

STUDENT HANDBOOK



CHISHOLM TRAIL
ACADEMY

2016-2017

CHISHOLM TRAIL ACADEMY

ACCREDITED BY

Chisholm Trail Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities which is a recognized member of the National Council for Private School Accreditation and the Texas Private School Accreditation Commission and recognized as such, by the Texas Education Agency.

OPERATED BY

Chisholm Trail Academy is operated by the Texas Conference of Seventh-day Adventists.

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www.ctanet.org

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HISTORY & PURPOSE

HISTORY

Chisholm Trail Academy is a Seventh-day Adventist co-educational high school located at Fourth and Old Betsy in Keene, Texas. Keene is located midway between Alvarado and Cleburne, 25 miles south of Fort Worth. The facility includes two ball fields, a gymnasium with stage, 15 classrooms, library, industrial vocational building, and an administrative complex.

Chisholm Trail Academy came into existence when Southwestern Junior College was granted full college status and closed its academy operation in 1967. CTA's first graduating class was in 1968.

PURPOSE

Chisholm Trail Academy is operated to provide a secondary school education which is specifically Christian in nature. Its purpose is to restore each student to the image of his Maker. This purpose guides the planning of each class, each program, and each activity. Teacher and students recognize, as do the parents, guardians, and constituency, the ministry of the Holy Spirit in attaining this great objective.

MISSION STATEMENT

The mission of Chisholm Trail Academy is to create a safe, educational environment that fosters the development of a relationship with Jesus, promotes a lifelong love of learning and service, and nurtures the optimal growth, potential, and character of each individual student.

PHILOSOPHY

The Seventh-day Adventist Church recognizes that God, the Creator and Sustainer of the Earth and the entire Universe, is the source of knowledge and wisdom. Christian education, by perfecting faith in Christ, restores in man the image of his maker, nurtures in man an intelligent dedication to the work of God on earth, and develops in man a practical preparation for conscientious service to others.

Seventh-day Adventists operate schools, elementary through university, for the purpose of integrating their own ideals, beliefs, attitudes, values, and customs to their children. *"Tell ye your children of it, and let your children tell their children, and their children another generation."* Joel 1:3 KJV Chisholm Trail Academy is operated so that youth may receive a balanced physical, mental, spiritual, and social education. Development of a student's knowledge of God, companionship with Him and likeness of His character, is the aim of Seventh-day Adventist education at Chisholm Trail Academy. The stated interest of the academy is in the optimum development of the whole person for both this life and the hereafter.

ACCREDITATION

Chisholm Trail Academy is accredited by the Accrediting Association of Seventh-day Adventist Schools, Colleges and Universities which is a recognized member of the National Council for Private School Accreditation and the Texas Private School Accreditation Commission and is recognized as such by the Texas Education Agency.

CONSTITUENCY

Chisholm Trail Academy (grades 9-12) provides for the education of the young people in the Seventh-day Adventist Churches located in the Keene, Texas area. Along with Keene Adventist Elementary School (K-8) and Southwestern Adventist University (13-16), CTA provides a complete Christian church school program. The Keene Seventh-day Adventist Church is the constituent church of CTA.

OBJECTIVES & GUIDANCE

OBJECTIVES

The curriculum at Chisholm Trail Academy has been carefully designed to promote the following:

Religious Objectives –

To help students understand and adopt a Bible based philosophy by:

- Preparing them to serve God and mankind.
- Developing an understanding of Bible truths consistent with Seventh-day Adventist beliefs.
- Developing a habit of daily devotions.
- Developing honesty, integrity, and personal responsibility.
- Instilling a desire to help others through a variety of community service / outreach opportunities.

Intellectual Objectives –

To develop an intellectual excellence that demonstrates:

- An understanding of God as the Creator and Sustainer of mankind.
- The ability to think independently.
- The basic skills necessary to cope with the experiences of everyday life.

Vocational Objectives –

To help students develop an appreciation of a wide array of occupational fields by:

- Providing the student with information regarding a wide range of careers.
- Providing the student with hands-on experiences in many fields to aid in the choice of a profession.
- Helping the student experience the satisfaction of work well done.

Social Objectives –

To help students develop Christ-like personalities and values so they will:

- Be able to understand family, marital, and parental roles in Christian life.
- Regard others as worthy of respect.
- Respect the property and opinions of others.
- Exercise self-control and self-discipline.

Civic Objectives –

To accept civic responsibilities so students will:

- Sustain the basic principles of separation of church and state.
- Recognize that American democracy depends upon the integrity of the individual citizen.
- Exercise the right to vote.

Health Objectives –

To help students recognize that in order to maintain good health they must:

- Develop life-long exercise habits.
- Exercise temperance and moderation in all aspects of life.
- Obtain regular and adequate rest.
- Practice principles of good nutrition.

GUIDANCE

Guidance services offered at Chisholm Trail Academy include:

Educational Guidance

- Every effort will be made to help students who are struggling to ensure they find success in their studies.
- The registrar's office provides counsel regarding progress toward graduation requirements.

- Each fall, the ITED assessment is administered (grades 9-11) to track academic development.
- The SAT test is given to all seniors and others who choose to take it; the PSAT is given to all other students.

Career Guidance

- Each year, CTA hosts a career day that exposes students to a variety of career professionals to increase the students awareness of career opportunities.
- Career interest and other aptitude and personality tests are administered to the seniors class.
- Information about schools of trade, colleges, etc. is available to students.

Spiritual Guidance

- Religion classes meet every day to help provide a spiritual anchor for our daily instructional program.
- Each class has a daily devotional time together to share their faith, hope, and love for God.
- CTA holds a variety of weeks of prayer throughout the school year.
- Students plan and lead weeks of prayer for the area Seventh-day Adventist elementary schools.
- The Keene Seventh-day Adventist Church youth pastor is available for both students and parents.
- Various class organizations and the Student Association sponsor a variety of Friday night vesper programs throughout the school year.

ADMISSIONS

ADMISSIONS PROCEDURE

Prospective students and parents are invited to visit Chisholm Trail Academy at any time. There is an official Visitation Day planned each year—usually in April. For more information regarding Visitation Day, please call 817-641-6626. Admission information may be requested by writing, calling, e-mailing or faxing the school at:

CHISHOLM TRAIL ACADEMY

PO Box 717
401 S Old Betsy
Keene, Texas 76059

817-641-6626 or
817-558-4404
FAX 817-556-2009
www.ctanet.org

REGISTRATION

It is highly recommended that parents and students come to class registration on the dates and times announced. Students unable to register on the days announced may complete registration any time *after* regular registration dates. To register, parents/guardians must complete the online enrollment packet *before* arriving for their scheduled registration day and time. Once the online packet is completed, immunization records, proof of 8th grade graduation, or an *official* transcript from their previous school are required to complete the registration process.

All financial obligations and paperwork must be completed and signed by an authorized parent or guardian, and filed in the registrar's office before registration is finalized and a student enrolled. Students with un-signed or incomplete forms may be sent home until the registration process is completed.

COMPLIANCE STATEMENT

By completing Chisholm Trail Academy's registration process, students pledge themselves to observe CTA's regulations and to live in harmony with its ideals and purposes. Disciplinary action, if needed, will be based on this statement and its implications. Only students who are interested in having a relationship with Jesus or are willing to experience one should apply for admission to CTA. Admittance is subject to complying with and understanding this agreement. Refusal to sign such agreement is subject to non-admittance.

NON-DISCRIMINATION

Chisholm Trail Academy admits students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Chisholm Trail Academy does not discriminate on the basis of race, color, gender, or national and ethnic origin in administered activities. No religious test is required of any student upon entering the academy, but it is expected that all who apply for admission will respect and honor the religious principles on which the academy is founded and will seriously seek to gain a stronger relationship with Jesus.

IMMUNIZATION RECORDS

The state of Texas requires that all students be immunized before entering school. An immunization record must be submitted during the registration process.

| REQUIRED VACCINES | MINIMUM # OF DOSES (8 th -12 th grade) |
|-------------------------------|---|
| Diphtheria/Tetanus/Pertussis | 3 dose primary series & 1 Tdap/Td booster within the last 10 years. |
| Polio | 3 or 4 doses. Either way, the last dose must have been received on or after the 4 th birthday. |
| Measles, Mumps, Rubella (MMR) | 2 doses of measles and 1 dose each of rubella and mumps vaccine. |
| Hepatitis B | 3 doses. |
| Varicella | 2 doses. |
| Meningococcal | 1 dose. |

All immunizations should be completed by the first day of school. The law requires that students be fully vaccinated with the following immunizations:

PROVISIONAL ENROLLMENT

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to CTA. **If, at the end of the 30-day period, a student has not received a subsequent dose of the required vaccine, the student shall be suspended from school until the required dose is administered.**

EXEMPTIONS

The law allows physicians to write a statement explaining that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience.

EXEMPTIONS (CONT.)

- For students needing medical exemptions, a written statement by the physician should be submitted to CTA.
- Parents/guardians seeking an exemption for reasons of conscience, including a religious belief, should visit www.ImmunizeTexas.com.

HEALTH SERVICES

Vision and hearing screening will be given to all freshmen and new students at no charge.

PHYSICALS

All students participating in *any* CTA sports program/gymnastics must provide a current physical.

FINANCIAL POLICIES

It has been found that the following policies are in the best interest of the student as well as of the school:

- The accounts for the previous year's schooling must be settled before the student is permitted to enter for another school year. Since parents are generally the ones responsible for student accounts, any delinquent accounts remaining from brothers and sisters must be settled before another child from the family will be admitted as a student.
- If a student's account becomes delinquent, the student will be asked not to attend classes until satisfactory arrangements can be made to keep the account current.
- In harmony with the policy established by the CTA board, transcripts or diplomas will not be issued until the student's account is paid in full.
- All accounts must be paid in full or prior arrangements made before semester examination permits will be issued. Seniors who have not completed final tests will not be eligible to take part in the graduation weekend. Seniors who owe tuition may not be eligible to go on the senior class trip.
- If a student has acquired fines, arrangements for fines to be paid must be made with the office prior to test permits being issued.

TUITION PAYMENT PLANS

The first month's tuition, entrance fee, and cost of books are due at registration. Thereafter, the payments will be due on the first of each month through May. Tuition rates are available in the school office.

PAYMENTS

Payments may be made online or we accept credit cards, cash, checks and money orders. If sending in your payment, please make checks payable to Chisholm Trail Academy and mail to: **CHISHOLM TRAIL ACADEMY, PO BOX 717, KEENE, TX 76059**

TUITION AND COMPREHENSIVE FEES

Chisholm Trail Academy must meet promptly its operation costs. Since these costs must be met largely through income from the student charges, it becomes impossible for the Academy to allow student accounts to accumulate without serious embarrassment to the institution.

Generous giving by the Texas Conference of Seventh-day Adventists and the Keene Seventh-day Adventist Church has kept the tuition at its present subsidized rate. The educational opportunity afforded each student represents a large investment in buildings and equipment. The student defrays only a portion of the actual cost of instruction and maintenance during the period of enrollment. In a sense, every student who enters school receives financial aid for his tuition and does not pay what his education costs. Subsidies make up the difference.

ENTRANCE FEE

The entrance fee covers expenses in the following areas: Student Association fee, school yearbook, science lab, technology lab, library, graduation, class dues, and student insurance. The entrance fee is NOT refundable.

PRIOR DEBT

Prior to a student enrolling, any unpaid balances from previous year(s) at Chisholm Trail Academy or any other Seventh-day Adventist school in the SW Union must be paid in full.

PAYMENT FOR DELINQUENT DEBT

Payment of student accounts is due the 1st of every month. If payment is not received by the 15th of the month, the account will be deemed delinquent. If the account remains unpaid by the last day of the month, the parent/guardian will be asked to withdraw their child/children from the school. Failure to withdraw after the last day of the month will result in an action by the CTA Finance Committee to terminate the enrollment of the student. If termination of enrollment occurs, the parent will not be allowed to send their child/children to CTA until their school account is paid in full and a decision by the Finance Committee is made to allow re-enrollment.

If unusual & severe circumstances exist, one or both of the parents must meet with the CTA principal and business manager before the last day of the month and present an adequate explanation as to why payment has not been made. If it is recognized that unusual circumstances do exist, special arrangements may be made for a short-term delay in the payment of the account. However, notwithstanding such arrangements for delayed payment, the parent/guardian will withdraw their child/children from school.

MISCELLANEOUS FEES

SEMESTER FEES

There is a per semester fee to cover the cost of supplies, scripts, etc. for each of the following: **Art** class, **Arts & Crafts** class, **Choir** and **Band** class, etc. Additional supplies may be required and are the responsibility of the student in that particular class.

ATHLETICS/SPORTS TEAM FEES

There is a participation fee **for each team sport** i.e. basketball, baseball, softball, etc. This fee helps cover league costs, referees, transportation, supplies, and equipment. However, it does not cover uniforms. The athletic department is not funded through the operations budget.

GYMNASTICS FEE

There is a **monthly** participation fee charged for gymnastics. This fee covers additional insurance, performance supplies and coaching fees, however, it does not cover uniforms, traveling expenses, or Acrofest.

CLASS FUNDS

Moneys collected and left by graduation classes or class gifts or unrestricted funds, must be declared within two months of graduation. Funds left over without specific declaration or use will be absorbed by the operating budget. Funds generated by individual students in fundraising activities will remain at CTA and are not transferred to another school.

MISCELLANEOUS EXPENSES

Extra expenses may be incurred for the following items: Acrofest, Lunches, Banquets, Sports Tournaments, Class Trips, Ski Trip, Field Trips, Mission Trip, etc.

BOOKS AND SUPPLIES

Payment at the time of registration is expected for all books and other supplies required by the instructors. A certain amount, which varies from year to year, should be set aside to meet the cost of these necessities.

EARLY WITHDRAWAL OR LATE ENTRY

There will be no reduction of the entrance fee for early withdrawal or late entry. Tuition charges will continue until the withdrawal form is completed and filed at the office.

FINANCIAL AID

FAMILY DISCOUNTS

Multi-student discounts are available for families with two or more students at CTA.

FINANCIAL AID

Limited help is available for worthy students needing financial assistance in the payment of tuition. Aid is awarded by the committee on the basis of financial need and character. Students receiving aid are generally expected to render satisfactory academics and maintain a work program. Records are kept of each individual student's work, and a continuation of financial aid is dependent upon:

- Maintaining a GPA of 2.0 or above.
- Must work and be willing to accept *any* employment opportunities presented.
- Each month's bill (at the family's agreed portion), must be kept current.
- Must maintain good attendance and behavior.
- Must uphold school standards and rules.

Failure to meet the above requirements may result in a student losing his/her student aid.

RETURNED CHECKS

There will be a \$35.00 charge for all checks returned for non-sufficient funds.

EARLY PAYMENT DISCOUNT POLICY

An early payment discount of 3% will be given if a full semester's tuition is paid in advance or a 5% discount will be given if a full year's tuition is paid in advance. These payments must be made with cash or check and paid before the end of the first month of the school term. No discount will be given for credit card payments.

SOCIAL SECURITY NUMBERS

For employment purposes and because of the extensive use of social security numbers by examination boards, scholarship commissions, and colleges, students are urged to get a Social Security number before the school year begins. Application forms are available at your local post office. No student will be employed on campus without a Social Security number.

STUDENT LABOR CHECKS

It is understood that student labor earnings for working at Chisholm Trail Academy will be applied to any balance owed Chisholm Trail Academy until the year's charges are paid in full.

STUDENT ACCIDENT INSURANCE

Chisholm Trail Academy carries supplemental insurance for all students. *A detailed student insurance policy is available in the business office.*

Students are covered:

- While on the school premises, for school sponsored activities.
- While engaged in any activity sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.

Students are **not covered**:

- While riding with other students.
- While attending an activity that is not school sponsored and school supervised.
- After school if on campus, but not in a work program.
- Unsupervised/unauthorized play/activities in classroom, gymnasium, or other campus areas.
- When a student is no longer considered enrolled.

ACCIDENTS

If an accident occurs, the student should obtain from the business office an insurance form to be completed by the parent and returned to the business office. Student accident coverage is based upon immediate and confirmed incident report given to the staff or office. Late claims may not be covered.

CITIZENSHIP

WITHDRAWAL FOR DISCIPLINARY ACTION

If disciplinary action is necessary for a student, whether it be suspension or expulsion, no tuition, entrance fee, credit or refund will be given. Billing fees will continue up to the time and date of action. A student may be subject to a re-entry fee if enrollment or reinstatement is an option.

GENERAL CITIZENSHIP STATEMENT

Chisholm Trail Academy maintains the ideals of the Seventh-day Adventist Church in matters of morals, dress, and conduct. The teaching of these ideals is one of the reasons the school exists. The standards for conduct are intended to improve the student's standing in society, enrich their character, ennoble their mind, and increase their happiness.

The student is the responsibility of the parents or guardians during the hours outside the regular school program. Parents, guardians, and students should remember that each student represents Chisholm Trail Academy and the reputation of the school can be damaged through an unwise, careless, or illegal act by an unsupervised young person. If this does occur and it comes to the attention of the staff, the student may face disciplinary action or be asked to withdraw from school.

Chisholm Trail Academy does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Chisholm Trail Academy and the Seventh-day Adventist Church.

CITIZENSHIP STANDARDS

The earnest, conscientious, and caring Chisholm Trail Academy student shows a willingness to cooperate with the citizenship standards outlined for the school.

The student should:

- Support the religious ideals of the school and the Seventh-day Adventist Church.
- Respect the Seventh-day Sabbath by attending religious services and not working on God's day of rest.
- Use pure language and avoid the appearance of evil.
- Develop habits designed to strengthen the body temple.
- Participate in activities which strengthen the character.
- Practice honesty, truthfulness, responsibility, and integrity.
- Dress modestly, neatly, appropriately, and simply.
- Base his/her activities with others on purity and belief in the value of oneself and others.
- Select recreation which contributes to the development of Christian character.

CITIZENSHIP STANDARDS (CONT.)

The Student Should (CONT.):

- Abstain from premarital sexual activity.
- Practice punctuality and dependability by meeting appointments regularly & promptly.

The student should not:

- Use profane language, participate in lewd conduct or suggestive behavior, or possess obscene materials.
- Possess or use alcoholic beverages, tobacco, or other illicit and/or illegal drugs.
- Gamble, possess, or use gambling devices.
- Steal, lie, cheat, and/or willfully deceive in school affairs and in life.
- Attend dance/night clubs, taverns, gambling establishments, etc.
- Participate in racial, physical, sexual, verbal and/or social harassment in any form.

CHISHOLM TRAIL ACADEMY RESERVES THE FOLLOWING RIGHTS

- To safeguard a learning and moral atmosphere, the academy reserves the right to request the withdrawal of any student whose presence is detrimental to themselves, others, and/or the school.
- The administration reserves the right to search a student's locker with or without his/her permission or presence. Anything brought on campus is subject to inspection.
- The administration reserves the right to question a student (without parental consent) about his/her behavior at any time.
- The interpretation of the academy bulletin is the responsibility of the Administrative Council.
- CTA reserves the right to have a drug dog periodically check the campus for illegal substances.
- The administration reserves the right to request drug testing whenever necessary.
- The administration reserves the right to take administrative action regarding body piercings, tattoos and/or unnatural hair colors/cuts.

DISCIPLINARY PROCEDURES***GENERAL DISCIPLINE STATEMENT***

Discipline, when needed, will be designed to direct the student toward a more meaningful acceptance of Christian rules of conduct. If a student's activities or behavior is unsatisfactory, or his/her attitude is out of harmony with the standards of the school, or his/her influence is found to be detrimental, he/she may be asked to withdraw at any time, even though there may have been no specific violation of any specific regulation. A student may also be asked to withdraw because of the behavior of the parent.

DISCIPLINARY PROCEDURE

The following procedures are those normally used by the administration and faculty to encourage students to fulfill the school standards:

- Verbal counsel is given to a student about a citizenship problem. This may be individual or collective including chapel or classroom announcements.
- Disciplinary action will be determined and administered by the principal and/or the Administrative Council as needed.
- In-school suspension is temporary exclusion from classes and all CTA sponsored activities. The student must remain in the designated area and work on the class work that is assigned by the teachers. A student will be allowed to make up his or her work (based on make-up deadline policy).
- Suspension is exclusion from CTA for a limited period of time because of citizenship irregularities or a major citizenship problem. Missed work or assignments may not be made up.

- Immediate termination and withdrawal from CTA by action of the Administrative Council or the faculty may result from a trend of citizenship irregularities or major citizenship problems.
- In the event a lie detector test is deemed necessary, the parents/guardians will be responsible for all expenses if the student fails the test. The school will pay the fee for a test that is passed.
- In the event a drug test is deemed necessary, the student, parent or guardian will be responsible for immediate compliance and expenses with signed lab results turned in to the administration. Expenses for a negative test will be covered by the school.

CLASSROOM DISCIPLINE

- Student expectations and/or misbehavior are dealt with primarily in the classroom.
- If this proves ineffective and a student does not respond they may be removed from the classroom setting. If removed, a teacher has two options 1)The student may be placed in the teacher's office or appropriate space for further discussion or 2) Sent to the office for supervision and/or discussion with the principal.
- If sent to the office the teacher may issue a *disciplinary incident report*. A disciplinary report records any disciplinary incident. A copy of this report is given to the administration and a copy may be sent home to parents or guardians at that time.
- Three or more disciplinary reports issued to a student for repeated offense may necessitate a parent-principal interview.
- If an interview is conducted and the negative behavior continues, a student may be subject to suspension or dismissal.

STUDENT DISCIPLINARY RECOURSE

Disciplinary action may be decided by the Administrative Council. The student has the right to have a teacher or staff member of his/her choice invited to the Administrative Council meeting in the event he/she becomes involved in some incident requiring disciplinary action. The student always has the right to state his/her case in person before the committee. This courtesy is also extended to the parents of a student undergoing disciplinary action.

The student gains the most from his/her school experience when a good home/school relationship exists. When parents work with the faculty in disciplinary matters, the student will benefit the most. Information which the parent may share with the faculty will be helpful in the overall educational program of the student. In the event that the Administrative Council makes a decision to terminate a student's enrollment, the family has the option of making an appeal to the CTA Board.

ANNOUNCED REGULATIONS

All regulations adopted by the faculty and announced to the students have the same effect as those published in the school handbook. All regulations and principles of conduct remain in effect throughout the year, including vacations.

DRESS CODE

DRESS AND GROOMING

Chisholm Trail Academy holds high standards for the appearance of students. With this in mind, all students should wear neat, clean, and modest attire. *Clothing should be sized to fit neatly; not be tight fitting, sloppy, or baggy.* A student's dress and personal grooming should not distract from instruction or classroom decorum. Students should wear clothing designed specifically for their gender.

When the matter of appropriateness or modesty of a student's appearance is in question, the *faculty's* interpretation of the handbook will be the determining factor. Repeated non-compliance with the school dress code, particularly after a warning, will be subject to fines and be considered insubordination and be treated as such. Individuals wearing inappropriate apparel will be asked to change.

PANTS

- **Lycra/spandex pants, leggings, tights, or any other skin tight pant (including denim), is not acceptable on campus.**
- Sweat pants, "scrubs", or pajamas of any kind are not permitted on campus .
- Pants should be well fitting, neat, and clean. They should not sag around the waist or be excessively baggy; they should not have holes or be sloppy.

SHORTS

- Denim, plaid or khaki type shorts may be worn as long as they are ***no shorter*** than right above the knee. Capri-type pants are acceptable.
- **Basketball/gym shorts are not permitted in the classroom.**

SHIRTS

- **Tank tops, sleeveless shirts, sports bras and men's undershirts are not acceptable as outerwear.** The shoulders must be covered at all times. Shirt length should reach below the beltline and must cover both skin and undergarments.
- Shirt markings or logos should exhibit positive, Christian values. Logos/designs that advocate un-Christian values (i.e. references to drugs, alcohol, tobacco, sex, etc.), are not acceptable .

DRESSES AND SKIRTS

- Dresses and skirts must be knee length or longer and without slits (*even when being worn with tights*).
- Sheer, low-cut dresses, and other immodest styles are inappropriate.

SHOES

- **Shoes must be worn at all times.** (Slippers are not acceptable footwear).

HEAD COVERING

- **Head coverings of any kind (hats, caps, bandanas, hoods, forehead bands, etc.), are not allowed inside the building.**

JEWELRY

- **Jewelry is not permitted at Chisholm Trail Academy or at any other school function.** Necklaces, bracelets, friendship bracelets, rings of any sort, earrings, and/or body piercings are a violation of the Dress Code.
- Jewelry will be confiscated and held by the administration until the end of the semester.

HAIR STYLES/COSMETICS

- Unnatural hair colors and styles are not acceptable. The administration will take action regarding these violations.

ATHLETIC AND SPECIAL OCCASION DRESS

- Sports uniforms, athletic equipment, leotards, etc. are not to be worn to classes, work, or outside the specific requirements of the sport (i.e. gymnastics, ball field, etc.).
- Athletic shorts must be at least mid-thigh for *any* activity and dress codes for each individual sport/activity will be established by the Athletic Director.

BANQUET ATTIRE

- Girls' dresses should not be sheer or low cut (they must not expose the wearers' cleavage); they should not be strapless or backless (dresses should cover the natural bra line). The dresses should protect the wearers' modesty at all times. If a dress' ability to do so requires a shawl/throw then said accessory must be worn at all times. Skirts/dresses must be no shorter than right above the knee.
- Boys are expected, at a minimum, to be attired in dress pants, dress shirt, dress shoes, and tie to CTA banquets.

SWIMWEAR

- Modest one-piece suits are recommended. Bikinis or thongs are not permitted.

OTHER ACTIVITIES

- Exceptions to the regular standard school dress code will be announced prior to the event and date with variations clearly stated. In certain cases, CTA will issue specific attire requirements for off campus activities such as field trips, concerts, meetings and/or performances.

SENIOR YEARBOOK PHOTOS

- As a rule, photos published in the yearbook must represent the guidelines established in the Dress Code. Senior portraits must not violate these rules in order to be published (see the section on Jewelry and Banquet Attire for more details).

FINES

Fines may be levied for violating the gum, food, or drink policy, for vandalism, for overdue or replacement library materials, for destroyed or abused classroom equipment, for leaving campus without permission, for dress code violations, for using inappropriate language, and for using personal electronic devices (such as iPods, cell phones, PSPS, etc.) during school hours, etc.

*TYPICAL FINE AMOUNTS**

*The amount of the fine may be changed by the administration at any time.

†Phones are subject to confiscation.

| | |
|--|-----------------------|
| Food/Drink/Gum Fine | \$10.00 per violation |
| Dress Code Fine | \$10.00 per violation |
| Inappropriate Language Fine | \$10.00 per violation |
| Personal Electronic Device Usage Fine† | \$10.00 per violation |
| Attendance Fine | \$10.00 per |
| Leaving Campus Fine | \$25.00 per violation |
| Banquet Fine** | \$50.00 per violation |
| Damage to School Property Fine | Cost of Repair |

Fines that are paid within one week may be paid at half price (**does not include Banquet fines; there is no reduction in the fine amount due). Fines may increase for repeat offenders. All fines must be paid before test permits will be issued or other special events (such as trips or banquets).

PERSONAL ELECTRONIC DEVICES/CELL PHONES/CAMERAS

- **Cell phones, CD players, MP3 players, iPods, etc. are allowed on campus ONLY if they are turned off and remain out of sight.**
- Any of the above items seen by the faculty or staff will be confiscated and turned in to the office plus a Personal Electronic Device fine of \$10.00 will be assessed. The third time an item is confiscated, the parent/guardian must pick up said item at the end of the school day—the \$10.00 fine still stands. Confiscated items will not be returned until the school day is over and the fine has been paid.
- Tablets and laptop computers being used in an educational manner may be used at the discretion of the classroom teacher.
- CTA is not responsible for the replacement of any electronic devices lost, stolen, misplaced and/or damaged.
- Electronic games of any sort are not allowed on campus.

ATTENDANCE POLICY

Regular and punctual attendance is required of all students at Chisholm Trail Academy each day. Daily attendance is a legal matter required by the State of Texas. Attendance is taken by the teacher at the beginning of EACH class. Progress in school and success in daily learning activities are directly related to a student's punctuality and attendance.

The student sign-out book at the front desk is helpful in the event that a faculty or a family member needs to locate a student, **but** to sign in and/or out **DOES NOT** take the place of turning in an excuse note for a tardy or absence. Parents/guardians: If you are signing out a student please tell the receptionist why so a note can be made and this will suffice as an excuse note. It is the responsibility of the parent/guardian to inform the school of an upcoming appointment (such as a doctor/dental checkups, etc.) and on the day of said appointment please come into the school and tell the receptionist that your child has an appointment and sign them out in the sign-out book. In this way, we can ensure the whereabouts of our students at all times. During the school day, students should never leave campus for any appointment without properly notifying the office.

If a student is tardy to a class coming from another class, this cannot be excused by a parent. If a teacher has caused the student to be late, that teacher should provide a note at that time. Do not expect to come back to that teacher a week later and expect the teacher to remember why you were late to class.

ATTENDANCE PROCEDURES

- Each unexcused absence or every five (5) unexcused tardies will result in one, 45-minute detention to be served after school. A student must arrive between 3:15 and 3:25 to serve a detention.
- A student has one week, from the time the attendance notice is posted, to serve their detention. If the detention is not served within that time then a \$10.00 attendance fine will be assessed.
- A student will have three days to excuse the unexcused absence. Failure to provide a written excuse within that three-day period will result in a \$10.00 fine. Excusing the absence after the three-day period **will not** remove the fine.
- A student will be counted absent if more than 1/3 of the class is over. (30 minutes for 1st, 3rd, and 6th periods and 15 minutes for 2nd, 4th, and 5th periods)
- If a student changes a class, the student will be marked present or absence on the original class until the registrar has received the signed request back and formally adjusted the student's class schedule.
- Extracurricular activities are not an excuse for missing a detention at a scheduled time.
- Daily absences and tardies will be posted in the office and on the hall bulletin board. Email notification will be sent to the guardian and student addresses supplied to the school. Efforts will also be made to notify the student in person.

DETENTION RULES

- No electronics, no eating, no sleeping, and no leaving the room once detention has started.
- Studying is permitted and studying with someone else may be permitted at the discretion of the detention supervisor otherwise there will be no talking.
- A student in violation of detention study hall rules may not receive credit for that day and will have to re-serve the time.

Again, please contact the office to let the school know about an absence for any reason and be sure to send a note with the student when he/she returns to class.

ATTENDANCE GRADES

- An attendance grade will be issued each nine-week grading period. These are then averaged into a semester grade that will become a permanent part of the student's official transcript.
- Attendance grades do not affect a student's GPA, but do affect their eligibility to participate in sports, music and leadership activities.
- Attendance grades will be determined as follows: a 2% deduction will be taken for every one (1), unexcused absence and for every three (3), unexcused tardies.

STUDENT ARRIVAL AND DEPARTURE

A student should not arrive at school earlier than 30 minutes before the first period begins and must leave no later than 30 minutes after their last school appointment. Students who have no specific work, athletic, or academic appointment after class supervision are expected to be off campus. *The school is not responsible for students who have no reason to be on campus.* School insurance may not apply to any unsupervised persons. If a student persists in staying after being asked to leave, fines or other measures may be taken. All students must remain on campus until 3:10 p.m. Exceptions must be approved by the Academic Standards Committee.

LEAVING CAMPUS

Chisholm Trail Academy is a closed campus. Students may not leave campus during school hours for any reason without specific permission from the principal or school office.

- After receiving permission to leave campus the student must sign out in the office. If later during the day the student returns to campus they must return to the office and sign back in. Students leaving the building or campus before the school day is over, without obtaining permission from the office will be subject to disciplinary action and fines.
- If a car leaves the campus with several students in it, each student not having permission on file in the office granting permission from the student's parent/guardian, will be subject to discipline and/or fines. Repeated offenses may lead to suspension or dismissal.
- Students may not leave campus and bring food back on campus.

CAMPUS POLICIES

CAMPUS VISITORS

All visitors must obtain permission from the school office before contacting students or teachers. After receiving permission they then must sign in at the office and receive a name tag. When they are finished they must return to the office to sign out.

PARKING AND DRIVING REGULATIONS

The following regulations apply to all student vehicles including cars, scooters, motorcycles, and bicycles:

- All students bringing vehicles on campus must park in the student parking area.
- The school does not assume responsibility for damage or loss.
- Vehicles are not to be used during school hours, except by permission granted from the administration. Students may not leave campus in a borrowed vehicle for any reason.
- Transportation to school functions is the responsibility of the students and parents unless otherwise specified.
- Students are to obey posted signs at all times and are held responsible for their driving habits and the use of their vehicles.

- Students with irresponsible driving habits may not be allowed to bring their vehicles on campus.
- The parking lot is off-limits unless the student is entering or leaving campus (except by permission).
- Permission will not be granted for students to ride with people other than his/her parents, immediate family member, or faculty member—unless arrangements have been made with the principal's office.
- Violations of any of these standards may be turned over to the local police or authority.

EMERGENCY PROCEDURES

Emergency evacuation drills are planned periodically. During emergency drills/evacuations, students must leave the building in an orderly manner through the nearest exit and must stay at least 50 feet from the building until directed to return.

ALARM CODES

| | |
|-----------------|----------------------|
| Fire Alarm..... | Loud Buzzer |
| Tornado..... | Three repeated bells |
| Lockdown..... | P.A. Announcement |

LOST AND FOUND

Personal items left in the halls, classrooms or school vehicles will be taken to the school office or to lost and found. Each week, all unclaimed articles are given to the Keene Church Great Stuff Community Service Center.

GUM / FOOD / DRINK

Gum is not allowed in the school building. Violators will be subject to fines. Food and drinks are allowed *only* in the lunchroom and designated eating areas. Food or drink is not permitted in classrooms, hallways, the library, study halls, or the gymnasium (unless under the supervision of staff member). Students who violate this policy will be subject to disciplinary action and/or fines.

UNSUPERVISED PLAY

Students are not to play in the gymnasium or in the physical education areas without direct faculty supervision. The school cannot assume responsibility for students who are playing on campus unless their activity is under the direct supervision of an authorized adult. Any infractions may result in suspension from all activities related to physical education, intramurals, or the athletic program. Continued disregard for these expectations may result in fines, suspension or dismissal from school.

SUBSTANCE ABUSE

Chisholm Trail Academy is a drug-free environment where young people may obtain their education. The CTA School Board, faculty and staff have the responsibility of maintaining this safe learning environment for the student body as a whole. When a student is reported or suspected of being involved with illegal drugs, alcohol, or other illegal substances (or there are other credible indications of substance abuse such as a noticeable change in grades, behavior, physical appearance, or attitude), the administration will intervene. If, in the course of its investigation, the administration deems it necessary the Administrative Council will meet to determine the appropriate disciplinary action. Possible actions may involve mandatory counseling through an accredited professional, suspension or dismissal from school. Certain situations may require the involvement of law enforcement authorities.

An appropriate test to determine drug abuse may be administered without prior warning for the protection of the student and CTA. This policy involves any school-sponsored activity throughout the school year. Positive results of any test may result in school discipline. Refusal to take the test may result in immediate dismissal. The parent/guardian will be responsible for all expenses if the student tests positive. CTA will be responsible for all expenses if the student tests negative. A student testing positive for alcohol or drug use will be subject to dismissal. Reenrollment, if any, will be subject to a student's participation in a recommended treatment program.

Two to three times each school year (at random, unannounced times), a "drug dog" comes on campus to do a routine drug and other banned substance search. Students, their lockers, and other searchable items who are in possession of any illicit substance will be subject to CTA's substance abuse policy and the prescribed discipline set forth therein.

FIREARMS / KNIVES

Firearms, knives (legal or illegal), or any similar objects (including fireworks) are not allowed. Any student in the possession of any of these items will have the item(s) confiscated (which may not be returned to the student). Students in possession of these items will be subject to disciplinary action, including possible expulsion from school.

BREAKING OR ENTERING

If a student is found in a classroom, storage area, supply room, office, etc. without authorization or permission, the student may be subject to disciplinary action pending investigation.

DAMAGE TO SCHOOL PROPERTY

Any student illegally entering, damaging, destroying, stealing, or defacing school property will be subject to fines and other disciplinary action. They may also be responsible for the expense of repairing any damages or replacement costs. If the actions are deemed serious enough by the administration, the local civil authorities will be notified.

FIRE ALARM VANDALISM

Tampering with the fire alarm system, fire extinguishers, the AED or fire exit is considered a major offense and those found guilty may be subject to a fine and disciplinary action.

SCIENCE AND TECHNOLOGY EQUIPMENT VANDALISM

Students tampering with science and/or technology equipment and supplies will be subject to fines and other disciplinary measures.

STUDENT HOUSING

A student enrolled at CTA must be housed by a parent, legal guardian or person authorized by signature on record of the parent or guardian. A student may not live alone or with friends.

MARRIAGE

If a student is married or becomes married during the school term, he/she will be encouraged to seek alternative education.

STUDENT PREGNANCY

Students who become involved in pregnancy during the school year must either withdraw or, in special circumstances, work with the CTA administration to develop individualized programs for completing their educational work off campus.

PUBLIC DISPLAYS OF AFFECTION

In harmony with the standards of Christian living, the student is expected to conduct himself/herself in an appropriate manner at all times. Courtesy, poise, and dignity are desirable character traits. The public display of affection (hugging, kissing, hand-holding), and/or intimate demonstrations on campus or in school-related activities is not appropriate and may be subject to disciplinary action.

SIGNATURE OF AUTHORIZATION

Official enrollment papers, permission slips, business forms, etc., must be signed by a parent or legal guardian of record. If this information changes it is the parent's responsibility to notify and process the change. *Students over the age of 18 years are not authorized to sign permission slips, registration and other papers.*

REGARD FOR THE SAFETY OF OTHERS

Students must avoid endangering the safety of others by initiating a false fire alarm, setting off fireworks, or other explosives. In addition, the possession or use of guns, knives, ice picks or any object used in a threatening way is prohibited. This type of action may result in police involvement. Possession of matches, lighters, cigarettes, and other smoking and drug paraphernalia will be considered a violation of the behavioral contract and the student will be subjected to disciplinary action or request for drug test and enrollment in a corrective program.

POSTING OF ANNOUNCEMENTS AND SIGNS

All announcements, posters and special interest notices must be approved by the Principal, Registrar or S.A. sponsor. No staples, tape or damaging material should be used on painted walls, doors or non-bulletin board areas.

LOCKERS

Lockers are assigned in the school office. Each student is responsible for the contents and neatness of his/her locker. Chisholm Trail Academy maintains the right to inspect a student's locker whenever necessary. The academy is not responsible for items taken from lockers. A student should not leave his/her locker unlocked. A locker deposit will be charged at registration. It will be refunded at the end of the school year if the locker is empty, clean, free from markings, stickers, decals, etc and it is not damaged.

SCHOOL TRIPS

Among the various trips sponsored by CTA each year are the senior class trip, senior retreat, field trips, ski trip, biology trip, leadership camp, etc. All standards contained in the bulletin or announced by the faculty apply to all school sponsored trips. All organizations requesting overnight trips must submit their agenda to the CTA School Board for approval two scheduled board meetings *before* the trip. All school trips that take place during regular school days are considered under the stated attendance policies of the school. Students not going on the scheduled CTA trip must attend school or have permission from the Administration to not attend. If permission is not received to miss school then the student will receive unexcused absences. Students going on trips will be expected to make up any work missed in their classes.

SCHOOL TRIP SPONSORS

Chisholm Trail Academy sponsored trips are a part of our overall program. These are school trips provided for the students, not parents; however, sometimes we need the help of parents as sponsors. Each trip has a faculty sponsor who is responsible for planning the trip. If needed, it is the school's responsibility to determine which parents will attend as sponsors. A lot of work goes into planning each trip and the faculty sponsor is responsible for the itinerary of any given trip.

Parents who are invited to be sponsors of a trip must be willing to meet the criteria outlined by the school bulletin which includes helping to enforce the rules. Uninvited parents who may show up on any given trip will be responsible for their own food, lodging, tickets, and transportation – the school will not be responsible for any of these. The only changes made to the itinerary of a trip will be made by the faculty sponsor. It is our desire to provide a quality trip that is fun and safe for the student.

SCHOOL PROVIDED TRANSPORTATION

To ensure the safety of all trip participants, students are expected to ride to and from school trips on school provided transportation. Students may not ride with friends, themselves, or other adults. **Parents must notify the school in writing that they will transport (only) their student after the event is complete.**

SENIOR CLASS TRIP

Seniors are given two school days for a senior class trip. If an extended time for the senior trip is desired, two additional educational days may be requested from the CTA board. In the event the two extra days are granted, seniors choosing not to participate in the senior class trip are required to attend school during the two educational field trip days.

All correspondence and independent study work must be completed before a senior may participate in the senior class trip. A senior must not currently be holding a grade of below 65% in any class needed for graduation. Otherwise, he/she must be at CTA during regular school hours and during all school days of the senior trip for the purpose of working on the classes that are in question. Permission to attend the senior class trip comes from the school administration. Non-participation may be based on behavior, class standing, and/or an outstanding tuition balance. This trip is a privilege and all other responsibilities are expected to be met before permission to go is granted.

MEDICATION AT SCHOOL

Any prescription drugs brought to school must be brought to the school office and may not be kept in the student's locker. A student required to take medication prescribed by a physician during the school day must bring the medication in the prescription bottle and/or a written statement from the physician to the school office. The school office is not allowed to give aspirin or other over-the-counter medication to students without written parental permission.

TELEPHONE

A student must ask for permission to use the school phone. Phone calls should be short, for information, and should not be intended for personal calls. Students will be called to the phone only in cases of emergency. Abuse of phone services, fake calls, or phone vandalism is subject to disciplinary action and/or fines.

GUIDELINES FOR PUBLIC PROGRAMS

All programs presented for the public must meet the high standard of Chisholm Trail Academy in content, costumes, music, and the manner of presentation. To achieve this, it is requested that all materials and details of each program be approved by the faculty advisor of the group presenting the program. This must be done early enough so that any changes can be made and resubmitted to the committee for final approval. Time for rehearsals and decorating must be done outside of school hours.

WINTER WEATHER INFORMATION

Information concerning school closure due to inclement weather during the winter months may be obtained from listening to KJRN 88.3 FM, watching Channel 5 or by text/email message via RenWeb school-wide alert system.

COMPUTER ROOM AND VIDEO PRODUCTION LAB REGULATIONS

- Intentional damage to CTA computer hardware or software will be considered vandalism and will be subject to fines and/or disciplinary action.
- No food/drink will be allowed in the computer lab or near other computer installations.
- No software will be loaded on any CTA hard drive without explicit permission from the instructor in charge.
- Violations of software copyrights by copying to or from CTA computers will be subject to disciplinary action which may include suspension from the use of CTA computer equipment.
- Students will not be allowed to miss other classes to work on projects in the computer lab.
- Office computers are not available to complete student assignments.

INTERNET PROTECTION ACT POLICY & INTERNET SAFETY POLICY

It is the policy of CTA to:

- Prevent user access over its computer network to, or transmission of inappropriate material via internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access to other unlawful online activity.
- Prevent unauthorized online disclosure, use/dissemination of a minor's personal information.
- Comply with the Children's Internet Protections Act.

DEFINITIONS

Key terms are as defined in the Children's Internet Protection Act.

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures shall be used to block or monitor the Internet, or other forms of electronic communications, and access to inappropriate information. Specifically, as required by the children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or in the case of minors minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USAGE

To the extent practical, steps shall be taken to promote the safety and security of users of the CTA online computer network. Chat rooms and instant messaging will be against school Internet usage policy. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- Unauthorized access, including so-called "hacking" and other unlawful activities.
- Unauthorized disclosure, use and dissemination of personal identification information regarding minors.

PENALTIES FOR IMPROPER USE

Failure to comply with network policies and rules may subject users to usage restriction, disciplinary actions, and/or legal proceedings.

ORGANIZATIONAL RESPONSIBILITY & PRIVACY

Chisholm Trail Academy shall not be liable for users inappropriate use of electronic communication resources, violations of copyright or other law, mistakes, negligence, or costs incurred by said users.

The school shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

- CTA does not warrant network functionality or accuracy of information.
- CTA does not warrant the effectiveness of Internet monitoring. CTA does not guarantee that blocking and/or monitoring devices will, in all cases, provide protection from inappropriate information and materials. This includes unsolicited email.
- The privacy of system users is limited. Electronic mail transmissions and other use of the electronic communication system by students and employees may be monitored at any time by designated staff to ensure appropriate use.

SUPERVISION & MONITORING

It shall be the responsibility of all members of the staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of authorized CTA staff and/or administration.

PERMISSION SLIPS

Permission slips are required for all trips. A permission slip due date will be given for each outing and failure to turn in a signed permission slip on time will result in a "late permission slip" charge for every occurrence. Turn your permission slips in on time.

ACADEMIC POLICIES

SCHOLASTIC INFORMATION

The academy student who successfully completes the academic program outlined can be assured of meeting the academy's graduation requirements. Graduates must successfully complete a minimum of 24 Carnegie units to receive a regular High School Diploma. The students who wish to obtain the Academic Excellence Diploma will have completed 29.5 Carnegie units and the requirements as outlined under the diploma options. All correspondence and/or incomplete work must be completed by the beginning of the second semester.

DIPLOMA OPTIONS

The following page details the diploma options offered at CTA. It is imperative that all students follow the prescribed coursework corresponding to their grade level. Any variation to the following must meet the requirements prescribed by the State of Texas and must be petitioned to the Academic Standards & Curriculum Committee.

A maximum of two Carnegie units each of music, physical education, or art can be applied toward graduation requirements. Any extra units of credit will be recorded on the transcript, but will not be counted toward the credits necessary for graduation or the GPA.

See Next Page:

**One unit required for each year in attendance at CTA or another school in the Adventist system.

***Must have a 3.0 GPA or higher and no D's or F's in any class or attendance for the junior and senior years.

| Subject Area | Recommended Diploma, 27.5 Units | Academic Excellence Diploma, 29.5 Units *** |
|--|--|---|
| <i>Religion**</i> | Four Units | Four Units |
| <i>English</i> English I, II, III, IV, AP | Four Units | Four Units |
| <i>Mathematics</i> Algebra 1, Geometry, Algebra II, Pre-calculus, Calculus, Mathematical Models | Four Units, Three which must include Algebra 1, Geometry, & Algebra 2. | Four Units, Must include Algebra 1, Geometry, Algebra 2, & Pre-calculus. |
| <i>Science</i> IPC, College Prep Biology, Chemistry, C.P. Chemistry, A&P, Conceptual Physics, C.P. Physics. | Four Units. Including IPC, Biology, Chemistry and 1 of the following: Anatomy & Physiology or Physics. | Four Units. Including IPC, Biology, <i>College Prep Chemistry</i> and 1 of the following: Anatomy & Physiology or <i>College Prep Physics</i> . |
| <i>Social Studies</i> World Geography, World History, American History, Government, Economics | Four Units | Four Units |
| <i>Foreign Language</i> Spanish 1, 2, & 3 | Two Units, Same Language. | Three Units, Same Language. |
| <i>Physical Education</i> P.E. 1, P.E. 2 | Two Units. | Two Units. |
| <i>Health</i> | One-half Unit. | One-half Unit. |
| <i>Technology</i> Computer Applications 1 & 2, Publishing, Video Editing | One Unit. | One Unit. |
| <i>Fine Arts</i> | One Unit. | One Unit. |
| <i>Speech</i> | One-half Unit. | One-half Unit. |
| <i>Electives</i> | One Unit. | One Unit. |
| <i>Community Outreach</i> | 100 hours Community Outreach or Mission Trip (25 hours for each year in attendance at CTA). | |

CARNEGIE UNITS

A class which meets a minimum of 200 minutes per week for two semesters (36 weeks) receives one (1) Carnegie Unit of credit. Laboratory classes must meet 240 minutes per week.

CLASS SCHEDULES

Students are expected to be present for classes from 7:45 a.m. until 3:10 p.m. Dismissal before 3:10 p.m., even for work schedules, is an exception to the regular schedule and must be petitioned through the Academic Standards Committee. Increasing requirements by the State of Texas make it necessary for most students to attend the entire day—there is no discount for leaving school early!

Juniors and seniors are not guaranteed dismissal before 3:10 p.m. Students are expected to register for classes that meet graduation requirements. Students must recognize that the need to work does not lessen or negate the curriculum requirements.

CURRICULUM SEQUENCE

Students are encouraged to stay in sequence and not alter their class schedules. CTA does not promise to meet the scheduling requirements for students needing courses out of sequence. Class schedules may change from year to year. The administration reserves the right to change class offerings and time schedules based on need, enrollment, or staffing. Specific class offerings, especially electives, cannot be guaranteed for each year.

STANDARD GRADING SCALE*

| Grade | GPA | |
|--------------|------------|--|
| A | 4.00 | *In most cases, the preceding grading scale is used. However, some teachers may use different grading scales for their classes. It is your responsibility to check your course syllabus for specific details relating to the grading procedures. |
| A- | 3.67 | |
| B+ | 3.33 | |
| B | 3.00 | |
| B- | 2.67 | |
| C+ | 2.33 | |
| C | 2.00 | |
| C- | 1.67 | |
| D+ | 1.33 | |
| D | 1.00 | |
| D- | .67 | |
| F | 0.00 | |

SEMESTER EXAM PERMIT

An examination permit must be secured from the business office before semester examinations can be taken. Permits will be granted only when accounts are current, library and other fines are paid, and other obligations fulfilled.

A test rescheduling fee of \$50.00 per test will be due before the test is taken. Prior arrangements must be made with *each* teacher on an individual basis regarding test rescheduling. The test fee does not apply when a test must be rescheduled due to conflicts in the students regular test schedule.

CLASS LOAD

Freshmen, sophomores, and juniors attending Chisholm Trail Academy will be required to take a minimum of six classes each semester, including music and physical education. Seniors must be enrolled in at least five academic classes.

CLASS MEMBERSHIP REQUIREMENTS

The following criteria must be met to be a member of each class:

- **FRESHMEN** are first year academy students having an 8th grade graduation certificate and who are enrolled in enough classes to give them a minimum of six (6) academic credits.
- **SOPHOMORES** are second year academy students having completed a minimum of six (6) academic credits and who are enrolled in an accepted course of study that will enable them to have a minimum of twelve (12) semester credits at the end of the year.
- **JUNIORS** are third year academy students having completed a minimum of twelve (12) academic credits and who are enrolled in an accepted course of study that will enable them to have a minimum of eighteen (18) academic credits by the end of the year.
- **SENIORS** are fourth year academy students who have earned a minimum of eighteen (18) academic credits and who are enrolled in an acceptable course of study that will enable them to meet graduation requirements that equal a total of 24 credits or more.

| | |
|--|---|
| <p>FRESHMEN Religion I English I World Geography Physical Science Algebra I Physical Education Health Speech Fine Arts (Band, Choir, Art)</p> | <p>SOPHOMORES Religion II English II World History Biology Geometry Physical Education *Spanish I Technology (Computer Applications) Fine Arts (Band, Choir, Art)</p> |
| <p>JUNIORS Religion III English III American History Chemistry Algebra II *Spanish II Technology (Computer Applications, Publishing) Fine Arts (Band, Choir, Art)</p> | <p>SENIORS Religion IV English IV, AP English Government/Economics Chemistry, Physics, A & P Precalculus *Spanish III Technology (Computer Applications, Publishing, Video Editing) Fine Arts (Band, Choir, Art)</p> |

RECOMMENDED CLASSES

*Students who wish to receive the Academic Excellence Diploma must begin Spanish in their sophomore year to meet the three credit requirement.

HONORS PROGRAM

Students must take a minimum of five classes in the honors program. To receive honors credit a student must complete the assigned work and earn an 85% or above at the semester grading period. Students with less than 85% will not receive honors credit.

A student completing a minimum of five honors classes will receive recognition on their transcript and at graduation. In order for the honors program to remain well-balanced, a student must have at least one unit of credit from four of the five categories offered. The registrar's office authorizes honors recognition based on completion of requirements.

Honors courses are generally offered in the areas of History, English, Mathematics, Foreign Language, Music, Science and Technology. Honors credit is generally available for sophomore through senior years only. The honors designation will only be granted to students completing the Recommended or Academic Excellence Diplomas.

GRADE POINT AVERAGES

All classes, including Honor classes, are based on a 4-point grade scale.

ACADEMIC EXCELLENCE DIPLOMA WITH HONORS

Students completing the Academic Excellence Diploma with Honors have completed the required 29.5 units and at least five honors courses in four areas. Recognition is noted on their transcript after graduation and the student will wear gold cords during the graduation exercises.

The registrar's office authorizes the Academic Excellence Diploma with honors recognition based on completion of requirements.

GRADUATION

The responsibility for meeting diploma requirements rests with the student. They are expected to be aware of the various requirements as published in this bulletin. To graduate from CTA a senior must attend CTA the entire 2nd Semester of their Senior Year.

- The candidate for a diploma is expected to be present at commencement. In order to participate in the graduation ceremonies, all class requirements must be fulfilled and the student's account must be paid in full. Students participating in graduation exercises must have transcripts on file in the registrar's office verifying completion of requirements of the school, the Texas Department of Education and the North American Division Office of Education.
- CTA does not have an attendance diploma or marching policy, nor is there a deferred or summer completion exception. A student short academic credit forfeits graduation ceremonies and may receive a diploma upon completion of requirements or re-enroll and participate in graduation the following year. Former students of CTA wishing to complete requirements for a diploma must meet the requirements of the current year's bulletin.
- Graduation is a privilege provided to seniors by the CTA Board, administration and faculty. The administration holds authorization and responsibility for time, place, dates, confirmation of speakers, safety, security, seating and decoration issues. While input from the senior class is encouraged and cooperation is expected, final decisions remain that of the administration.
- Seniors are expected to dress in the proper graduation attire and conduct themselves in accordance with school guidelines for all graduation ceremonies. Fines may be issued and diplomas held if a student or students engaged in inappropriate behavior or unacceptable displays during graduation weekend.
- CTA is not responsible for or in any way provides for any activities after graduation is concluded. The institutional responsibility to graduates ends at the time of check out. Any activity post graduation becomes the sole responsibility of student, parent or guardian.

GRADUATION HONORS

It has been recommended in the *Southwestern Union Education Code* that recognition be given for academic excellence achieved by each student with a grade point average of 3.5 or higher. Valedictorian and Salutatorian are not designated at graduation. Seniors having a cumulative GPA of 3.50 or above will wear white cords for graduation. Other recognition is not given during graduation ceremonies.

OFFICIAL TRANSCRIPTS

A student's official transcript will be furnished upon request **only after the account is paid in full.** Requests for transcripts to be mailed to other schools must be made in writing. The first two transcripts will be issued at no charge. Additional transcripts are \$5.00 each.

WITHDRAWAL FROM CLASS

A student may withdraw from a class up to two (2) weeks after the date class begins 1st semester or one (1) week after class begins 2nd semester. After this period, a student is expected to remain enrolled in the class and to receive GPA credit as earned. A student must continue attending class until all paperwork is complete and turned into the office.

GRADE REPORTS & COMMUNICATION

Parents are invited to talk with any of their student's teachers frequently. Parents who are well informed about their student's progress help to facilitate a quality learning experience. If necessary, conferences with the student's teachers may be arranged. **The 9-week (mid-term) grades are only progress reports. Semester grades are the permanent grades recorded on the transcript.**

RenWeb

RenWeb is available to all parents seeking online progress reports of their student's performance in each of their classes. Parents using RenWeb are better informed about each student's progress. Using RenWeb is not a substitute for visiting with the classroom teacher.

COLLEGE ENTRANCE

Colleges and universities differ in their scholastic requirements; therefore, a student planning to attend a given college should obtain a current bulletin, particularly for a special field of study in which they are interested.

COMMUNITY OUTREACH

Each student is required to complete 100 hours of Community Outreach to graduate. A student that graduates from CTA will need to complete 25 hours of Community Outreach for each school year they are in attendance at CTA. The CTA Mission Trip completes the 100 hours Community Outreach requirement. If your student is not planning to attend, please submit in writing the number of hours and location by a written letter from the non-profit organization where they volunteered or pick up the Community Outreach form in the registrar's office. Community Outreach hours can be obtained by volunteering for Vacation Bible School at your church, participating in the Resurrection Pageant, going on a mission trip or assisting at the Texas Conference Disaster Depot. Any other volunteer activities **MUST** be pre-approved by the CTA Administration.

CORRESPONDENCE CREDIT

Any student taking a correspondence course should receive permission from the Academic Standards Committee **before** taking the course. CTA recommends that students take correspondence from either **Griggs International Academy** or from **Texas Tech University**.

CREDIT BY EXAMINATION

Approval to take a CBE through **Texas Tech University** must be obtained by submitting a request in writing to the Academic Standards Committee **before** taking the class. To receive credit a student must pass with a 70% or above for all CBEs except for foreign language credits which require a passing score of 90% or above. Exams must be completed **before** the semester start date.

NON-RESIDENT CLASSES

Any expenses incurred by the academy for special handling of correspondence must be paid before participation in the graduation exercises.

ACADEMIC DISHONESTY

A student involved in academic dishonesty may not receive credit for the assignment in which he/she is dishonest. The instructor will complete a notice of citizenship irregularity and refer the case to the Discipline Committee for further action. The student will be placed on probation; class credit will be in jeopardy and may result in suspension and/or dismissal.

ACCELERATION

In harmony with the recommendation of the ***Southwestern Union Conference Education Code***, each student is expected to spend four full years in high school. Ordinarily, summer school courses, correspondence work, or extra courses in the regular school program will be regarded as an enrichment of the student's education.

A student who wishes to accelerate and complete graduation requirements in less than four years, should submit a written application signed by their parents during the sophomore year or during the first six weeks of the junior year. To be eligible for acceleration, the student must meet the requirements as outlined by the ***Southwestern Union Conference Education Code*** and have the approval of the faculty. Criteria, as listed in the ***Southwestern Union Education Code***, for identifying students who may qualify for acceleration are:

- On a standard achievement test battery an eligible student is expected to have a composite score which places him at the 90th percentile or above.
- A cumulative grade point average of 3.5 is expected to be maintained.
- The student must demonstrate initiative, have a sense of responsibility, and show emotional stability, self-control, and adequate social adjustment.
- Religion III and IV, English III and IV, American History, Government, Economics and all other requirements for a four-year program must be completed to meet graduation requirements.

COURSE DESCRIPTIONS

ENGLISH

English I - 2 semesters, 1 credit

A basic study of grammar and vocabulary skills through the use of reading and composition. In literature, theme and genre are stressed and the study includes short stories, poetry, drama and documents.

English II - 2 semesters, 1 credit

A continuation of grammar skills with emphasis on written and oral communication. Literature studied has a world-wide focus with authors from various cultures, ethnic groups, and time periods.

English III - 2 semesters, 1 credit

This course is designed to introduce great American creative writers. This study is undertaken in chronological order. Students are given opportunity to evaluate for understanding. Poetry, short stories, dramas and prose are included. Students are given the opportunity to share reactions in written and verbal form.

English IV - 2 semesters, 1 credit

This course is designed to introduce great British creative writers. Students are given opportunity to evaluate for understanding. Poetry, short stories, dramas and prose are included. Students are given the opportunity to share their reactions in written and verbal form.

AP English Literature and Composition - 2 semesters, 1 credit

Instructional activities are designed to challenge students in such a way that will help prepare them for the Advanced Placement English Examination. This is a skill test and therefore it is appropriate to focus on it. Instruction focuses on the study and practice of writing and the study of the literature of various nations and peoples. Students read works within several genres in a combination of thematic and chronological sequences in order to gain historical and cultural perspectives. The students broaden their knowledge of pertinent literary terms particular literary form. Students prepare analytical papers based on the works of several important authors. Learning opportunities include individual and group seminars, persuasive analytical interpretations, group discussions, and oral and written interpretations of poetry and prose.

Speech - 1 semester, ½ credit

Intro to speech communications, public speaking, debate and oral interpretation.

FINE ARTS

Band - 2 semesters, 1 credit

An auditioned, performing group. Four to five required performances throughout the year. Special dress attire is required for all band members. Requirements for auditions are: basic music reading skills; basic knowledge of instrument; ability to play at a 2 ½ -3 level of music; love for music.

Choir -

General Choir- *1 semester, ½ credit.* No audition required; light performance schedule throughout the year, dress attire is required. Class meets two times per week. Select Choir- *1 semester, ½ credit.* An auditioned, performing group which meets five times per week. Special dress attire is required for all chorale members. Requirements for auditions are: basic knowledge of music reading (or willingness to learn); ability to sing and carry a part; flexible schedule for required appointments; love for music.

Orchestra

A class that meets once a week on Wednesdays, 3:15-5:00. Auditions required. Must play at a 3-3.5 level of difficulty. Will perform on several occasions throughout the school year.

Art I - 2 semesters, 1 credit

Concentration on basic drawing techniques. The student will be introduced to basic shapes, shade and shadow, perspective, vanishing point, and similar introductory concepts. The Art I student will be expected to complete at least one project and have a final art project ready for display each semester.

Art II - 2 semesters, 1 credit

Prerequisite: Art I

Art II will cover advanced art techniques of color and design, Art II students will be asked to provide a final color project for each semester, encouraged to complete at least one sculpture of free form project and present a portfolio for the Spring Show.

FOREIGN LANGUAGE**Spanish I - 2 semesters, 1 credit**

An introductory audio-lingual course emphasizing understanding and speaking simple phrases in everyday situations. Spanish grammar is taught and the student should plan on spending time memorizing vocabulary. Students must maintain a C average to accelerate to Spanish II.

Spanish II - 2 semesters, 1 credit

Prerequisite: Spanish I

A continuation of Spanish I, with a broadening study of Spanish vocabulary, reading and composition. Emphasis is on conversation. Students must maintain a B average to accelerate to Spanish III.

Spanish III - 2 semesters, 1 credit

Prerequisite: Spanish I and II

Spanish III is an advanced level class that provides a balanced focus on listening, speaking, reading, and writing skills throughout the course. The students will also develop an awareness of the culture in which the language is spoken through advanced vocabulary, verb tenses, and analyzation of Spanish literature. Students wishing to receive honors credit for this course must maintain an 85% average and complete honors.

Credit by Exam

A student who speaks a foreign language fluently may obtain information from the registrar's office about earning foreign language credit by exam through Texas Tech University. There is a fee for each exam taken. The student is responsible for ordering and paying for the exam. A student must pass the test with a score of 90% or better to receive credit on their transcript. See p. 27 for more information.

HEALTH AND PHYSICAL EDUCATION**Health - 1 semester, ½ credit**

A one-semester course designed to provide understanding of basic health principles. Included are studies on grooming, physical fitness, nutrition, anatomy and physiology, alcohol and other substance abuse, first aid, and emotional health. The main goal is to provide students with applicable information that will add more years to their lives and more life to their years.

Physical Education - 2 semesters, 1 credit

A required course for all freshman and sophomore students, unless they are exempt by a physician's written statement. It is designed to promote health and physical fitness with emphasis placed on activities which are valuable as means of recreation and maintaining physical fitness. Fundamentals of team activities such as flag football, basketball, volleyball, soccer, and softball will be presented. All students are required to wear appropriate clothing for physical education.

INDUSTRIAL ARTS**Auto Mechanics I - 1 or 2 semesters, ½ credit or 1 credit**

A practical course covering the theory of operation and construction, maintenance, repair, and adjustments of the various automotive components. Laboratory experiences are provided.

Auto Mechanics II - 1 or 2 semesters, ½ credit or 1 credit

An advanced course replacing emphasis of problem diagnosis and the solution, engine rebuilding, tune ups, brake work, and wreck rebuilding. Skills to be developed are specialized tool recognition and use, determining repair costs, metal preparation, MIG welding, and painting.

MATHEMATICS*Algebra I - 2 semesters, 1 credit*

This course consists of the study of the number system from natural to real numbers, the solving of equations and inequalities up through quadratics, and the study of manipulation of exponents, radicals and factoring.

Algebra II - 2 semesters, 1 credit

Prerequisite: Algebra I

A second year algebra course containing a review of equation properties, linear functions and relations uniform motion problems, radicals and quadratics, polynomials, functions, and complex numbers, quadratic relations and functions, polar coordinates, vectors, chemistry type problems and treatment of non-linear simultaneous equations.

Geometry - 2 semesters, 1 credit

Prerequisite: Algebra I

Designed for the average to better-than average student with a balance of theory and application. Introducing formal proofs, deductive and inductive reasoning, and indirect proofs. Emphasis is placed on plane geometry and includes some trigonometry, construction and loci, coordinate geometry and transformations.

Mathematical Models - 2 semesters, 1 credit

Mathematical Models is a class designed for high school juniors who are not interested in taking Precalculus as seniors. The class is a review of basic Algebra I concepts and Geometry concepts in preparation for successfully completing Algebra II during the senior year of high school. This is part of the curriculum mandated by the state of Texas requiring all high school students to complete four years of mathematics study.

Precalculus - 2 semesters, 1 credit

Prerequisite: Algebra II

A developmental course containing mathematical proofs, review of equation properties, trigonometric identities and equations, graphs of trigonometric identities and equations, logarithmic equations, polar coordinates for complex numbers, sequences, series geometric proofs, probability, geometric progressions, conic sections, matrices and determinates, echelon solutions and abstract word problems.

Calculus—2 semesters, 1 credit

Prerequisite: Precalculus

This is the branch of mathematics that deals with the finding and properties of derivatives and integrals of functions, by methods originally based on the summation of infinitesimal differences. The two areas of study are differential calculus and integral calculus.

RELIGION*Religion I Breakthrough With God - 2 semesters, 1 credit*

A freshmen class which will assist students in gaining an understanding of themselves by interpreting God's plan for family happiness, and developing an ever stronger relationship with Jesus.

Religion II Breakthrough With God's Church - 2 semesters, 1 credit

A sophomore class which gives opportunities to better understand the story of our church, its heritage, and its principles. The course covers the story of our God's people from the Exodus and a study of the church in Corinth, to these last days and the history of the Seventh-day Adventist Church. Areas of Christian standards such as music, leisure activities, dress, and social relationships are also covered.

Religion III Breakthrough With God's Word - 2 semesters, 1 credit

An in-depth study of *Daniel and Revelation* and the final events during the first semester. The second semester emphasizes the development of healthy personal relationships, with Jesus and others.

Religion IV Breakthrough With God's World - 2 semesters, 1 credit

The practical study and application of Christian living in the areas of Christian witness, stewardship, vocational choices, marriage, physical fitness, and community outreach based on the principles of the Bible and the Spirit of Prophecy. This course is designed to help establish a Christian philosophy of life with consistent values and goals, utilizing the power of choice, reason, and independent thinking.

SCIENCE*Integrated Physics and Chemistry - 2 semesters, 1 credit*

An introductory course to the physical science; i.e. chemistry and physics. This laboratory class is designed for freshmen and emphasizes the scientific method, composition, characteristics, and the reactions of matter, characteristics of waves, simple machines, and energy changes.

College Prep Biology - 2 semesters, 1 credit

This is an introduction to the biological (life) sciences. This class is laboratory and project-oriented and deals with principles of cell biology, chemistry of living things, genetics, biomes, origins, etc. This course is designed to prepare the student for college biology. Honor's credit may be earned by completing additional work assigned by the teacher and maintaining at least an 85% average. A biology trip is taken to Big Bend.

Chemistry - 2 semesters, 1 credit

This is an upper-division lab science class for those who want a third science for the

Recommended Diploma, but are not going into a field in college where you need chemistry. It is a more hands-on course than College Prep Chemistry and deals with chemistry in

everyday situations. We will study the composition of matter and the way in which it reacts. Units include: Alchemy: Atoms, Elements, and Compounds; Smells: Molecular Structure and Properties; Toxins: Chemical Reactions and Stoichiometry; Weather: Gas Laws and Phase Changes. This class cannot be taken for honor's credit.

College Prep Chemistry - 2 semesters, 1 credit

Prerequisite: Grade of B or better in Algebra I and Geometry or permission from teacher.

An upper division, laboratory course in physical science heavily emphasizing the composition and structure of all matter and the way in which it reacts. Problem solving is emphasized and mathematics is a must. Units include an introduction, formulas, balancing equation, chemical reactions, gas laws, periodic table, bonding and solutions. Other topics as time permits. This is a college preparatory class. To get honor's credit, the class will meet one (1) additional hour each week and study organic chemistry and other topics as time permits.

Anatomy and Physiology -2 semesters, 1 credit

Prerequisite: Biology with a grade of C or better recommended.

A laboratory class dealing with the structure and functions of the human body on a systems level, i.e., respiratory, digestive, muscular, endocrine, lymphatic, immune, etc. The laboratory section of this class deals with a concurrent study of these systems using cats.

Conceptual Physics—2 Semesters, 1 Credit

This physics course is designed for the non mathematical student. The course discusses the principles of physics without using mathematics. All areas of physics are covered in 40 chapters. These include mechanics, waves, light, sound, magnetism, nuclear and some other topics.

Physics - 2 semesters, 1 credit

Prerequisite: At least a B in Algebra I and Geometry or permission from teacher.

A pre-college course including the study of Newton's laws of motion and acceleration, forces, gravity, friction, curvilinear motion, conservation of energy and momentum, phases of matter, thermodynamics, waves, sound, light (reflection, refraction, and diffraction), electrostatic, electricity, magnetism, atomic structure, nuclear reactions, and introduction to quantum theory and relativity.

SOCIAL STUDIES*World Geography - 2 semesters, 1 credit*

Students are introduced to important geographical facts, cities, states, countries, boundaries and other significant geographical concepts. Current countries and changing borders are presented. Map usage and world map understanding is presented.

World History - 2 semesters, 1 credit

A survey of ancient, medieval and modern history directed toward understanding the backgrounds of current nations, present-day cultures and conditions, and the development of God's purposes for men. A required course for sophomores.

American History - 2 semesters, 1 credit

This course considers the great ideas, themes and persons who have affected the lives of the citizens and impacted the United States. The class is taught from a chronological perspective that takes into consideration the laws of cause and effect. Students are given opportunity to research and share ideas in written and verbal form.

Dual Credit American History - 2 semester, 1 credit

Advanced American History course, which upon its successful completion can earn the student 3 hours of college credit (from Southwestern Adventist University) per semester.

Government - 1 semester, ½ credit

An in depth study of our system of government and how we, as citizens of this great nation, should relate to it. Required course for seniors.

Economics - 1 semester, ½ credit

The study of how individuals and nations make choices about ways to use our resources to satisfy wants and needs. Practical, consumer information and practice is included. Required course for seniors.

TECHNOLOGY*Computer Applications I - 2 semesters, 1 credit*

This course is designed to train students with job-entry level skills in computer word processing, spreadsheet, database and Power Point applications. Emphasis includes hands-on experiences in all office applications.

Computer Applications II - 2 semesters, 1 credit

This advanced course is designed to train students with advanced level skills in computer word processing, spreadsheet, database and Power Point applications. Emphasis includes hands-on experiences in all office applications.

Publishing - 2 semesters, 1 credit

An advances graphics design class focusing on Photoshop and yearbook preparation.

Video Editing - 2 semesters, 1 credit

Prerequisite: Must be a senior.

An introductory course designed to teach students the basics of video editing and production. Students make films for their classes, the school, or the church using iMac computers equipped with Final Cut software. Each student will be instructed in the proper use and care of the equipment and the technical basics involved in producing videos.

Dual Credit Technology - 2 semesters, 1 credit

Advanced technology course that upon its successful completion can earn the student up to 3 hours of college credit (from Southwestern Adventist University).

HOME ECONOMICS

Home Economics - 2 semesters, 1 credit

An introductory course to give the students a basic understanding of what is involved in the smooth running of a home. Areas covered will include: nutrition, menu planning and food preparation, awareness of the responsibilities of parenting, knowledge of proper personal relationships, basic knowledge of personal finance and budget, and basic knowledge of clothes construction and mending.

EXTRACURRICULAR POLICIES

STUDENT ASSOCIATION

Chisholm Trail Academy encourages an active Student Association to develop in the student a sense of responsibility, as well as qualities of leadership, good citizenship, and self-government. It is the responsibility of the Student Association officers in conjunction with their sponsors to plan and conduct the student activities at the academy. Each student and teacher at the academy is a member of the Student Association.

New officers are elected in the spring of each school year. These include the president, vice president, vice president for religious activities, vice president for social activities, secretary, treasurer and sergeant-at-arms.

STUDENT ASSOCIATION OFFICER REQUIREMENTS

- All Student Association officers must have and maintain:
- A cumulative GPA of 2.50 or above and receive no F's and not more than 2 D's for any 9 week grading period in any class or attendance to be eligible to run for office and while in office.
- A satisfactory citizenship record.
- Student Association sponsors, officers, and class representatives are expected to attend meetings regularly. A copy of the Student Association Constitution may be obtained from the office.
- All officers should be representative of CTA and its values.

CLUBS AND ORGANIZATIONS

Chisholm Trail Academy offers a wide range of social, recreational and spiritual co-curricular programs which are designed to provide opportunities for harmonious growth and development. Each student is encouraged to be involved in a broad scope of these activities to supplement the academic aspects of academy life.

INTERSCHOLASTIC SPORTS

It is a privilege to represent CTA in any of its performance groups. To be a member of an athletic team a student must have at least a 2.0 grade point average. Students who receive an F or two D's (including attendance), or are under any major discipline (two-day or more suspension), will not participate in any team activities, on or off campus, for three weeks from the date of infraction. Students who meet the criteria for the next three-week period may be allowed to participate. A second suspension (in the same year), due to grades will result in the student being removed from the team.

MISSION TRIP

A week long mission trip is taken during spring break to assist in mission activities. Students going on the mission trip will fulfill the graduation requirement of 100 hours of Community Outreach. Proficiency credit may be given for mission trips sponsored by other groups and should be processed with the registrar's office.

YEARBOOK

The school yearbook is distributed before graduation each year. (Interested students who have completed a Computer Applications class here at CTA, are invited to join the yearbook staff in Publishing class as they prepare the yearbook for publication).

NEW CLUBS

To form a new club, students must submit objectives and plans to administration. In order to use school time for a function, a club must request permission from administration at least two weeks prior to the desired date. All decisions must be in harmony with Texas Conference policy.

PROCESS FOR PLANNING SOCIAL ACTIVITIES

Social activities may be planned throughout the school year by students and faculty of Chisholm Trail Academy. Plans for all activities must be submitted to the academy for approval at least two weeks in advance of the desired date.

CLASS ORGANIZATIONS

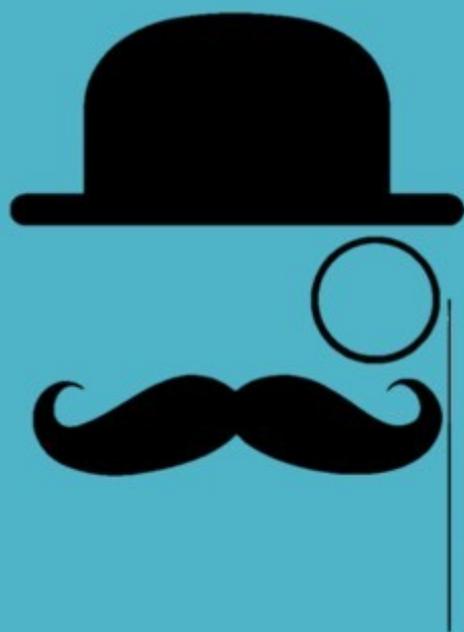
Within the first few weeks of school the freshman, sophomore, junior and senior classes will organize. Each class will elect a president, vice president, secretary, treasurer, sergeant-at-arms, pastor, and other officers the class may deem necessary. A student elected to these offices must have and maintain:

- A cumulative GPA of 2.50 for president and receive no F's and not more than 2 D's during any grading period while in office. Junior and senior class presidents must have been a student at CTA for one school year prior to being elected.
- A cumulative GPA of 2.50 for all other offices and receive no F's and not more than 2 D's, including attendance, while in office.
- A satisfactory citizenship record.
- Each candidate for office must be approved by the registrar before election. *Every class officers' meeting, class meeting, and class activity becomes an official school function only when one or both sponsors are present.*

LOSS OF OFFICE

Any student who holds an office of responsibility and comes under major discipline, or does not maintain the required academic standards (including attendance), automatically forfeits his/her right to continue in office. A student not meeting the requirements in GPA or receiving an F or 2 D's will be removed from office immediately following ***any*** nine-week grading period. The class will need to meet to elect a new officer.

Notes:



CHISHOLM TRAIL ACADEMY

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