CLARKSVILLE ACADEMY

Student * Parent * Faculty
Handbook
2015-2016

710 North Second Street * Clarksville, TN 37040 * 931- 647- 6311
www.clarksvilleacademy.com
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Due to the handbook being created prior to the beginning of the academic year, materials are subject to change.
If there are any amendments, you will be notified via email.

Clarksville Academy
2015-2016 School Calendar
**Dates are subject to change*

August 10 – 12	*Teacher In-Service, Students Do Not Report*
August 13	1st Day of School/Half Day for Pre-K & KDG ONLY
September 7	No School/Labor Day
October 9 – 16	End of GP1/Fall Break/Columbus Day – No School
October 23	No School for Lower School Only Parent/Teacher Conference Day
November 11	No School/Veterans Day
November 25 – 27	No School/Thanksgiving Break
December 11	End of GP2
December 14	Exam Review Day
December 15 – 17	Exams (6th – 12th)
December 18	Lower School Christmas Program- **Dismissal following the Program* Intermediate & Upper School Students Do Not Report
December 19 – January 4	Christmas Break – No School
January 5	Return to School
January 15	Half Day/Teacher In-Service
January 18	No School/Martin Luther King Day
February 11 – 15	No School - Winter Break/President's Day
March 4	End of GP3
March 25 – April 4	Easter/Spring Break – No School
May 20	End of GP4
May 23	Exam Review Day
May 24 - 26	Exams (6th – 12th)
May 25	Last Full Day for Lower School Students
May 27	Graduation/6:00 P.M.

Message from Mrs. Drew…..

Welcome to Clarksville Academy's 45th year.

This publication is made available to every Clarksville Academy family, faculty, and staff. It is the product of many hours of work by a team of office staff members and administrators. It shares with you the history and traditions of Clarksville Academy as well as outlining the opportunities and policies of our school.

Thank you for your confidence in allowing us to educate your child.

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History of Clarksville Academy

On November 23, 1969, a group of approximately forty parents met to discuss the possibility of forming an independent school in the Clarksville area. Criteria developed from their discussion included: (1) low teacher-student ratio (2) well-qualified teachers and (3) a Headmaster dedicated to the education and training of children.

A second meeting was held on December 2, 1969, at the CEMC auditorium at which time Floyd L. Brown was elected to serve as Chairman of the Board of Trustees. The Charter of Incorporation, dated February 16, 1970, and recorded February 20, 1970, in Official Record Book Volume No. 99, Page 32, was presented at a meeting of the Incorporators of Clarksville Academy on March 3, 1970. At this meeting, the following Incorporators were elected Directors of the Corporation to be known as Trustees of Clarksville Academy: William J. Berry, A.R. Boyd, Floyd L. Brown, Bonnie T. Cain, Ray Darnell, Charles E. Foust, Wade Hadley, Dorothy C. Martin, Elwyn T. Patch, John H. Peay, Marvin M. Provo, Frank J. Runyon, Troy A. Walker, and Robert R. Welch.

On May 19, 1970, Mr. K. L. Barton was introduced as the Academy's first Headmaster. The site chosen for the school was 710 North Second Street.

Clarksville Academy opened the doors on August 31, 1970, for classes in grades one through nine, with one additional grade to be added each year until twelve grades were completed. On May 30, 1974, the first class of fifteen seniors graduated, with families and friends gathered in the newly completed Activities Center.

In January 1982, the historic old main building suffered major damage. Plans were finalized for the construction of a new building on the site of the old main building. In March of 1983, the new building was completed and occupied.

In addition to Mr. Barton, the following have served as Headmasters of Clarksville Academy:

1976-1978	Mr. Wayne Este
1979-1989	Dr. Charles Smith
1989-2000	Mr. Johnny Miller
2000-2003	Mr. Jeffrey Hill
2003-present	Mrs. Kay Drew

An invitation to Clarksville Academy

For over four decades, Clarksville Academy has stood on the basis of five core values—scholarship, honor, character, respect, and success. Today the school's faculty and staff continue the dedication of the founders instilling the virtues of academic excellence, athletic achievement, and civic responsibility into each and every one of her students.

Though the depth of vision and character found at Clarksville Academy may be difficult to express in words, it is immediately felt from your first moments on our campus. Walk the wooded grounds and you'll find the atmosphere here to be more of a university style, almost like a small college campus. The feel is quite reminiscent of a quaint village or a locale out of Dickens!

Take in the vibrancy and diversity of our student body. With our close proximity to Austin Peay State University and Fort Campbell, a number of our students come from varied backgrounds, lending to Clarksville Academy's unique blend of students from all parts of the country.

I know that deciding which school is best for your child is very important to his or her future success. A great education can change a life. I know this first hand as I have experienced it in my own life, witnessed it within my family, and seen it in the lives of hundreds of CA students. I myself am an alumna, and my own daughter graduated from CA in 2007.

See for yourself why our challenging, encouraging atmosphere and the safe environment and grounds make Clarksville Academy an excellent choice for you and your college-bound student.

Sincerely,
Kay Drew
Head of School

Profile of the Academy
Situated near the Cumberland River in downtown Clarksville, 45 minutes northwest of Nashville, Clarksville Academy boasts the most comprehensive college-preparatory program in the Clarksville-Montgomery County area.

You'll find that Clarksville Academy is not a common single-building school. More of a mini-university, the campus is a distinctive mix of nine freestanding structures. In addition to the Main and Administrative Buildings, you'll discover the Math House, Clarksville Academy's Activities Center, and CA's newest academic building adjacent to Cumberland Terrace and facing North Second Street. The Brenda Stone Fine Arts Building is housed in the Emerald Hill Historic Building, and the Pre-K reside in converted homes. Clarksville Academy continues campus updates and renovations to support our growth within our school community.

Clarksville Academy is the oldest and largest private school in the Clarksville area to encompass Pre-Kindergarten through 12th grade. Clarksville Academy is accredited by the Southern Association of Colleges and Schools. In addition, CA holds membership in the Tennessee Association of Independent Schools. Our membership in the TSSAA athletic association means that our student athletes compete in sports programs governed by TSSAA rules, guidelines, and regulations.

In the 2014-2015 school year, over 600 students attended Pre-K through 12th grade, with 37 members in the 2015 graduating class. Clarksville Academy's class size averages 18 students. Every graduating student from the Classes of 2007 through 2015 attained college acceptance with each one being awarded a scholarship. The Class of 2015 reached $4.7 million in scholarships.

In 2007 Clarksville Academy opened the CA Sports Complex, a multi-field facility for student athletics, outdoor events, and recreation. Settled on 31 acres overlooking the Cumberland River, the ongoing project currently boasts five fields—the Wes Smith Baseball Field, the Simpson Football Field, the Winn Soccer Field, the Burchett Softball Field, and the Marisa Maples Hood Memorial

Practice Field. A 2400 square foot indoor pitching and hitting facility, named in memory of Angela Jameson Mace was added in 2011 next to Wes Smith Field.

Academics
Our broad curriculum combines sound teaching and theory with practical, hands-on experience. All levels of sciences and mathematics are reinforced with labs in which students apply their newly acquired skills. Instead of relying upon tedious lectures and unimaginative reading assignments, our students take their learned knowledge into the lab, thereby increasing their retention of that learned skill.

Traditional core courses such as mathematics, English, science, and history take on new dimensions with the addition of critical writing analysis and technology skills essential for the modern student.

Recognizing that the world is growing ever smaller, we introduce students to foreign languages from the earliest grades, even in Pre-K. We focus on the interaction between nations and building a strong grasp of the language. Students who are particularly interested may enroll in the Upper School's foreign language immersion program.

Enrichment classes and electives such as Studio Art, Photography, Piano Lab, and Show Choir broaden students' range, encouraging them to discover and develop their individual strengths and talents.

In addition, students may earn advanced-placement college credits in a wealth of subjects from U.S. History and Calculus to Music Theory and Physics. Students may also elect to enroll in dual enrollment classes for college credit in the subjects of English or math.

Technology is at the forefront of education at Clarksville Academy. Lower School students utilize iPad minis, while Intermediate School students are issued iPad 3s and all Upper School students receive a MacBook for use in and out of the classroom. Technology is incorporated in classroom learning with the use of apps, online research and etextbooks while homework includes using online dropbox and email. These tools help students stay organized and on task.

Lower School students experience weekly enrichments in art, music, science, and foreign language. Each class is structured to reinforce what is happening in their individual homerooms. Physical Education is a daily class at Clarksville Academy and one we feel is an important part of the student's day. Students in grades 2-3 also experience a time with the Head of Lower School during an outside of the box learning in Math Lab. In 2014-2015, Clarksville Academy is introduced Focus Upon Student Excellence (FUSE) to 4th and 5th grade students. This program offered students the opportunity to change classes for the following: Social Studies & Writing, Language Arts & Reading, Science & Science Lab, as well as, Math & Math Lab. Students continue to take part in weekly enrichment classes including Art, Music & foreign language. They also continue to have daily Physical Education classes. FUSE is an opportunity for students to learn organization and time management while also finding a passion for their studies.

Athletics and the Arts
As growing students develop their minds through academic rigors, they must develop physically as well with challenging and motivating physical pursuits.

Activities for children in the Lower School include extracurricular and after-school activities such as junior cheerleading, dance, and our extended care program.

As students grow and transition into the Intermediate and Upper Schools, students may elect to participate in team sports including basketball, football, volleyball, and soccer which foster cooperation and the building of leadership skills. More independent sports—such as tennis, golf, and bowling—encourage healthy competition and strengthen self-esteem.

Artistic endeavors for students in the Intermediate and Upper Schools include drama, art, dance, and choral music. Additional activities include publications, community service, and membership in the Fellowship of Christian Athletes, Key Club, and many more.

Community Service
All of our students participate in community service. We help not only locally, but all across the globe. Many Clarksville Academy clubs and organizations perform community service on a regular basis. This includes both Intermediate School and Upper School. In 2012, an addition to CA's curriculum was made with Challenge Based Learning. CBL takes an overriding topic and allows the students to collaborate and create projects and solutions that will be beneficial to themselves and the community. In 2013, one CBL group was awarded $25,000 from the Clarksville Montgomery County Community Health Foundation to build an outdoor exercise facility at Liberty Park in Clarksville. In 2014, two CBL groups were awarded $170,000 to build two outdoor exercise facilities and bike rental stations.

Our Fellowship of Christian Athletes members serve others in helping the homeless, our deployed military units, and local nursing home residents. Our Builders Club helps those less fortunate by sponsoring Salvation Army gift drives and other worthwhile organizations. Annually, our Key Club service projects help with Reading Glasses Drive, Ronald McDonald House, Salvation Army Bell Ringing, Canned Food Drive, and LBL Clean-up.

The importance in helping others is instilled in our children beginning in their Pre-K years and continues to be a part of their lives through graduation.

Introduction to Schools
Through the grade levels at Clarksville Academy, each successive year builds upon the prior one. Students agree that their transition to college feels more like a change of scenery than a vast adjustment to their curriculum and lifestyle.

Our attentive faculty strives to discover your child's unique passion. Like malleable clay, each student has great potential to be molded and groomed. As they are shaped according to their own aspirations, we watch their talents solidify and their confidence rise. As their abilities grow, we then send them off to college in the direction they desire. It's a special Clarksville Academy gift!

We understand how students progressively develop through yearly experiences, and we want to nurture their passions helping them to pursue the best college path. Clarksville Academy is committed to cultivating your student mentally, physically, emotionally, and socially through the 14 years from Pre-Kindergarten to 12th grade. Likewise, if you are new to CA, we welcome your child to begin his or her journey with us at any point in between.

Pre-Kindergarten
Clarksville Academy's talented and nurturing Pre-K instructors encourage each child to learn at a pace that is appropriate for his or her individual developmental level. Designed to help each child achieve his or her highest potential, the Pre-K program focuses on the cognitive, physical, social, and emotional development needed to successfully transition into Kindergarten.

We recognize that a student's initial experience with education is vital to how he or she perceives learning from an early age and throughout high school and beyond. Our program introduces the children to academics, socialization, and the foundations of learning while also recognizing the importance of exposure to arts, languages, technology, health, and nutrition at this early age.

Kindergarten
The eager young minds of our Kindergarteners feed on an educational diet rich in hands-on activities and age-appropriate concepts. Science-based topics draw the children in, taking advantage of their natural curiosity about the world. From reading readiness and mathematics to earth science, technology, and citizenship, our Kindergarten teachers introduce these burgeoning intellectuals to a variety of scholarly concepts all at a level suitable for this significant stage of development.

A unique aspect of our Kindergarten program is that we also stress interaction between the young students and exemplary role models among the older students. When the Kindergarten students buddy with the seniors, that relationship can have an immense impact on the life of a 5- or 6-year-old that a traditional classroom setting cannot. Lifelong bonds form early on as the Kindergarteners learn from their Senior Buddies the proper ways of expressing themselves and how to conduct themselves as they grow.

Lower School, Grades PK-3
Students in the Lower School learn within the stability of a traditional structure with the fundamentals of reading and mathematics being enhanced by language arts, social studies, science, and health. Specialized educators instruct the students in topics such as art, music, as well as foreign language, physical education, and science and math labs.

With an interactive 1:1 technology in every Lower School classroom, students are immersed in technology so that it becomes second nature to them. A teacher can capture a learning moment at the peak of a student's curiosity. When a child asks a question, the teacher can have the student immediately conduct research on their iPad minis. The students learn to use technology in a safe environment, and they discover that there are more ways to find an answer than in the pages of a traditional book.

Physical Education is an important part of a student's daily lives. Every student in Lower School has an organized Physical Education class daily for an average of 30 minutes. Within this class students learn fundamentals of many sports, the proper way to exercise and the importance of taking care of both their mind and body.

Small class sizes ensure that students receive the individual attention needed to meet their individual needs. These young scholars develop sound study habits, skills, and attitudes as they prepare to advance to the Intermediate School. Annual field trips augment the curriculum by providing off-campus experiences within a solid learning context.

Lower School, Grades 4/5 FUSE

Focus Upon Student Excellence (FUSE) will provide 4th and 5th grade students the opportunity to experience a taste of intermediate school while still under the attentive eye of Lower School teachers. Teachers have found that this age group is ready for more responsibility and to experience a rotational class schedule. Teachers have selected areas of study that they are passionate about in order to pass on their excitement to their students. Students will change classes for subjects including Social Studies & Writing, Language Arts & Reading, Science & Science Lab as well as Math & Math Lab. Students will continue to take part in weekly enrichment classes including Art, Music & Foreign Language. They will continue to have daily Physical Education classes. FUSE is an opportunity for students learn to organize and manage their time while also finding a passion for their studies.

Intermediate School, Grades 6-8
As students enter Grade 6, they continue the same departmentalized structure introduced in the FUSE program.

The core curriculum consists of math, history, English, science, physical education, and one elective course. The elective course, one per semester, allowing a student to experience two of the following: foreign language, health, writing, art, music/choir, or study skills.

Beginning in 2012, Intermediate School students received an iPad 3 to complete all class assignments and work. Homework goes paperless with assignments often being turned in electronically.

Eighth grade students will begin their foreign language requirements for Upper School credit.

Upper School, Grades 9-12
As students advance to the Upper School, they transition to a college-preparatory curriculum within a fully departmentalized framework.

All Upper School students are issued a MacBook Pro for use in all their courses. Students are going digital with etextbooks, electronic assignments, and online research. This is just another step toward preparing them for college and the world beyond.

All classes are Honors/AP (advanced placement/dual) courses allowing teachers to accomplish a higher level of instruction and benefitting students by surrounding them with others reaching for the same goals. The teachers are masters in their subjects, which allows them to teach with an even greater degree of expertise.

Clarksville Academy's AP courses include: English III and IV, Calculus, Statistics, U.S. History, European History, Physics, Chemistry, Biology, and Computer Science. Extra-curricular endeavors include Science, Math, Debate, and Foreign Language competitions.

Dual Enrollment courses are also available for juniors/seniors in the areas of Math, Physics & English Composition. These courses allow students to meet the needs of both their high school class and receive college credit.

Our school community of motivated peers and outstanding mentors promotes self-confidence as we encourage students to live a life of leadership, community service, and character.

Counselors maintain contact throughout the year with students beginning with our 8th graders and continue this process throughout their high school career. Our goal is to prepare students for college and that begins long before the senior year. Counselors maintain frequent contact with senior-level students helping them to select colleges, search for scholarships, and navigate the application process. Clarksville Academy has prepared young students for the nation's top colleges and the world beyond.

Faculty
Of Clarksville Academy's faculty members, over 50% hold a Master's degree or are in the process of earning one. With a student-to-faculty ratio of 16:1 and an average class size of 18, individualized attention and dedication to student success is foremost.

Our campus is filled with instructors who devote themselves to the needs of the students. It is not unusual for a student to have a teacher who is also his or her coach. Our faculty has the ability to influence and assist our students daily. This unique and valuable interaction between students and teachers not only makes students feel more comfortable in the academic setting, but it leads to a deeper level of engagement and learning.

Our highly trained educators bolster student participation and confidence by communicating openly and regularly with parents often on a daily or weekly basis. The teachers keep parents informed by utilizing PowerSchool—a website on which parents may log in at any time to review their child's current grades.

Successful Alumni
Historically, Clarksville Academy graduates have gone on to college—a fact that has held true since the doors first opened in 1970. In fact, the last few graduating classes have not only had every student go on to college, but every student has received a scholarship!

CA graduates have been accepted to numerous institutions including:
Yale, Brown, Emory, Wake Forest, United States Air Force Academy, United States Military Academy, Rhodes, Vanderbilt, Johns Hopkins, and Virginia Tech, to name a few.

Many students are able to fund their foray into higher education by earning academic and leadership scholarships, including the prestigious National Merit Scholarship. The Class of 2015 received scholarships totaling $4.7 million*!*

A tradition of excellence...
A devotion to students and a love of learning - these characteristics exemplify the CA experience.

As you have seen in these pages, everything we do is focused toward helping students to grow and mature into confident, independent young men and women who are civic-minded, family-oriented citizens with deeply held morals and intellectual fortitude.

Our hope is that the information provided here has given you a better understanding of how our in-depth curriculum, character-building extracurricular activities, and the deep commitment of our faculty will help prepare your student for his or her collegiate future.

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.

Welcome to Clarksville Academy.

Mission, Philosophy, and Objectives

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.

Philosophy

The philosophy of Clarksville Academy is that of a non-discriminatory school that stresses academic excellence, appropriate discipline, ethical standards, continuous learning, and respect for others and their property. This philosophy encompasses the intellectual, social, emotional, character, and physical development of students.

The philosophy of Clarksville Academy has remained basically consistent since its inception and can be summarized by the following statements of belief:

Since education in a democracy should be primarily an individual instead of a mass process, basic understandings, knowledge, skills, and appreciations should be attained by each person to the highest level of his/her potential.

The school should familiarize students with their American heritage in order that they may become more aware of their rights and responsibilities as citizens in a democratic society.

Since every area of human knowledge has significant contributions to make toward each student's intellectual growth, students should participate in learning activities in areas of the humanities, technology, mathematics, science, the practical and creative arts, health, and physical education.

Individual differences are recognized; each student's level of achievement is determined and his/her optimum potential dictates his/her academic program in so far as Clarksville Academy's college preparatory curriculum allows.

Enrollment is open to any student, regardless of race, color, creed, or national origin, provided that such student meets the academic, financial, and behavioral requirements of the school.

Students should be encouraged and given the opportunity to participate in school-related, non-academic learning activities in order to prepare them to be productive citizens.

An important aim of the school is to develop in each student a respect for the opinions of others, respect for public and private property, and recognition that all individuals must accept the results of their own decisions and actions if they are to deal effectively with the complexities of human relationships in the rapidly-changing world of today.

The staff of Clarksville Academy should utilize community, area, and state resources, educational services, and multi-media materials that allow each student and staff member to function to their fullest potential.

Parental involvement in all aspects of school life is considered an asset to the student as well as to the school community.

Objectives

Consistent with our philosophy of education, which is concerned with meeting the needs of students enrolled in Clarksville Academy, we are committed to the following objectives:

To develop a fundamental command of the basic skills of reading, language arts, technology, and mathematics, while including in our requirements science, social studies, foreign language, fine arts, and health and physical education

To provide a learning environment encouraging the development of a positive self-concept through individual achievement

To create opportunities for the growth of all students in the areas of leadership, creativity, initiative, and responsibility

To place emphasis on student participation in problem-solving, inquiring, critical thinking, research procedures, exchange of ideas, and self-evaluation with technology and without technology

To build a curriculum providing significant learning experiences

To provide maximum communication among students, parents, teachers, and staff as students' educational activities are structured and evaluated

To provide for all students adequate guidance counseling based on the combined efforts of guidance counselors, teachers, and administrators

To provide learning experiences which aid students in the utilization of computer technology.

Head of School and Governing Bodies

Head of School

Mrs. Kay Darnell Drew was named Head of School in June 2003. She is a 1976 graduate of Clarksville Academy. Mrs. Drew earned her B.S. degree and M.A. in Educational Leadership from Austin Peay State University. She is currently in her dissertation in the Ed. Doctoral Program at Lipscomb University where she will earn her doctorate in December 2015. Mrs. Drew is an educator with twenty-five years of teaching experience and has served as Head of School for fourteen years.

Mrs. Drew has served our local community in many capacities. During 2012-2013, she served as Chairman of the Industrial Development Board in Clarksville, Tennessee, then she transitioned into the position as Chairman of the Economic Development Board during 2013-2014. Through her experience with these councils, she traveled to Japan to explore industry and build relationships. She also studied international education in the summer of 2014 in London, Scotland, and France.

Mrs. Drew is a board member for the Clarksville Community Health Foundation and also serves our military community as a Senior Advisor for the Family Readiness Groups. She is one of the founding members of Impact Nashville's Women's Organization. Mrs. Drew assists Leadership Clarksville by leading and coordinating Education Day through this leadership program. She also has served as Chairman of Arts & Entertainment Day.

She is happily married to Colonel Tom Drew, commander of the 101st Aviation Brigade at Fort Campbell's Military Base, and the two have been married for twenty-nine years.

Board of Trustees

The Board of Trustees oversees the function of Clarksville Academy, ensuring that the core values and purposes are reflected in the operation process.

Guidelines with communications with the board: The Board of Trustees has the general authority to manage the affairs and business of the corporation. The board as a whole can receive or purchase properties for Clarksville Academy, sell mortgage or lease property, and approve all annual budgets.

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.

Upon request, the board will entertain the review of letters written by patrons for request of contractual release, financial modifications of payment of tuition, or dissatisfaction with educational services if a patron has utilized all contacts of school employees and administrators, and the Head of School. These letters can also be letters of communication for excellence in educational experience, or other things related to school matters.

"The Clarksville Academy Board of Trustees welcomes any compliments, issues, suggestions or complaints. However, they will not be addressed if they are sent anonymously." – Clark Nicholson, Chairman of the Board of Trustees

These letters should be emailed, mailed, or hand delivered to the school with attention to the Chairman of the Board. The Chairman will present it to the Executive Committee for review at the next scheduled board meeting. Results will be delivered to the author of the letter by the Head of School following the scheduled board meeting.

The 2015-2016 Trustees are:
Mrs. Adrienne Beasley
Mr. Mike Burman
Mr. Chad Byard, Vice Chairman
Mr. John Crow
Mrs. Kay Drew
Mrs. Andrea Goble, Past Chair
Ms. Charlsie Hand
Mrs. Ginna Holleman
Dr. Jennifer H. Johnston
Mr. Lance Morgan
Mr. Clark Nicholson, Chairman
Mrs. Suzanne Norman, Treasurer
Mr. Tim Sawyer, Secretary

Mr. John Wallace, Jr.
Mr. Michael Wallace
Mr. Chris Wofford

Clarksville Academy Alumni Association

Clarksville Academy's Alumni Association currently consists of graduates from the class of 1974 through the class of 2015. Membership is attained automatically the summer following graduation. The mission of the Alumni Association is to encourage fellowship among graduates, offer alumni mentoring to present Clarksville Academy students, and provide support to the school and school related event.

Admissions

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 applications may be obtained from Trish Wallace, Director of Admissions, or Amy Burchett, Admissions Assistant. For more information regarding International Admissions or the Interpreter Program, please contact Trish Wallace at 931-647-6311 or twallace@clarksvilleacademy.com.

Students enrolling must present a birth certificate. Students entering Pre-K are four (4) years of age on or before September 30, students entering Kindergarten are five (5) years of age on or before September 30, while those entering first grade are six (6) years of age on or before September 30 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

A letter and reenrollment forms will be sent in February to Clarksville Academy patrons for students who have met or exceeded academic/behavioral criteria to maintain placement for the following school year. Students placed on academic/behavioral probation will not be allowed to reenroll until the school year is completed and an administrative review has been conducted to review the student's performance for the remainder of the school year.

The reenrollment contract for the following school year and the non-refundable enrollment fee must be returned by the deadline date indicated on the enrollment contract in order to reserve a place in the class.

The student's schedule of classes will not be determined until all forms and 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.

General School Policies & Procedures

**For your convenience, items are listed in alphabetical order*

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, including dress (see details in following section), 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, Intermediate School, and Upper School students.

Attendance/Tardiness

Attendance records are maintained by the classroom teacher, the front office, and PowerSchool.

Students in grades Pre-K through 3 are considered tardy after 8:00 A.M. Students in grades 4 and 5, as well as, Intermediate and Upper School students are tardy after 7:50 A.M. Parents are required to sign in for the student in the main foyer prior to admission to class if tardiness occurs, unless the student is an Upper School student.

Clarksville Academy's academic program requires regular attendance and prompt arrival of students for class. Data supports that regular student attendance and promptness increases success. The success of this policy relies on the teamwork of students, parents, and teachers. Therefore, we are committed to providing an excellent environment for learning, and in that environment, we want to respect each other's time. In order to communicate this value, we have created the following attendance and tardy policy, which are all aligned with the State of Tennessee:

Attendance

Eight (8) absences during Semester 1– If a student has been absent for 8 days, a parent notification letter from the immediate Head of School will be sent home

Ten (10) absences during Semester 2– Parent notification letter from the immediate Head of School and/or Head of School will be sent home

The Administration reserves the right to request a conference and grant exception to the semester limit of absences when it is deemed appropriate due to extenuating circumstances.

If family trips are unavoidable during the school year, a written request must be presented to the Head of School at least two weeks in advance. Teachers will respond by supplying assignments prior to the trip, and the work must be completed by the student's return to school. The days absent will go on record toward the established attendance requirements with a notation of prior approval.

Tardiness

Late arrival to school creates disruption not only for the tardy student, but also the other members of his/her class. Excessive tardies may warrant a conference with the appropriate Head of School and a letter may be placed in the student's permanent file.

Late arrivals of athletes who participated in games the night before are NOT excused and assignments missed may not be made up.

Please view detailed guidelines for IS/US students in the General US Section of this handbook.

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). A senior may leave campus with proper documentation on

file during lunch or free period after signing out. Once the senior returns, they must sign in. Any student who has left campus is to sign in when they return.

The sign-out procedure for Pre-K through 5 is as follows:
Pre-Kindergarten – Parents or a pre-designated adult must sign out on the form provided in the Pre-K buildings.
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.

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.

Books/Digital & Hardcopy
Clarksville Academy provides all textbooks needed for the students' courses. When available, students will receive a digital textbook, otherwise a bound copy will be provided. A replacement fee is required for bound books, should one of these items become lost or damaged. Electronic damage is covered under the Acceptable Use Policy for technology.

Campus Pedestrian/Motor Vehicle Safety Regulations:
Please note the following safety regulations:
The purpose of these regulations is to facilitate the orderly and efficient flow of traffic on campus, to provide a safe atmosphere with regards to both pedestrians and other motor vehicle operators.
It is imperative for 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.

Please help us keep our children safe and traffic flowing smoothly by adhering to these rules.
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. You will exit campus at N 2nd Street. Students are to ONLY be dropped off and picked up at the front of campus.

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 must have all items from lockers, etc., by 7th period to ensure a 2:50 P.M. departure time. 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 usual driver. All students must be picked up by 3:15 P.M.

DAILY SCHEDULE AND DISMISSAL
Pre-K - 8:00 A.M.-2:30 P.M. - Dismiss from the classrooms - Right side of Anderson Drive
KDG - 8:00 A.M.-2:35 P.M. - Dismiss - Fine Arts Porch - Left side of Anderson Drive
1ST - 8:00 A.M.-2:45 P.M. - Dismiss in front of Pre-K and After Care Building-Right side of Anderson Drive

2ND - 8:00 A.M.- 2:45 P.M.- Dismiss - Fine Arts Porch-Left side of Anderson Drive
3RD - 8:00 A.M.-2:55 P.M. - Dismiss - Pre-K and After Care Building-Right side of Anderson Drive
4TH - 7:50 A.M.-3:00 P.M. - Dismiss - Fine Arts Porch-Left side of Anderson Drive
5TH - 7:50 A.M.-3:00 P.M. - Dismiss - Pre-K and After Care Building-Right side of Anderson Drive
6TH–12TH - 7:50 A.M. until 3:00 P.M. – Dismiss in front of the main building

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

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.

Field trips may incur an additional charge depending on distance and event. Transportation costs are growing higher everyday. For this reason, school related trips are only allowed for students in the class that is participating in the trip.

Cleanliness/Housekeeping
While Clarksville Academy has an exceptional maintenance 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. Students are not allowed to leave backpacks in hallways or outside classrooms. Students are provided lockers for daily storage only. No food or clothing should be stored in lockers overnight for health and student safety. Consequences will be assigned by immediate Head of School if found to be in violation of this guideline. This applies to athletic and academic lockers.

Closing of School (i.e Inclement Weather)
For earliest notification of school closing, please use the CA App or 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.

Courtesy Education
In keeping with the value of respect of Clarksville Academy, the philosophy of Clarksville Academy embodies a concept of total education and development of young people. An important part of the social development of young people includes basic courtesy in conversation, especially between young people and adults. Some basic courtesies, which we expect are listed below:

1. A courteous "yes" or "no" is acceptable
2. A courteous "yes sir", "no sir" "yes ma'am", and "no ma'am" are acceptable
3. Students should never address faculty & staff by their first name
4. Faculty and Staff should be addressed by: Mr., Ms., or Coach
5. Appropriate seating is provided for all students, therefore, students should not sit on tables, or backs of chairs, or put feet on tables or chairs
6. Students should properly replace equipment, books, etc., that they have used
7. Messenger bags for laptops or iPads/iPad minis should be hung on the back of chair during class
8. Professional courtesy dictates that while on campus, phones should be on silent mode

Emergency Preparedness
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.

Food Service/Cougar Cash
Clarksville Academy students are issued a Cougar Bucks card where money can be added for use by the student for items in the Cougar Store, Cougar Café, lunch, fieldtrip fees, etc. Parents may load funds onto their child(ren)'s card online or with Mrs. Truitt, Student Services Coordinator. All Lower School students' cards will be held by their homeroom teacher and 6th through 12th grade students will have their cards in their possession. If a card is lost, CA will issue another card where balances can be transferred.

CA Students have the option of purchasing a hot lunch or salad from the cafeteria or bringing sack lunches from home. Sandwiches, milk, ice cream, and snack foods are also available to students in grades 4 and higher. Lower School, grades 1 – 3, may purchase ice cream on Fridays ONLY. Parents may also bring lunch from outside of school and drop it off at Mrs. Turnage's desk located in the foyer of the main building. Please note that the lunch period at Clarksville Academy is considered a part of the regular school day.

Students in grades Pre-K-5 are not allowed to purchase candy from the snack bar. No carbonated beverages will be sold to students in grades Pre-K-5.

If Upper School students go on school related trips, they should bring money or a sack lunch for food unless otherwise instructed by their teachers.

Health Care
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 administration to students who have parental permission slips on file in the nurse's office. Emergency information must be updated and available in your child's PowerSchool 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 child becomes ill at school.

1. The school nurse may send home any student perceived to be a health risk to other students, **or**
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 parent or authorized person that student is ill, 45 minutes is the maximum amount of time that a student may remain at school.

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.

Parent Conferences
Frequent communication between parents and teachers is encouraged and recommended. For Lower School, conference days are set aside; parents will be notified of these dates. Conferences for IS/ or US can be scheduled with the appropriate Head of School or teacher. If a parent/guardian wishes to speak with a teacher, he/she should call the office and leave a message with a contact number. The office will notify the teacher, and the teacher will return the call.

If a conference is needed due to academic or behavioral concerns, the appropriate Head of School will schedule the conference to include parents, the student, and the student's teachers.

Parent Observation
New parents who desire classroom observations for the purpose of learning about the curriculum must schedule visits through the office of the Lower School, Intermediate School, or Upper School Head, or the Head of School. Parents must sign in and out on the day of the visit. These visits are limited to 20 minutes.

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 CAA 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 CAA officer, a room parent, or a parent and share with them the need.

After receiving prior approval from direct Head of School, a teacher may have a parent volunteer in the classroom during instructed 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.

Please remember that it is the teacher's professional responsibility and joy to educate their students to their highest potential; therefore, instructional time is of utmost value. Volunteers offer their valuable time and expertise to enhance CA students' educational experience.

Publications
Yearbook – All students will receive a yearbook in the spring.

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 desk tops, 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 Programs
Summer Camps were added to the summer agenda in 2010 to give students of Clarksville Academy and surrounding schools the opportunity to expand their minds and social growth. Numerous camps are available including reading, science, math, art, sports, discovery, etc…

Summer Reading Enrichment
Summer Reading is required in grades 2-5 and available online. Reading is encouraged for grades K-1 as well as visits to the public library and participate in tech infused activities.

For Intermediate and Upper School, summer reading as well as integrated technology tasks are required and is an integral part of the first days of their English classes.

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.

We do not encourage text or social media communications between parents and teachers.

When leaving a message for your child, only messages involving extreme emergencies will be hand delivered to students.

Testing Services

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

Otis-Lennon Critical Thinking and Reasoning Test - Entrance Exam

ACT Aspire College and Career Readiness Assessment System - This test is administered in the spring of each year to students in grades 3-10 and assesses student readiness in English, math, reading, science, and writing.

Preliminary Scholastic Aptitude Test (PSAT) – An optional test offered to 10th and 11th grade students.

It is a prep test for the SAT test and is the basis for selecting Merit Scholars from grade 11.

Scholastic Aptitude test (SAT) - A test which many universities require for admission. The perfect score for this test is a 1600. It is usually taken for the first time in the fall or spring of the junior year. Pre-registration with a fee is required, and the test is administered only at approved test centers. Materials for application may be obtained from the guidance counselor.

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. The top score for this test is 36. Application packets are in the office of the guidance counselor.

Advanced Placement testing – given at the conclusion of the year to those students enrolled in Advanced Placement classes. There is a fee for each test.

Visitors

All visitors must sign in at the reception desk in the main foyer and obtain a visitor's pass. Student visitors must acquire permission to be on campus from the Head of School or designee at least one day prior to visit. 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.

If the visitor meets the above requirements, he or she must sign in, be accompanied by a Clarksville Academy student, follow all of Clarksville Academy's rules, and sign out when he or she leaves.

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.

2015-2016 Dress Code Guidelines for Lower, Intermediate, and Upper School:

Students' dress should enhance, not disrupt, the educational process. Clarksville Academy acknowledges that dressing appropriately for school or other events is directly related to success. Below are specifics for any questions of appropriate apparel.

Classic length and fit styles of pants, jeans, skirts, dresses, and shorts are acceptable.
Collared, crew neck, mock and turtleneck shirts, both long sleeve and short sleeve, are acceptable.
The above are acceptable in solid colors, denim, khaki, stripes, plaid, and prints.
When in question, always refer back to the beginning statement of neatness, cleanliness, and appropriateness.

Below are further details of acceptable and unacceptable wear:

1. Shorts may be worn during warm weather. Shorts should be classified as walking shorts. (No shorter than end of finger tips when hands are fully extended by side.)
2. Skirts and dresses are to be conservative in length and style. (No shorter than end of finger tips when hands are fully extended by side.)
3. Form fitting jeans may be worn with tunic style tops only. Shirts must reach to fingertips when hands are by side.
4. No banding at the bottom of pant legs, boys or girls
5. Girls may wear sleeveless shirts and dresses provided the garment has two-inch straps and covers the front, side, and back completely. **No open-back or racer-back style garments are permitted.**
6. Shirts must cover the midriff while standing, bending, or reaching.
7. Low cut or off the shoulder shirts, blouses, or dresses are not permitted.
8. No spaghetti-straps are allowed to show.
9. No un-hemmed shorts, skirts, dresses, or pants of any kind are to be worn.
10. At no time should any undergarment be visible.
11. No see-through clothing is permitted unless a solid shirt is worn under the sheer shirt. No undergarments should be visible.
12. No torn, ripped, or "distressed" clothing is allowed.
13. During the school day, gym shorts and other athletic clothing (to include warm-up style pants and jackets and professional sport jerseys) are not allowed. **Athletic wear may be worn during gym/fitness classes only.**
14. No military or hunting clothing is permitted. No camouflage printed garments are permitted.
15. No oversized clothing is to be worn. Shirts are to be of an appropriate length. Pant leg length and width must not be excessive. Pants must remain in place above the hips when the belt is removed.
16. As tee shirts have become more and more sophisticated, we find ourselves using instructional time to read and then determine if shirts are appropriate. To eliminate this, the following guidelines have been adopted:
    - CA and university crew neck tees are allowed.
    - Community/event crew neck tees are allowed.
    - Suitable art/graphics crew neck tees are allowed.
    - Logo/brand crew neck tees are allowed.
    - No bands/concert shirts are allowed.
    - No professional sports jerseys are allowed.
    - No humor/joke/phrase/quote/slogan, etc. tee shirts are allowed.
    - No product/restaurant tee shirts are allowed.
    - Solid color crew neck tee shirts, <u>with the exception of white undershirts</u>, are allowed.

1. No caps or hats are allowed to be worn indoors. If brought to school, they are to be left in lockers throughout the entire school day. This includes the pulling up of hoods. When worn outside, the cap/hat must be worn correctly with the bill facing front and level.
2. Lower School students' footwear should be appropriate for recess and physical education classes.
3. The following footwear is not allowed: Crocs and/or other rubber-type garden shoes,

sport/soccer slides, house slippers, and any other shoes identified as unsafe or inappropriate by the administration.

4. Outerwear is only acceptable during the correct season (i.e. shorts during warm weather, knit and stocking caps during the winter months.)
5. The administration reserves the right to consult with any student on attire that is deemed inappropriate. A warning will be issued at the time of consultation and inappropriate attire is not to be worn again.
6. **When in doubt about a style, do not wear it.**

In addition to the previously listed items, the following guidelines apply to all students:

1. Boys' and girls' hairstyles must be of a traditional nature (neatness, color, length, & style).
2. No facial hair is permitted.
3. Boys are not permitted to wear earrings or hair accessories. Hats must be removed when inside buildings.
4. No headbands around the forehead.
5. No sunglasses on top of head, on the face, or around the neck during school hours.
6. No chains (except traditional necklaces).
7. No body piercings
8. Traditional ear piercing for girls is allowed with a maximum of two holes per ear. The upper hole must contain stud earring.
9. No visible tattoos.
10. Electronic headsets, ear buds, or other listening devices should be carried in laptop/iPad bags. They should not be visible or worn on body. Headphones, or earbuds, are an accessory tool to be used only in classrooms under teacher direction and supervision. Headphones and earbuds are not to be worn during assembly, lunch, or walking around campus.

Any exceptions to our dress code policy have been negotiated at the time of enrollment. Students and their parents have signed agreements of exception to school policy on record in their files.

If you are attending a school-sponsored event or game, student conduct and attire should follow same guidelines mentioned in this handbook.

Dress Code - Additional Lower School Details

Send your child to school in clothes for learning. Please label all clothing with your child's name.

1. Tennis shoes are required for P.E.
2. Gym shorts are not required for P.E.
3. Grades 4/5 are not allowed to wear spaghetti strap shirts unless they are worn with an under shirt.

Student dress should enhance, not disrupt, the educational process. Teachers, administrators, and staff will check for dress code adherence everyday, whether it be during morning assembly or when the student arrives to their classroom.

If a dress code violation occurs and the student is sent to the office, administration will activate punishment with **no debate**. The student in violation must obtain appropriate attire to wear for the rest of the day. When this is not possible, a telephone call will be made to a parent for appropriate apparel to be brought to school. Lower School parents will be notified by their child's classroom teacher if an article of clothing is not appropriate for school and should not be worn again. If a student persists in breaking dress code rules, administration will meet with parents and determine whether the student can continue enrollment with Clarksville Academy.

Student Conduct and Discipline

All students are to understand that in order to maintain gentlemanly and ladylike behavior, the school reserves the right to take appropriate disciplinary action if the student is on campus or attending an off campus school function. When a student enters Clarksville Academy, he becomes identified with the school. A student's conduct must reflect favorably on the student and school at all times.

The Head of School is charged with the final responsibility to see that students abide by the school's standards. Minor day-to-day infractions not handled by the teacher and more serious violations are referred to the appropriate administrator.

Code of Conduct

General Principles of the Code of Conduct

For forty-five years Clarksville Academy has been building a tradition of excellence. As a student, you are asked to help contribute to that tradition. There are six broad principles that students must observe if they are to get the most from their educational opportunity and Clarksville Academy is to be an exemplary school. By maintaining high personal expectations for success, utilizing open communication with staff and fellow students, and following the guidelines listed below, you both increase your opportunities for success and help make Clarksville Academy an excellent school.

1. Accept responsibility for your education, decisions, and actions.
2. Act in a way that best represents your school, parents, and community and self to promote a safe, healthy environment in which to learn.
3. Be active in the school and in the community.
4. Maintain a balance between academics, co-curricular activities, and community projects, continually giving your best effort to each.
5. Support your fellow students and their activities.
6. Respect cultural diversity, individuality, and the choices and rights of others.

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

Expectations for Classroom Behavior

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that your behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, they will insist that you:

1. Arrive to class on time.
2. Are prepared for class with all materials necessary for that day, including: macbook/iPad/iPad mini (fully charged), charger, messenger bag, & earbuds
    - Backpacks – Backpacks may be brought to school and be housed in the student's assigned locker. Only iPad/Laptop messenger bags are approved to transport necessary items during the school day.
3. Are attentive to the task at hand until dismissed by the teacher.
4. Demonstrate care and consideration for school property and the property of others.

Consequences of Inappropriate Behavior

Clarksville Academy is committed to the development of academic and moral excellence in every student. All of the above can be achieved only through policies and procedures that allow teachers to teach and students to learn. We expect our students to respect these policies and procedures in order to maintain a quality environment. Part of our job as educators is to teach young people ethical, moral, and responsible behavior.

Inappropriate Use of Social Media

The school cannot take responsibility for the use of social media or behaviors outside of school. Any use of social media and/or behavior which is a poor reflection on the quality and caliber of students in our school will be a factor in discipline. The school reserves the right to use such public displays of behavior and this behavior could result in punishment or repercussions from the administration. Facebook or any other social media posts are under the supervision of the parents and should there be any distasteful or inappropriate materials posted, both the parent(s) and student will be conferenced with by administration.

HARASSMENT, INTIMIDATION, AND BULLYING

Clarksville Academy takes acts of harassment, intimidation, and bullying very seriously and all accusations of such will be investigated fully. Bullying will not be tolerated and not all acts are considered bullying, as some actions on the part of a student does not rise to the level of bullying.

A safe and courteous environment in school is necessary for students to learn and achieve. Harassment, intimidation, or bullying, like other disruptive or violent behavior, is conduct that disrupts both student's ability to learn and the school's ability to educate students in a safe and orderly environment. Since students learn by example, administrators, faculty, staff, and volunteers should be positive role models in demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. Students are expected to demonstrate appropriate behavior, treat others with civility and respect, and refuse to tolerate harassment, intimidation, or bullying.

Cyber-bullying includes bullying undertaken through an electronic communications device and is also prohibited.

Individuals who have been subjected to or witness acts of harassment, intimidation, or bullying or who have reliable information that a student has been subjected to an act of harassment, intimidation, or bullying are encouraged to report the act to their direct teacher(s). Any teacher who is made aware of any of these acts will in turn report to their Head of School.

Complaints alleging violations of this policy will be promptly investigated. Appropriate disciplinary action will be directed by the Head of School.

If an issue arises, parents are to bring their concerns to the child's teacher first for a solution, then if unresolved, to the appropriate Head of School. The appropriate steps will be taken through the administrative process.

The Heads of School along with the school counselor will determine the consequences and appropriate remedial action for harassment, intimidation, or bullying-related offenses.

Lower School Discipline

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 that their child understands the expected behavior and support the school in carrying out/supporting the consequences of misbehavior.

Second, each student must understand that 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 student. 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.

Upper/Intermediate School Discipline

Inappropriate Behavior

If you violate the rules of Clarksville Academy, certain consequences will follow. Clarksville Academy does not administer corporal punishment.

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.

For any behaviors referred to the Head of Upper or Intermediate School, the selection of the appropriate punishment is at his or her discretion and parents of the student involved will be informed of serious violations and the disciplinary action taken.

On the next page is a list of offenses and their consequences. A student who accumulates 20 demerits while in Upper School (9-12) may be dismissed from Clarksville Academy. 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. Although any of the following offenses may lead to dismissal, the minimum number of demerits is listed on the next page.

Offenses	Saturday School Hours	Demerits
Tardy	1	
Unprepared for Class	1	
Dress Code Violation (clothes issued)	1	
Backpack Violation	1	
Disruptive Behavior	1	
Misuse of Technology	up to 4	
After School Hallway Violation	1	
Public Display of Affection	2	
Electronic Devices Used During School	2	
Parking Violation	1	
Profanity	3	1
Skipping One Class (zeroes in class)	3	1
Being Sent Out of Class by Teacher	3	1
Insubordination/Disrespect	3	1
Leaving Campus Without Permission	3	1
Dishonesty/Cheating (zeroes on assignment)	4	5
Fighting/Horseplay/ Intimidation/Harassment	4	5
Obscene and Libelous Material	4	5
Tobacco Violation	6	5
Illegal Activities (8-16 hours minimum) Theft/Vandalism Alcohol/Drugs Weapons/Firearms	10-20	(expulsion)

* Every three hours of detention for minor infractions equals one demerit.

Consequences will increase if student continues to violate the same offenses repeatedly.

Explanation of Certain Offenses

Tardy – Each student can be tardy two times to each class during each quarter without referral. Once a third tardy accumulates, the student will be assigned one hour of Saturday School. After that, each subsequent tardy will result in at least one hour of Saturday School. Tardies do not carry over to the next quarter.

Unprepared for Class – It is very important that each student comes prepared to learn to each class. Supplies include: MacBook/iPad, appropriate charging device, earbuds, paper and pens/pencils, books, and any other material requested by the teacher (calculator, flashcards, etc.). Additionally, this includes dressing out for PE and Fitness classes. Instructional time and momentum is lost when students do not have the tools needed to participate in the class activities.

Dress Code Violation - Students who are sent to the office for a dress code violation will be assigned one hour of Saturday School. Students will be sent back to class if appropriate clothing is obtained. Our purpose here is to keep the student in class so as not to miss instructional time. Arrangements can be made on the student's time for parents to bring suitable clothing.

Backpack Violation - Hours may double if laptop is being transported in backpack.

Disruptive Behavior - This category covers all minor inappropriate classroom behaviors such as talking out of turn, throwing things, disruptive noises and/or gestures, etc. Any behavior which interferes with instruction is disruptive.

After School Hallway Violation - In order to ensure the safety of our school and its students, all Intermediate School and Upper School students must be supervised at all times. Students who are not involved in an adult-supervised activity after school must go to the library. Students have until 3:15pm to report to the library. Any student still on campus or in the halls will receive Saturday School. After 3:15pm parents must come in to the building to pick up their child from the library.

Public Display of Affection - Other than hand holding, student displays of affection are not acceptable at any location on campus, on the school buses, or at any school event. This is applicable whether or not both parties are Clarksville Academy students.

Electronic Devices – Cell Phones and iPads should be silenced at all times when on campus. Cell phones should never be used during class time. The use of cell phones on campus, during the school day, should be limited to parent approved communication.

Parking Violations -Example of violations include speeding, being in the parking lot during the academic day (other than seniors with senior privileges going to and from campus), and failure to register and/or park properly.

Profanity - The use of profanity or vulgarity, including signs or gestures, is not a characteristic of well-educated citizens and will not be tolerated.

Being Sent Out of Class by Teacher - This occurs when a teacher feels that a student's presence is disruptive to the learning process to such an extent that he/she must be sent out. The student will be sent out of the class only after the teacher has given sufficient warnings and the consequences of being sent out of the room have been made clear. This does not apply to extreme behaviors that require the immediate removal of a student. Students will be sent to the office and remain there until their next class. Students will receive zeros for all work missed in that class.

Insubordination/Disrespect – Students are asked to respond promptly to the directions of staff members and act respectfully at all times. Refusal to do so is considered a serious breach of the Code of Conduct and will result in a minimum of 3 Saturday School hours. Disrespect includes inappropriate gestures, comments, attitude, and body language.

Leaving Campus Without Permission - Leaving campus during
the school day is prohibited except in the cases of (1) senior privileges, (2) signed out by a parent, and (3) school related activities with a teacher.

Dishonesty/Cheating - The following actions are considered cheating at Clarksville Academy and will be treated as major violations: giving or receiving help on tests or quizzes, copying homework or allowing someone to copy yours, using technology (such as Dropbox and e-mail) to exchange assignments, plagiarism, or breaking any additional rules of cheating given by individual teachers. In addition, lying to school officials, forging school forms, altering school forms, or unauthorized possession of school forms is unacceptable.

Fighting/Horseplay/Intimidation/Harassment - Disputes between students should be resolved through proper channels. Pushing, shoving, wrestling, horseplay, etc. will be considered as fighting regardless of the intent. All students are entitled to attend school free from harassment, threats, or fear. Soliciting, encouraging, aiding, or engaging in hazing is prohibited. Hazing is any intentional or reckless act directed at a student for the purpose of being initiated into any office, organization, or team.

Obscene and Libelous Materials - Distribution of material that is obscene or libelous is prohibited in school, on, or adjacent to school property or at school related functions. Obscene material is that which depicts or describes sexual conduct in an offensive way. Libelous material is that which tends to falsely injure the reputation of another.

Text messages or any other electronic communications relating to the information listed above is prohibited during school hours, events, or functions or on school property.

The school cannot control the use of social media or behaviors outside of school. Any use of social media and/or behavior which is a poor reflection on the quality and caliber of students in our school will be a factor in disciple and the school reserves the right to use such public displays of behavior and this behavior could result in punishment or repercussions from the administration. Facebook or any other social media posts are under the supervision of the parents and should there be any distasteful or inappropriate materials posted, both the parent(s) and student will be conferenced with by administration.

Alcohol/Drug Violation - Using, purchasing, possessing, selling, distributing, or being under the influence of alcohol, illegal drugs, any controlled substance, or any prescription medication that has not been prescribed for you, on campus or at any school-sponsored activity will not be tolerated. Students who violate this policy are subject to arrest. Students may not be in possession of any paraphernalia associated with illegal drug use while on campus.

Anyone suspected of alcohol and/or drug use will be sent with parent/legal guardian for professionally done testing within the hour. Mrs. Drew will make contact with the parent or legal guardian to transport student to testing site. Upon review of test results, Mrs. Drew will advise student and parent/legal guardian of consequences. At minimum, student must undergo counseling with psychologist or psychiatrist, and provide written proof of such.

Vandalism/Theft of 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, (personal property or school property), is violating the rights of others.

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 desk tops, 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.

Students are not to sit on the brick entrance. Students are not to sit on the floor of the hallways or on desk tops or tables in the classrooms.

Gum Disposal – Chewing gum is permitted on campus. Gum should be properly disposed of.

Weapons/Firearms - Firearms, knives (including pocket knives), clubs, or any other weapons are not allowed on campus at any time.

Tobacco Violation - Possession of tobacco in any form by a student on school property at any time is prohibited. Tobacco includes cigarettes, cigars, or tobacco in any form, including smokeless tobacco.

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.

The school may dismiss or refuse readmission to any student whose attitude or general deportment is detrimental to the best interest of the student or the school, regardless of the number of demerits or offenses acquired.

Explanation of Consequences

1. Counseling
We take every inappropriate action seriously and begin steps to correct this behavior with counseling with our School Counselor, Denise Walker, and/or the appropriate Head of School. Immediate notification of the parents is dependent upon the severity of the discipline occurrence. Should the occurrence be deemed severe and in need of parent involvement, parents will be contacted by one or more of the following: Denise Walker, School Counselor, Kay Drew, Head of School, Erica Coleman, Head of Upper School, Tracy Burkhart, Head of Intermediate School, or the teacher involved (if necessary).

2. Saturday School
Students are assigned Saturday School when a behavior is referred to the Head of Intermediate and Upper School. Saturday School is an alternative consequence to an Out of School Suspension (OSS) and allows students the opportunity to fulfill disciplinary consequences without missing valuable class time. Saturday School is held from 8:00 A.M. until 12:00 P.M. on a Saturday, and students are assigned from one to four hours. In addition to manual labor, the sole activity allowed at Saturday School is silent schoolwork or the reading of school assigned materials. A parent may reschedule Saturday School one time with the appropriate Head of School with no consequence. A second reschedule will result in a $100 fine. Students who are tardy will be assigned additional Saturday School hours. Failure to complete a Saturday School assignment may result in double Saturday School hours or Out of School Suspension. Students receiving a Saturday School Assignment will be notified in writing in advance via email.

3. Out of School Suspension (OSS)
OSS is used in rare situations, either because of the severity of the situation or the frequency of the behavior. If you are suspended from school, you may not be on campus or attend any school function for any reason. Failure to observe this regulation is considered criminal trespassing and may result in prosecution. The student will receive zeros for all work missed, to include quizzes and tests during the time of suspension. Prior to returning to school after suspension, the student and parents MUST meet with the Head of Intermediate or Upper School and/or the Head of School.

4. Expulsion
In cases of repeated or extreme anti-social or illegal behavior, the Head of School may dismiss a

student from Clarksville Academy. Also, a student may be dismissed once he/she accumulates 20 demerits. Demerits are cumulative over a student's Upper School career (grades 9-12) and are in addition to specific consequences assigned because of misconduct. Every three hours of Saturday School assigned to an Upper School student will earn one demerit. Major infractions will earn demerits that may lead to dismissal. For example, cheating is 5 demerits. (See "Consequences") Although Intermediate School students adhere to the same rules and consequences as Upper School students, they do not accumulate demerits until they are in 9th grade. However, repeated inappropriate behavior may still result in dismissal at the Intermediate School level if all other remedial attempts have proven ineffectual.

Lower School Policies

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, foreign language, library skills, and indoor guided play & outdoor play.

Academics – Grades K – 5

Clarksville Academy's Kindergarten is an educational program with emphasis on both the effective and cognitive development of the pre-school 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 - 2 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 mathematic 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. In grade 3, while the majority of the school day incorporates a traditional framework, the teachers compartmentalize for math, science, reading, and social studies. This encouraged the development of transitions into the FUSE program.

Focus Upon Student Excellence (FUSE) will provide 4th and 5th grade students the opportunity to experience a taste of Intermediate School while still under the attentive eye of Lower School teachers. Teachers have found that 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, Science, Science Lab as well as Math and Math Lab. Students will continue to take part in weekly enrichment classes including Art, Music, and Foreign Language. They will continue to have daily Physical Education classes. FUSE is an opportunity for students to learn organization and time management while also finding a passion for their studies.

Communication

Teacher newsletters are sent home weekly via email. Hard copies are also available. In August, during parent-teacher orientation, additional information will be given regarding communication.

Curriculum Enhancement and Special Events

(**activities and dates subject to revision)

Christmas Musical – December / Pre-K – 5

Grandparents' Day Program – Spring / Pre-K – 5
Nashville Children's Theater/TPAC – as scheduled
Land Between the Lakes - Fall / Overnight field trip / grades 5
Huntsville Space Center – Grade 4
Roxy Theater – as scheduled
Pizza Hut Reading Program – grades PK – 5
Nashville Sounds Reading Program
Boy Scouts
4-H – Grades 4-5

Daily Schedule and Dismissal
Pre-K - 8:00 A.M.-2:30 P.M. - Dismiss from the classrooms - Right side of Anderson Drive
KDG - 8:00 A.M.-2:35 P.M. - Dismiss - Fine Arts Porch - Left side of Anderson Drive
1ST - 8:00 A.M.-2:45 P.M. - Dismiss in front of Pre-K and After Care Building-Right side of Anderson Drive
2ND - 8:00 A.M.- 2:45 P.M.- Dismiss - Fine Arts Porch-Left side of Anderson Drive
3RD - 8:00 A.M.-2:55 P.M. - Dismiss - Pre-K and After Care Building-Right side of Anderson Drive
4TH - 7:50 A.M.-3:00 P.M. - Dismiss - Fine Arts Porch-Left side of Anderson Drive
5TH - 7:50 A.M.-3:00 P.M. - Dismiss - Pre-K and After Care Building-Right side of Anderson Drive
6TH–12TH - 7:50 A.M. until 3:00 P.M. – Dismiss in front of the main building

Grading Scale and Progress Reports
All progress reports are online in PowerSchool and will be discussed with parents during parent/teacher conferences during 1st and 3rd grading periods.

Grading Scale: Grades 1-5

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

Homework
Homework is a Clarksville Academy tradition. Long-term assignments or projects related to a specific unit of study are often assigned. Teachers are aware of school-related activities and try to assign homework accordingly. It is impossible, however, with the many activities that are part of the school, to avoid all conflicts. Studying for quizzes and tests is a priority and a crucial portion of homework.

The study time at home is for practice, review, and exploration of ideas presented during the day as well as development of necessary background for new material. Students often study for the next day's work, forgetting the weekly vocabulary or the paper due a week or two in the future. When asking about homework, ask about both long-term and short-term projects.

Homework for Lower School students who are absent will be sent to the office at the end of the day. Parents may pick up assignments after 2:55 P.M.

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 so these treats will be served in the cafeteria 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. A room parent will be responsible for organizing committees of parents to plan these parties at the classroom teacher's

discretion.

Student Support Status
Students in grades 1-5 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 so that it becomes second nature to them. The students learn to use technology in a safe environment and they discover that 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 1-5
3. Test of Kindergarten / First Grade Readiness Skills – A test given to students at the conclusion of the kindergarten year
4. ACT Aspire Assessment - This test is administered in the spring of each year to students in grades 3-10

Extended Care Program

In 2012, Clarksville Academy started a new Extended Care Program to better serve our patrons and their children. Extended Care is available Monday through Friday, on either a part time or full time basis. Morning care begins at 6:30 A.M. until 8:00 A.M. and After School care begins at 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 that you provide from home. For early morning arrivers, a nutritional breakfast from Clarksville Academy's Cougar Café is available for an additional fee (Breakfast Cougar Bucks Cards are available for morning care).

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.

Intermediate and Upper School Policies

Academics - School Curriculum Philosophy
Upper School
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.

Intermediate Grades 6, 7, and 8
Grades six, seven and eight, although departmentalized, will generally only interact academically with their grade level. This gives the student the benefit of exposure to several teachers while allowing necessary maturity time for this level student.

The curriculum for grades six, seven, and eight includes math, history, English, science, physical education, and one period, which incorporates foreign language, art, music, or other enrichment topics. Our academic learning is broad-based and encompasses not only traditional subjects, but encourages extracurricular activities, service learning, and personal growth to develop increasingly independent learners that will be active and thoughtful citizens in their community and world.

Intermediate Grades 6, 7, and 8 iPad Initiative
In the Fall of 2012, Intermediate students began participating in the 1:1 iPad Program to learn to integrate technology into their educational endeavors. The individual use of iPads is a way to empower students to maximize their full potential and to prepare them for college and the workplace. Students immersed in a 1:1 learning environment are more organized and engaged learners, able to increase their knowledge of academics and technology.

Each student is provided instruction on proper care and use of the iPad, managing files and saving work, using technology resources, digital citizenship, school responsibilities, and parental responsibilities. A signed Acceptable Use Policy from both parents and students will be collected upon receipt of iPad equipment. Equipment lease and insurance fees are collected by the business office.

High School Grades 9-12
The curriculum for grades nine through twelve is college preparatory; therefore, every student is issued a MacBook Pro laptop. 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. Traditionally, 100% of Clarksville Academy graduates are admitted to college or a university.

Enrollment is limited to students of average or above average academic ability who are seeking a college preparatory curriculum. In this environment, teachers can accomplish quality instruction and encouragement of special interests of students. All juniors are required to take the ACT or SAT prior to the beginning of their senior year.

The guidance counselor is in frequent contact with students concerning colleges and scholarships. They are aided, not only in college choice and scholarship search, but also in the application process.

Academic Achievement
Clarksville Academy is accredited by the SACS CASI, a division of AdvancED. Membership is held in the National Association of Independent Schools and Tennessee Association of Independent Schools.

The quality of education offered to Clarksville Academy students has been evidenced by the fact that graduates have been able, in many instances, to attend the college of their choice. Graduates of Clarksville Academy have been accepted to such colleges and universities as United States Military Academy, Rhodes, Vanderbilt, Johns Hopkins, MIT, Virginia Tech, Elon, and many other challenging institutions.

Many Clarksville Academy graduates have been awarded academic and leadership scholarships, including National Merit Scholarships.

Academic achievement opportunities include the following:
Advanced placement courses in English III, English IV, Calculus, Statistics, U.S. History, European History, Physics, Chemistry, Biology, and Music Theory.
Dual enrollment courses in math, English, and physics.
High School enrichment courses in eighth grade: foreign language

Graduation Requirements for Class of 2016, 2017, 2018

English	4 credits
Mathematics	4 credits in grades 9-12
Social Studies	3 credits (to include 1 credit in World History, 1 credit in U.S. History,½ credit in Political Science, and ½ credit in Economics)
Science	3 credits (Biology, Chemistry, Physics or 1 other Lab Science)
Language	2 credits of one foreign language (consecutively taken) ***Additional year will be highly encouraged**
Fine Arts	1 credit (Art or Music)
Wellness	1 ½ credits (1/2 credit can be a CA/school sport)
Speech or Debate	½ credit
Personal Finance	½ credit
Electives	4 1/2 credits
Total	**24 Credits**

Graduation Requirements for Class of 2019

English	4 credits
Mathematics	4 credits in grades 9-12
Social Studies	3 credits (1 credit of World History, 1 credit of U.S. History, ½ credit of Political Science, ½ credit of Economics)
Science	3 credits (Biology, Chemistry, Physics or 1 other Lab Science)
Language	4 credits of two foreign languages (consecutively taken)
Fine Arts	1 credit (Art or Music)
Wellness	1 ½ credits (½ credit can be a CA sport or fitness class)
Speech or Debate	½ credit
Personal Finance	½ credit
Electives	2 ½ credits
Total	**24 credits**

** Any eighth grade classes taken for high school credit will be shown on the transcript but will not be included in the high school GPA or apply toward the credits needed for graduation. ***(Subject for modification in the future)***
***Student must show proficiency in keyboarding before entering 9th grade. Lacking of proficiency will result in replacing their study hall with a 9 week keyboard training course.

Summer School Credit and Recovery
Students are allowed to take approved summer school courses for credit recovery only. Students may not substitute summer school classes for required classes unless the class has been taken through Clarksville Academy first. Only students with administrative approval may substitute credits through summer school during their Upper School career (grades 9-12).

Advanced Placement Classes
Advanced placement (AP) classes allow students to earn college credit while in high school; not all colleges and universities accept advanced placement credit, however, and students should inquire of the colleges they might attend to assure that they will receive credit.

AP classes are fast-paced and intense; the AP exam is given close to the end of the school year, and all who take the class must take the exam. Payment for the test is required before the student can take the class and receive AP credit. Exams are graded by the Advanced Placement Program and grades range from 1 to 5. The scores of 3, 4, and 5 are usually considered passing with a 4 and 5 equaling an A at the college level and a 3 the equivalent of a B on the college level.

Dual Enrollment English IV
This course combines freshman college English courses 1010 and 1020. The course will focus on the development of the student's writing skills through a process of thinking, researching, planning, writing, revising, and editing expository essays. The students will read model essays and works of poetry, fiction and drama and write essays relating to each of the works. This course will be taught by a college professor. Students will receive both high school and college credit with satisfactory completion of this course.

Dual Enrollment Math
This course combines high school senior Math and the freshman college Math courses of 1710 (College Algebra) and 1810 (Elements of Calculus). The fall course will focus on a study of functions and the representations with emphasis on the use of functions in problem solving and modeling contexts. The spring course will focus on business calculus that is an elementary calculus course with study of limits, the derivative, differentiation techniques, applications of differentiation, the definite integral, exponential and logarithmic functions, and applications of integration. Students will receive both high school and college credit with satisfactory completion of this course. The college credit will be earned from Austin Peay State University.

Technology Guidelines – ALL SCHOOLS

The 2015-2016 school year begins the fifth 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 Acceptable Use Policy carefully in regards to the technology equipment that will be issued to your child(ren):

- You must carry MacBook/iPads/iPad minis in school issued messenger bag at all times. The equipment must not be carried in normal school backpacks. Backpacks are to be left in lockers during school day.
- The only items to be carried in the messenger bag are the MacBook/iPad,/iPad mini charger, and earbuds.
- Earbuds are to be worn only for teacher instructed classroom use. Earbuds are not to be worn as you move from class to class.
- Mobile devices are allowed on campus, however CA-provided wireless access is only allowed for CA provided devices. There is a **guest** account available for those needing wireless on Clarksville Academy's campus.
- Damage to Clarksville Academy issued equipment should be immediately reported to the Help Desk.

General Upper School Policies

Attendance/Tardiness

In order to meet the state requirements for receiving course credits and/or graduation, students in Upper School must attend each class 90% of the school days per semester. If absences exceed the number allowed, then circumstances will be reviewed for appropriate action by an administrative committee. Actions may include: making up missed work, repeating the class, or failure.

Excused absences are those absences (1) due to illness of the student or (2) death in the family or other family emergency. Educational trips must be pre-approved by the Head of School two weeks prior to trip; if approved, these days are counted the same as any other excused absence. They will be counted into the specified allowed absences.

While parent calls, emails, and notes are necessary to alert administration of an absence, these methods do not count as documentation. All excused absences must be documented. Documentation includes doctor's notes, college admissions counselors (for college days), and other official forms documenting absences. In addition to your calls, emails, and/or notes, please remit official documentation to the office for each excused absence.

Unexcused absences/skipping are those absences that do not fall into the above categories and will result in a minimum of 3 Saturday School hours and 1 demerit. An unexcused absence will result in zeroes for all assignments missed in all classes missed.

School related trips (field trips, sports events, etc.) are not counted as absences; therefore as an extension of the curriculum or advancement of team play is mandatory.

Tardiness to school will be handled through the demerit system and tardiness to class (which does not exceed 15 minutes) will be handled through the demerit system (see Saturday detention). ***Tardiness in excess of 15 minutes to a class will be considered an absence from that class.***

We ask that parents remember that lunch is considered part of the school day. Should a student need to be dismissed during the lunch period, please acquire approval with the Head of Intermediate or Upper School. If students are required to attend study table or study hall during lunch, they may not be dismissed during their lunch period.

Students who have prior knowledge of an absence should have parents notify Mrs. Turnage, who will document the absence. Upon dismissal, non-driving students must have a parent sign them out at Mrs. Turnage's desk. Driving students may sign themselves out at Mrs. Turnage's desk. Teachers will no longer sign a sign-out sheet; instead, it is the responsibility of the student and his or her teacher to make proper communications for the student to obtain makeup work and complete the work promptly. It is preferred that students and teachers use email communications for assignments. Failure to do so may result in zeroes for the student missing assignments and potential exclusion from athletic/school related events on days absent.

College Visits (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 counselors 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 have applied to at least three colleges or universities. During their senior year, students are allowed two excused absences from school to visit college campuses. ***Trips must be approved prior to the trip and upon return the student must bring an official letter from a college admissions counselor documenting the visit.*** The student may also want to confer with the guidance counselors for assistance in planning the trip.

Campus Parking Registration
Parking lots are off limits except when students leave after being checked out by a parent or for seniors who have senior privileges (see below).

The speed limit on campus is five (5) miles per hour.
With so many students on campus, the need for safe driving is imperative. Failure to heed the speed limit or the other rules listed here will result in demerits and/or loss of senior privileges and/or immediate loss of driving privileges. A student who wishes to drive a car to school must complete the Student Parking Registration form. A registration fee of $35 will be required at the beginning of first semester. The fee for students registering to park during second semester is $18.

CA's parking lots are color-coded and students will be assigned to a specific lot upon registration. Please see below.

Lower Parking Lot – Color Code Blue – Student parking/Senior parking

Front Parking – Color Code Gold – Student parking

Visits to cars and the student parking lot during the school day are prohibited except for seniors who have senior privileges, and they may only go to their car to leave. Materials for use during the day should be stored in student lockers.

Daily Schedule
Upper School begins at 7:50 A.M. and ends at 3:00 P.M. Students should be on campus at 7:45 A.M. and assembly will begin promptly at 7:50 P.M. If Upper School students are on campus before 7:30 A.M., they should be seated in the Auxiliary Gym; if students are on the campus after 3:15 P.M., they must report to the library. All locker areas should be cleared by students (unless accompanied by a teacher/sponsor) by 3:15 P.M. Students must be picked up by 3:15 P.M. Any student remaining on campus unsupervised by a coach or club sponsor after 3:15 P.M. will be transferred to the Extended Care pick up and parents will be billed $20 for the first day, $40 for the second day, and then on the third day they will be enrolled into our Extended Care Program.

Please see daily class schedule below:

Upper School

Tuesday/Thursday	
7:50-8:00	Assembly
8:05-9:50	Class 1/4
9:50-10:05	Break
10:05-11:50	Class 2/5
11:55-12:25	Lunch
12:30-2:15	Class 3/6
2:20-3:00	Study Hall

Monday, Wednesday, Friday	
7:50-8:00	Assembly
8:05-8:55	Class 1
9:00-9:50	Class 2
9:50-10:05	Break
10:05-10:55	Class 3
11:00-11:50	Class 4
11:55-12:25	Lunch
12:30-1:20	Class 5
1:25-2:15	Class 6
2:20-3:00	Study Hall

Intermediate School

Monday - Friday	
7:50-8:00	Assembly
8:05-8:55	Class 1
9:00-9:50	Class 2
9:50-10:05	Break
10:05-10:55	Class 3
11:00-11:50	Class 4
11:55-12:45	Class 5
12:50-1:20	Lunch
1:25-2:15	Class 6
2:20-3:00	Study Hall

Dances and Parties (Intermediate/Upper Schools)
When a student leaves a school dance or party, he or she may not return; going out to the cars and returning to the dance or party is not permitted. Proper conduct is expected at all times.

Dress Code
Please note that dress code standards are explained in **detail** in the **2015-2016 Dress Code section** *(Pg. 21-22).* Please read the dress code information carefully.

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, he/she must consult with the Head of Upper School. Final schedules will be available on orientation evenings and on the first day of school. Students will have the opportunity to request changes during the first 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 extenuating circumstances. After the second week of each semester, schedules are set and no changes will be made.

Grading Scale and Progress Reports
Grades reports are available online in PowerSchool throughout the school year. All classes are figured in the cumulative GPA for it is a school objective to teach the whole child; we believe that all subject areas are important.

Grading scale:

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

Homework
Homework is a Clarksville Academy tradition. Long-term assignments or projects related to a specific unit of study are often assigned. Teachers are aware of school-related activities and try to assign homework accordingly. It is impossible, however, with the many activities that are part of the school, to avoid all conflicts. Homework and study for tests come first. The study time at home is for practice, review, and exploration of ideas presented during the day as well as development of necessary background for new material. Students often study for the next day's work, forgetting the weekly vocabulary or paper due a week or two in the future. When asking your child about homework, ask about both long-term and short-term assignments.

Honor Roll
For Upper School, honor roll is determined after each semester. Students earning all A's will be recognized on the CA website.

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, he/she is not required to be on campus. If a student must be on campus and does not have a scheduled exam, he/she 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 student for college, no students are exempt from finals except seniors who have maintained an "A" average in a year-long course. However, we realize your student should have the opportunity to demonstrate mastery of concepts in a course beyond a typical pencil and paper exam. Therefore, teachers are encouraged to include projects and use various methods to assess student mastery.

Semester One Exam Schedule
December 15 - Periods 1 and 2
December 16 - Periods 3 and 4
December 17 - Periods 5 and 6

**December 18 will be used as a make-up day for exams in the event of inclement weather on a scheduled exam day.

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

Semester Two Exam Schedule
May 24 - Periods 1 and 2
May 25 - Periods 3 and 4
May 26 - Periods 5 and 6

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

Senior Privileges
If scheduling permits, seniors are allowed one (1) free period during which they can leave campus, study in the library, or eat lunch in the cafeteria. Seniors must adhere to the senior privileges guidelines as given during orientation (and posted in Mrs. Walker's office). During this free period, students may not sit in hallways or in cars parked on campus. Seniors may not go to their cars except to leave campus after properly signing out. Senior privileges will be suspended if this rule is broken. A senior must sign himself/herself out when leaving campus and himself/herself back in when returning to campus. The sign in/out sheet is located in Mrs. Walker's office by the cafeteria.

Seniors are afforded the opportunity each year to go on a trip together prior to graduation. This is a tradition of all Clarksville Academy senior classes. Because seniors are allowed to travel on a senior trip as a part of their school experience, senior skip days are prohibited.

Senior pranks are not allowed, but students may meet with the Head of Upper School and plan an approved display of senior pride prior to graduation.

Student Awards
A ceremony will be held in May each year to recognize and present awards to Upper School students who have made outstanding achievement in academics, and/or who have exhibited good citizenship in school and community activities. The following awards are among the awards presented:
Valedictorian - presented to a senior boy or girl with the highest numerical average (four 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 stringent course of study to include AP U.S. History and 1 additional AP course in the junior year, and a minimum of two additional AP courses or dual enrollment courses.
Salutatorian - presented to a senior boy or girl with the second highest numerical average (four years); the same time and course restraints apply as stated for valedictorian.
Best Scholar - presented to the top male and female scholars with the highest numeric average (for the current academic year) in each grade 9 through 12.
Head of School Award - chosen by the Head of School and presented to senior student(s).
Mr. & Miss Clarksville Academy – A tradition of Clarksville Academy, Mr. & Miss CA, a young man and young woman from the senior class, is voted on by faculty & staff on the following criteria: Proud student of Clarksville Academy, attended CA for both junior and senior years, friend to students of all ages, strong morals, good student, polite and courteous, and well-rounded
Edward M. and LaNelle Norman Awards - presented to both a senior girl and boy in recognition of academic excellence, leadership, character, citizenship, and participation in a variety of extracurricular activities.
United States History Award - presented to an upper school student who excels as a United States History scholar.

Dan Burden Mathematics Award - presented to a senior student who excels in mathematics.
Science Awards - presented to an upper school student (or students) for excellence in the fields of Biology, Chemistry and Physics.
Scholar-Athlete Awards - presented to one senior boy and one senior girl who are athletes and scholars.
D.A.R. Award - presented to a senior student who exemplifies good citizenship from the Daughters of the American Revolution.
Key Club Service Award - presented to a senior student who has been very active in Key Club.
Scott Uffelman Award - given to the junior or senior student/athlete who exhibits in abundance the qualities of determination, cooperation and dedication in two or more sports.

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.

Study Hall
Study Hall is a scheduled time of the day as academic classes are and is provided to give students the opportunity to work on homework assignments for the following day. Students should prepare for Study Hall just as they prepare for a regular class. Good preparation includes being on time, arriving with all books, notes and materials needed for the entire time, giving one's best effort, and using study hall only for school work and independent reading.
In addition to Macbooks, students will be able to sync other mobile devices during their study hall period. Grades will be monitored and tutoring will be available during study hall every day.

Study Hall Rules
Talking is limited to questions a student needs to ask the proctor.
Study Hall is not a time to go to lockers or to study together without special permission
Behavior that distracts from the quiet study atmosphere will not be tolerated. If a student needs to move with another teacher, he/she must get a note from that teacher for his/her study hall monitor.

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:

1. High level of participation
2. Equal access for all students
3. Responsiveness to students' interests/talents
4. Faculty participation/support
5. Interaction with parents community
6. Diverse opportunities
7. School community service
8. Development of leadership qualities
9. Enjoyable experiences, positive attitudes
10. Promotion of a curiosity about and an interest in different activities
11. Development, demonstration of students' talents and skills
12. 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, which make significant demands on your time, you must perform satisfactorily in the classroom to continue participation in that activity.

At the end of each week, grades will be monitored for those students currently involved in co-curricular activities. Any student who has a an "F" in a class will be required to attend tutoring during study hall. However, a coach or sponsor may require a student with a "D" to also attend tutoring. If the student is not posting improvement within 2 weeks of tutoring, a meeting will be scheduled with the teacher(s), coach/sponsor, and the Head of Upper School to determine an appropriate course of action. Failure to show improvement may result in suspension from game(s) or an activity.

Study table is not a punitive measure. Study table is designed to aid students currently involved with time-consuming after school activities. The time can be used for study, homework, and individual tutoring in the class the student is failing. Study table is not only for athletes, but also students new to CA. If the student is not posting improvement within 2 weeks of study table for the same class, a meeting will be scheduled with the teacher(s), coach/sponsor, and the Head of Upper School to determine an appropriate course of action. Failure to show improvement may result in suspension from game(s) and/or the activity.

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.

Clarksville Academy is a member of the Tennessee Secondary School Athletic Association, which governs participation at the varsity level.

Seasonal Offerings:

FALL	**WINTER**	**SPRING**
Football	Basketball	Baseball
Golf	Bowling	Soccer (Boys)
Cheerleading	Cheerleading	Softball
Volleyball	Dance Team	Tennis
Soccer (Girls)		
Dance Team		
Cross Country		

Eligibility

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. These are rules set by TSSAA.

Letter Award Policy

High school athletic letters are awarded to students that participate in a varsity sport.

Cheerleading & Dance Team

In the spring, students will be selected from grades 8 through 11 to be varsity cheerleaders or dance team members for the following year. There will be no restriction set on the number of cheerleaders or dance team members selected from any one grade. Cheerleaders or dance team members for grades 6, 7, and 8 will be screened and selected in the spring. The date of try-outs will be determined by the sponsor and/or the Head of School. The sponsor will supervise the try-outs.

In order to try out for varsity cheerleading or dance team, the student must be pre-enrolled at Clarksville Academy for the upcoming year. All candidates must have written permission from their parents or guardians in order to try out. Practice time for varsity and middle school cheerleaders is during after-school hours.

Gymnasium Use/Decorum

The gym is a place for fun, play, recreation, and learning. The gym, however, presents potential risks and dangers; therefore, the gym and gym equipment (balls, mats, gymnastic equipment, weight machine, etc.) are not to be used at any time without faculty/staff supervision. The following are guidelines for gymnasium use and decorum:

1. Practice good sportsmanship. Be courteous to visitors. "Booing" or uncomplimentary "cheers" directed at officials, players or spectators is prohibited.
2. Students - except those performing official duties such as team member, cheerleader, manager, etc. - are not to be on the floor at any time.* Basket shooting by spectators at half-time or between games is explicitly prohibited.
3. Gym/physical education equipment is not to be used or played on during games.
4. Parents should supervise younger children at all times; children are not allowed to play in the foyer during athletic or other events held in the gym.

- **The game officials and the game administrator have the authority to ask whomever they deem in violation of this rule to return back to their seat. Failure to comply will result in removal from the facility.**
- **If you are attending a school-sponsored event or game, student conduct and attire should follow same guidelines mentioned in this handbook.**

Student Organizations and Activities

**additional clubs and organizations may be established

Builder's Club

Builder's Club is a service organization for students in grades 6-8. Its purpose is to develop a sense of caring and an awareness of civic responsibility. The organization seeks to make effective contributions to the school and the community.

Chess Club

Chess Club provides for a meeting of the minds over the game of chess. The organization meets after school for one hour per week throughout the school year. Chess Club has open membership allowing for students to participate as their schedule permits. All skill levels are encouraged to attend.

Fellowship of Christian Athletes

The Fellowship of Christian Athletes (FCA) is open to all students, grades 6 through 12. Membership and participation aids in spiritual development. Intermediate School 6-8 and Upper School 9-12 meet separately.

Future Business Leaders of America

FBLA is open to any student in Upper School grades 9-12 and includes the mission to bring business and education together in a positive working relationship through innovative leadership, career development programs, and scholarship programs.

Key Club

Key Club is a service organization for students in grades 9 through 12. Its purpose is to develop a sense of caring and an awareness of civic responsibility. The organization seeks to make effective contributions to the school and the community. Sign up for selection will be announced. In order to remain in the Key Club, a student must be an active member, pay annual dues, and abide by established qualifications.

Recycling Team

Recycling Teams are committees set up within Builder's Club (Intermediate) and Key Club (Upper) to manage recyclables on our campus in conjunction with our Green Initiatives.

Model UN

High school students learn international politics via the Tennessee YMCA Model United Nations program. This is a fall semester program that culminates in a statewide three-day conference in Nashville each November with 500+ students conducting a mock United Nations session. This is a great opportunity to develop research and public speaking skills and a deeper understanding of the current issues facing today's world.

Honor Society

Clarksville Academy has both a National Junior Honor Society (Patrick Cain Chapter) and National Honor Society (Floyd Brown Chapter). The NJHS is selected from grades 8 and 9. Students must maintain the minimum GPA as established by the bylaws, and be selected by a faculty council. This council considers the qualities of scholarship, leadership, service, and character and grants or denies membership on that basis.

The National Honor Society membership is selected from grades 10, 11, and 12, and the students must meet the same requirements as stated above for the NJHS.

If a member falls below any of the standards of the society, he or she will be warned, placed on probation, and given sufficient time to correct the deficiency. In the case of flagrant violation of school rules or civil laws, a warning is not necessary before dismissal. Members who resign or are dismissed are not eligible for re-instatement.

Student Council
Class and student council officers are selected each spring to serve for the following school year. Representatives sponsor various events (i.e. Homecoming and Field Day) during the year. Regularly scheduled meetings are held to discuss issues and ideas.

Tennessee Youth Legislature
This is a spring semester program and it is the companion program to the fall Model U.N. program. This YMCA sponsored program allows students to learn how our state legislature operates by developing resolutions they present at a mock Tennessee Legislative session. An added interest of the Tennessee Youth Legislature over the Model United Nations program is the site for the four-day spring conference is actually held in the state capitol and the Supreme Court chambers in Nashville.

Together the Model UN and Tennessee Youth Legislature programs provide a wonderful and enjoyable way for the students to uncover the mystery of how our political world works on both state and international levels, and by extension, an understanding of the federal political systems as well.

4-H (Grades 4-5)
Head, Heart, Hands and Health are the four H's in 4-H, and they are the four values members work on through fun and engaging programs.

- Head- Managing, Thinking
- Heart- Relating, Caring
- Hands- Giving, Working
- Health- Being, Living

Archery Club
Archery Club is for students in 7th through 12th grades led by Mr. Boyd. It is a focus on skills development and target practice is emphasized.

ALMA MATER
CLARKSVILLE ACADEMY

Make us stronger, make us better
Make us ready for the needs
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 the 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!

2015-2016 School Year
Optional Service Fee Schedule

Dining Services

PK – 12th Grade Daily Meal Fee……$4.50

Annual Lunch Plan……$640.00
Selection of Annual Meal Plan for Café Lunch provides a savings of $105.00.
Annual Plan Payment is due August 3, 2015. No refunds or adjustments can be made after purchase.

Bi-Annual Lunch Plan……$340.00
Selection of Bi-Annual Meal Plan for Café Lunch provides savings of $64.75.
Bi-Annual Plan Payment is due August 3, 2015, and January 5, 2016. No refunds or adjustments can be made after purchase.

Monthly Lunch Plan Payment……$80.00
Monthly Plan Payment is due by Bank Draft on the first day of each month, August 1, 2015, through May 1, 2016. No refunds or adjustments can be made after the school year begins.

Extended Care

Extended Care requires a semester (5 months) or full school year (10 months) commitment. Fees may be paid in full, by semester, or monthly by bank draft September through May. Extended Care morning times are 6:30 A.M. – 8:00 A.M. and afternoon times are 2:45 – 5:45 P.M. and is available for PreK-5th grade.

(4 to 5 Days per Week)
After School Full Time Extended Care ……..Full Year Enrollment = $2825.00
After School Full Time Extended Care……1st or 2nd Semester Enrollment Per Semester = $1550.00
After School Full Time Extended Care……Monthly August through May= $385.00

Before School Full Time Extended Care
$1100.00 Full Year $645.00 Per Semester $175.00 Per Month
Before and After School Full Time Extended Care
$3500.00 Full Year $2000.00 Per Semester $ 500.00 Per Month

(Up to 3 Days per Week)
Part Time Extended Care……Full Year Enrollment = $2,025.00
Part Time Extended Care……1st or 2nd Semester Enrollment Per Semester = $1,200.00
Part Time Extended Care……Monthly August through May = $300.00

Before School Part Time Extended Care
$600.00 Full Year $375.00 Per Semester $100.00 Per Month
Before and After School Part Time Extended Care
$2200.00 Full Year $1250.00 Per Semester $325.00 Per Month

Bus Service

ONE WAY	MONTHLY	ROUND TRIP	MONTHLY	
$1880.00	$220.00	$2310.00	$265.00	Full School Year One Student
$985.00	$220.00	$1190.00	$265.00	Per Semester One Student
$2430.00	$275.00	$2760.00	$305.00	Full School Year Two or more Students
$1260.00	$275.00	$1410.00	$305.00	Per Semester Two or more Students

2015-2016 Business Office Policies

Tuition and Fee Schedule

Pre-Kindergarten - Grade 12 Tuition
Enrollment Fee……$350.00
Development Fee……$500.00
Application Fee (applicable to all new students)
Non-refundable, required with application……$75.00
MacBook/iPad Insurance (3rd – 12th)……$40.00

1:1 MacBook Fee (August – July)
Grades 9th - 12th
MacBook Fee is $450.00 per year or $40 per month.
iPad Fee
Grades 6th – 8th
iPad Fee is $285 per year or $25 per month
Grades 3rd – 5th
iPad Mini Fee is $250 per year or $22 per month.
Grades 1st & 2nd
iPad Mini Fee is $120 per year or $11 per month.
Grades Pre-K & Kindergarten
iPad Mini Fee is $50 per year or $5 per month.

2015-2016
Tuition and Fee Schedule

Annual Payment 1st Child	$7715 due August 3, 2015
Annual Payment 2nd Child	$7325 due August 3, 2015
Annual Payment 3rd, 4th, etc… Child	$7165 due August 3, 2015
Bi-Annual Payments 1st Child	$3940 due August 3, 2015 and January 5, 2016
Bi-Annual Payments 2nd Child	$3745 due August 3, 2015 and January 5, 2016
Bi-Annual Payments 3rd, 4th, etc… Child	$3660 due August 3, 2015 and January 5, 2016
Monthly Bank Draft 1st Child	$665 1st day of each month August through July
Monthly Bank Draft 2nd Child	$635 1st day of each month August through July
Monthly Bank Draft 3rd, 4th, etc… Child	$620 1st day of each month August through July

See the Business Office for late payment fees penalties, etc.
Please contact the Business Office with any questions.