher Conference Day
February 16-19	Winter Break/President’s Day - No School
March 29 – April 5	Spring & Easter Break – No School
April 8	Return to School
April 19	Half Day for All Students/Teacher In-Service
April 22-26	Standardized Testing
May 20	Exam Review Day
May 21-23	Exams (5 th – 12 th)
May 22	Last Day for Lower School Students
May 24	Graduation/6:00 P.M. at Clarksville Academy

Mission and Governance

We are honored to partner with you and your family to provide a warm, engaging atmosphere where your child can develop his or her own love of learning. Thank you for sharing your child with us and for letting Clarksville Academy offer your child an education that will guide them through their lifelong journey.

OUR MISSION

Clarksville Academy is a Pre-Kindergarten through grade twelve, college-preparatory school. Our mission is to promote academic excellence, moral integrity, physical growth, and civic responsibility.

PORTRAIT OF A GRADUATE

Engaged learners who are inquisitive and thoughtful, our graduates are effective communicators who foster relationships while advocating for self and others.

“Clarksville Academy – A once in a life-time experience, every day”

GOVERNING BODY

The Board of Trustees charges the day-to-day operations of Clarksville Academy to the Head of School. The Board of Trustees offers support to the school through property and business affairs, committee studies and reviews, budget approvals and trustee nominations.

Admissions and Re-enrollment

Clarksville Academy is a college-preparatory school. Students demonstrating the intellectual potential needed for college studies will be accepted. Clarksville Academy is a co-educational, independent school which supports an open admission policy without regard to race, color, creed, or national origin and does not discriminate on the basis of these characteristics in the administration of educational policies, admission policies, financial aid, athletic programs, or other school administered programs.

For admission consideration, each applicant must have an academic record including, but not limited to, a transcript of grades and achievement test scores, which indicates potential success at Clarksville Academy. An interview and entrance test will be required of all applicants for grades Pre-K through twelve. Admission inquiries and applications can be located on our website at clarksvilleacademy.com. Click the Admissions tab. For more information regarding International Admissions, please contact Christie Burger at 931-647-6311 or cburger@clarksvilleacademy.com.

Students enrolling must present a birth certificate. Students entering Pre-K are four (4) years of age on or before August 31, students entering Kindergarten are five (5) years of age on or before August 31, while those entering first grade are six (6) years of age on or before August 31 of the school year for which they are applying. All students are required to present a Tennessee Child Health Record (obtained from the local health department or physician's office) to be maintained on file.

Clarksville Academy believes in the strength of the collaboration of the parent, student, and teacher. For this reason, all students who are enrolled at Clarksville Academy must reside in the same home as their parent/legal guardian.

With the focus of Clarksville Academy preparing young people for college, students who are married or students who are parents or expectant parents may not enroll at Clarksville Academy. Should pregnancy occur while enrolled at Clarksville Academy, for any student involved, enrollment will be terminated.

Returning Students

All Clarksville Academy students are enrolled in continuous enrollment contracts. From the time of admissions, students will be considered enrolled at Clarksville Academy from year to year, unless otherwise notified by parents during the opt out period, or CA terminates contract due to behavioral or academic concerns. All families will receive notification of the opt out period annually.

All continuous enrollment fees will be drafted or paid by **February 15, 2023**, for the 2023-2024 school year.

The student's schedule of classes will not be determined until all deposits are received by the Business Office and his/or her financial obligations are current. In addition, students who have yet to finalize enrollment, or who may have not been cleared by the business office, may not run for school organization positions or try out for school-related athletic teams.

For a complete list of Clarksville Academy's Tuition and Fees for the 2023-2024 school year, visit <https://clarksvilleacademy.com/admissions/tuition-fees/>.

Campus Pedestrian/Motor Vehicle Safety Regulations

The purpose of these regulations is to facilitate the orderly and efficient flow of traffic on campus, and to provide a safe atmosphere with regards to both pedestrians and other motor vehicle operators.

It is imperative for the safety of our children. Please take note of the regulations listed below.

1. MAXIMUM speed limit on campus is 5 MPH - both entering and exiting.
 2. Designated crosswalk behind traffic guards only.
 3. No students are permitted to leave school to WALK to a parent's office, etc. Students must be picked up by car or bus, and a note must be sent to the office if someone other than a parent will pick up.
 4. No one is to leave a car unattended in the flow of traffic at any time.
 5. Drivers will be cited for parking/stopping in unauthorized student drop off locations.
 6. Parking spaces closest to campus are to be left open for parents or visitors needing to conduct business on campus, attend events, or meetings, etc.
 7. Accidents that occur on campus will be handled through the police department.
- Please help us keep our children safe and traffic flowing smoothly by adhering to these rules.***

Drop Off and Pick Up

At morning drop off and dismissal time, you are to enter campus by your designated entrance, either the Cumberland Terrace entrance, or the Anderson Drive entrance. There is no entry at the N 2nd Street entrance. You will exit campus at N 2nd Street.

Students are ONLY to be dropped off and picked up at the front of campus. If Middle or Upper School students are on campus before 7:30 A.M., they should be seated in the Auxiliary Gym. Assembly report time is 7:50 A.M. Middle School will host assembly on T/W/Th and Upper School will host assembly on M/W/F. All van riders will be dismissed from their classrooms at 2:45 P.M. daily and will depart campus by 2:50 P.M. Students with siblings, as well as those who are carpooling, should gather at the youngest child's pick-up point. Lower School students must bring a note to their teacher if they are to be picked up anywhere other than their designated pick-up point or by someone other than the usual driver. All students must be picked up by 3:15 P.M. If Middle or Upper School students are on campus after 3:15, they must report to the library. All areas should be clear of students (unless accompanied by a teacher/sponsor) by 3:15 P.M.

Van/bus guidelines for registered van/bus riders are available upon request and are also sent home to each registered family. No guests are allowed to ride the van/bus. Friends cannot ride home with a registered rider.

Food Service/Cougar Café Account

Clarksville Academy uses Blackbaud and its affiliate company EZschoolApps where money can be added for use by the student for items in the Cougar Café for lunch and break, etc. Parents may load funds directly to their student's account and track purchases, or send payments with their child. If payment is sent, please place cash or check in an envelope with the child's name, grade, and lunch number. There is no longer a yearly lunch fee, but students will instead pay per meal.

Students eating hot lunch, a la carte and snack items must preorder each week. No extra food items will be available. Therefore, please make sure to pre-order for your child. If a child does not have a lunch, pre-order, or money on their account, a sandwich, fruit, and water will be provided and charged to the student account.

Please note, the lunch period at Clarksville Academy is considered a part of the regular school day and leaving campus is a senior privilege. Students in grades 5-11 are not permitted to leave campus during lunch unless the parents notify Mrs. Turnage. Late arrival back to campus is unexcused, and students may not be allowed to make up assignments for credit. In the event of a special occasion lunch with family (such as on a birthday), please notify Mrs. Turnage and the appropriate Divisional Head of School. The exception will be granted to only the student and not any accompanying peers. Parents are welcome to obtain a visitor pass and eat lunch with their children after Labor Day; however, ***no other outside guests will be permitted to attend lunch on campus. Students should not have daily lunch guests. Parents/guests should limit this privilege to special occasions or no more than once a month.***

Health and Emergency Policies

A school nurse is on duty Monday through Friday to provide first-aid and health education. In addition, several over-the-counter medications are available for students who have parental permission in Blackbaud. Emergency information must be updated and available in your child's Blackbaud account.

All information (including student's regular medications) is required by the first day of school and should be updated with any changes in a student's health status. If there are any changes, also contact the school nurse informing her of these changes. The school nurse makes telephone calls to parents if a child becomes ill at school.

1. The school nurse may send home any student perceived to be a health risk to other students, or if a student presents symptoms that interfere with daily activities and learning.
2. The school nurse is responsible for making the final determination for a student to be sent home for health reasons.
3. Once the nurse has notified a parent or authorized person the child is ill, 45 minutes is the maximum amount of time a student may remain at school.
4. If a student has been out due to illness, when returning to school, the student must be 24 hours fever free, as well as vomiting and diarrhea free without the aid of medication.

Closing of School (i.e Inclement Weather)

For earliest notification of school closing, please visit our website, www.clarksvilleacademy.com. Closings will also be posted on Facebook and Twitter. In addition, news channels and radio stations will also post closings. Email and text alerts will go out as well. Please ensure your phone and email are updated in Blackbaud each year.

Emergency Preparedness

Clarksville Academy employs dedicated security officers (CPD, THP, and/or MCSD) who patrol the campus as well as a Director of Security, Nick Williamson. Supervised crisis drills are held periodically, with each student being informed as to the most effective action to take in an emergency.

Clarksville Academy's office is informed of threatening weather situations by the Clarksville 911 Center. Every drill is followed by an after-action meeting to analyze the event.

Firearms & Drug Free Campus Policy

Clarksville Academy is a drug free and firearm free facility. At no time should any person break this policy or they will be prosecuted to the fullest extent. Tennessee law authorizes private K-12 schools and institutions of higher education to establish a handgun carry policy for any property on which the school is located, that is owned or operated by the school, and for any building or structure located on school property. Those who are the only individuals authorized to carry a firearm on Clarksville Academy's property are all local, state, federal law enforcement officers and agencies, and the security director of Clarksville Academy, Nick Williamson.

Pandemic/Natural Disaster Plan

Along with the safety and well-being of our students, faculty, staff, and school community, we created a plan to assist when experiencing a pandemic or natural disaster. In the event, we must follow an alternate plan, this will be communicated with students, faculty, staff, and the school community.

Visitors

All visitors must sign in at the reception desk in the main foyer and obtain a visitor's pass. A valid driver's license is needed to obtain a visitor's pass. Student visitors must acquire permission to be on campus from the direct head of school. Students who are interested in attending Clarksville Academy are welcome to monitor classes, but students who come to visit with friends are not allowed on campus. Such visits disrupt classes and are not in the best interest of our student body.

Graduates are welcome to visit campus; however, no social visits during classes are allowed and the above rules for signing in and out must be followed.

No students should leave campus with non-students except with verified approval from parent/guardian.

To align with Clarksville Academy's mission and vision for our students, we can only be successful when students are actively engaged with their instructors in the classroom or in an extension of the classroom for school-related events.

When determining the number of school days in our school calendar and determining the number of allowed absences, Clarksville Academy takes into consideration the school's vision for our students' well-being and success with the Tennessee Department of Education Policy for School Attendance.

Excused absences are those absences:

- (1) due to a medical appointment, illness, or injury of the student or
- (2) death in the family or other family emergency or
- (3) religious holiday or
- (4) school sanctioned trip or college interview with pre-approval from CA administration or
- (5) military leave or return from deployment or
- (6) legal requirement of court order or
- (7) Pre-approved college visit (with visit request form on file) – this is applicable to juniors (1 day during second semester) and seniors (2 days).

- A. Original documentation for an excused absence must be given to Mrs. Debbie Turnage **within one week** of the missed day(s), dturnage@clarksvilleacademy.com. When illness occurs and the student is kept at home without a doctor's visit, a parent must notify Mrs. Turnage that day to excuse the absence. If the illness keeps a student at home for three or more days, a doctor's note is required to excuse the absences.
- B. Parents may utilize three parent-excused absences (EXC-P) during each semester for unavoidable absences away from classes. Upon the four absences, without documentation that does not fall into the five categories of excused absences above, unexcused absences begin to accrue.
- C. Should a student need an extended absence due to illness or injury, the parent or guardian must request complete documentation from a duly licensed physician to be sent to our school nurse (nurse@clarksvilleacademy.com).
- D. If a student misses eight (8) consecutive days (with or without documentation) or ten (10) total days (nonconsecutive), a meeting will be arranged with the Head of School to determine the best course of action for the student, such as homeschooling or enrollment in the school system for homebound services.

Other Attendance Policies

- Our Upper and Middle school day begins, with assembly, at 7:50 A.M. Third and Fourth grade students begin at 7:55 A.M., and all other Lower School classes begin at 8:00 A.M. Excessive tardiness and absences from assembly accumulate and can result in morning detention or Saturday School for Middle and Upper School.
- A student who has an excused absence has the same number of days as the student was absent to make up missed classwork. Whenever possible, make-up tests should be scheduled with the teacher in advance, and other academic work should be submitted prior to the absence.
- A student, with a planned absence (i.e. a trip), will not be given work prior to departure. Work must be made up within the same number of days absent, excluding weekends.
- When a student is suspended from classes, the following attendance policies apply:
 - In-School Suspension: The student reports to school on time and completes work in a location outside of his/her regular classes. The student is marked present for all

classes and completes his/her work during the regular school day. The student may not participate in any organization events and athletic practices/games.

- **Out-of-School Suspension:** The student will not report to school for the day(s) he/she is suspended. This also includes suspension from all organization events and athletic practices/games. The student will be required to complete all work missed. No credit will be given for missed classwork and quizzes and tests will incur a 10% deduction (per day).

- **Students are marked absent when they miss 15 minutes or more of their classes.**

**Special consideration for individual circumstances will be considered on a needs basis.*

Explanation of Codes

AB – Unexcused Absence

EXC – Excused Absence with Documentation

EXC-P – Excused Absence with Parent/Guardian Notification

SR – School-Related Absence

Sign Out Procedures For Students

A student is never to leave campus without properly being dismissed by a parent or pre-designated adult (via Mrs. Turnage/office personnel).

The sign-out procedure for Pre-K through 12 is as follows:

Pre-Kindergarten – Parents or a pre-designated adult must sign out on the form provided in the Pre-K building.

Grades Kindergarten-12 – Parents or a pre-designated adult must sign the student out on the form provided in the main foyer. Driving students are an exception for this policy and may be dismissed for a scheduled appointment once a parent has contacted Mrs. Debbie Turnage, school receptionist. The student must sign out with Mrs. Turnage prior to leaving campus.

Approved dismissals from school would include the following: Medical/Dental Appointment, Funerals, Family Illness, Deployment Returns, or approved events by the immediate Head of School.

Non-Approved dismissals would include dismissing a student for a casual lunch off campus at a restaurant, or because a student mentioned completing daily work early.

****A note from parents should be sent to school with the child to inform the teacher that an early dismissal is necessary.**

****Any extenuating circumstance for dismissal in the before mentioned requires approval from the appropriate Head of School.**

The 2023-2024 school year begins the 12th year of Clarksville Academy's 1:1 Technology Initiative. This program gives our students the opportunity to enhance and advance their educational experience.

Please read the **Responsible Use Policy** carefully in regards to the technology equipment that will be issued to your child(ren):

- You must carry your MacBook/iPad in the school issued messenger bag and school provided case at all times. The equipment must not be carried in normal school backpacks.
- The only items to be carried in the messenger bag are the MacBook/iPad/charger, and earbuds.
- Earbuds are to be worn only for teacher instructed classroom use. Earbuds are not to be worn as students move from class to class.
- Mobile devices are allowed on campus, however, CA-provided wireless access is only allowed for CA provided devices.
- During classes, students are to be connected to the CA Wi-Fi at all times. A hotspot should not be engaged unless the teacher has requested it.
- Misuse of technology (such as, writing or sending inappropriate material, social media use that slanders others or dishonors the school, cyberbullying, hacking or using unauthorized games or programs, etc.) will be deemed a violation of the code of conduct.
- Damage to Clarksville Academy issued equipment should be immediately reported to Cara Miller (cmiller@clarksvilleacademy.com).

Assessments

National tests are administered throughout a student's educational experience at Clarksville Academy.

The following tests are administered:

- Brigance – Pre-K/Kindergarten Entrance Exam
- Otis-Lennon Critical Thinking and Reasoning Test – Entrance Exam
- DIBELS (Dynamic Indicators of Basic Literacy Skills) - Administered in the first 9 weeks and the third 9 weeks of school in grade K-8
- Pre-ACT College and Career Readiness Assessment System - This test is administered in the spring of each year to students in grades 8-10 and assesses student readiness in English, math, reading, science, and writing.
- Preliminary Scholastic Aptitude Test (PSAT) – An optional test offered to 10th through 11th grade students. It is a preparatory test for the SAT test and is the basis for selecting National Merit Scholars in grade 11.
- ACT - A test which many colleges and universities require for entrance. It is usually taken the first time in the fall or spring of the junior year. Pre-registration is required and the test is only administered at approved testing centers.
- Advanced Placement testing – given at the conclusion of the year to those students enrolled in Advanced Placement classes. There is a fee assessed in the Tuition Management in December for each test. Testing is required for students enrolled in the course.

Middle and Upper Schools

Students' dress should be **neat, clean, properly fitted**, and not disrupt the educational process. Below are specific guidelines for appropriate school day apparel. When in question of any of the stated guidelines, please consult with your direct Head of School.

1. Dresses, skirts, and shorts must be at or below fingertip length **all the way around**.
2. Distressed clothing is permitted provided that no skin is visible. No holes are permitted.
3. Jeggings/leggings/yoga pants are only permitted underneath a skirt or dress (no t-shirts or sweatshirts).
4. Students may wear sleeveless shirts provided the garment has two-inch (or greater) straps and covers the front, side, and back completely.
5. Shirts must completely cover the midriff **at all times**. If a shirt is at the midriff, students should wear a tank under the shirt. Low cut or off the shoulder clothing is not permitted.
6. At no time should any undergarment be visible to include bralettes and compression shorts.
7. During the school day, properly fitted and neat athletic clothing is permitted, with the exception of compression clothing. Sweatpants may only be worn if they are neat and properly fitted.
8. Shirts with logos, brands, or phrasing should be school appropriate and not contain offensive humor, weapons, profane language, or innuendo. School appropriate attire applies to all students in pre-kindergarten through twelfth grade.
9. No hats are to be worn in buildings during the school day.
10. No do-rags, hoods, or sunglasses are allowed to be worn during the school day.
11. Shoes must be worn, at all times, and be appropriate for the events and activities of the day.
12. House shoes and pajamas may not be worn to school.
13. Facial hair should be kept neat, trimmed, clean, and not be a distraction.
14. Only piercings in the ear/ears are permitted. No other piercings or place holders are allowed.
15. Hair should be clean, styled, and out of students' eyes. While modern hairstyles are acceptable, students' hair should never draw undue attention (ie. hair dyed unnatural colors).

****Administration reserves the right to consult with any student on attire that is deemed inappropriate. After an initial warning, or for extreme violations, students will lose privileges and parents are expected to bring a change of clothes or purchase clothing from the school store in order for the student to return to class.***

Lower School Dress Code

- Lower School students should wear comfortable clothing conducive to learning and playing.

- Tennis shoes are required for P.E.
- Dresses, shirts, and shorts should be of moderate length.
- Racer back and spaghetti strap tops or dresses should be worn with a jacket or sweater.
- Athletic wear is permitted but should not be form fitting.
- Hair should be clean, styled, and out of students' eyes. While modern hairstyles are acceptable, students' hair should not be colored or styled in a manner that is a distraction to the school community (ie. hair dyed unnatural colors).

Business Office Policies



Delinquent Account Policy

Monthly tuition payments, for the 2023-2024 school year, will begin on August 1, 2023. Monthly tuition will be due on the first business day of every month through July 2024. Any payment received after the 15th of each month will incur a \$150 late fee. Biannual and annual payments received after the 15th will incur a \$150 late fee. Annual payments are due August 1, 2023. Biannual payments are due August 1, 2023, and January 1, 2024.

Delinquent Accounts:

Families unable to meet the stated deadlines should contact Kim Satterfield, Chief Financial Officer, (ksatterfield@clarksvilleacademy.com) in the Business Office. Families must be proactive and address any late or unpaid fees and formulate a tuition management plan. The following procedures will apply to the past-due accounts:

A. 1DayDelinquent:

The family will be emailed a late notice invoice, which will also include the \$150 late payment fee. The email will instruct the family to immediately initiate payment.

B. 15DaysDelinquent:

After 15 days of non-payment, a meeting between the family and the Business Office will be held, and parents/guardians must sign a payment agreement.

C. 31 Days Delinquent:

On the 31st day, a certified letter will be mailed to the parents/guardians. If the account is not made current, within five school days, upon receipt of the letter, all students in the family will be disenrolled from Clarksville Academy. Tuition Insurance will be filed for approximately 40% of the remaining balance.

Other Notes:

- Records will be released once the entire account is paid in full.
- Unpaid balances will be forwarded to the school's attorney to be placed in collection.
- Re-enrollment can only occur upon the account being made current and subsequent review with approval by the Head of School, Jennifer Hinote.

Fees

ID BADGE FEE

School Issued ID Badge Replacement is \$15

TRANSPORTATION FEES

Bus Service requires a semester (5 months) or full school year (10 months) commitment. Fees may be paid in full, bi-annual, or monthly by bank draft September through May. (There will be no charge for the month of August if you elect the monthly plan.)

One Student

One Way Full Year \$2925.00 September 1

One Way Bi-Annual \$1462.50 September 1 & January 4

One Way Monthly Draft \$325.00 September-May

Round Trip Full Year \$3420.00 September 1

Round Trip Bi-Annual \$1710.00 September 1 & January 4

Round Trip Monthly Draft \$380.00 September-May

Two or More Students

One Way Full Year \$3825.00 September 1

One Way Bi-Annual \$1912.50 September 1 & January 4

One Way Monthly Draft \$425.00 September – May

Round Trip Full Year \$4320.00 September 1

Round Trip Bi-Annual \$2160.00 September 1 & January 4

Round Trip Monthly Draft \$480.00 September – May

OPTIONAL FEES

Daily Meal Fee \$6.00

Extended Care Contract Options:

Fees may be paid annually, bi-annual, or monthly by bank draft. (There will be no charge for the month of August if you elect to pay monthly.) Extended Care times are 2:45pm – 5:45pm and care is available for PreK-5th grade.

(4-5 Days A Week)

After School Full Time Extended Care – Full Year Enrollment = \$2795.00 Sept 1

After School Full Time Extended Care – 1st or 2nd Bi-Annual Per Semester = \$1545.00 Sept 1 & Jan 4

After School Full Time Extended Care – Monthly Sept – May = \$445.00

(Up to 3 Days Week)

Part Time Extended Care – Full Year Enrollment = \$2095.00 Sept 1

Part Time Extended Care – 1st or 2nd Bi-Annual Per Semester = \$1295.00

Part Time Extended Care – Monthly September through May = \$345.00

Miscellaneous

Parent Volunteers

Parent Volunteers are always welcome at Clarksville Academy. Volunteers may offer assistance to CA in many ways. Volunteer opportunities range from: teacher guided assistance, to CAPA events, to projects, and athletic events.

Volunteer classroom assistance is utilized when a teacher identifies a need in his/her classroom. The teacher should either contact Mrs. Turnage, a CAPA officer, or depending on the grade level, a parent, and share with them the need.

After receiving prior approval from the direct Head of School, a teacher may have a parent volunteer in the classroom during instruction time. If not, the volunteer should work in the teacher workroom, library, or other areas around campus. When a Parent Volunteer arrives on campus, he/she should check in the Main Building with Mrs. Turnage. She will have the volunteer options available for that day.

Publications

All students will receive a yearbook in the spring. This is paid for through a student's consumable fee and does not require pre order.

White Columns Magazine is published annually. It is available on campus and is mailed out to all families and alumni.

Respect for Property

Emphasis is placed upon respect for property of others and the right of each individual to the free use of his own possessions. Damaging property, whether personal or school, is violating the rights of others.

Students must not sit on tables or desktops, nor lean back in chairs, put feet in chairs, on walls, or other inappropriate places. It is expected that all damage, even though accidental, will be acknowledged by the person(s) involved and amends made insofar as possible.

Deliberate damage or theft of school or personal property is a serious offense and will be treated as such. Tampering with school computers is considered vandalism. Students should use computers for assignments only.

Summer Reading

Summer reading assignments are required at Clarksville Academy. Instructions and assignments are available online at www.clarksvilleacademy.com/summer-reading for 2ⁿ-12^t grades.

Lost and Found

Articles of clothing and items such as lunch boxes and backpacks should be placed in the lost and found box located in the gym. Items such as jewelry and textbooks should be given to the main office personnel. The school is not responsible for clothes and other personal property left at school. It will be the student's responsibility to check the lost and found box for lost items. Monthly, unclaimed items remaining, in lost and found, will be donated to charity.

CLARKSVILLE ACADEMY

Make us stronger, make us better
Make us ready for the needs
Of the years that are before us
The future's deeds...
So we hail thee Alma Mater
And with pride we will sing
May our effort thru the glad years
Thy tribute bring.

Help us find things we search for
As we go into the world
There's a promise of tomorrow
New things unfurled
Help us meet the coming challenge
May we try hard to succeed
And to reach the goals before us
This be our creed.

FIGHT SONG

Fight! Fight! Fight!
We're going to fight, fight, fight, for victory.
We're going to win one for the Academy.
We are the Cougars and we're always bold;
Blue and Gold
Fight! Fight! Fight!

We're going to fight, fight, fight for every score.
Until the end we're going to yell for more.
And with a win we're going to yell hurray!
Go CA!
Fight! Fight! Fight!

LOWER SCHOOL GRADES PRE-K – 4

The policies and regulations of Clarksville Academy are designed to support the goals and philosophy of our school. Clarksville Academy welcomes the challenge of educating and directing the social, physical, and academic development of the student. As a college preparatory school, Clarksville Academy stresses academics; however, our school is also concerned with the social, emotional, physical, character, and attitude development of our students. It is our goal that the total behavior, performance, and attitude of each student will be a positive reflection on the student individually, his/her family, our school, and our community. To accomplish these goals, high standards of behavior are established. By adhering to our school's more rigorous standards, students learn important lessons in courtesy, self-discipline, self-direction, and ultimately, independence.

The following policies and regulations apply to Lower School:

Academics – Pre-Kindergarten

Clarksville Academy's Pre-Kindergarten program appreciates the child's right to be a child, and to learn at his or her appropriate developmental level. The program is designed to lead each child to realize his or her maximum academic potential in the areas of cognitive, physical, social, and emotional developmental levels. Extracurricular instruction in the Pre-Kindergarten program include: art, music, physical education, foreign language, library skills, and indoor and outdoor play.

Academics – Grades K – 4

Clarksville Academy's Kindergarten is an educational program with emphasis on both the effective and cognitive development of the child. A complete program for the young child's mental, physical, and emotional development is provided.

The daily Kindergarten schedule includes instruction in language arts, math, science, social studies, technology, foreign language, library skills, health, art, music, physical education, indoor guided play, and outdoor play.

Grades Pre-K - 1 of the Lower School operate within a traditional framework.

The curriculum is based on traditional fundamental disciplines. Importance is placed on developing sound study-learning habits, skills, and attitudes. Small classes add to the success in meeting individual student needs. Reading and mathematical fundamentals are stressed in every grade. Language arts, social studies, science, and health are included in the regular academic program. In addition, elementary students receive instruction from specialized instructors in art, music, physical education, foreign language, science lab, math lab, and library skills. Field trips and other activities are planned each year for all students.

Grades 2 - 4 will continue the platooning process.

Platooning begins as early as second grade at Clarksville Academy. While the majority of the school day incorporates a traditional framework, the teachers compartmentalize for math, language arts, and writing. These classes have departmentalized instruction, but will rotate classes in science and social studies. This approach helps to bridge students into our third and fourth grade classes.

In grades 3 & 4, students get the opportunity to experience a taste of Middle School while still under the attentive eye of Lower School teachers. Teachers have discovered this age group is ready for more responsibility and to experience a rotational class schedule. Students will change classes for subjects including social studies & writing, language arts, reading, and science. Students will

continue to take part in weekly enrichment classes including art, music, Spanish, coding, and science lab. They will continue to have daily Physical Education classes. This is an opportunity for students to learn organization and time management while also finding a passion for their studies.

DAILY SCHEDULE AND DISMISSAL

Pre-K - 8:00 A.M.--2:40 P.M. -Dismiss from Pre-K - Left side of Anderson Dr.

KDG - 8:00 A.M.--2:40 P.M. -Dismiss in front of the Main Building

1ST - 8:00 A.M.--2:40 P.M. -Dismiss in front of the Main Building

2ND - 8:00 A.M.--2:50 P.M.-Dismiss in front of the Main Building

3RD - 7:55 A.M.--2:50 P.M. -Dismiss at Brenda Stone Porch

4TH - 7:55 A.M.--2:50 P.M. - Dismiss on right side of Anderson Dr.

Class Trips/Field Trips

The code of conduct of the school, as well as dress code, applies for all school functions, including trips.

Class trips and field trips are an extension of our curriculum, and we welcome teachers to include high quality relevant experiences into their lesson plans. Students are expected to ride to and from such functions via the transportation provided by the school and with his/her group. Teachers may ask for parent volunteers to accompany the group if needed. Supported experiences that are within walking distance from campus are covered by the signed blanket permission form that is given at orientations.

Cleanliness/Housekeeping

While Clarksville Academy has an exceptional maintenance and janitorial staff, school pride is reflected through students' care in assisting in keeping our campus clean. The school cafeteria is used by all students in grades Pre-K – 12. Therefore, students are expected to clean tables, and assist in keeping all areas cleaned. For safety reasons, backpacks should be stored in grade appropriate areas.

Communication

Teacher newsletters are sent home weekly. In August, during parent-teacher orientation, additional information will be given regarding communication. A weekly school-wide newsletter is emailed on Mondays to all families from our CA Administrator email.

Curriculum Enhancement and Special Events

*(**activities and dates subject to revision)*

Christmas Musical – December / Pre-K – 4

Literacy Event - December / Pre-K - 4

Grandparents' Day Program – Spring / Pre-K – 4

Chattanooga Aquarium – Grade 3 & 4

Roxy Theater – as scheduled

Spring Literacy Event - Pre-K - 4

4-H – Grade 4

Grading Scale and Progress Reports

All progress reports are online in Blackbaud for grades, K -4. Conferences will be held during the first and third grading periods in grades Pre-Kindergarten - 4. Additional conferences will be held if needed.

Grading Scale: Grades 1-4

KDG 92-100 A	E Excellent
82-91 B	S Satisfactory
72-81 C	N Needs Improvement
62-71 D	U Unsatisfactory
0-61 F	

Lunch with Parents or Visitors

Parents are welcome to join their child for lunch after Labor Day. A table will be provided for you and your child to enjoy a quality lunch. If weather permits, please feel free to eat outdoors.

Parties – Birthday

If you desire, you may provide simple refreshments for the class on your child's birthday, but not gifts or favors. Food in the classroom is discouraged therefore, these treats will be served at lunch.

Invitations to private parties should not be distributed at school.

Parties – Special Occasion

Three parties are planned for Lower School students during the school year. These parties are planned to help celebrate Halloween, Christmas, and Valentine's Day.

Student Support Status

Students in grades K-4 may be placed on student support status. This status may be the result of entrance evaluation, evaluation of progress in the previous year at Clarksville Academy, or evaluation of progress after a grading period at Clarksville Academy.

Parents will be notified by conference. Each student's progress will be carefully evaluated each grading period. Failure to demonstrate satisfactory progress may result in dismissal, if significant improvement is not made.

Technology

With an interactive 1:1 technology in every Lower School classroom, students are immersed in technology. The students learn to use technology in a safe environment, and they discover there are more ways to find an answer than in the pages of a traditional book.

Testing Services

National tests are administered throughout a student's educational experience at Clarksville Academy. The following tests are administered during the Lower School years:

1. Brigance – Pre-K/Kindergarten Entrance Exam
2. Otis-Lennon Critical Thinking and Reasoning Test – Entrance Exam grades 1-4
3. DIBELS (Dynamic Indicators of Basic Literacy Skills) - Administered in the first 9 weeks and the third 9 weeks of school

Extended Care Program

Extended Care is available Monday through Friday, on either a part time or full time basis. This service is not available on half-days during the school year. Extended Care is from 2:45 P.M. until 5:45 P.M. This option is available for students in Pre-K through 5th Grade.

Our structured program will keep your child engaged through many fun and exciting activities. These activities will include: special focus activities, crafts, a variety of entertainment, homework/tutorial time, and snack time. If there are dietary concerns, team leaders will be glad to accommodate your child with a snack you provide from home.

The Extended Care team strives to regularly maintain a positive, secure, orderly environment for each child. Discipline guidelines will follow the guidelines printed in this handbook. For pricing and payment options, please see the Business Office section provided at the end of this handbook.

Lower School- DISCIPLINE POLICY

Discipline is the responsibility of the student, teacher, and parent. Discipline at Clarksville Academy is a means of correcting student behavior in a way that teaches the child what behavior is acceptable and why that behavior is necessary. The ultimate goal is to help students develop self-discipline based on an understanding of community to contribute and the benefits received. When behavior deviations arise in school, teachers will deal with the problem by following their discipline plan. Consequences in the classroom for misbehavior may include time-out, isolation, parent notification, the use of a partner teacher's classroom, loss of recess, or whatever consequence the teacher has established at the beginning of the school year. Parents will be notified if the misconduct continues. If the behavior problem continues or if the behavior is severe, students will be referred to the Head of Lower School and/or Head of School.

The behavior policies are to focus on training children in appropriate behavior with maximum understanding of consequences when misbehavior occurs. All should understand that mistakes are made, and they can be the basis for learning. Each teacher will establish a set of classroom rules and rewards to assure a positive and orderly classroom climate. However, three things must happen in order for policies to work.

First, parents must work with the school to ensure their child understands the expected behavior and support the school in carrying out/supporting the consequences of misbehavior.

Second, each student must understand it is his/her obligation to learn and conform to the rules and procedures for safe and productive behavior that ensures a climate in which all can learn.

Third, that school staff will consistently maintain and fairly administer the discipline policy including behavioral consequences.

After all policies have been exhausted in the classroom, the following consequences may be used:

Once teacher consequences are no longer effective, phone calls, e-mails, conferences will be held with the parents and teacher.

Guidance counselor will counsel students. Parents will be notified when counseling occurs.

First Office Referral: The first referral to an administrator will result in a conference with the student and a written notice and/or telephone call to the parent. Consequences such as time away from the classroom, isolation, denial of special privileges may occur.

Second Office Referral: The second office referral will result in a conference with the student, teacher, and parents. The school counselor may be included and a behavior contract may be written.

Third Office Referral: The third office referral will result in loss of privileges or school events and may result in a modified program or behavioral contract.

If additional referrals occur, consequences may involve seeking outside medical referrals, suspension, or expulsion.

MIDDLE SCHOOL

Grades 5 – 8

Academics

Throughout the course of the academic day, students in grades five through eight will be departmentalized. Students will generally be in classes with only their grade level. The exception to this will be elective classes and club meetings. During elective classes and club meetings, students will be in class with varying grade levels from Middle School.

The curriculum for grades five through eight is college preparatory. In addition, every student is issued an Apple iPad. We believe this technology is an important companion tool to the curriculum for developing innovative critical thinkers and problem solvers for success in college and society.

Daily Schedule for Middle School

5TH–8TH - 7:50 A.M. - 3:00 P.M.

Middle School Schedule:

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-7:55	1st Period	MS Assembly	All Assembly	MS Assembly	1st Period
8:00-8:50	1st Period	1st Period	1st Period	1st Period	1st Period
8:55-9:45	2nd Period	2nd Period	2nd Period	2nd Period	2nd Period
9:50-10:50	3rd Period	3rd Period	3rd Period	3rd Period	3rd Period
*10:05-10:15	MS Break	MS Break	MS Break	MS Break	MS Break
10:55-11:45	4th Period	4th Period	4th Period	4th Period	4th Period
11:50-1:20	5th Period	5th Period	5th Period	5th Period	5th Period
12:30-1:00	MS A Lunch	MS A Lunch	MS A Lunch	MS A Lunch	MS A Lunch
12:50-1:20	MS B Lunch	MS B Lunch	MS B Lunch	MS B Lunch	MS B Lunch
1:25-2:15	6th Period	6th Period	6th Period	6th Period	6th Period
2:20-3:00	Rotation Schedule (Writing Lab, Math Lab, Spanish, Study Skills, Organization Skills, and Vocabulary) Club Meetings	Rotation Schedule (Writing Lab, Math Lab, Spanish, Study Skills, Organization Skills, and Vocabulary) Club Meetings	Rotation Schedule (Writing Lab, Math Lab, Spanish, Study Skills, Organization Skills, and Vocabulary) Club Meetings	Rotation Schedule (Writing Lab, Math Lab, Spanish, Study Skills, Organization Skills, and Vocabulary) Club Meetings	Rotation Schedule (Writing Lab, Math Lab, Spanish, Study Skills, Organization Skills, and Vocabulary) Club Meetings

Class Trips/Field Trips/After-School Extracurricular Activities:

Enrichment experiences are an exciting component of Middle School provided as an extension of the learning in the classroom. The Middle School code of conduct applies to all events on and off campus. Students are expected to represent the school with the highest integrity.

Grading Scale and Progress Reports

Middle School grade reports are provided through Blackbaud. Progress will be updated weekly. At the conclusion of a quarter, final grades can be checked in Blackbaud. Printed reports are provided by parent request.

93-100 A 85-92 B 75-84 C 70-74 D 60-69 F

Honor Roll

Middle School Honor Roll is determined after each quarter. Students earning all A's or all A's and B's will be recognized following each quarter. Recognition will be given on hallway displays and during prize drawings during Assembly.

Semester Exams

At the end of each semester, students will be required to complete a semester exam for each of their core academic courses. Electives, rotations, and PE will not administer exams during the exam week. If a student must be on campus, and they do not have an exam, they will be assigned a study hall. Exam days are half days for Middle School students with students having a maximum of two exams a day and dismissal at 11:15. The exam schedule can be found on the CA website.

Teachers are encouraged to use various methods in addition to traditional testing to assess student mastery. Semester exams will account for 10% of the student's semester grade.

Make up exams should be coordinated with Mrs. McQueen, Head of Middle School. While exams can be taken on an alternate day, no exam will be given prior to the first day of testing.

Semester I Exam Schedule:

December 12- Review Day

December 13- Periods 1 and 2

December 14 - Periods 3 and 4

December 15 - Periods 5 and 6

Semester II Exam Schedule:

May 20- Review Day

May 21 - Periods 1 and 2

May 22 - Periods 3 and 4

May 23 - Periods 5 and 6

** Make up exams should be coordinated through Mrs. McQueen, Head of Middle School.

**Dismissal will be at 11:15 each day.

Communication/Conferences

Teachers will communicate classroom information weekly to parents. This communication will include general classroom information, as well as important dates. Individual conferences are available to parents at any time during the school year and can be scheduled directly with the teacher or through the Head of Middle School. Teachers are asked to respond to parent phone calls and/or emails within a reasonable amount of time. While not prohibited, we do not encourage text or social media communications between parents and teachers. Teachers are expected to be fully engaged with their students during instructional time and not answering texts or emails. If a parent has an urgent need, a phone call to the office will be necessary.

Student Support Status

As part of the requirement of Clarksville Academy's enrollment contract, students must maintain an acceptable level of academic performance to remain enrolled. In some cases, a student may be placed on an additional contract as a result of a combination of academic and/or disciplinary reasons where an improvement in behavior, for example, might lead to academic improvement. A student's lack of acceptable academic/behavioral performance may result in dismissal from Clarksville Academy.

Academic Eligibility

The primary purpose of Clarksville Academy is to promote academic achievement. Therefore, if you are engaged in any of the co-curricular programs, which make significant demands on your time, you must maintain acceptable academic standing in the classroom to continue participation in that activity.

Grades will be closely monitored for students currently involved in co-curricular activities. Any student who is performing below passing in a class may be required to attend tutoring during a study hall. However, a coach or sponsor may require a student with a "D" average to also attend tutoring. If the student is not posting improvement within 1 week of tutoring, a meeting will be scheduled with the Head of Middle School to determine an appropriate course of action. Failure to show improvement may result in suspension from game(s) or activities.

Athletics

To participate in Clarksville Academy's Middle School athletics, parents and players must read the Player/Parent Expectations Handbook and Partnership, and sign that they agree to this contract. This checklist will be provided by the head coach. By signing this contract, your signature will represent your understanding of the procedures and policies set by Clarksville Academy, the TIAA, and/or TSSAA.

Discipline

Honesty, respect, and responsibility form the basic framework for Clarksville Academy's behavioral expectations. We strive to be a school where students can develop to their fullest potential, not only within their academic studies, but also as responsible and caring members of this community. High expectations of conduct enable all members of the school family to live together cooperatively, honestly, harmoniously, and with mutual respect.

There are six principles that students are expected to observe at Clarksville Academy in order to preserve our tradition of excellence. By maintaining high personal expectations for success,

utilizing open communication with staff and fellow students, and following the Code of Conduct, students both increase opportunities for success and help make Clarksville Academy a unified and excellent school.

Scholarship: *A CA student actively seeks knowledge, understanding, and encourages that pursuit among classmates.*

Truth and Honor: *A CA student tells the truth, does one's own work, honors one's commitments, and respects the property of others and of the school.*

Accountability: *A CA student accepts responsibility for one's own education, decisions, and actions.*

Respect: *A CA student acts in a kind and respectful way that best represents one's school, parents, and community and self to promote a safe, healthy environment in which to learn.*

Involvement: *A CA student develops leadership, cooperation, communication, self-discipline, and friendships in activities within and outside of the classroom.*

Diversity: *A CA student respects cultural diversity, individuality, and the choices and rights of others.*

These six principles form the foundation of the Code of Conduct. If students act in accordance with those principles, they will be within the rules of the school, and more importantly, they will increase the likelihood of experiencing personal success in and satisfaction at school and beyond.

General Classroom Management and Disciplinary Protocol:

Teachers will establish classroom procedures and school policies with students at the beginning of the school year. A student who does not comply with school or class rules or the teacher's verbal instructions will be subject to disciplinary action and/or restorative practices.

Restorative practices allows students to focus on the harm done in wrongdoing and offers an opportunity to restore and rebuild relationships creating positive change and impact. Restorative practices are especially beneficial in teaching middle school age children problem solving skills and socially appropriate behaviors.

We ask that parents partner with us in teaching students the process of how to be reliable and kind members of the school community. Naturally, students will make mistakes. We will advocate for children together, while also teaching them to learn from their mistakes.

Students who exhibit behaviors outside of the set expectations will write and complete a reflective worksheet in the classroom and/or with the Head of Middle School. At that time, next steps will be determined with those involved. Additionally, parents will be provided with student reflections.

The following protocol is in place for escalating disciplinary issues within the classroom:

- 1) The student will receive a warning from the teacher.
- 2) The student will complete the CA Middle School Reflections Worksheet
- 3) A parent is notified.

4) After a warning, reflection, and parent notification, should the behavior continue, an additional referral is submitted to the Divisional Head of School for consequences as suggested by the Code of Conduct.

Tardiness & Absenteeism

When a student is dismissed during the school day, a parent must notify Mrs. Turnage and sign out his or her child. Return doctor's notes to excuse absences within one week of the appointment.

The school day begins at 7:50 a.m. Late arrival to school creates disruption not only for the tardy student, but also for the other members of his or her class. Late arrivals of athletes who participated in games the night before are not excused and assignments missed may not be made up. Students are tardy when they arrive at school after assembly has begun or when they arrive late to class without a note and class has begun.

Excessive tardiness constitutes a disciplinary violation. If a student misses work because they are late to class without an excuse, the student may not be permitted to make up that work. Students benefit when instruction is sequential and uninterrupted. Students also show respect for teachers and classmates when they arrive at school on time and attend all classes.

The Honor System

The objective of the Honor System is the moral and intellectual development of the individual student. Students are personally responsible for their work, their actions, and their word. Because these actions take place within the larger context of the Clarksville Academy community, students have a responsibility to that community. Articulating, protecting, and maintaining the ideals of the Honor System constitute the shared responsibility of all members of Clarksville Academy. In order to preserve an atmosphere of honor and trust at Clarksville Academy, it is necessary for the Honor Council to act upon any cases of dishonesty and disrespect in connection with academic or campus life. All members of the Clarksville Academy community must fulfill their responsibilities to the Honor System. This process is vital to the integrity of the school and its students.

The Honor Pledge

In pursuit of the high moral ideals and academic standards at Clarksville Academy, I commit myself to respect and to uphold the school's Honor System:

*To be honest in every academic endeavor, and
To conduct myself honorably, as a responsible member of the Clarksville Academy
community as we live and work together.*

Shortened Version for Class Assignments:

On my honor, I have neither given nor received aid on this work.

By signing your name to any quiz, test, or graded academic work, you attest that your work has been completed with honor and integrity, in accordance with the Honor Code.

Honor Violations

All students are expected to follow the Honor Code at Clarksville Academy, which forbids cheating, plagiarism, lying, and stealing. Any student found in violation of the CA Honor Code will be subject to an Honor Council hearing and if they are guilty of the violation they will have further

disciplinary consequences. For non-academic violations such as lying and stealing, a joint Disciplinary Committee and Honor Council Committee Hearing will occur.

The Council

The Council convenes when necessary to consider, discuss, and judge cases in which students have been accused of violating the Honor Code. Such violations may include cheating, lying, stealing, and plagiarism. For Middle School, the Head of Middle School, The Faculty Sponsor for Honor in Middle School, and one student Council member will attend hearings. If any faculty or student member has a real or perceived conflict of interest in a particular hearing, that person may recuse him/herself and an alternate will take his/her place on the Council.

Confidentiality

All Honor Council findings, reports, and recommendations are held in the strictest of confidence. Maintaining confidentiality for a student going through the Honor System is of paramount concern.

Reporting Violations:

- Students who observe violations should report the violation to a teacher or the Honor Council faculty sponsor. Students may report confidentially.
- Teachers who observe violations should talk to the student about the violation privately. If necessary, the teacher will then report the violation to the appropriate Divisional Head of School.
- A letter and explanation will be provided to the parent if a student is referred to the Honor Council. Parents are asked to acknowledge the document by signature and partner with the school.

UPPER SCHOOL

Grades 9 – 12

Academics

The Upper School educational structure is a departmentalized approach to education, which allows students the experience of instruction in the various subject areas by teachers in the field of their major certification.

The curriculum for grades nine through twelve is college preparatory; therefore, every student is issued a MacBook. We believe this technology is imperative for developing innovative critical thinkers and problem solvers for success in college and today's society. As a college preparatory school, it is mandatory that all seniors apply and gain acceptance to a college or a university. All seniors are required to take the ACT or SAT prior to graduation.

The school counselor is in frequent contact with students concerning academics, behavior, colleges, and scholarships. They are aided, not only in college choice and scholarship search, but also in the application process. Students and parents should check their emails frequently for communication from Mrs. Sarah Perry, sperry@clarksvilleacademy.com, School Counselor. The counselor visits classrooms providing lessons in regard to social emotional learning.

Valedictorian

Presented to the senior with the highest grade point average (4 years); the recipient must have attended (at minimum) his or her junior and senior years at Clarksville Academy. In addition, he or she must have chosen a rigorous course of study to include, at a minimum, two AP or dual enrollment courses during both the junior and senior years. (This is determined after seven semesters.)

Salutatorian

Presented to the senior with the second highest grade point average (4 years); the same time and course requirements apply as stated for valedictorian.

Summa Cum Laude

Presented to all seniors who have earned a minimum of a 4.0 grade point average. In addition, the top 10 percent will be recognized out of this group.

Grading Scale and Grade Point Average

Grade reports are available online throughout the school year. All upper school classes are figured in the cumulative weighted GPA for it is a school objective to teach the whole child; we believe that all subject areas are important. Grade point average (GPA) is computed by assigning a numerical equivalent on a four-point scale. The Upper School does not report class rank.

The cumulative weighted GPA is used in the nomination to National Junior Honor Society or National Honor Society. A weighted GPA is calculated by awarding additional points for challenging college-preparatory classes such as advanced placement, honors, and dual enrollment. Tennessee uses the unweighted GPA when considering the TN Hope and Promise scholarships.

Grading scale:

100-93 A 92-85 B 84-75 C 74-70 D 69-0 F

GPA Scale:

Grade	Regular	Honors	College
A	4.00	4.50	5.00
B	3.00	3.50	4.00
C	2.00	2.50	3.00
D	1.00	1.50	2.00
F	0.00	0.50	1.00

Graduation Requirements

English	4 credits
Mathematics	4 credits
Social Studies	3 credits (<i>1 credit of World History, 1 credit of U.S. History, ½ credit of Political Science, ½ credit of Economics</i>)
Science	3 credits (<i>Biology, Chemistry, Physics or 1 other Lab Science</i>)
Language	2 consecutive credits of the same world language
Fine Arts	1 credit (<i>Art or Music</i>)
Wellness	1 ½ credits (<i>1 credit can be a CA sport or fitness class</i>)
Public Speaking	½ credit
Personal Finance	½ credit
Electives	4 ½ credits
Total	24 Credits
(Subject to modification in the future)	

Graduation

In the fall, senior names are shared with Jostens for diploma, cap & gown, graduation announcements, and memorabilia orders. Only formal names, on a student's birth certificate, will be used for the school composite, newspaper releases, and at graduation. Clarksville Academy's graduation has many traditions we are proud to see your child carry on. Continuing on the tradition, graduation is not about any one individual; it is about the class as a whole. Therefore, we have a standard dress code for graduation and it is as follows:

Attire should be khaki, navy, gray, or black dress slacks and a solid white or blue button-down shirt or a dress. A tie (or bowtie) is required. A formal shoe is required and should be black, brown, or neutral in color. Dress shoes are required. Be cautious of excessive heel height as graduates walk up steps and onto a floating stage. Jeans, flip-flops, boots, sporty, and athletic shoes are not allowed or appropriate for this occasion. The only additions to the blue robe/gown are the National Honor Society stoles, cords, and/or pins that distinguish club or sport membership. Honor stoles may not be modified. Caps must be worn with no modifications. Graduation gowns should be free of

wrinkles. Any deviation from these guidelines will result in a senior not being permitted to walk at graduation.

Course Placement Policy

Clarksville Academy reserves the right to place students in a course or courses when first-choice requests cannot be honored or when the student's previous academic achievement and learning characteristics are better served by an alternate level of study. The school, based on the student's mastery of basic skills, previous achievement, and maturity, makes the final placement decision. Students taking upper level courses will be required to move on to the next level and will not be allowed to move backwards in course rigor.

Advanced Placement and Dual Enrollment Courses

These courses carry additional academic requirements. Student's grades and/or ACT scores will be considered for enrollment into AP or dual enrollment courses. AP courses require an additional payment for the AP exam. The AP exam is mandatory if enrolled in an AP course.

Dual enrollment courses are facilitated by Austin Peay State University (APSU). All classes are hosted on CA's campus. Student's are required to meet APSU's dual enrollment admissions requirements. Tennessee residents are eligible for five free dual enrollment courses if they apply for the dual enrollment grant by the designated deadline date. Some courses have additional lab fees and/or book fees. Payments are made directly to APSU through each student's OneStop portal. Upon graduation students must request their transcript directly from APSU. All dual enrollment application requirements can be found on APSU's dual enrollment website.

Upon completion of an AP or dual enrollment final exam students enrolled in those courses will no longer be required to attend that AP or dual enrollment class. Study hall will be provided in their classroom location. Students wishing to leave campus during this class time must have written parent permission on file with their instructor. This privilege can be revoked at any time.

Dropping and Adding Classes

During scheduling of classes, every effort is made to place students in courses that are appropriate. Every effort is made to accommodate student requests with priority given to academic classes. However, if a student wishes to alter this schedule, they must consult with the School Counselor. Final schedules will be available at orientation. Students will have the opportunity to request changes during the first full week of school. Teachers may initiate changes for placement purposes. A student who enrolls in a yearlong class may not drop the class second semester without approval from the Head of Upper School. After the first full week of each semester, schedules are set and no changes will be allowed.

Winterim

Winterim provides students in grades 9-12 unique opportunities for experiential learning and service in our community and across the world outside the classroom environment. This curriculum takes place in January after winter break, which is an interim semester between the first and second semesters. Exact dates will be determined by each individual course. The price of Winterim will vary in cost according to which course is selected. Winterim is a permanent part of a student's transcript and is not optional. Any student who does not participate in Winterim will be placed on Academic probation. All tuition accounts must be up to date, or a student will be moved to a free Winterim, and the fees will be applied to the past due tuition.

Daily Schedule for Upper School

9TH–12TH

7:50 A.M. until 3:00 P.M.

Drop-off and dismissal is in front of the Main Building only.

US Schedule	Monday	Tuesday	Wednesday	Thursday	Friday
7:50-7:55	Assembly 7:50-7:55	Teacher office hours/No assembly 7:30-7:55	Assembly 7:50-7:55	Teacher office hours/No assembly 7:30-7:55	Assembly 7:50-7:55
8:00-8:50	1st	1st	1st	1st	1st
8:55-9:45	2nd	2nd	2nd	2nd	2nd
Break					
10:00-10:50	3rd	3rd	3rd	3rd	3rd
10:55-11:45	4th	4th	4th	4th	4th
11:50-12:25	Lunch	Lunch	Lunch	Lunch	Lunch
12:30-1:20	5th	5th	5th	5th	5th
1:25-2:15	6th	6th	6th	6th	6th
2:20-3:00	Study Hall	Study Hall	Study Hall	SH/Club Meetings/Advisory/ Student Government/etc.	Study Hall

Break/Lunch

During break, students are expected to be in the auxiliary gym or on the blacktop. During lunch, students are permitted to be in the auxiliary gym and blacktop/outdoor courtyard areas. Students are not allowed to wander, sit in hallways, or visit cars during lunch time or break. Seniors leaving and returning for an off-campus lunch are not to linger in parking lots. Should a student need to retrieve an item from his or her vehicle, permission and monitoring must come from a teacher or Mrs. Walker. **Students are not permitted to have food delivered to school.**

Study Hall

Study Hall is a mandatory class for all students in grades 9-11. Seniors are allowed to leave campus during study hall provided they are in good academic/behavioral standing. Study Hall is provided to give students the opportunity to study, complete homework, and practice for standardized tests.

Dances

Students do not have to ask someone to the dance or bring a date. All non-CA guests at our dances must have signed a compliance statement to follow our code of conduct, have a principal of their current school sign a permission form acknowledging good academic/behavioral standing, and provide emergency contact information. When a student leaves a school dance or event, he or she may not return; going out to the cars and returning to the dance or event is not permitted. Clarksville Academy educators and staff members chaperone all events. Proper conduct is expected at all times.

Prom

Prom is a formal event which includes a grand march, formal dinner, and a dance. All prom dresses, to include outside guests, must be pre-approved by the prom sponsors. All outside guests must be approved by the Head of Upper School. It is a long standing CA tradition that the junior class hosts the prom for the senior class. This is a student led process that helps to develop decision making and leadership skills. **All** juniors are required to help with the prom. Students can be on a committee, help decorate, write thank you cards, or help in any way approved by the sponsors.

All students, who attend prom, will be required to stay the entire duration of the dance.

Historically, junior parents have hosted an after prom event. If you are interested in leading this process, please contact one of the prom sponsor, Sarah Perry at sperry@clarksvilleacademy.com.

College Visits (Juniors and Seniors only) and Admissions

Clarksville Academy is a college-preparatory school; therefore, we encourage interaction between students and colleges and universities. College representatives are often asked to attend our school to speak and visit with students regarding college opportunities. Please contact the school counselor for a list of college representatives who will be visiting our campus during the school year. Juniors are encouraged to begin visiting colleges during the summer between their junior and senior years so that they may begin narrowing down their choices before making final application and enrollment decisions.

It is mandatory that all seniors apply to at least three colleges or universities. During the second semester of junior year, students are allowed one excused absence from school to visit a college. During senior year, students are allowed two excused absences from school to visit college campuses. Visits must be approved prior to the trip, by the School Counselor, and upon return the student must bring an official letter from a college admissions counselor documenting the visit.

Semester Exams

As a college preparatory school, we believe very strongly that students need exposure to comprehensive semester exams similar to those they will be required to take at most colleges. Therefore, if a student does not have an exam during a scheduled time period, they are not required to be on campus. If a student must be on campus and does not have a scheduled exam, they must report to the study hall for that period.

Additionally, comprehensive semester exams encourage long-term organization and retention of information and allow teachers to evaluate learning. As a result of our commitment to prepare your child for college, no students are exempt from finals except seniors who have maintained an “A” average in a year-long course. This may be revoked if a student does not fulfill all requirements of the course.

Teachers are encouraged to include projects and use various methods to assess student mastery. *(The category weight of semester exams is 15% of the semester.)* Semester exam schedules are posted prior to exams. Make-up exams should be coordinated through the teacher. Dismissal will be at 11:15 each day.

Semester I Exam Schedule:

December 12- Review Day

*December 13- Periods 1 and 2

December 14 - Periods 3 and 4

December 15 - Periods 5 and 6

Semester II Exam Schedule:

May 20- Review Day

*May 21 - Periods 1 and 2

May 22 - Periods 3 and 4

May 23 - Periods 5 and 6

*No exam may be taken prior to the first day of exams.

Upper School Campus Parking & Registration

General Student Parking Guidelines

1. Operating and parking a vehicle on the school campus is a privilege and not a right. Safety is paramount. Students who violate parking guidelines or behave in a reckless manner may be subject to any/all of the following consequences:

a) Immediate temporary or permanent revocation of parking privileges

b) Legal citations

c) School disciplinary actions

2. Excessive tardies may result in a temporary loss of parking privileges or a permanent parking permit revocation.

3. Vehicles must not travel in excess of **5 miles per hour** on campus. **Squealing tires, playing loud music, operating vehicles that have been modified to be loud** (in possible violation of TN law), driving or behaving recklessly/inappropriately in the parking areas may result in temporary or permanent loss of parking privileges and/or legal citations.

4. All students must abide by all Tennessee General Statutes regarding seat belt usage and automobile operation while on the campus. All students are to follow the directions of adults assigned to parking areas at all times.

5. Parking lots are off limits except when students leave after being checked out by a parent, or guardian, or for seniors who have senior privileges.

A student who wishes to drive a car to school must complete the Student Parking Registration form. Parking spots are assigned by Mrs. Walker. **Accidents that occur on campus will be handled through the police department.**

**** Students looking to obtain their TN Learners Permit may request the SF-1010 form from Mrs. Debbie Turnage, dturnage@clarksvilleacademy.com.**

Senior Privileges

Seniors must have parental permission on file with the Divisional Head of School and be in good academic and behavioral standing to take advantage of a lunch away from campus. Seniors with excessive absences or tardies may have this privilege revoked.

A whole class senior prank/senior celebration day is only approved when planned with the senior class sponsors and with an approved display of senior pride prior to graduation. A senior skip day is not approved or sanctioned by the CA Administration.

The senior parking lot paint party takes place before the first day of school. Each senior will have the opportunity to paint their designated parking space with the supervision of the Senior Sponsors. Paint design and materials must be pre-approved. Seniors are required to paint their parking spot a neutral color at the end of the school year. Transcripts will not be released until the parking spot is painted.

Student Support Status

As part of the requirement of Clarksville Academy's enrollment contract, students must maintain an acceptable level of academic performance to remain enrolled. In some cases, a student may be placed on an additional contract as a result of a combination of academic and/or disciplinary reasons where an improvement in behavior, for example, might lead to academic improvement. A student's lack of acceptable academic/behavioral performance may result in dismissal from Clarksville Academy.

Teacher/Parent Communication

We encourage open communication between teachers and parents. During the school day, the appropriate means of contacting your child's teacher(s) is either leaving a message with the front office or emailing the teacher directly. While not prohibited, we do not encourage text or social media communications between parents and teachers. Conferences for Upper School can be scheduled with the Head of Upper School, School Counselor, or directly with the teacher. Please understand that most teachers are teaching all periods of the day. Messages may not receive a reply until later in the afternoon or the next day.

Co-Curricular Activities

An individual's total education extends beyond the classroom. The purpose of an effective co-curricular program must be to provide each student with opportunities for emotional, cultural, mental, physical, and social growth. This growth can be accomplished through activities that support and advance the curriculum, promote common interests, develop a sense of ownership, and reflect and enhance the goals of the school. The co-curricular program at Clarksville Academy will consist of a combination of athletics, student organizations, and other activities.

In order to accomplish this purpose, the co-curricular program should exhibit the following characteristics:

- High level of participation
- Equal access for all students
- Responsiveness to students' interests/talents

- Faculty participation/support
- Interaction with parents' community
- Diverse opportunities
- School community service
- Development of leadership qualities
- Enjoyable experiences, positive attitudes
- Promotion of a curiosity about and an interest in different activities
- Development, demonstration of students' talents and skills
- Management by effective sponsors and coaches

Academic Eligibility

The primary purpose of Clarksville Academy is to promote academic achievement. Therefore, if you are engaged in any of the co-curricular programs/athletics, which make significant demands on your time, you must perform satisfactorily in the classroom to continue participation in that activity.

Any student who is failing a class will not be permitted to participate in athletics until that grade improves.

Athletics

The Clarksville Academy athletic program is comprehensive and available to students who meet the requirements for specific activities. Coaches are selected for the various sports based upon their knowledge of the game, their ability to work with young people, and their ability to transfer the intrinsic lessons that are to be learned in athletic programs to the participants.

Physical activity and development are important factors in the growth of young people. All students are encouraged to participate in vigorous physical activities on a daily basis. The athletic program provides opportunities for interested students to participate as members of interscholastic teams.

Once a student begins a varsity sport, he or she is committed to the team. Withdrawal from the team prior to the end of the season should occur only when there is common agreement among the student, parents, and coach. ***Academic and behavioral progress will also be a determining factor in eligibility to participate.***

To participate in Clarksville Academy's varsity athletics, parents and players must read the Player/Parent Expectations checklist and sign that they agree to this contract. This checklist will be provided by the head coach. By signing this contract, your signature will represent your understanding of the procedures and policies set by Clarksville Academy and/or TSSAA.

Eligibility

Any athlete wishing to participate in a fall sport for the upcoming school year must be re-enrolled for that school year by spring tryouts. Per TSSAA, a student must be enrolled in a minimum of 6 classes and should have made a passing grade the preceding year in at least 6 full credit subjects to be eligible to participate in athletic contests during any semester.

Students must be on campus for half the school day to participate in practice or competition.

Cell phones

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other devices to supplement instruction and learning. However, it has been proven that students who are on cell phones when it is not part of the instructional lesson are not fully engaged in learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone policy in Upper School.

Cell Phone/headphone rule: The respectful, non-disruptive use of cell phones is permitted during lunch. Student use of cell phones, headphone's, or other electronic devices during the school day is a privilege. Adherence to the cellphone guideline is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege will result in consequences beginning with confiscation of device, parent conference, suspension or loss of privileges.

If parents or coaches need to contact students before or after lunch, please contact Mrs. Debbie Turnage at (931) 647-6311 or dturnage@clarksvilleacademy.com and she will deliver a message.

Upper School Discipline/Code of Conduct

Honesty, respect, and responsibility form the basic framework for Clarksville Academy's behavioral expectations. We strive to be a school where students can develop their fullest potential, not only within their academic studies, but also as responsible and caring members of this community. High expectations of conduct enable all members of the school family to live together cooperatively, honestly, harmoniously, and with mutual respect.

There are six principles that students are expected to observe at Clarksville Academy in order to preserve our tradition of excellence. By maintaining high personal expectations for success, utilizing open communication with staff and fellow students, and following the Code of Conduct, students both increase opportunities for success and help make Clarksville Academy a unified and excellent school.

Scholarship: A CA student actively seeks knowledge, understanding, and encourages that pursuit among classmates.

Truth and Honor: A CA student tells the truth, does one's own work, honors one's commitments, and respects the property of others and of the school.

Accountability: A CA student accepts responsibility for one's own education, decisions, and actions.

Respect: A CA student acts in a kind and respectful way that best represents one's school, parents, and community and self to promote a safe, healthy environment in which to learn.

Involvement: A CA student develops leadership, cooperation, communication, self-discipline, and friendships in activities within and outside of the classroom.

Diversity: A CA student respects cultural diversity, individuality, and the choices and rights of others.

These six principles form the foundation of the Code of Conduct of Clarksville Academy. If students act in accordance with those principles, they will be within the rules of the school, and more importantly, they will increase the likelihood of experiencing personal success in and satisfaction at Clarksville Academy and beyond.

General Classroom Management Protocol

Teachers will establish classroom procedures and school policies with students at the beginning of the school year. A student who does not comply with school or class rules or the teacher's verbal instructions will be subject to disciplinary action. Teachers may issue and enforce various types of "in-house" consequences within their classrooms for minor inappropriate behaviors. For example, a teacher may assign an essay on respect to a student who consistently talks out of turn.

The following protocol is in place for escalating disciplinary issues within the classroom:

- 1) The student will receive a warning from the teacher.
- 2) A parent is notified.
- 3) After a warning and parent notification, should the behavior continue, a referral is submitted to the Divisional Head of School for consequences..

Head of Upper School Levels of Discipline

The list below contains the leveling of infractions. Although no list can be all-inclusive, students must understand they will be subject to disciplinary action any time their behavior is disruptive, illegal, or inconsiderate of others. Guidelines are imposed to encourage proper habits, enabling the student to become self-disciplined. Clear and concise guidelines are presented to the student by the faculty and administration. Students violating school rules inside school or at school activities will be subject to disciplinary action. Disciplinary action for persistent or serious infractions can include, but is not limited to, loss of privileges, detention, Saturday School, behavioral probation, suspension, or expulsion. Parents are asked to partner with the school in assisting students in adhering to school policies.

Level I If the disruption is repetitive, it may escalate to a Level II infraction.

Level II or Level III infractions may be referred to the Disciplinary Committee at the discretion of the Direct Head of School. Student's may be subject to search and seizure or drug testing with any probable cause. Refusal could result in referral to law enforcement, suspension, or expulsion.

Level 1	Level 2	Level 3
Misuse of Technology	Defiance/Disrespect	Bullying/Intimidation/Harassment
Public display of affection	Being sent out of class	Possession or use of alcohol, drugs, or drug paraphernalia
Parking violation	Inappropriate language	Possession of tobacco in any form
Excessive tardy to school	Dress code violations	Destruction of school property
Out of class	Fighting	Theft
ID Badge violation	Inappropriate representation of the school (including social media)	Possession or distribution of obscene or libelous material
	Misuse of Technology (repetitive or extreme)	Possession of weapons
	Skipping Class/leaving campus without permission	Lewd or lascivious behavior
	Gambling or selling items	Any other violations not mentioned above

Tardiness & Absenteeism

When a student is dismissed during the school day, a parent must notify Mrs. Turnage and sign out his or her student. Student drivers will be dismissed upon parental notification to Mrs. Turnage. The student must sign out with Mrs. Turnage before departure. Return doctor's notes within one week of the appointment.

Our school day begins at 7:50 a.m. Late arrival to school creates disruption not only for the tardy student, but also for the other members of his or her class. Late arrivals of athletes who participated in games the night before are not excused and assignments missed may not be made up. Students are tardy when they arrive at school after assembly has begun or when they arrive late to class without a note and class has begun. After the third tardy to a class or assembly, the student will receive a warning.

Excessive tardiness constitutes a disciplinary violation and could have an impact on a student's ability to participate in after school activities.. If a student misses work because they are late to class without an excuse, the student may not be permitted to make up that work. Students benefit when instruction is sequential and uninterrupted. Students also show respect for teachers and classmates when they arrive at school on time and attend all classes.

The Disciplinary Committee

Habits built through the small issues of daily life often can bend us in positive or negative directions. In order to help students build a positive respect for school rules and learn the habits of

disciplining themselves, the Head of Upper School and teachers will work to assign logical consequences to daily offenses. Disciplinary issues that go beyond those of daily habits, those that demonstrate a fundamental lack of respect for fellow students, faculty/staff members, or for the learning environment will be dealt with more stringently. Students who accumulate a moderate number of demerits of 7 or more or whose disciplinary violations have accumulated in a way that demonstrates serious undermining and disregard of the CA Code of Conduct will be subject to a Disciplinary Committee hearing. As demerits accumulate the severity of consequences for violations will increase.

The Disciplinary Committee consists of a faculty representative, an administrator coordinated by the Direct Head of School, and if requested, a student Honor Council representative.

The Honor System

The objective of the Honor System is the moral and intellectual development of the individual student. Students are personally responsible for their work, their actions, and their word. Because these actions take place within the larger context of the Clarksville Academy community, students have a responsibility to that community. Articulating, protecting, and maintaining the ideals of the Honor System constitute the shared responsibility of all members of Clarksville Academy. In order to preserve an atmosphere of honor and trust at Clarksville Academy, it is necessary for the Honor Council to act upon any cases of dishonesty and disrespect in connection with academic or campus life. All members of the Clarksville Academy community must fulfill their responsibilities to the Honor System. This process is vital to the integrity of the school and its students.

The Honor Pledge

In pursuit of the high moral ideals and academic standards at Clarksville Academy, I commit myself to respect and to uphold the school's Honor System:

To be honest in every academic endeavor, and

To conduct myself honorably, as a responsible member of the Clarksville Academy community as we live and work together.

Shortened Version for Class Assignments:

On my honor, I have neither given nor received aid on this work.

By signing your name to any quiz, test, or graded academic work, you attest that your work has been completed with honor and integrity, in accordance with the Honor Code.

Honor Violations

All students are expected to follow the Honor Code at Clarksville Academy, which forbids cheating, plagiarism, lying, and stealing. Any student found in violation of the CA Honor Code will be subject to an Honor Council hearing and if they are guilty of the violation they will have further disciplinary consequences. For non-academic violations such as lying and stealing, a joint Disciplinary Committee and Honor Council Committee Hearing will occur.

The Council

The Council convenes when necessary to consider, discuss, and judge cases in which students have been accused of violating the Honor Code. Such violations may include cheating, lying, stealing,

and plagiarism. For Middle School, the Head of Middle School, The Faculty Sponsor for Honor in Middle School, and one student Council member will attend hearings. If any faculty or student member has a real or perceived conflict of interest in a particular hearing, that person may recuse him/herself and an alternate will take his/her place on the Council.

Confidentiality

All Honor Council findings, reports, and recommendations are held in the strictest of confidence. Maintaining confidentiality for a student going through the Honor System is of paramount concern.

Reporting Violations:

- Students who observe violations should report the violation to a teacher or the Honor Council faculty sponsor. Students may report confidentially.
- Teachers who observe violations should talk to the student about the violation privately. If necessary, the teacher will then report the violation to the appropriate Divisional Head of School.
- A letter and explanation will be provided to the parent if a student is referred to the Honor Council. Parents are asked to acknowledge the document by signature and partner with the school.