



Parent/Student  
Handbook  
2021-2022

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# About Takoma Academy

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## ***Welcome***

Takoma Academy has a tradition focused on developing the complete student. Helping them to understand their commitment to God and how it impacts their responsibility to share the gospel message of the Lord's eminent return.

The character of Christ and selfless service is the core in which all other aspects of our school gain their purpose. Our belief is that Christ's example while He was on earth gives our students a standard and purpose to fulfill a greater mission than they could have imagined out of their own will.

As educators we endeavor to develop each young person to maximize their God-given talents through academics, extracurricular activities (athletics, art, and music), outreach projects, evangelism, and differentiated learning.

While students discover the difference and utilize their talents, we assist them in finding opportunities to make a difference. Our students embrace these challenges and core values that we represent and lead a reform that will serve to advance the sharing of the gospel message.

We believe that every student that enrolls in Takoma Academy was placed here by God for a purpose. As our students seek to fulfill their purpose, we appreciate the opportunity to partner with you, the family, on this part of their success journey.

## ***Location***

The campus occupies approximately 16 acres of land just outside the city limits of Takoma Park, Maryland, at 8120 Carroll Avenue. The northwestern boundary of Washington, D.C. is just one mile from the school.

Takoma Academy is near the center of political, cultural, religious and economic life. Montgomery County's Ride-On buses stop in front of the school, which means that students have convenient access via Metro, Washington's rapid transit system.

## ***Our Mission***

Takoma Academy is a Seventh-day Adventist high school welcoming all races, cultures, and religions; leading young people to Jesus Christ, providing excellence in academics and a commitment to service.

## ***Our Vision***

Empowering learners for everlasting excellence.

## ***Description***

Takoma Academy is a college preparatory, co-educational secondary day school operated by the Seventh-day Adventist Church and is one of 7,598 Adventist educational institutions around the world. This includes 5,663 elementary, 1,472 secondary (high school), 42 Worker Training Schools, and 106 colleges and universities.

The physical plant includes a large chapel seating 370 students and one of the largest gymnasiums in the state. There are three well-equipped science rooms/laboratories, spacious classrooms, a bookstore, cafeteria, and music rehearsal hall.

The recreational facilities include complete locker rooms for men and women, an outdoor multipurpose playing field, and a 400-meter running track.

## ***Our History***

The school was founded in 1904 as part of the Washington Training Institute (now known as Washington Adventist University). Takoma Academy became a separate institution as part of the Potomac Conference of Seventh-day Adventists in 1932. In 1952, the school moved from the basement of Columbia Hall to its present location on Carroll Avenue.

Takoma Academy has a rich tradition of being a strong academic institution with a commitment to the spiritual development of its students.

## ***Our Philosophy***

Takoma Academy was established to provide educational programming based on the beliefs of the Seventh-day Adventist Church. The institution welcomes both Adventist and non-Adventist scholars. As part of the Adventist educational system Takoma Academy believes the aim of true education is to restore human beings into the image of God and the purpose is not only to impart academic knowledge but to foster a harmonious development of the human being which includes: spiritual, physical, intellectual, and social-emotional; a process that spans a lifetime.

## ***Our Objectives***

Takoma Academy has the following objectives:

### **Spiritual**

- Encourage students to discover God's purpose for their lives; and to bare witness to their peers and their communities
- Strengthening a closer relationship with God

### **Mental**

- Encourage students to achieve academic excellence in all disciplines to the best of their abilities while recognizing that students have different interests and talents.

- Enable students to develop skills that will help them function successfully in society.
- Create an environment that encourages students to become independent and critical thinkers for themselves.

### **Social**

- Develop Christian principles of love by promoting respect for, concern for and service to others.
- Develop a community in which individuals of different races, economic backgrounds, beliefs, cultures and abilities can work and live together.
- Discipline in a way that respects the student as a person of worth and encourages responsible decision making and self-discipline.
- Provide positive models of social activities and leisure time.

### **Physical**

- Encourage students to develop a respect for the body as a gift from God that should be maintained at an optimum level.
- Encourage students to develop positive interaction through physical activities.
- Encourage students to develop personal health and fitness goals that will contribute to the holistic lifestyle of Seventh-day Adventists.

### **Artistic**

- Expose students through artistic expressions to multi-faceted aspects of God's character
- Create a safe environment for students to develop and execute ideas
- Perform at a high level of excellence utilizing the talents God has given them

## Admissions

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Since Takoma Academy (TA) believes in equality of rights for all students, admission to TA may be granted irrespective of the applicant's race, color or national origin. Inasmuch as Takoma Academy is sponsored and mainly financed by the Potomac Conference Seventh-day Adventist Church, the majority of its students are members of that denomination. However, no particular religious affiliation is required for admission. Takoma Academy is open to young people of all religious backgrounds who desire a Christian education, who express willingness to cooperate with the school's policies and who are willing to live in harmony with the purposes and ideals set forth by the school. Admission to TA is a privilege and not a right and may be withheld or withdrawn by the school at its discretion in harmony with its philosophy, objectives, mission and procedures.

### ***Admission Procedures***

A student must apply and be accepted by the Takoma Academy Administrative Core Team (TAACT) before he/she arrives on campus to attend classes. Once the TAACT makes their decision, families will be notified. The following items must be received by the Registrar before initial academic admission procedures can be carried out:

- A completed online application with application fee.
- Official transcripts from the previous school, along with scores from a current achievement test.
- Three recommendations for all new students, one of which must be from a recent teacher, one from an adult who is not a relative and one from the pastor of your church.
- Freshman students requesting Geometry must show proof of successful completion of Algebra 1. Families may request to take the Algebra 1 CLEP EXAM to enter Geometry. The CLEP exams must be completed during the first two weeks of school. Other CLEP exam offerings include Spanish 1 and Spanish 2.
- Entrance interview with the Principal, Vice Principal or other Administrator.
- Registration will be completed when these additional items are received:
  - Physical examination for all new students.
  - Medical immunization record with all required immunizations.
  - All students must submit current achievement test scores and final transcript.
  - A signed financial plan.

NOTE: Students entering ninth grade must provide evidence of having completed eighth grade. Home-school students must meet the requirements for home-schooled students and may be asked to take a course placement exam. Students entering other grades must arrange to have an official transcript of all credits earned in other schools sent directly to the Data Specialist/Registrar. Proper arrangements must be made so that an official transcript is on file prior to acceptance. Please note that it is the responsibility of the student to meet all of TA's diploma requirements. Schedules cannot be generated until transcripts are received.

## ***Admission of International Students***

Federal law authorizes Takoma Academy to enroll non-immigrant alien students. Before admission can be granted and an I-20 form issued, a foreign student must meet the normal entrance requirements for all students. In addition, complete financial arrangements must be made with the Business Office and English language proficiency verified by completing the TOEFL test.

A non-refundable application fee of \$125 (US) is required. A deposit of \$1500 (US) is required before an I-20 is issued. A portion of this deposit of \$1000 will be refunded if the student is not allowed to enter the United States. For international students transferring in from another school in the US, a non-refundable deposit of \$500 is required.

Students from non-English speaking backgrounds may be accepted at Takoma Academy. However, if the student's English language skills (e.g., reading, comprehension, speaking) are below high school levels, attendance may be required at ESL classes until skills reach the appropriate grade level. (Please note: ESL classes are not offered at Takoma Academy.) The student may need to audit classes until their language proficiency improves. Individual evaluation will determine whether the student can study successfully in English or whether TA's resources are adequate to provide the necessary improvements.

The student's academic qualifications are evaluated to ensure the greatest possible opportunity for academic success. Complete (and translated) official transcripts and records of all school work are necessary, along with proof of completion of the elementary grades. Recommendations from a Math and an English teacher are required.

## ***Grade Classification***

To be eligible to join one of the following classes at the beginning of the school year, students must have official transcripts from all schools previously attended recorded in the office of the Data Specialist/Registrar and meet the requirements stated for each class.

### **Senior Class**

All students with a minimum of sixteen high-school credits consisting of a minimum of: 3 credits of English and Math; 1 credit of Foreign Language; and 2 credits of both Science and Social Studies, along with the appropriate number of community service hours will be members of the senior class.

Any fourth-year students having less than the required number of credits and/or community service hours for senior class standing will be considered a member of the junior class and will participate in all junior class activities.

## **Junior Class**

All students with eleven high-school credits consisting of a minimum of: 2 credits of English and Math; and one credit of both Science and Social Studies, along with the appropriate number of community service hours will be members of the junior class.

Any third-year student having less than the required number of credits and/or community service hours for junior class standing will be considered part of the sophomore class and will participate in all sophomore class activities.

## **Sophomore Class**

All students with a minimum of five high-school credits consisting of a minimum of: 1 credit of English and Math; and the appropriate number of community service hours will be members of the sophomore class. Any second-year student having less than the required number of credits and/or community service hours for sophomore class standing will be considered part of the freshman class and will participate in all freshman class activities.

## **Freshman Class**

All students with less than five high school credits will be considered members of the freshman class.

## ***Home School Requirements***

Students who are home-schooled must provide course descriptions and specifications in reference to previously taken coursework. A narrative (from the Home School Lead) of previously taken course work is to be included with the transcript when being sent to colleges and universities. Credits and grades will not reflect on the transcript unless they are from an accredited institution. Families seeking enrollment of their student at TA while continuing to Home School may enroll in only one course during a school year. The cost of the course is \$900.

## **Financial Information**

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### **Application Fee**

A \$125 non-refundable application fee must be submitted online with the application.

### **Tuition**

A flat yearly tuition rate has been established for the school year. All months will be charged as a full month; there will be no refunds.

## Entrance Fee

The entrance fee to enter Takoma Academy is \$850.00. This fee is broken into two parts:

1. A payment of \$250.00 non-refundable registration fee charged to all students which is due before a student will be allowed to register for a class schedule. **For returning students this fee must be paid by June 30<sup>th</sup> or classes will be dropped.**
2. The general fee of \$600.00 is due before a student may begin classes. **For returning students this fee must be paid by July 31<sup>st</sup>.**

## Payment Methods

All parents/guardians must either pay the annual amount due at registration or by monthly payments through the SMART Tuition Management Program. There are to be NO exceptions. The SMART Program provides for monthly direct withdrawals from a checking account, savings account or charges to a credit card (a three percent handling fee is added). Parents are charged \$50 per year for use of the SMART Program. SMART charges \$50.00 from the account if there are insufficient funds to cover the withdrawal. Inform TA of any payment changes seven days in advance in writing. Please review the SMART brochure

Takoma Academy reserves the right to require certified funds when making payments on account balances which exceed \$1,000. A finance charge of 1.5% per month (18% per annum) will be assessed on all accounts unpaid at the end of the month.

## Cash Discounts

A prepayment discount of 5% applies if the entire year's tuition is paid in advance and 2% if a semester is paid in advance. These discounts do not apply to the registration, entrance or any other fees.

## Monthly Payment Plan

The fees for tuition may be made on a ten-month payment plan (August-May), an eleven-month payment plan (July-May), or a twelve-month payment plan (June-May). Withdrawal from TA SMART Automatic tuition payment will continue through the length of the agreement or until the student account is cleared unless other payment plans are made with the business office.

## Family Discount

Students from the same immediate family will receive a 5 percent discount.

**Additional Fees**

Parking permits \$25  
PE (1 uniform and lock) \$40  
Transcript of grades \$10  
Home School Students (per class) \$900  
Graduation in absentia \$35  
Graduation exercises \$150  
SMART Tuition Management \$50  
Replacement ID card \$10  
Account Audit \$25

Other fees such as class trips, clubs, field trips, music and athletic group attire, etc. vary and should be submitted online through Xpress-Pay via the link on Takoma Academy's website.

**College Credit Charges/Dual Credit Course Work**

Takoma Academy partners with the following entities for Dual Credit Opportunities. Families seeking enrollment must contact the Registrar or Academic Support Specialist:

- Andrews University
- Washington Adventist University
- Oakwood University
- Modernstates.org

***Financial Policies***

- Accounts from TA or other schools must be paid or proof of satisfactory arrangements made before admission for the new school year.
- Accounts from other immediate family members must be settled prior to another family member enrolling.
- If an account becomes past due, the student may be required to withdraw from school until the account is settled. Students whose accounts are not current will not have access to academic records including grades, transcripts and diplomas until the overdue balances have been paid in full.
- Students who are not permitted to attend classes as a result of overdue balances will have two weeks to pay their account in full before they are officially withdrawn.
- Seniors whose accounts are not current at year end may not be allowed to participate in graduation exercises including Consecration, Baccalaureate,

and Commencement services and will not receive their diploma or final transcript until the account is paid in full.

- Accounts must be kept current in order for students to participate in extracurricular overnight trips (e.g., class, foreign language, sports or performing arts).
- A \$35 charge will be assessed for each check that is returned to TA marked by the bank as a non-sufficient funds check.
- Accounts for students who withdraw or graduate from TA will be due within 30 days. After 30 days, a service charge of 1.5 percent per month will be charged on the total balance due until the account is paid in full.

### ***Refunds***

Refunds will only be considered in cases of serious illness or other prolonged emergencies. Most students will occasionally miss some days of school due to illness, vacation, etc. A refund will not be given for these instances. Refunds will not be given for school closures due to weather or building emergencies.

### ***Withdrawing/Checkout from TA***

Before a student can officially withdraw from Takoma Academy, the parents and student must have an interview with an administrator and complete a withdrawal form. Tuition will continue to be charged until the Business Office receives the completed form.

### ***Revisions of Financial Policy***

Due to the prevailing uncertainty of economic conditions, all charges listed are subject to change without notice if found necessary by the governing Board of Takoma Academy.

## ***Financial Aid***

### ***Student Aid***

Takoma Academy promises to provide sufficient or justified financial aid to assist any applicant in attending this school. Student aid information and applications may be obtained from the Business Office. Families will be required to demonstrate financial need in order to be considered. Applications for financial aid and tax information must be sent to Private School Aid Services (PSAS)

- Parents must request assistance from church that holds the families' membership
- Account must remain in good standings
- Students must maintain good academic standings

- Student must uphold the behavior expectation policy

### ***Scholarships***

Scholarships are available for students who attend Takoma Academy. Some scholarships may be renewable while others are not. More information can be obtained by contacting TA's Business Office.

### ***Work-Study Program***

Currently not available.

### ***Accident Reports and Worker's Compensation***

Takoma Academy carries "Excess Only" accident insurance for each student. (Excess only means the school insurance may cover expenses only after the student's primary family insurance pays or rejects the primary claim.) It provides partial coverage for injuries sustained while traveling to and from school, during regular school hours or at school sponsored functions.

If a student is injured during the school year, it is his/her responsibility to see that an accident report is filed in the Business Office within 48 hours of the accident. The insurance company will not pay a claim for any accident which does not have a properly completed accident report.

## **Standards of Conduct**

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Takoma Academy is dedicated to building committed Christians and responsible citizens. With this in mind, the TA Administration and Staff have established policies and standards of conduct that promote spiritual growth, healthy minds and bodies, strong personal relationships, safety for the students and a smooth operating program. These guidelines should not be seen as restrictions, but rather as a code of behavior that reflects the quality of character development. Where possible, Scripture has been correlated with policies and standards.

All prospective students at Takoma Academy will model ethical and moral behavior both on and off the campus. It is the expectation that, when asked by any member of the school faculty or administration regarding a violation of TA standards, a student will be honest about his/her participation and the participation of others, as it applies. Students who engage in behaviors contrary to the school's philosophy may be subject to disciplinary action.

## ***Behavioral Expectations***

Takoma Academy desires to keep rules to a minimum, well thought out and strictly enforced. The following guidelines govern the entire curricular and extracurricular program of the school:

- Respect is to be shown at all times to God as our Creator and Redeemer.
- Students are expected to behave in a courteous, respectful and attentive way to teachers, staff, and fellow students during class, chapels, and assemblies. These events are important in the life of a Takoma Academy student.
- Considerable emphasis is placed on such intangibles as attitude, spirit, cooperation and the general contribution to the spiritual, social and academic atmosphere of Takoma Academy.
- Moral conduct and reputation are essential ingredients for the Takoma Academy student. Any student, who teases, hazes, disrespects, harasses fights or attacks another stands in direct opposition to this basic goal of the school. Lack of respect can manifest itself in the overt ways mentioned above, or in more subtle ways such as cyber-bullying, snobbery, gossip, exclusion and unfriendliness.
- Each student is to behave in an acceptable manner at all times. Unruly behavior, running in the halls, fighting or play fighting (horse play) anywhere in the building or on the grounds, promiscuous behavior or any conduct of a discourteous nature is always out of order and will result in discipline.
- Possession of alcohol, tobacco products or drugs is not permitted. Swift and appropriate discipline will take place. If there is reason to believe a student is using drugs, the student may be required to have a drug test.
- Air Pods, portable video games, and other electronic items are not permitted during school hours. These items will be taken from the student and may be picked up from the Principal by a parent or guardian. The student may be subject to further disciplinary action. *See cell phone policy pg. 20*
- Inappropriate sexual behavior or language will not be tolerated. If a person believes he or she is the subject of inappropriate sexual behavior or comments, he/she should report the incident to their parents, the Principal, Vice Principal, or a faculty/staff member.
- The use of any digital technology or other device to harass, provoke, degrade, or disseminate, or send/forward any material for the purpose of harassing another individual is strictly forbidden at any time (during or outside of school hours) and shall be punished by suspension and possible expulsion. This includes but is not limited to cyber bullying; transmitting sexually explicit photos, videos, or other imagery of another person (whether or not that person is enrolled at the school); or distributing any indecent language or material.
- A student may not bring any weapons or hazardous materials to campus, including fireworks or smoke devices. A weapon is defined as any item that is or could be used to harm another. This includes items that may otherwise be deemed as "toys." Violators will be subject to discipline, which may include expulsion.
- Students may not leave TA's Campus to go to the 7-11 store or other places off campus before or during the school day. *Seniors with parent approval have off campus privileges.*
- TA's physical plant demands a great deal of care and attention. Each student is

responsible for doing his/her share to keep the campus safe, and free of litter, graffiti, and acts of vandalism.

### ***Disciplinary Action***

Students are expected to treat each other, Administration, Faculty, Staff, and the entire Takoma Academy community with dignity and respect at all times. Rules and guidelines are the basis for maintaining a viable sense of community and directing students to positive participation in a quality school culture and personal growth.

Please note that the Vice Principal is primarily responsible for articulating and enforcing the policies stated in this handbook. However, each faculty/staff member of Takoma Academy adheres to these guidelines. Due to the nature of specific disciplinary needs the handbook may not communicate and/or cover all situations/ circumstances, The Vice Principal and Discipline Committee is in consultation with the Principal, and may make adjustments as deemed necessary to best serve the students, the faculty and the interest of the school.

Takoma Academy has established a disciplinary ladder to manage students' behavioral issues. The process of disciplinary action is outlined below. Successive violations are grounds for progressively severe disciplinary actions. Gross violations may result in immediate dismissal.

1. **Verbal Warning**: Students are verbally warned and counseled by a member of the TA community as to the nature of the particular infraction and warned of potential consequences should similar behavior continue.
2. **Written Warning/Detention**: Students will serve detention 4:15-4: 45p.m on Tuesday & Thursday of each week. Students who skip or arrive after 4:20 must serve TWO detentions during the next two detention periods. Should the student fail to serve either of those two detentions, he/she will serve 1-day out of school suspension. Students who receive more than (4) four detentions during the academic semester will serve a 1-day out of school suspension. A faculty or staff member's decision to issue detention cannot be contested by the student.

If a student is scheduled to participate in a school sanctioned athletic contest or rehearsal (exclusive of practices and meetings) on the day detention is served, she/he may REQUEST to serve on the following day instead; this request may be granted at the discretion of the Vice Principal or his designee.

### ***Student Questioning***

The administration has the right to question a student about behavior at any time without parental consent.

## ***Academic Integrity***

Takoma Academy is a place where academic excellence is a reality. Everyone in our community is responsible for maintaining an environment that is conducive to learning. Each student is expected to submit all assignments on time and guarantee that the work he submits is his own or is properly cited. Academic dishonesty is the antithesis of education; it will not be tolerated at Takoma Academy.

Academic dishonesty is a breach of the academic integrity policy and involves one or more, but not limited to the following actions:

- Copying or file sharing the work of another person, whether homework, papers, quizzes, reports, tests or exams;
- allowing another student to copy work;
- Using or close imitation of someone else's language or thoughts and the representation of them as one's own original work;
- All forms of plagiarism; reading plot summaries, such as Spark/CliffsNotes, or watching videos instead of reading the assigned material;
- Obtaining copies of tests, quizzes or exams by any means; asking other students about the content of the test, quiz or exam via calculator, cell phone, smart watch, paper or any other means, whether or not that information is used;
- Missing a class to postpone a test or other assignment;
- Pressuring another student to respond in a manner that is dishonest;
- Failing to report incidents of academic dishonesty; or not being truthful about academic matters.

Academic dishonesty is simple to avoid. Each student should do their own work to the best of their ability. If a teacher has specifically assigned collaborative work and a student is in doubt about the limits of working with others, she/he should ask the teacher for clarification. If a student is unsure what constitutes plagiarism or how to appropriately cite works, he/she should consult his teacher.

- *In the event, that plagiarism has occurred. The student will receive a zero for the writing assignment and given the opportunity to resubmit the assignment. The maximum grade the student can receive this assignment is 70% (C-). The amount of time given for the resubmission is at the discretion of the teacher.*

If it has been satisfactorily determined that an act of academic dishonesty has occurred, the violation will be reported to the Principal who will take appropriate disciplinary action. The teacher or proctor will personally present the case to the Principal in a meeting with the student present.

### ***Penalties for Academic Dishonesty***

- First offense – A zero for the assignment, test or exam in question.
- Second offense – Two Infractions in any course will lead to a zero for the assignment, test or exam in question and sent to the Disciplinary and Academic Committees for review.
- Third offense – Loss of credit in the course for the grading semester as well as possible suspension or expulsion.

### ***Expectations in Regard to Conduct; Sexual Harassment and Awareness***

#### ***Purpose***

This document details Takoma Academy's policies regarding sexual harassment, compliance with federal and state laws, definition of terms, and procedures for handling sexual harassment complaints.

#### ***Policy***

Our policy is to maintain an awareness of the kinds of conduct which may be construed as sexual harassment so that such problems can be avoided and/or eliminated from our work/school environment. With this document we want to send a clear message that Takoma Academy will not tolerate acts of sexual harassment nor will we tolerate retaliatory behavior in response to an employee or student's complaint of harassment. In like manner, specious or false claims of sexual harassment will not be tolerated. Such actions will result in a timely review, and if warranted, disciplinary action.

#### ***Compliance***

Takoma Academy values the right of all staff/students to work, study, and teach in an environment free of sexual harassment. Such behavior demeans human dignity, erodes morals and runs counter to the Christian mission and principles on which this school operates. In addition to being in violation of Takoma Academy policy, sexual harassment constitutes illegal educational discrimination under Federal and State statutes, the 14th Amendment of the U.S. Constitution and Title IX of the Education Reform Act Amendment of 1972.

#### ***Definition***

Sexual harassment constitutes, but is not limited to, welcome or unwelcome sexual advances, requests for sexual favors and other written, visual, verbal or physical conduct of sexual nature, whether occurring on campus or off, and occurring at any time, by any student or community member:

- Such conduct has the purpose of interfering with an individual's employment,

academic performance, social life or creating an intimidating, hostile, offensive work/study environment or

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment, social, spiritual, academic program or
- Submission to or rejection of such conduct by an individual is used as the basis for employment or enrollment decisions affecting such individuals.
- Examples of such behavior include but are not limited to:
  - Making threats of a sexual nature.
  - Touching or grabbing of a sexual nature, deliberate impeding or blocking movement, any intimidating interference with normal work or movement
  - Basing employment or educational decisions or practices on submission to sexual favors.
  - Welcome or unwelcome sexual advances, gestures, contact or jokes of a sexual nature, comments, subjecting employees or students to ridicule, slurs, or other derogatory actions of a sexual nature.
  - Displaying sexual pictures, photographs, cartoons, and graffiti.
  - Making improper or suggestive comments about a person's anatomy.
  - Letters, notes, e-mails, instant messages or social media communications that are cruel, demeaning, discriminatory or intimidating in nature.

### ***Reporting Sexual Harassment***

Takoma Academy has designated the Principal and/or Guidance Counselor as investigative officers for sexual harassment complaints for Takoma Academy. If for any reason the Principal and/or Guidance Counselor cannot conduct the investigation, the local administration in consultation with the local governing board shall appoint a qualified investigator.

Staff and students are encouraged to contact the administration if they have questions about Takoma Academy harassment policies or if they have specific concerns about what constitutes sexual harassment.

Persons who believe they are being sexually harassed should:

- Tell the harasser to stop in clear language.
- Report the incident(s) to faculty or staff, school administration or the conference office of education.
- Keep detailed records in a safe place of the harassment, including dates, times and places, as well as names of witnesses and other relevant information.
- Report additional incidents as they occur.

## ***Guidelines***

- Upon receiving a complaint, the investigating officers shall:
  - Inform parents and guardians with legal custody when students are involved.
  - Follow federal and state laws as well as the guidelines and procedures of local governing boards.
  - Work cooperatively with all parties involved.
  - Maintain appropriate documentation.
  - Conduct a confidential investigation in as far as possible. Certain actions of sexual wrongdoing require immediate notification to appropriate state and local officials.
  - Conduct separate meetings with all parties to obtain pertinent facts.
  - Seek objectives for resolution.
  - Seek input from parents and legal guardians when possible.
  - Inform parties of appeal procedures.
  - Assume the accused is innocent until charges are substantiated beyond a reasonable doubt. A teacher or student may be temporarily removed from the situation until the investigation is completed.

## ***Disciplinary Action***

Sexual harassment constitutes an infraction of Takoma Academy personnel and student policies and becomes grounds for disciplinary action including:

1. Written warning,
2. Suspension, and/or
3. Dismissal.

Successive violations are grounds for progressively severe disciplinary actions. Gross violations will result in immediate dismissal.

Due to the severity of some cases a verbal warning may not be advantageous (i.e. fighting, drugs, abuse etc.). In these situations, is the recommendation of the Disciplinary Committee to the Administration. This can result in suspension and/or dismissal.

In order for students to be considered for re-enrollment they will have to:

1. Enroll in a diversion program that has been approved by TA administration, and
2. Receive counseling from a licensed counselor who has been approved by TA administration. The counselor must submit a letter to the academy that the student is not a threat to themselves or the students and staff of the Academy. If the student complies with the details stated above and the academy is confident that they will not pose a risk to any students, the student may be readmitted on probation.

## ***Conclusion***

The responsibility for the effectiveness of this policy rests with all personnel and students. The leadership of Takoma Academy strives to create a work/study environment free from sexual harassment. Employees/students are encouraged to voice concerns and/or complaints for discussion and timely resolution. Any staff or student who fails to support such an environment is a liability to Takoma Academy and could be subjected to appropriate disciplinary action or dismissal.

## ***Mandatory Reporting***

The responsibility of reporting to local and state officials rests with each educator, pastor, and others as outlined in the mandatory reporting laws of each state.

## ***No Public Displays of Affection***

Public displays of affection are not allowed under any circumstances.

## ***Substance Abuse Policy***

The attempted or successful possession, dominion or control, or use of any quantity or alcohol, drugs or drug paraphernalia by a student enrolled at TA is strictly forbidden. Furthermore, possession of alcohol or drugs may result in immediate dismissal from TA. A student found to be under the influence of alcohol or drugs will be placed on the appropriate rung of the school's disciplinary ladder.

Substance abuse is defined as the following but not limited to:

- The use, possession, being under the influence of, transmission or sale of alcoholic beverages of any type or of any beverage promoted as an alcohol substitute (such as non-alcoholic beer);
- The deliberate misuse of prescription and/or non-prescription drugs;
- The use or possession of prescription drugs by one for whom the drugs are not prescribed;
- The use, possession, transmission or sale of drug paraphernalia;
- The use, possession, transmission or sale of tobacco products or tobacco look-alike products (such as mint snuff);
- The deliberate misuse of aerosol cans, glue, inhalants or other toxic or mind-altering substances;
- Any unlawful use, possession, being under the influence of, transmission or sale of a controlled substance such as marijuana, hashish, methamphetamine (speed), LSD (acid), barbiturates, cocaine, crack or other narcotic and/or hallucinogenic drugs;
- The use, possession, transmission or sale of any counterfeit (look-alike) drug, defined as (a) any drug that bears, or whose container or label bears, a trademark, trade name or identifying mark without authorization of the owner, (b) any substance that is

represented as a controlled substance, or (c) any substance other than a controlled substance that a reasonable person would believe under the circumstances to be a controlled substance.

- If ascertained that a student enrolled is involved with any of the above, the following guidelines will be followed as deemed appropriate:
- The student's parent (or guardian) will be contacted within twenty-four (24) hours (or as soon thereafter as practical under the circumstances) of the incident;
- A suspension will be imposed;
- A \$150 bond will be posted by the parent (or guardian) for the student's immediate and random follow-up testing (which could include urinalysis, hair samples or breathalyzer);
- Initial drug testing will be a 90-day hair analysis;
- The student will be required to undergo initial assessment by a certified drug counselor followed by any recommended treatment or substance abuse counseling, as deemed necessary;
- The student will be randomly tested for at least one (1) semester or six (6) months (whichever is more).
- If the student re-applies for the following school year, a beginning-of-the-year, 90-day hair analysis will be done.

Dismissal from TA may result from failure to meet any of the preceding requirements. This policy applies within any school building, on any school grounds or property, and while a student is participating in or attending (including transit to and from) any school-sponsored activity. In light of the religious emphasis of TA and the fact that the prohibitions appearing above are part of the religious teachings of the Seventh-day Adventist Church, it also may be applied by TA administration to the otherwise private conduct of an enrolled student off school premises during holiday and other breaks. In all cases, the application of this policy will be tailored to the individual circumstances as determined by TA administration.

### ***Cellular Phone Policy***

Teachers may allow students to use cell phones during class as a technology device. Cell phones may be used in the cafeteria during your child's lunch time **ONLY**.

The first offense: Parent notified, phone taken and returned after class, chapel, assembly, etc.

Second offense: Parent notified, phone taken and phone returned after serving detention.

Students who exhaust this policy will be sent to the Discipline Committee for review.

Students who refuse to turn in their phones when asked by staff or administration are subject to a one-day suspension.

### ***Hallway Pass***

No students are allowed in the hallway without a pass.

## ***Safety and Security***

Safety and security is the responsibility of the entire community. Students should adhere to the following guidelines:

1. A student must carry his/her student ID at all times.
2. Students are solely responsible for their own personal property. The school accepts no responsibility for items left in common areas of the school. Never leave personal property unattended. All pieces of personal property should be marked with your name in clear, bold letters. This includes calculators, bags, apparel, sports equipment, phones, etc.
3. Do not leave valuable items in unlocked lockers, in common areas, or on desks or tables anywhere in the school.
4. Students must remain in a supervised area at all times during the school day.
5. Any student who needs to spend time on campus after school hours while waiting for practice, meeting, ride home, rehearsal, etc. must wait **in the front lobby ONLY** and may not be present at any other location on campus without adult supervision.
6. Should you see anything suspicious or questionable on or near campus, or a medical emergency, immediately notify Student Services (240.882.4524).
7. In the event of a medical or other emergency on campus, when a faculty or staff member is not readily available, a student should call 911.
8. For safety and security purposes, no student is allowed in the weight room and the weight room shall be locked, unless an authorized member of the faculty or staff is present to supervise the use of the equipment.

## ***Off-Limits Areas***

The following locations are “off limits” to all students at all times unless under the supervision of a faculty or staff member.

- Weight Room Chapel Mailroom Faculty Lounge Faculty Restroom
- Library/Media Center Back gym stairwells Yellow hallway/stairwell
- Music room Gym: upstairs bleachers & red seats
- Any other unused or restricted areas on campus

## ***Request for Withdrawal or Expulsion***

Whenever, in the judgment of the entire administration and faculty, a student’s influence is detrimental to others, or when attempts to help the student have not brought the necessary results, parents may be requested to withdraw the student from school.

A request for withdrawal carries the same weight as an expulsion, but has the advantage to the student that the transcript is not annotated that the student was expelled. A refusal to withdraw when requested becomes an expulsion. Students who are asked to withdraw or are expelled may appeal the decision. For information about

the appeals process, contact the Principal

A student who has been dismissed or encouraged to withdraw for any reason is to make advanced arrangements with administration before revisiting the campus at any time within the school year.

## ***Appeal***

Steps to appeal the decision of the Discipline Committee and Takoma Academy Administration:

- Submit a written request to the Takoma Academy Administration within 3 business days of the date of this correspondence.
- Once received, the administration will contact the family (within 3 business days) to schedule a hearing. A Takoma Academy Administrator, Discipline Committee Chair, and Board Member will be in attendance at the hearing. The hearing is used to gather new information submitted by the student and his/her family for consideration.
- The family will receive a response in reference to new information presented at the hearing within 5 business days.

## ***Dress Code***

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The Takoma Academy dress code is meant to be comfortable yet maintain appropriate attire in the classroom and at other activities. A coordinated collection has been selected for students.

This wardrobe provides options, both in price and clothing choice. Whether wearing the school uniform or dressing for a social occasion or sports event, the student should follow this basic guideline: all clothing should be clean, modest, in good taste, correctly sized and worn appropriately for a private, Seventh-day Adventist high school. All shirts must be tucked-in and belts worn with slacks.

While on field trips, students are expected to wear their school uniform. The dress code for overnight trips is determined by school administration in consultation with the faculty sponsor.

A TA uniform polo shirt must clearly be seen under TA-approved outerwear. TA outerwear is outerwear, not standard uniform.

The school uniform is required for all students. Students not following the dress code guidelines will be fined \$10 per infraction. All fines are to be paid in cash to the Business Office, within one week of being issued. Unpaid fines may result in students being sent to the Takoma Academy Disciplinary Committee. *Risse Brothers is our uniform provider. The online school code is TA1114 ([www.rissebrothers.com](http://www.rissebrothers.com)).*

Students are required to wear the TA official attire each Thursday and for special events. The official TA attire includes khaki slacks with belt (for boys), khaki skirt or khaki slacks (for girls), white oxford shirt, tie or bowtie (optional for girls), navy blazer and appropriate dress shoes (not sandals, boots, or tennis shoes).

- Polo shirts with TA logo (long or short sleeves) in burgundy, navy or white.
- Oxford shirts with long or short sleeves in white only
- Cardigan sweater with TA logo in burgundy
- Pullover sweater/vest with TA logo in navy
- Fleece with TA logo in navy
- Shorts (Bermuda length), skirts or shorts long enough to touch the knees in khaki or navy (no cargo style shorts allowed)
- Slacks, Dockers-style in khaki or navy; Pants must be neat, clean and worn at the waist, fitted properly and must reach the top of the shoe, pants legs may not be rolled or have elastic bottoms. **NO JOGGERS ARE PERMITTED!**
- A belt must be worn at all times. Belts with large buckles or otherwise garish detail are not permitted.
- Shoes, socks and belts in any style or color, as long as they are coordinating, clean and properly fastened.
- All shirts must be long enough to be neatly tucked into the pants and remain tucked throughout the school day.

### ***Footwear***

Tennis shoes and dress shoes are preferred. Dress shoes are required on Thursday. No bathroom/bedroom slippers, sandals, crocs, open toe/heel or flip flops of any kind are allowed. ***THIS IS INCLUSIVE OF DRESS DOWN DAYS!!!***

### ***Head Apparel***

No hats, bandannas, wave caps, bonnets, or caps are to be worn inside the school by any student, male or female. Students will be asked to remove the item(s) they are wearing.

### ***Jewelry***

No nonfunctional jewelry of any kind, including rings, earrings, bracelets, lip/nose/eyebrow/tongue rings, anklets, tattoos, and/or necklaces are permitted at school or any school-sponsored functions on or off campus. Students will be asked to remove jewelry. No accommodations will be made for students who secure piercings during the school year. They will be asked to remove earring placers/holders/sticks/plastic.

### ***Outerwear (Coats & Jackets)***

TA outerwear is available for purchase through Campus Outfitters or the front office. Students who come to school with non-TA outerwear must place their outerwear in their lockers and leave it there until the end of the school day. Outerwear, other than that specifically accepted as part of the dress code, should not be worn inside during the school day. Wearing non-TA outerwear during the school day may result in a detention.

### ***Dress Code Physical Activities***

Shirts and shorts worn during physical activities (PE classes, intramural, inter-scholastic sports, open gym, etc.) must be modest and appropriate for the activity.

### ***Dress Code for Special Activities Held On and Off Campus***

For weekend programs, open gyms, banquets, parties, fundraisers, class trips, organization trips, graduation, alumni weekend, etc., the dress code should be appropriate to suit the event and conform to the guidelines. For instance, good taste includes no halter tops, sheer material, plunging necklines or back lines, short skirts, etc. There should be no skin or undergarments visible between tops and bottoms of an outfit. The no-jewelry policy is inclusive of invited guests to said events.

### ***Other Events***

Students are to check the school newsletter, calendar (via website), or faculty sponsor for information regarding attire for specific school events. Concerts and other designated events may require classroom attire. Most field trips will require regular classroom attire; however, some field trips may require special dress. Students dressed inappropriately for the trip will not be allowed to go.

Very often, students are allowed to wear alternate attire for dress down days and Rep TA Gear days. No ripped jeans, no tight jeans or pants, stretch pants, leggings or jeggings are to be worn.

### ***Organizational Attire***

Students may be required to purchase or rent special attire for performing and athletic organizations (e.g., choir, Camerata, team uniforms). A fee may be assessed.

## General Policies

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### ***Arrival on Campus***

Parents should ensure that their students arrive on campus in order to enter first period class on time: **8 am**. Students who do not have a first period class should not arrive on campus until 15 minutes before their first scheduled class. **Students must be dropped off and picked up at the gymnasium doors.**

- The doors open for students at 6:30 am.
- The Media Center opens at 7:40 am for student usage/copying needs. ***Students are not to seek personal copies from the front office.***
- Hours for the Computer Lab will be posted on the Computer Lab door.
- Students may go to their lockers at 7:30 am or meet with teachers as arranged.
- Students arriving after 8:15 am must enter through the front door.
- Students with early dismissal must sign out in the front office and exit through the front door.

### ***Dismissal from Campus***

Parents should ensure that their students are taken care of at dismissal: **4:07 pm**. If students are not assigned to an after school extracurricular activity, athletic practice, game, or academic support they must be in the care of parents/guardians at dismissal. **Students are to wait for their rides in the vestibule of the gymnasium after school until they arrive. There is no loitering on the Takoma Academy campus.**  
**Students waiting for practices must wait in the TA Cafeteria.**

### ***Friday Schedule***

The Takoma Academy week is a Monday-Thursday instructional week. On specific occasions students are expected to be on campus for Week of Prayer, Community Service, Fall and Spring Picnics, etc. These Friday activities can be found on the TA calendar located on the TA website (ta.edu).

### ***Closed Campus & Early Departure***

Takoma Academy is a closed campus. After the school day starts and the student is on campus, no student will be granted permission to leave the building without administrative approval. The only exception is the Senior Privilege.

Occasionally, it may be necessary for a student to leave the school building before the end of his/her scheduled classes. Written parental permission should be submitted to the Front Office/Administration before a student leaves the campus. *The student must*

*sign-out at the front office and receive permission from the office personnel before they are allowed to leave the school building. A student who leaves early and fails to sign out at the Front Office is subject to suspension.*

### ***Google Classroom®***

Google Classroom is an educational technology tool that Takoma Academy uses for instruction when in the on campus setting, or when students are not able to attend class due to weather related challenges of virtual learning mandates. Students will be added to Google Classroom where students will be able to access instruction and join class.

### ***Emergency Preparedness***

Takoma Academy has a plan for emergency preparedness procedures that will be followed in case of various types of emergencies. This plan is kept in the administrative office with copies provided to all staff/faculty. At any time, a parent/guardian may request a copy of the emergency procedures. Regularly scheduled fire, evacuation and emergency codes are held to prepare students in case of an emergency.

### ***CODE RED ALERT***

Code Red Alert: An alert indicating imminent danger for all staff and students.

#### **What happens when a Code Red Alert is issued?**

- When a school administrator announces a Code Red Alert, all staff and students must remain in secured classrooms. Teachers take attendance and make sure all students are accounted for. Students are kept away from windows and doors and are asked to be quiet and follow instructions.
- Parents must be notified as soon as possible.

### ***CODE BLUE ALERT***

Code Blue Alert: An alert indicating an emergency or crisis situation. It requires all students to be counted and monitored.

#### **What happens when a Code Blue Alert is issued?**

- A school administrator (or their designee) announces the Code Blue Alert to faculty and students over the PA system. Faculty will give as much information about the event as age appropriate.
- Exterior school doors are locked. Students are kept in classrooms under supervision by faculty. Teachers take attendance and make sure all students are accounted for. Any discrepancies are reported to the administrator.
- Parents must be notified as soon as possible.

## ***Housing***

Takoma Academy does not maintain dormitories or offer any housing for students. Administration must be notified if a student resides with someone other than their parent or legal guardian.

## ***Lockers***

All students are assigned a locker for their personal use to store textbooks and clothing. Students should refrain from sharing lockers to avoid unnecessary difficulties related to lost items (e.g., textbooks, combinations, etc.). Locks will be provided to all students. The cost of the lock is included in the registration fee.

1. Each student will be issued a locker and a lock at the beginning of the year.
2. Students may NOT provide their own locks.
3. An unauthorized lock will be removed by TA, and the locker will be emptied.
4. TA will keep a record of each student's locker number and lock combination.
5. Students may not store contraband or perishable items in their lockers.
6. Lockers are school property and are subject to search at any time.
7. Students may not at any time give their lock combination to another student.

At the end of the year, students must empty their lockers completely and report to the TA Admin Office for a locker inspection. Failure to clean one's locker will result in a locker cleaning charge of \$25 applied to the tuition bill. Failure to return a functioning lock will result in a charge of \$15 applied to the tuition bill.

## ***Medication Policy***

All medications both prescription and over-the-counter must be kept at the Front Office. Under no circumstances are students permitted to have medication on their person or in their lockers during school hours. Students that are required to take medication must have a prescription and/or a signed note from their parent/guardian.

## ***Notification of Asbestos***

In accordance with 40CFR-763 AHERA TA inspects all buildings for ACBM. According to the law, TA updates the management plans every three (3) years and inspects all buildings every six months. Copies of the management plan can be found in Plant Operations. To view a copy, contact the Plant Manager.

## ***Personal Possessions***

Students' personal possessions are not covered by school insurance. The loss of possessions, either on or off campus, cannot be reimbursed. All valuables should be locked in students' lockers until they leave campus.

### ***Search Policy***

Takoma Academy reserves the right to confiscate, search, and review any items brought onto campus, with or without the student's prior knowledge, including but not limited to: backpacks, electronic devices and vehicles. Takoma Academy also reserves the right to retain any confiscated items until Takoma Academy, at its sole discretion, determines that an investigation is complete. Takoma Academy reserves the right to remand any confiscated items to appropriate authorities at its own discretion or at the request of legal counsel and/or law enforcement. The school's right to search may be used to obtain information and maintain the balance between the students' right to privacy and the school's obligation for safety. This policy extends to all school-sponsored events both on and off the campus.

### ***Senior Privilege***

Seniors may leave campus provided a signed legal consent form (available in the Administration Office) has been filed with the Principal. Seniors may leave for lunch but must follow the specific guidelines as follows:

- The student is to uphold the standards of Takoma Academy while they are off campus during this short period of time.
- The student will return to campus on time. Should they be tardy to class on two separate occasions, this privilege will be taken away for the remainder of the term. The
- student is not to transport any other student without written permission on file with administration from both the parent of the student being transported as well as the parent of the student driver.
- Students may return to school prior to the end of the lunch period and eat/remain in the Senior Lounge until the next class period. Students are not to enter the cafeteria with off campus food.
- No off campus food should be provided for other students.
- Prior to leaving campus, the student is required to sign out in the Front Office.
- The student must sign in at the Front Office when they return to the campus.

Should the student fail to comply with these requirements, he/she will be subject to disciplinary action, which will include loss of the privilege for the remainder of the academic semester.

### ***Transportation/Cars/Vehicles Policy***

All vehicles used by students for transportation to and from school must be registered with the school. Registered vehicles will be assigned a parking permit and permanent space in the school parking lot. The permit must be displayed at all times when on school property. A nominal fee of \$25.00 is charged for the permit.

Fines for each incident will be applied directly to the student's bill as follows:

- Parking in handicapped space/fire lane \$75
- Vehicle not registered with TA \$50
- Parking permit not displayed \$25
- Parking in wrong area \$10

### ***Visitor Policy***

All visitors are required to stop at the front office and obtain a visitor's pass before proceeding through the building. Visitors without a pass will be redirected to the front office.

### ***Weather Emergencies***

Information about school delays and/or closings will be sent by phone using the Renweb calling system. If weather develops during the day and you feel that your student should be released from school, we ask that you call the office and let us know that you are approving the early dismissal.

Takoma Academy follows Montgomery County Public Schools for late openings, early departures and closings. Closings/delays are also communicated via Channels 5, 7 & 8 for the latest emergency announcements.

## **Organizations and Activities**

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### ***Organizations***

The school sponsors various groups including class organizations and clubs. The administration designates sponsors for each group or organization.

Most clubs/organizations are organized via elections for the purpose of planning activities throughout the course of the year. To be eligible to hold office in the Student Council, class or club, a student must have and maintain satisfactory citizenship and attendance and a minimum cumulative GPA of 2.50. Furthermore, a student must have no F's on his/her last grade report.

### ***National Honor Society (NHS)***

Students are selected to the Takoma Chapter of the National Honor Society by members of the academy faculty. To be considered for selection, the student must have at least sophomore status and demonstrate qualities of Christian character, scholarship, leadership, service, and have a willingness to serve. Students are required to have and maintain a minimum cumulative GPA of 3.75 (Class of 2022+). Those students who meet

this criterion are invited to complete a Student Activity Information Form, which is evaluated by the faculty to determine selection. An induction ceremony is held during the second semester for all members who have been selected for membership in the Society. Membership in the organization carries an obligation to meet and participate in the activities of the local society. A complete outline of the selection process is available from the TA NHS sponsor.

Members of the Takoma Chapter of the National Honor Society will specifically be honored at Commencement and will wear blue NHS sashes with their graduation regalia.

### ***Student Council***

The Academy Student Council (S.C.) serves as the student body government. Each year officers are elected to represent the interests of the general student population. The Student Council is in charge of developing programs and activities throughout the school year. Additional responsibilities include decisions on facilities improvements and policies. Students who are interested in serving as a member of the S.C. should contact the S.C. sponsors.

### ***PATA (The Parent Association of Takoma Academy)***

All parents with students enrolled in Takoma Academy are automatic members of PATA. This organization is designed to build a strong working relationship between the school and home to ensure the success of every student. Meetings are held quarterly and are organized by the president of PATA. The PATA president serves on the PATA is responsible for the majority of fundraising and organizing parent volunteers. This organization is a valued part of the Takoma Academy program and its success.

### ***Touring Policy***

The school reserves the right to establish guidelines for eligibility for all off-campus activities.

### ***Athletics***

(Please see the [\*\*Athletics Handbook\*\*](#) also found on the TA website)

# Academic Policies

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## ***Access to Records***

Contact the Principal for the policy regarding parent and student access to academic records.

## ***RenWeb***

Takoma Academy utilizes the services of RenWeb School Management Software program, via the internet, as its primary source of communication with parents. This program allows parents to track student grades, attendance and homework. RenWeb is also used as the school's record-keeping database for transcripts, report cards and discipline reports.

Communication from the school via the Internet will come through RenWeb. All parents will need to maintain an active email account, in order to stay up-to-date with their student's classes and general school news.

Upon the completion of the enrollment process, login and password information will be issued.

## ***Attendance***

Takoma Academy believes strongly that daily attendance is an integral part of the educational process. Every student is expected to be present and on time every day of the school year.

## ***Tardiness/Absences***

Each student is expected to develop promptness by meeting each appointment on time. A student is considered tardy if they are not seated in the classroom, chapel or at their workstation at the exact time the class/appointment begins. Students are allowed six (6) unexcused 1st period tardies per semester.

Please keep in mind the following attendance policy below:

- 3 unexcused tardies in one week = 1 detention
- 3 unexcused tardies = 1 unexcused absence
- 5 unexcused absences in the same class are subject to a loss of credit

Students may not exceed five (5) unexcused absences per semester in any course in order to receive full credit for the course. **Students will serve attendance detention 7:10am-7:35am on Wednesday of each week.** When a student is absent from school, his/her parent(s) or guardian must call the office by 9:00am on that day (301- 434-4700). Upon returning to school, the student must present to the Registrar with an email or note from their parent/guardian before reporting to their first class. The note must include the student's full name, date, the explanation for the absence, and the

parents' or guardian's signature and contact information. This note will be kept in the student's file. It should be noted that TA, not the parent/guardian, determines the legitimacy of a student's absence. Parents/guardians have two (2) business days to request excused tardies/absences. In the case of a prolonged absence, the parent or guardian should call the Academic Specialist to arrange for assignments to be sent home.

### ***Pre-arranged Family Absences***

Parents requesting permission to take their children on vacations are asked to send a written request to the Principal or Registrar at least one week in advance for approval. Students may miss up to four (4) pre-arranged school days for this purpose during the school year.

If approved, the student must complete the pre-arranged absence form and submit it two (2) days before departure. Students are responsible for collecting any assignments they will miss prior to leaving. These missed assignments are due the first class period after the leave or as arranged with the instructor. It is strongly recommended that students enrolled in Advanced Placement (AP) classes reconsider planned vacations during the school year as each class period is vital in preparation for the AP Exam.

### ***Medical Absences***

Medical Absences will be excused for the following reasons:

- Illness that is documented by a nurse or doctor. Parent's documentation is accepted if the student is at home.
- Illness at home of three days or more requires a doctor's note

## ***Course Information and Requirements***

### ***Auditing Courses***

A student may request to audit a course and not receive a grade. Courses taken as an audit credit do not count towards credits required for graduation. While the student will be listed on the teacher's official record, the class will show on the student's permanent transcript as an audit. The regular attendance policy will apply while auditing, and regular class attendance will be mandatory. Advanced Placement classes may not be audited.

Upon the written recommendation of the Academic Support Specialist, teacher, and with written parental permission, a student may be allowed to make changes from regular to audit status within five weeks of the semester. Exceptions to this policy may be made by the Curriculum Committee.

### ***Adding & Dropping Courses***

Students may add/drop a class up to two weeks after the semester begins without penalty. Students may not add a class after the two-week period of each semester. Students who elect to drop a course after the first two weeks through the middle of the semester (9 weeks) will receive a W (Withdraw Passing) or WF (Withdraw Failing) on their transcript. Students are not permitted to drop a course after the 9-week period.

All add/drop forms must be submitted to the Academic Support Specialist for approval. Courses may not be added/dropped without permission of the Academic Support Specialist to ensure each student stays on schedule to meet requirements for their desired diploma track.

### ***Advanced Placement Courses***

Advanced Placement (AP) classes are designed for students who excel scholastically in certain areas or are motivated and interested in taking a more rigorous academic course load. Consideration for students interested in taking AP courses is based on an essay response, teacher recommendations, and GPA. Students may be approved for no more than 2 AP classes per year. Students taking AP courses are required to take the exam for that course in May and are responsible for any fees involved. AP classes cannot be audited. Students must maintain a B- or higher to remain at the AP status. Students who drop below the B- will receive standard credit for the course (4.0) or may be asked to withdraw or can withdraw with the permission of the instructor. It will be notated as a standard class instead of an AP class. This would be in the case of poorly performing students.

### ***Community Service***

Recognizing the importance of volunteering, Takoma Academy has adopted a community service policy. Every student must complete a minimum of 25 hours of community service during each year of attendance at Takoma Academy. This requirement may be fulfilled through unpaid activities in churches, local communities or at the school. Progression to the next grade level, as well as participation in graduation exercises depends on successful fulfillment of this requirement. See "Class Organization" in the Admissions section for more information.

Community Service forms may be downloaded from the TA website or secured from the office.

### ***Homework/Late Papers/Missed Tests***

Students with excused absences will have as many school days as they were absent to make up assignments. Work missed from a pre-arranged absence is due on the first day back in class.

It is the student's responsibility to see his/her teachers to obtain the work and help, if needed. Work not completed within the allowed length of time will be penalized a letter grade for each day late. Any work 4 days late, or more, will result in a zero for that

assignment.

Tests that are missed due to excused absences must be made up within the same number of days as the absence (e.g., absent two days, two school days to make up the test). However, if a student is absent just the day before the test or the day of the test, the test must be made up the day he returns.

When a student is given a suspension, all missed work must be made up. Teachers will accept work for credit and reschedule any tests and quizzes missed if the completed homework is turned in on the first day back from a suspension.

### ***Dual Credit Course Opportunities***

Takoma Academy provides the opportunity for diligent students to earn college credits while attending TA. Students must meet the minimum GPA (3.0). The dual credit courses offered are the General Education courses required by most colleges and can be transferred to nearly all colleges and universities. Parents and students are responsible to ensure that credits will transfer to their chosen college and/or field of study. Transcripts for college classes must be requested from Andrews University, Oakwood University and Washington Adventist University.

Students seeking collegiate credits from Modern States must be mindful that at course completion students must be assessed to receive credit for the college of their choice. As with AU and WAU parents and students are to be responsible to ensure that credits will transfer to their chosen college and/or field of study prior to enrolling in the course offering.

### ***Grade Point Average (GPA)***

GPA is a numerical value that expresses the student's average academic standing. The GPA is figured by dividing the total number of quality points attained by the total number of credits attempted.

This figure is used to provide a rank order of student progress and is a key figure in distinguishing honor students. Colleges consider the GPA a key statistic in the admissions process. The following grading and quality point system is used:

<b>Grade Scale</b>	<b>Grade Percentage</b>
A	93-100%
A-	90-92%
B+	87-89%
B	83-86%
B-	80-82%
C+	77-79%
C	73-76%
B-	70-72%
D+	67-69%

D	63-66%
C-	60-62%
F	0-59%
I	Incomplete none
WP	Withdraw passing none
WF	Withdraw failing none
LC	Loss of credit none

### ***Grade Reports & Progress***

At the end of each semester, a final grade is recorded on the student's permanent transcript. These grades are used to figure GPA and class rank.

A grade report is made available to both the student and the parent/guardian at the end of each term through RenWeb unless there are Administrative restrictions placed on the release of the grades. *Grade reports will only be mailed upon request.*

Progress reports are emailed bi-weekly during the year. The grades on the progress reports are not recorded on the official transcripts. Please make sure your e-mail address is updated and on file with the Registrar/Data Specialist.

### ***Honor Roll/Eye of the Tiger***

TA recognizes student achievement at the end of each semester.

Semester 1:

- 3.0-3.49 Honor Roll\*
- 3.5- 3.74 High Honors\*
- 3.75+ Principals List\*

Semester 2: Eye of the Tiger

This recognition is given to those students who show consistency in being hard workers, dedication to their academic success, and committed to upholding the standards and mission of Takoma Academy.

\*Students with D's or F's cannot be considered for Academic honors.

### ***Incomplete or Failing Grades***

An incomplete (I) may be given by a teacher only when extenuating circumstances have made it impossible for the student to do sufficient work within a given period of time. When an incomplete is received, it may be removed upon the completion of the work after the end of the grading period or at the discretion of the teacher and Principal. The instructor will report the final grade to the Principal. All incompletes will be accompanied by a progress letter grade that will be on file in the Academic Support Specialist's Office.

Students who fail one or more semesters of a class are to make arrangements to repeat the class through enrollment in Educere, Griggs or in the students home public school system. Prior to enrollment the recovery course must be approved by the Academic

Support Specialist. All required coursework must be completed successfully prior to participation in graduation exercises.

### ***Summer Coursework***

Students seeking to enroll in course work for recovery during the summer must seek approval through the Academic Support Specialist prior to enrolling in courses. Enrolling in courses not approved is subject to not being accepted by Takoma Academy.

Students seeking course work during the summer to advance their academic status are to submit the request to the Academic Support Specialist for approval prior to enrolling in courses. Enrolling in courses not approved is subject to not being accepted by Takoma Academy.

The maximum number of standard courses for original credit to be taken off campus is 2 during each semester at Takoma Academy.

### ***Withdrawal from School***

Students who withdraw or are expelled from school will be issued a progress grade to date. Additional independent coursework will not be provided by Takoma Academy beyond the withdrawal date. A signed withdrawal form is required. Failure to complete the withdrawal procedures will result in a processing fee of \$25.00 being applied to the student's statement and a delay of records being sent to the subsequent school.

### ***Diplomas and Issuance of Transcripts***

Takoma Academy issues a College Preparatory diploma. TA students may also seek the following specialized diplomas (2020-2021+):

- STEM Medical
- STEM Engineering
- Humanities with an emphasis in:
  - English
  - Communications
  - Modern Languages (Spanish)
  - Religion
- Fine Arts
  - Music
  - Art
- Political Science

Each diploma type may receive an Honors acknowledgement if students meet the Honors requirements. Diplomas are awarded only when student accounts are paid in full. In order for TA to issue a diploma, the final semester must be completed on campus.

A transcript is issued only when the student's account is paid in full and upon receipt of a Transcript Request Form in the Data Specialist/Registrar's Office. Requests for

transcripts should reach the Registrar's Office at least 5 days before needed. Graduates 18 years old and older must make the request themselves.

### ***Certificate of Attendance***

Upon the recommendation of the Academic Committee, and with the approval of administration, a certificate of attendance may be issued if a student does not meet the requirements for a general diploma. The student must have attended Takoma Academy for four full years or an equivalent school with the last full year at Takoma Academy. With the issuance of the Certificate of Attendance a student may participate in the Consecration and Baccalaureate exercise. Certificate of Attendance students are not to participate in the Commencement exercise.

### ***Graduation Requirements***

Students are responsible for meeting the requirements of the diploma being pursued. A minimum of 28 Carnegie Credits for the College Preparatory diploma is required. Students must successfully complete all required courses prior to participation in the senior trip and graduation exercises. This includes having on file in the Registrar's Office a complete official transcript of credits from all high schools in which the student has been enrolled. Students who have all eight semester's grades issued by TA will receive four-year cords at graduation.

### ***Commencement Eligibility Requirements***

In order to be eligible to participate in the commencement exercises, all seniors:

- Must have provided all official transcripts from previous schools to the Registrar prior to enrolling in classes.
- Must have been enrolled as a full-time student during the second semester of their senior year.
- Must have completed all graduation requirements, including community service, as published in the handbook issued during the student's year of entry.
- Must have removed all incompletes or deficiencies.
- Must have completed all correspondence courses by May 1 and provided a transcript of final grades received to the Registrar.
- Students who have failed a course during the second semester (final semester) of their senior year may participate in the Consecration and Baccalaureate exercises only. They may not participate in the Commencement exercise.

### ***Commencement Honors***

The Valedictorian of the class will be named based on the following criteria: placing first in class rank, extraordinary effort, a cumulative GPA of at least 3.7 in core classes and a 3.75 overall and exemplary citizenship, and having completed one full year at Takoma Academy.

The student placing second in the class rank will be the Salutatorian of the class and will

be so honored at commencement. In case of a tie for valedictorian, both students will be co-valedictorians. In case of a tie for salutatorian, both students will be co-salutatorians.

Notable/Recognition Cords:

- Valedictorian/Salutatorian- Medals
- Honor Roll (3.0-3.49)- Single Gold Cord
- High Honors (3.5-3.74)- Double Gold Cord
- Principal's List (3.75+)- Gold/Maroon Cord
- NHS- Blue Sash
- Ambassador- Pin
- Class Officers- TBD
- Music Honors- Pin
- Spanish Honors- Sash
- Athletics- Medals
- Legacy- Maroon/White Cord

### ***Early Graduation and Residency Requirements***

Takoma Academy does not recommend early graduation. The governing board believes that four years in high school are best for the intellectual, physical, social and spiritual development of teenagers. However, under the following Columbia Union Code guidelines, exceptions are made.

1. Students who will become 18 years old before graduation in a normal four-year program may be accelerated without application of usual criteria except that the student must meet all academy graduation requirements.
2. Criteria for identification:
  - a. On a standard achievement test battery, an eligible student is expected to have a composite score at the 85th percentile or above.
  - b. A student is required to maintain a cumulative 3.5 grade point average.
  - c. The student should demonstrate initiative, a sense of responsibility, emotional stability, self-control, and adequate social adjustment.
3. The student who wishes to follow the early graduation program must meet all of the requirements for graduation including one credit of Bible for each year in attendance.

### ***Career/College Counseling***

All students will be provided with individual support in the college selection process. We offer many different types of pre-college and career planning activities for students in Grades 9-12 and meet with each family for individualized planning. Takoma Academy uses Naviance, a well-respected database and search tool that allows students and parents access to the most updated information on national admission. Students have access to this tool from the start of their freshman year until after graduation. Takoma

Academy will help search for scholarships with students and also provide necessary supporting data. We will coordinate college visits to colleges as well as host colleges visiting the TA campus.

**Available services include:**

- Academic counseling of students.
- College and career guidance of students.
- Coordination and supervision of testing in the following areas: academic achievement (PSAT/SAT/ACT Aspire/ACT), career interests, and college credit (AP)
- Yearly meetings with the following grades to discuss Naviance and Post TA expectations:
  - o March- Rising 10<sup>th</sup> Graders- Sophomore Set Up (Students currently in the 9<sup>th</sup> grade)
  - o April- Rising 11<sup>th</sup> Graders- Junior Jumpstart (Students currently in the 10<sup>th</sup> grade)
  - o May- Rising 12<sup>th</sup> Graders- Senior Success (Students currently in the 11<sup>th</sup> grade)

# Diploma Requirements

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## ***College Preparatory Diploma***

MINIMUM TOTAL CREDITS: 28

***Applied Arts & Technology*** 2 credits *Exploring Computer Science is required.*

***English*** 4 credits 1 credit for each year

***Fine Arts*** 1 credit *Includes art, flex band, chorale, Camerata, Art Appreciation and may include Graphic Design*

***Modern Languages*** 2 credits *Must be the same language*

***Mathematics*** 4 credits *Must include Algebra 1, Geometry, and Algebra 2*

***Physical Education*** 1 ½ credits ***Health*** ½ credit

***Religion*** 4 credits 1 credit for each year at Takoma Academy

***Science*** 3 credits *Must include Biology and Chemistry*

***Social Studies*** 3 credits *Must include World History, U.S. History, and Government*

***Electives*** 3 credits

### **Unit of Credit**

Takoma Academy Unit of Credit – One Carnegie unit is equal to 215 minutes of seat time per week over 36 weeks. Class Period Time/Day Requirements as Related to Carnegie Units

In order to earn one Carnegie unit, a secondary subject must be taught for a minimum of 200 minutes per week or 120 hours per year including laboratory and applied arts courses unless the school has obtained approval for a curricular program different from the conventional curriculum. Academies and junior academies may offer additional minutes of laboratory time in accordance with individual state requirements.

The minimum number of days in a school year will be 180 student-teacher contact days. The minimum number of days in a semester will be 85.

For classes meeting these minimum times: ¼ Carnegie unit will be granted for courses meeting one-quarter of the required time; ½ Carnegie unit will be granted for a semester course; and 1 Carnegie unit for year-long courses.

### **Takoma Academy Transcript Tracks for Learning**

Please see the Academics tab found on TA website.

# Course Descriptions & Prerequisites

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## ***Applied Arts & Technology***

### **Exploring Computer Science (1 Credit)**

This course engages students in computational thinking and practice, while developing creativity, communication, collaboration, and problem-solving skills. Students will utilize a variety of software and web-based programs. This course provides opportunities to explore, but is not limited to: Microsoft Office, Google Docs, Photoshop, multimedia production, 3D modeling and printing, cybersecurity, keyboarding, digital citizenship, and coding.

### **Film Studies (1 Credit)**

The film studies course introduces students to film analysis, cinematic elements, genre, narrative structure, and musical score. The course helps students to develop skills to recognize, analyze, describe and enjoy film as an art and entertainment.

### **Coding 101 (1 Credit)**

This course takes a wide lens on computer science by covering topics such as problem solving, programming, physical computing, user-centered design, and data, while inspiring students as they build their own websites, apps, games, and physical computing devices.

### **TA 300 (1 Credit)**

This course is divided into four sections that will provide students with the necessary skills for college and future career goals. Each section will be held for 9 weeks. The four sections are Personal Finances, Life Skill, College Prep, and SAT/ ACT Prep.

- ***Personal Finances*** students learn fundamental skills such as creating budgets, developing long-term financial plans to achieve their goals and making sound financial decisions.
- ***Life Skills*** emphasize goal setting, decision making and problem solving, communication, healthy lifestyles and relationships, nutrition, personal safety, citizenship and consumerism.
- ***College Prep*** will introduce students to the application process, financial aid information, scholarships, and essay writing.
- ***SAT/ACT Prep*** helps students prepare to take the SAT and ACT standardized tests. Students are given test-taking strategies for all sections of the SAT and ACT tests.

### **Home Economics (1 Credit)**

Home Economics Household Skills combines Kitchen Skills along with Home & Personal Management Skills. The students will practice the necessary skills to help become proficient in the household, personal life, around the kitchen, as well as in relationships with others.

### **Introduction to Engineering (1 Credit)**

Fundamentals of engineering will survey major engineering disciplines: aerospace and aeronautical; computer engineering and computer science; electrical; mechanical and structural; robotics; and/or systems engineering. The course is divided into two days of lecture and two days of demonstrations, project work, and hands-on activities. The course work may also include teaching in additive manufacturing or 3D printing. Teams of students complete race engineering and robotics activities. STEM

skills include coding/ programming, design, and hands-on assembly.

### **Digital Photography (1 Credit)**

This course introduces aspiring photographers to basic concepts and elemental use of the digital camera, lenses, and equipment. Using a combination of lecture, demonstration, and hands-on exercises, this course will explore basic photographic techniques, including lighting and composition, create high-quality images that tell stories through pictures.

## ***English & Literacy***

### **English 1 (1 credit)**

English 1 is a study of the writing process, polishing writing skills, and refining the basic skills of critical thinking, oral presentation, spelling, and grammar. In addition, students study a wide variety of literature through different genres such as short stories, poetry, drama, and novels. Written and oral assignments relate directly to reading assignments and class discussions. This course also introduces students to the process of writing and serves as the foundation for other courses in the English program.

### **Honors English 1 (1 credit)**

Honors I is an accelerated curriculum that expands students' reading and writing experiences, building a foundation for their high school and post-secondary academic careers. The course will allow students to improve their reading, writing, and communication skills through various effective strategies found in the common instructional framework including classroom talk, collaborative group work, writing to learn, literacy groups, questioning, and scaffolding. Students will encounter various genres of literature and several styles of writing, with a particular common core emphasis placed on evidence-based writing.

### **English 2 (1 credit)**

English 2 examines the literature of the ancient world through the 20th century and emphasizes critical thinking and in-depth writing skills. An integral part of the course is a literature-related composition program that emphasizes development of specific writing, reading, critical thinking and speaking skills with a review of Standard English usage and vocabulary. Prerequisite: English 1.

### **Honors English 2 (1 credit)**

English II Honors is an accelerated curriculum that challenges students to explore and cultivate an understanding of various genres of Literature. While reading numerous novels, plays, and poetry, students learn to analyze, synthesize and evaluate a range of literary themes and concepts. Students aim to improve their reading, writing, vocabulary and grammar skills by exploring and applying specific common instructional framework strategies. Additional activities will require students to research, and create oral presentations either individually or as a member of a group and collaboratively create multiple novel-based projects.

### **English 3 (1 credit)**

English 3 covers the ancient literature of Africa and the Americas, as well as modern world literature. Literature related essay writing is emphasized. Research paper writing skills are studied in preparation for English 4. Prerequisite: English 2.

#### **English 4 (1 credit)**

English 4 examines European literature from the Anglo-Saxon period, the Middle Ages, the Renaissance, the Enlightenment, the Romantic Period and the Victorian Age, and continues through the 20th century. The class also familiarizes students with writing research papers. Tools and methods of objective research are explored. Students learn the logical development and substantiation of a thesis. They discuss the problems of selecting, evaluating and interpreting facts. Critical thinking and writing skills are emphasized. Prerequisite: English 3.

#### **Advanced Placement (AP) English Language (1 credit)**

AP English Language challenges the student's intellectual abilities and seeks to improve their overall effective use of verbal and written language. This course focuses on reading a wide range of print and visual texts through the lens of understanding and creating argument and looking at authorial purpose. Texts selected for study include a wide variety of cultural perspectives and an emphasis on representation from a range of literary periods. The primary emphasis will be on non-fiction writing. Prerequisites: English 2 or 3 and approval by the Administration.

**Advanced Placement (AP) English Literature and Composition (1 credit)** AP English Literature and Composition aligns to an introductory college-level literary analysis course. The course engages students in the close reading and critical analysis of imaginative literature to deepen their understanding of the ways writers use language to provide both meaning and pleasure. As they read, students consider a work's structure, style, and themes, as well as its use of figurative language, imagery, symbolism, and tone. Writing assignments include expository, analytical, and argumentative essays that require students to analyze and interpret literary works.

### ***Fine Arts***

Many of the fine arts programs are performance-based and require the commitment of the student to a year-long program. These groups give numerous programs during and outside of official school time. Members are required to meet all these appointments. Absences from scheduled programs may lower the student's grade or may be a cause for dismissal from the organization. Members of choral groups must purchase uniforms. Each class in this section will fulfill a Fine Arts requirement.

### **Performing Arts Courses**

#### **Camerata (1 credit- Honors)**

This course combines *Camerata*, a select choir, and Music Theory to provide an advanced experience in vocal, musical, and performance techniques. Upon completion of the course, students will have been exposed to a variety of aspects of music including theory, style, and history. The performance schedule is the most varied of any of the performing organizations. *Prerequisite: students must audition for director of Camerata*

#### **Chorale (1 credit)**

Choir is open to anyone who is interested in singing. Various techniques of voice projection, breath control, sight reading, stylistic interpretation and performance will be explored. The choir will participate in major school performances, local church performances and a short tour. Full participation is expected of all members.

### **Flex Band (1 credit)**

Flex band is open to those students who have had lessons in brass, woodwind or percussion instruments, or who have advanced music and rhythm skills. Techniques such as rhythm, phrasing, performance skills and musical interpretation will be emphasized. The band will perform at most major school events. *Prerequisite: 2-3 years of band, orchestra, or string instruction.*

## **Visual Arts Courses**

### **Art Appreciation (1 Credit)**

This course is designed to increase knowledge and appreciation of the visual arts. Students focus on interpreting and evaluating works of art within formal, cultural, and historical contexts, as well as exploring a survey view of art history, including a deeper look at global artworks.

### **Graphic Design (1 Credit)**

Students will learn the principles of great design and typography, while using professional-grade Adobe design software to create digital drawings, logos, advertisements, magazine layouts, and more.

### **Mixed Media (1 Credit)**

Students will be introduced to multiple artistic mediums such as embroidery, carving (stamp work), sculpting, etc.; Students will create a complete portfolio based on instructional assignments throughout the course. Outcome: Students will demonstrate the basics process and be able to identify how texture, patterns, rhythm, balance create aesthetics and cohesion.

## **Modern Languages**

### **Spanish 1 (1 credit)**

Spanish 1 develops the beginning student's language skills such as listening, speaking, reading and writing. Elementary grammar and awareness of Hispanic culture are also stressed.

### **Spanish 2 (1 credit)**

Spanish 2 reviews language structures introduced in Spanish 1 systematically and presents the remaining basic grammar for study and practice. Learning new vocabulary and oral practice bring the student to a higher level of proficiency. *Prerequisite: Spanish 1 or permission of the instructor.*

*Prerequisite: Spanish 1.*

### **Spanish 3 Honors (1 credit)**

Students continue to develop their communicative competence by interacting orally and in writing with other Spanish speakers, understanding oral and written messages in Spanish and making oral and written presentations in Spanish. *Prerequisite: Spanish 2.*

### **Spanish for Native Speakers (1 Credit)**

This course is designed for Native Spanish Speakers who have CLEP'd Spanish 1 and/or 2 or who are deemed proficient in Spanish prior to being enrolled in AP Spanish. This course will assist students as they learn more in depth about the Hispanic culture. Students will have an immersed exposure to the language

and have an opportunity to read works by various Hispanic authors, and to further improve their knowledge of grammar and vocabulary, as well as sharing cultural presentations. Students will work in groups independently. Instruction will be primarily in Spanish.

### **Advanced Placement (AP) Spanish (1 credit)**

AP Spanish is an independent study course for students proficient in Spanish in preparation for the AP Spanish Language examination. Prerequisite: Permission and recommendation of the instructor. College credit is available for students receiving high scores on the national examination. Eligible students must pay the required fee for the textbook. *Prerequisite: Spanish 3.*

## ***Mathematics***

### **Algebra 1 (1 credit)**

Algebra 1 is the basic course for all college preparatory mathematics courses. Students will study analysis, probability, the real number system, linear and quadratic functions, operations with polynomials and matrices and applications of these concepts. Students will be expected to describe and translate among graphic algebraic, numeric, tabular and verbal representations of relations and use those representations to solve problems. This course will count towards the math course requirements of all diplomas.

### **Algebra 2 (1 credit)**

This course extends the study of topics introduced in Algebra 1. The emphasis on linear, quadratic, exponential, logarithmic, polynomial and rational functions are motivated by data investigations. A TI-83 or TI-84 graphing calculator is required and is an integral part of this course, which will count towards the math course requirements of all diplomas. Algebra 1 with a minimum grade of C- and completion of Geometry is recommended before enrollment in this course. *Prerequisite: Geometry.*

**Advanced Algebra Concepts w/a focus in Statistics Accounting, Banking and Finance (1 credit)** Takoma Academy endeavors all students to achieve an acceptable level of mastery in mathematics as identified by the College Board as necessary for college success. They include numbers and operations, algebra and functions, geometry and measurements, data, probability and statistics, problem solving, representations, reasoning, connections, and communication. *Prerequisite: Algebra 2.*

### **Calculus Honors (1 credit)**

This course covers all topics associated with functions, graphs, (including mathematical modeling), and limits; derivatives and integrals (and the relationship between them as defined by the Fundamental Theorem of the Calculus). Students are taught how to use graphing calculators to graph functions within arbitrary windows, to help solve problems, conduct explorations, interpret results, and verify conclusions. Students determine the reasonableness of solutions, including sign, size, relative accuracy, and units of measurement. Students also model physical situations with a function, an integral, or as a differential equation. Graphing calculators are an integral part of this course. *Prerequisites: Pre-Calculus.*

### **Geometry (1 credit)**

This course is designed to emphasize the study of the properties and applications of common geometric figures in two and three dimensions. It includes the study of right triangle trigonometry. Inductive and deductive thinking skills are used in problem solving situations, and applications to the real world are stressed. It also emphasizes writing proofs to solve (prove) properties of geometric figures. Students who complete Geometry should take Algebra II next.

**Pre-Calculus (1 credit)**

This course covers transformations and functions: linear, quadratic and polynomial functions, exponential, logarithmic, and trigonometric functions (and applications), inverse functions, and sequences and series.  
*Prerequisites: Algebra 2 grade of "B".*

***Physical Education and Health***

All students are required to earn 1½ credits of Physical Education (PE) and ½ credit of Health in order to graduate from Takoma Academy. Only a valid medical waiver may exempt a student from the PE requirement. Waiver of the PE requirement does not reduce the total number of units necessary to meet diploma requirements.

**Physical Education (1 credit)**

PE will train and test students in proper methods of warm-up, rules and drills, as well as health-related physical fitness. Participation in sports such as flag ball, volleyball, soccer, basketball, softball, weight training and aerobics is expected.

**Physical Education & Health (1 credit)**

PE/Health expands students' knowledge and skills in team sports, lifetime fitness (e.g., aerobic fitness, weight training and conditioning), nutrition and wellness.

Students may seek .5 Physical Education credits in the following formats by notifying the Academic Support Specialist within the first two weeks of each semester. Students are able to:

- Option 1: .5 Physical Education credits may be obtained when a student participates in a varsity level sport on the TA campus. 1-time participation only beginning with the class of 2023.
  - Option 2: .5 Physical Education credits may be obtained when a student participates in a pre-approved organized sport...i.e. golf, tennis lessons etc. (36-48 hours of participation/practice or competition). 1-time participation only beginning with the class of 2021.
  - Option 3: .5 Physical Education credits may be obtained when a student participates in the Independent Study PE option. 1 time only participation beginning with the class of 2021.
- Students must complete and submitting the following:
- Journal- Please document your physical activity of 30 minutes of active exercise 4 times per week. You must have a total of 6 weeks (24 sessions of active exercise. This documentation is to include the following- Start/Stop time; type of exercise (strength, balance, aerobic, flexibility). Descriptions can be found here <https://www.livescience.com/55317-exercise-types.html>. Please rotate these exercises throughout the week. Please notate/document before and after physical challenges, how you feel, or any concerns you may have.
  - Heart Health- Create a PowerPoint or Prezi that we can be shared with staff in reference to heart health. It can include diet, exercise or other critical information.
  - How do you play- Please record yourself teaching someone to play/participate in a physical game of your choosing (For example kickball, softball, volleyball, etc.)
  - Final Exam- 25 Fitness Terms- Please study the terms. You will be assessed via Google Classroom <https://www.self.com/story/fitness-terms-to-know-before-working-out>

**Health Independent Study (.5 credit)**

Health furthers students' understanding of a person's physical, mental, emotional and consumer health. The course includes a unit on reproduction, heredity, pregnancy and childbirth, as well as sexually transmitted diseases such as AIDS. *This course is an independent option taken during the summer for rising Sophomores, Juniors and Seniors.*

***Religion***

Students are required to take a Bible class during each year of attendance at a Seventh-day Adventist secondary school.

**Bible 1: Encounter Bible (1 credit)**

- God The I am
- God on a Cross
- God Gifts

**Bible 2: Encounter Bible (1 credit)**

- The God-Choice
- God's Heart
- Sharing God
- God in My World

**Bible 3: Encounter Bible (1 credit)**

- God's Word
- God is Our Victor
- God is My Victor
- God is My Guide

**Bible 4: Encounter Bible (1 credit)**

- Perspectives on God
- Worldviews and God
- God in My Relationships
- The God of the Gospels.

***Science*****Anatomy and Physiology Honors (1 credit)**

This course is designed to introduce students to the structure and function of the human body. The concept of homeostasis (maintenance of a stable internal environment) is introduced early and then emphasized throughout the class. Also stressed is the understanding that loss of homeostasis leads to some kind of pathology or disease, either temporary or permanent. Thus pathological conditions are introduced and integrated as appropriate to clarify normal functioning. Chemistry, cells, tissues and the first organ system (skin) are treated in succession, making the transition to organ systems more easily accomplished. These systems require a great deal of anatomical terminology, and they are approached from simple to increasingly complex levels. *Prerequisite: Biology.*

**Advanced Placement (AP) Biology (1 credit)**

The AP Biology course is designed to be the equivalent of a two-semester college introductory Biology course usually taken by Biology majors during their first year. After showing themselves qualified on the AP Exam, some students, in their first year of college, are permitted to take upper-level courses in Biology or register for courses for which Biology is a prerequisite. *Prerequisite: Environmental Science, Biology, Chemistry.*

**Biology (Lab) (1 credit)**

Biology 1 is a study of zoological and botanical organisms, their classification, structure, function and interrelationships. A belief in intelligent design is emphasized. Activities are organized to enable students to recognize the importance of basic scientific research and the application of scientific concepts to people's lives. Critical thinking skills are developed, and the course goes beyond the presentation of facts to interpret and assess their significance.

**Chemistry (Lab) (1 credit)**

Chemistry includes a study of elementary inorganic chemistry. Topics include the Bohr-Rutherford atom, the periodic table as a model to predict the relative properties of elements, chemical bonding and valence electrons, types of chemical equations and the Law of Conservation of matter, stoichiometry, gas laws, dynamic equilibrium and Le Chatelier's principle, and solubility of gases and liquids. While the course is open to students interested in any profession, it is especially designed to prepare the science student for college courses. *Pre-requisites: A basic course in Biology.*

**Physics (Lab) (1 credit)**

Physics studies the fundamental laws related to mechanics, Newton's Universal Law of Gravitation, heat and temperature, light and sound, AND electricity, and magnetism. It meets the needs of students who may be required to take an introductory course in college physics. *Prerequisite: Completion of Chemistry and enrolled in Algebra 2 or higher level mathematics course.*

**Social Studies****African American Studies (1 Credit)**

This course examines the history and culture of Africa and the African-American experience in an interdisciplinary format, including an analysis of the unique historical, cultural, and social developments from the Middle Passage to the present day. The course will address the literary and artistic contributions of African-Americans to American culture. Critical thinking, reading, writing, and oral presentation skills are emphasized.

**American Government (1 credit)**

American Government is a study of the principles, organizations and functions of national, state and local government. Students examine the Constitution, public policy, institutions of government and election law. Particular emphasis is placed on current events. *Prerequisites: World History and American History. This course is required for graduation and should be taken in the senior year.*

**AP American Government (1 credit)**

AP Government is a study of the institutions and political activities of the American government at the national, state and local levels. Decision-making will be examined in foreign affairs, economics and logical issues with an emphasis on contemporary problems. The United States Constitution will also be studied. Students will prepare for the national Advanced Placement exam and may be eligible to receive college

credit for high scores. Eligible students must meet all Honors prerequisites. *Prerequisites: US History.*

**AP US History (1 Credit)**

AP US History is a rigorous survey course covering American history from the Pre-Columbian period to the present. The class is taught in accordance with the AP US. History curriculum framework and is designed to prepare students for the AP US history exam in May. *Prerequisite: World History.*

**US History (1 Credit)**

US History surveys United States history from the age of the explorations up until the present day. Topics covered include political, military, economic, religious, social, and cultural development. Particular emphasis is placed on the role of individuals in the founding and development of the United States. *Prerequisite: World History.*

**AP World History (1 Credit)**

AP World History students cultivate their understanding of world history from c. 1200 CE to the present through analyzing historical sources and learning to make connections and craft historical arguments as they explore concepts like humans and the environment, cultural developments and interactions, governance, economic systems, social interactions and organization, and technology and innovation.

**World History (1 credit)**

World History surveys ancient and medieval history through World War II with particular emphasis on the Western world. Topics covered include political, military, economic, religious, social and cultural development. Emphasis is placed on geography and current events. This class is required for graduation and should be taken in the freshman or sophomore year.

**Additional Electives/Applied Arts (Pass/Fail)**

- Ambassadors (1 Credit)
- Creative Writing (1 Credit)
- HOSA- Allied Health Professionals (1 Credit)
- NSBE, Jr.- (1 Credit)
- Social Media (1 Credit)
- Yearbook (1 Credit)

## Academic/Extra Curricular Activities

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Academic Support
Ambassadors
Athletics
Black Student Union
Class Meetings
Creative Writing
Debate
HOSA (Allied Health Professionals)
Living Room Internship
Music Club
NSBE, Jr.
Running Club
Social Media Club
Spanish Club
Student Council
Virtual Vegan Cooking Class

# Who to Contact

## Absences/Tardies

- Kelli Collins [kcollins@ta.edu](mailto:kcollins@ta.edu)

## Academic Needs

- Shemika Campbell [scampbell@ta.edu](mailto:scampbell@ta.edu)

## Admissions

- Kelli Collins [kcollins@ta.edu](mailto:kcollins@ta.edu)

## Alumni/Development Needs

- Salena Fitzgerald [sfitzgerald@ta.edu](mailto:sfitzgerald@ta.edu)

## Athletic Needs

- Keith Beckett [kebeckett@ta.edu](mailto:kebeckett@ta.edu)

## Business Office Needs Accounts/Financial

### Plans/Scholarships

- Rashawna Young [ryoung@ta.edu](mailto:ryoung@ta.edu)
- Debbie Henri [debhenri@ta.edu](mailto:debhenri@ta.edu)

## Campus Tours

- Kelli Collins [kcollins@ta.edu](mailto:kcollins@ta.edu)

## Chaplain

- Chaplain BLEah [chaplain@TA.edu](mailto:chaplain@TA.edu)

## Class Sponsors

- Class of 2022
  - Anthony Palmer [apalmer@ta.edu](mailto:apalmer@ta.edu)
- Class of 2023
  - Ericka Blackwell [ebblackwell@ta.edu](mailto:ebblackwell@ta.edu)
  - Shaun Robinson [srobinson@ta.edu](mailto:srobinson@ta.edu)
- Class of 2024
  - Ruth Camps [rcamps@ta.edu](mailto:rcamps@ta.edu)
  - Fred Mason [fmason@ta.edu](mailto:fmason@ta.edu)

## College/Career Needs

- Shemika Campbell – [scampbell@ta.edu](mailto:scampbell@ta.edu)
- Keith Beckett – [kebeckett@ta.edu](mailto:kebeckett@ta.edu)

## Community Service

- Chaplain BLEah

## Facilities/Plant Operations

- Donald Thrower [dthrower@ta.edu](mailto:dthrower@ta.edu)

## Facility Rental

- Debbie Henri [debhenri@ta.edu](mailto:debhenri@ta.edu)

## Lunch

- George Suggs [gsuggs@ta.edu](mailto:gsuggs@ta.edu)

## Music (Chorale/Camerata/Flex Band)

- Lulu Mupfumbu [lmupfumbu@ta.edu](mailto:lmupfumbu@ta.edu)

## Online/Off Campus Course Approval

- Shemika Campbell [scampbell@ta.edu](mailto:scampbell@ta.edu)

## Schedules

- Shemika Campbell [scampbell@ta.edu](mailto:scampbell@ta.edu)

## Shadow Days

- Kelli Collins [kcollins@ta.edu](mailto:kcollins@ta.edu)

## Student Life/Student Council

- Carey Holness [cholness@ta.edu](mailto:cholness@ta.edu)

## Technology/WiFi

- Kelly Danticat [kdanticat@ta.edu](mailto:kdanticat@ta.edu)

## Transcripts

- Kelli Collins [kcollins@ta.edu](mailto:kcollins@ta.edu)

## Frequently Used Numbers and Websites

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### ***Adventist Church Administration***

Potomac Conference 540.886.0771 [www.pcsda.org](http://www.pcsda.org) Columbia Union Conference 410.997.3414  
[www.columbiaunion.org](http://www.columbiaunion.org) North American Division 301.680.6400 [www.nadadventist.org](http://www.nadadventist.org) General Conference of SDA  
301.680.6000 [www.adventist.org](http://www.adventist.org) ***Local SDA Elementary Schools***

Beltsville Adventist School 301.937.2933 [www.baschool.org](http://www.baschool.org) G.E. Peters Elementary School 301.559.6710  
[www.gepetersschool.org](http://www.gepetersschool.org) Dupont Park Adventist School 202.583.8500 [www.dupont22.adventistschool.connect.org](http://www.dupont22.adventistschool.connect.org)  
Olney Adventist Preparatory School 301.570.2500 [www.olneyprep.org](http://www.olneyprep.org) Takoma Academy Preparatory School  
301.422.3858 [www.taprep.org](http://www.taprep.org) Vienna Adventist Elementary School 703.938.6200 [www.viennaadventistacademy.org](http://www.viennaadventistacademy.org)

### ***Adventist Colleges and Universities in the United States***

Andrews University 800.253.2874 [www.andrews.edu](http://www.andrews.edu) Atlantic Union College 978.368.2000 [www.auc.edu](http://www.auc.edu) Griggs  
University (Home Study Int'l) 301.680.6570 [www.griggs.edu](http://www.griggs.edu) Oakwood University 256.726.7000 [www.oakwood.edu](http://www.oakwood.edu)  
Pacific Union College 707.965.6311 [www.puc.edu](http://www.puc.edu) Southern Adventist University 423.236.2000 [www.southern.edu](http://www.southern.edu)  
Southwestern Adventist University 817.645.3921 [www.swau.edu](http://www.swau.edu) Union College 402.486.2600 [www.ucollege.edu](http://www.ucollege.edu) Walla  
Walla University 800.541.8900 [www.wallawalla.edu](http://www.wallawalla.edu) Washington Adventist University 301.891.4000 [www.wau.edu](http://www.wau.edu)

### ***Other Local Adventist Institutions***

Adventist HealthCare 301.315.3030 [www.adventisthealthcare.com](http://www.adventisthealthcare.com) Living Well ABC Store 301.572.0700  
[www.livingwellabc.com](http://www.livingwellabc.com) Shady Grove Adventist Hospital 240.826.6000 [www.shadygroveadventisthospital.com](http://www.shadygroveadventisthospital.com)  
Washington Adventist Hospital 301.891.7600 [www.washingtonadventisthospital.com](http://www.washingtonadventisthospital.com) WGTS Radio 301.270.1800  
[www.wgts.org](http://www.wgts.org) Business Line: 301.891.4200 Studio Line Toll-Free: 1.877.948.7919

**Virtual Handbook Information  
2021-2022**

## **Standards of Conduct**

The use of any digital technology or other device to harass, provoke, degrade, or disseminate, or send/forward any material for the purpose of harassing another individual is strictly forbidden at any time (during or outside of school hours) and shall be disciplined by suspension and possible expulsion. This includes but is not limited to cyber bullying; transmitting sexually explicit photos, videos, or other imagery of another person (whether or not that person is enrolled at the school); or distributing any indecent language or material.

## **Virtual Technology Policy**

Takoma Academy is a place where academic excellence is a reality. Everyone in our community is responsible for maintaining an environment that is conducive to learning. Each student is expected to submit all assignments on time and guarantee that the work he submits is his own or is properly cited. Academic dishonesty is breach of the academic integrity policy and involves one or more, but not limited to the following:

- Copying or file sharing the work of another person, whether homework, papers, quizzes, reports, tests or exams allowing another student to copy work
- Using or close imitation of someone else's language or thoughts and the representation of them as one's own original work
- All forms of plagiarism

## **Dress Code**

- Polo shirts with TA logo (long or short sleeves) in burgundy, navy or white ● Risse Brothers is our uniform provider. The online school code is TA114 ([www.rissebrothers.com](http://www.rissebrothers.com))
- No nonfunctional jewelry of any kind, including rings, earrings, bracelets, lip/nose/eyebrow/tongue rings, tattoos, and/or necklaces are permitted in virtual classes rooms including chapel

## **Attendance Policy**

- All Classes will be open for student attendance 5 minutes before the class will begin. ○ Example: Period 1 begins at 8 am. The class will be open at 7:55 am for students to join.
- Instruction will begin at the schedule bell time:
  - Monday & Wednesday
    - Period 1- 8 am
    - Period 2- 9:45 am
    - Period 3- 12:00 pm
    - Period 4- 2 pm
  - Tuesday & Thursday
    - Period 5- 8 am
    - Period 6- 9:45 pm
    - Period 7- 12:00 pm
    - Period 8- 2 pm
- Students will receive one point for joining the class on time.
- The attendance category in the grade book will be set for 5% of the total grade for each class.
- Students who enter the class after it has begun will **not** receive the one point for arriving to class on time.
- Each class will be recorded. If a student misses the start of class they may review the class recording that will be posted in the classroom.

## **Daily Chapel**

- Chapel is daily Monday-Thursday from 12 pm-12:15 pm.
- Students are to join their Period 3 and 7 at Noon to attend Chapel
- Chapel attendance is mandatory



Virtual/Online Learning Request  
2021-2022

The family of \_\_\_\_\_

is requesting Online/Virtual Learning for the 20/21 school year during the following timeframe(s):

Semester 1: August 24-December 17 \_\_\_\_\_

Semester 2: January 4-May 27 \_\_\_\_\_

We understand that the decision to begin and/or continue in the virtual/online platform is to be determined by the family of \_\_\_\_\_

Families seeking continue in the virtual/online learning platform when TA reopens must continue in the requested platform for the remainder of the semester. Requests to change the learning platform for subsequent semesters must be sent via email to the Takoma Academy Principal.

\_\_\_\_\_ Student---(Please Print) Grade

\_\_\_\_\_ Parent---(Please Print)

\_\_\_\_\_ Parent-----(Signature)

\_\_\_\_\_

Date

Rcvd (Date): \_\_\_\_\_

School Administrator: \_\_\_\_\_