

Takoma Academy is accredited by
The Board of Regents, Office of Education
General Conference of Seventh-day Adventists
Maryland State Board of Education
Middle States Association of Colleges and Secondary Schools

Takoma Academy is a Member of The Council for American Private Education.

Office Hours:

7:30am-4:00pm Mon-Thurs

7:30am-2:00pm Friday

Welcome to Takoma Academy!

This handbook has been created as a guide to school life at Takoma Academy (TA) – the programs, services, activities, policies, procedures, and student and parental responsibilities and expectations. This handbook will assist both students and their parents or guardians in participating fully in the TA experience. Statements of policy announced or posted are as valid and may supersede those printed in this book.

Table of Contents

Faculty and Staff	3
About Takoma Academy	5-6
Admissions	7-8
Finances.....	9-11
School Policies	
Standards of Conduct	12-16
Dress Code	17-18
General Policies	19-20
Academics Policies	
Access to Records	23
Attendance	23
Course Information and Requirements.....	23-25
Graduation Requirements.....	25-26
Guidance & Counseling.....	26
Diploma Information and Requirements	27
Course Descriptions	
Applied Arts	28
Fine Arts	28-29
English.....	30
Foreign Languages	31
Mathematics.....	31-32
Performing Arts.....	33
Physical Education	34
Religion	34
Science.....	35-36
Social Studies.....	36
School Calendar at a Glance.....	37-38
Class Schedules	

Faculty and Staff Directory

Takoma Academy

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Administration

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Vice Principal for Academics.....	Amy Soper, MEd.....	asoper@ta.edu.....	744
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Spanish.....	Jamila Silvera, BA.....	jsilvera@ta.edu	718

Frequently Used Numbers and Websites

Adventist Church Administration

Potomac Conference	504.886.0771.....	www.pcsda.org
Columbia Union Conference.....	410.997.3414.....	www.columbiaunion.org
North American Division	301.680.6400.....	www.nadadventist.org
General Conference of SDA	301.680.6000.....	www.adventist.org

Local Elementary Schools

Beltsville Adventist School.....	301.937.2933.....	www.baschool.org
G.E. Peters Elementary School.....	301.559.6710.....	www.gepetersschool.org
Dupont Park Adventist School.....	202.583.8500.....	www.dupontparkschool.org
John Nevins Andrews Elementary School	301.270.1400.....	www.jna.org
Olney Adventist Preparatory School.....	301.570.2500.....	www.olneyprep.org
Sligo Adventist Elementary School.....	301.434.4680.....	www.sligoadventistschool.org
Vienna Adventist Elementary School	703.938.6200.....	www.viennaadventistacademy.org

Adventist Colleges and Universities in the United States

Andrews University	800.253.2874.....	www.andrews.edu
Atlantic Union College.....	978.368.2000.....	www.auc.edu
Griggs University (Home Study International) .	301.680.6570.....	www.hsi.edu
Oakwood University	800.824.5312.....	www.oakwood.edu
Pacific Union College	707.965.6311.....	www.puc.edu
Southern Adventist University.....	423.236.2000.....	www.southern.edu
Southwestern Adventist University	817.645.3921.....	www.swau.edu
Union College	402.486.2600.....	www.ucollege.edu
Walla Walla College.....	509.527.2615.....	www.wallawalla.edu
Washington Adventist University (was CUC)	301.891.4000.....	www.wau.edu

Other Local Adventist Institutions

Adventist HealthCare	301.315.3050.....	www.adventisthealthcare.com
Potomac Adventist Book Center (ABC)	301.572.0700.....	www.potomacabc.com
Shady Grove Adventist Hospital	301.279.6000.....	www.adventisthealthcare.com/SGAH
Washington Adventist Hospital	301.891.7600.....	www.adventisthealthcare.com/WAH
WGTS Radio	301.891.4200.....	www.wgts.org

About Takoma Academy

Welcome

Takoma Academy has a tradition focused on developing the complete student. Helping them to understand their commitment to God and how that 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's mission is redemptive: to guide students in developing a meaningful relationship with God, their church, their community, their family and themselves. It is essential that students discover their true potential. When they realize that Christ died for them personally, they can

recognize their individual worth. The school is an agent in this process of discovery.

Description

Takoma Academy is a non-residential, co-educational secondary school operated by the Seventh-day Adventist Church and is one of 7,283 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 550 students and one of the largest gymnasiums in the state. There are three well-equipped science rooms/laboratories, spacious classrooms, a bookstore, cafeteria, music rehearsal hall, and auto mechanics.

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

True education involves every phase of a person's existence, both in the present life and in the life to come. Takoma Academy was established to meet the educational needs of church members in the Washington, D.C. area. Although the school has always accepted non-Adventist members, its primary purpose is to be a part of the Seventh-day Adventist educational system. Its goal is to produce contributing, dedicated church members prepared to live as Christian citizens in today's society.

Takoma Academy has a special obligation to meet the general goals of Seventh-day Adventist secondary schools. With access to unique resources such as the church's world headquarters and the nation's capital,

Takoma Academy bears a responsibility to try new approaches in its spiritual, mental, social, artistic and physical programs.

Takoma Academy's goal is to help teens make successful transitions to adulthood while developing and maintaining mature relationships utilizing the basic Christian principles of the Seventh-day Adventist Church. The school is a living laboratory for the real world where students will reside and work as adults.

Central to the school's philosophy is the belief that God, the Creator and Sustainer of the universe, is the source of knowledge and wisdom. As children of God, we are stewards of His world. Because of this, we accept the responsibility of preserving the environment.

Since God created us perfect, we are free to choose our own destiny with infinite possibilities of development. While sin has marred God's image in us, our ultimate fulfillment and happiness centers in our relationship with God. He promises us an enriched, meaningful life on earth and eternal life in heaven if we choose to live in His love through the grace of Jesus Christ.

Seventh-day Adventists believe that knowledge of God can never be derived by human reason alone. God has communicated His character and plans through divine revelation in the Bible, the writings of Ellen G. White and nature. Inspired by God, the Holy Scriptures reveal His will for us. The church membership accepts the ministry of Ellen G. White as a special messenger to the Seventh-day Adventist Church. In these respects, Seventh-day Adventists accept divine revelation as the foundation of their philosophy of education.

Because of this philosophy, Takoma Academy requires every student to take a religion class each year. These classes are designed to introduce Jesus Christ as a personal Friend. However, the school does not believe in compartmentalizing the secular and the spiritual. Therefore, a fine spiritual thread runs through the total school program. Each class begins with worship; additionally, students and faculty gather together for worship held daily in the chapel. The purpose is to produce genuine Christians who impact the world in which they live.

A Christian education fosters an atmosphere in which the moral power of love can affect lives and in which students become independent thinkers who exercise their freedom responsibly. The unity of clear thinking, creative imagination, healthy body and courageous will is essential in this process.

Our Objectives

Takoma Academy has the following objectives:

Spiritual

- To help students view their talents and abilities as gifts from God which should be developed and used to glorify Him and benefit others.
- To help students live as practicing Christians in today's society.
- To encourage students to discover God's purpose for their lives.
- To enable students to develop personal values that will encourage practical growth as Seventh-day Adventist Christians.

Mental

- To encourage students to achieve academic excellence in all disciplines to the best of their abilities while recognizing that students have different interests and talents.
- To enable students to develop skills that will help them function successfully in society.
- To create an environment that encourages students to think for themselves.

Social

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

Physical

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

Artistic

- To develop the creative spirit in each student.
- To expose students to the multi-faceted beauty of God's creation.
- To help students express themselves, not only intellectually and spiritually, but also artistically.

Admissions

Since Takoma Academy 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 the 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

Application to the Admissions Committee must be made, and the student accepted, before a student arrives on campus to attend classes or to work. The following items must be received by the Registrar before initial academic admission procedures can be carried out:

- A completed and signed application form with application fee.
- Record of credits and 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 a local pastor.

Registration will be completed when these additional items are received:

- Physical examination for all new students.
- A notarized copy of the student's social security card.
- A notarized copy of the student's official birth certificate issued by a state, county or municipal authority. Hospital-issued birth certificates do not meet legal requirements.
- Medical immunization record with all required immunizations.
- Consent to treatment form, which gives parental permission for emergency medical treatment along with insurance information.

- An approved financial plan.
- A personal interview by a TA administrator with a parent and the student.
- All students must show grade level proficiency with a current achievement test scores or by taking the TA grade placement exam.

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 take the grade placement exam. Students entering other grades must arrange to have an official transcript of all credits earned in other schools sent directly to the Registrar's Office. These students may also be required to take the grade placement exam. Proper arrangements must be made so that an official transcript is on file prior to registration. Please note that it is the responsibility of the student to meet all of TA's diploma requirements.

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.

A deposit of \$1,500 will be required before an I-20 is issued. This deposit will be refunded if the student is not allowed to enter the United States.

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. 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 official transcripts and records of all school work are necessary, along with proof of completion of the elementary grades.

Class Organization

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 Registrar's office and meet the requirements stated for each class.

Senior Class

All students with a minimum of 16 high-school credits and 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 part of the junior class and will participate in all junior class activities.

Junior Class

All students with a minimum of 11 high-school credits and 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 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. Credits and grades will not reflect on the transcript. Grade placement will be determined through testing at Takoma Academy.

Financial Information

Explanation of Fees

Application Fee

A \$50 non-refundable application fee must be submitted with the application.

Tuition

A flat monthly tuition rate has been established for the school year. The month of August will be charged as a full month; there will be no refunds.

Entrance Fee

The entrance fee to enter Takoma Academy is \$750.00. This fee is broken into two parts: 1. A \$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. The general fee of \$500.00 is due before a student may begin classes.

Payment Methods

All parents/guardians must either pay the annual amount due at registration or by monthly payments through the FACTS Tuition Management Program. No exceptions. The FACTS 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 \$41 per year for use of the FACTS Program. FACTS charges \$25.00 from the account if there are insufficient funds to cover the withdrawal. Inform TA of any payment changes seven days in advance in writing.

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-payment plan (August-May) or a twelve-month payment plan (July-June). The parent's payment will be made through FACTS on either a direct deduction from the parent's checking or savings account. Withdrawal from TA Facts 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.

The amount due from the parents will be collected on either the 5th or 20th of each month, depending on the date the parents have set with FACTS. A statement of charges and payments will be mailed to the parent by the 15th of each month showing all charges and payments made to date on the student's account.

Family Discount

Students from the same immediate family will receive a 5 percent discount applied to the account of the youngest student.

Additional Fees

Parking permits	\$10
PE (1 uniform and lock)	\$30
Transcript of grades.....	\$5
Auditing tuition (per week, per class)	\$25
Challenge exams with credit	\$100
Graduation in absentia	\$35
Graduation exercises	\$75
WAU Connection	\$150
FACTS Tuition Management.....	\$41
Replacement ID card	\$10

Other fees such as class trips, clubs, field trips, music and athletic group attire, etc. vary.

College Credit Charges

Washington Adventist University (formerly Columbia Union College) charges additional tuition for college credit classes. There is also a \$25.00 registration fee each semester. Additionally, students have a \$50 book fee for each college class.

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 receive exam permits or transcripts until the overdue balances have been paid in full.

- Seniors whose accounts are not current at year end may not be allowed to participate in graduation exercises 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, mission, foreign language, sports or performing arts).
- Access to RenWeb will be suspended for accounts that are past due.
- Transcripts, grades and diplomas will be held until the account is paid in full.
- A \$25 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.

Student Accounts

A statement of financial activity will be mailed monthly to parents or other designated financial guardians. It is important that each student's account be kept current. The ending balance indicated on each month's statement is due by the 5th or the 20th of that month, as agreed to with FACTS Tuition Management Company.

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.

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 work and/or justified financial aid to assist any Seventh-day Adventist 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)

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.

Student Labor/Work-Study Program

Takoma Academy strives to instill the value of work and develop strong work ethics in students working in our student labor program. All students who are in the work-study program are must meet the program's requirements. We endeavor to teach that life's true aim is not to secure the greatest possible gain for oneself but to honor the Maker in doing our part of the world's work. The youth need to be taught that life means earnest work and responsibility (Education, pp. 215, 221). The work program seeks to develop good habits of productivity, dependability and cooperation.

United States law requires the Academy to validate each student's age, identity and employment eligibility before starting work. The following documents must be submitted before any student is able to begin working in the program:

1. Original or notarized copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal. Certificates issued by hospitals cannot be accepted.
2. Social Security card. If a student does not have a social security number, TA may not be able to provide a job.
3. If a student is 18 years of age or older, TA needs one of the following forms of identification:
 - Driver's license
 - ID card issued by federal, state or local government agency
 - School ID card with a photograph
 - Voters registration card
4. International Students must submit the following documents:

- passport;
- INS form I-94;
- INS form I-20

All documents must be submitted in official form. The Academy will make copies and return the originals (unless notarized copies are submitted).

If there is a problem producing one of these documents, contact TA's Work Coordinator before registration.

Job Assignments

The TA Work Coordinator is responsible for placing students in all job assignments. Priority will be given to student financial and departmental needs. Positions with age requirements will also be given priority.

Missing Work

Work absences/tardies must be arranged in advance with the student's work supervisor whenever the student cannot meet his or her scheduled work assignment, regardless of the reason for missing the work. Work hours missed due to excused absences (field trips, sick, etc.) can be made up by arranging the make-up hours with the work supervisor. Unless the student calls and makes arrangements for missing work assignments prior to the check-in time, the absence/tardy will be considered unexcused. Students who receive an unexcused absence/tardy will not be given the opportunity to make up the work assignments or the hours.

If there is a Student Labor shortfall that results from such actions, the parent will be required to pay this Student Labor shortfall. If a student is fired from a position on campus, TA may choose not to reposition/rehire the student.

Students who participate in the Pathway to Success Scholarship program must make arrangements with the work coordinator to make up missed hours for scholarship eligibility only. Pathway Scholarship recipients are required to work a minimum amount of hours established by the Commonwealth Foundation. If these minimum hours are not achieved, the student will be discontinued from the Pathways Scholarship program and the parents will be required to pay the amount expected to be paid by Pathways.

Job Transfers

At the request of the parent, student or TA, it may be necessary for a student to transfer jobs. (Transfers will be based upon need and availability of jobs.) Any time a transfer takes place, the Work Coordinator must approve it in advance. Students must continue to work at their present job until the transfer is

completed. Note: All wage increases may be lost in job transfers.

Students wishing to change jobs must complete the following steps:

1. Provide a written request to the Work Coordinator.
2. Obtain approval signatures from present and prospective work supervisor on the transfer form.
3. Contact the Work Coordinator for final approval. Do not stop working at the current job until final approval is received.

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

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 will promote spiritual growth, healthy minds and bodies, strong personal relationships, safety for the students and a smoothly operating program. These guidelines should not be seen as restrictions, but rather as a code of behavior that reflects the quality of character development. Many policies and standards are based on Scriptures while others are “house rules” that have no connection to spiritual matters. It is important to recognize the difference between these two reasons for policies. Where possible, Scripture has been correlated with policies and standards.

A student who is enrolled or expects to be enrolled at Takoma Academy will model ethical and moral behavior both on and off the campus. Students who engage in behaviors contrary to the school’s philosophy on or off campus 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 (including and especially during prayer, the reading of His Word, worship/chapel programs) and to teachers, staff and fellow students.
- Laws of federal, state and local governments are to be respected and obeyed.
- Church attendance is a significant part of Christian development. Regular church attendance is encouraged.
- Moral conduct and reputation are essential ingredients for the Takoma Academy student. Dishonesty in relating to others, cheating, theft, gambling and the use of profane/foul language have no place at this school. Inappropriate behavior will result in discipline.
- Each student is to behave in an acceptable manner at all times. Unruly behavior, running in the halls, fighting or wrestling 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. The standard of

good conduct is also expected at assembly programs, social functions and religious services.

- 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.
- 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.
- Radios, iPods, TVs, portable video games, Walkman-style equipment 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. Exceptions to this rule may be made at the request of the parent for academic purposes only.
- Cellular telephones are allowed. However, they should not be on or used during the school day at any time without staff approval. If phones are used during school hours, the device will be taken away 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.
- 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, a teacher or the Guidance Counselor.
- The use of any digital technology, or other device to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery of another person (whether or not that person is enrolled at the school) or the distribution by such means of any indecent language or material, is strictly forbidden and shall be punishable by expulsion.
- The use of any digital technology, or other device (used on or off campus) to harass, provoke, degrade, or disgrace another individual is strictly forbidden and will result in discipline ranging from suspension to expulsion.
- Gum is not permitted anywhere in the school building at anytime. Eating or drinking outside the cafeteria is not allowed without specific approval by a teacher. Water is the only exception.

- Guns (mock or real) or parts of weapons, dangerous objects or explosive devices (including smoke bombs or items that may start fires) are not permitted anywhere on school grounds, in a school building or while on any school outing. Violators will be subject to discipline (automatic suspension) which may then result in expulsion.
- Play fighting, hitting or pushing is not permitted and will result in a suspension.
- Students may not go to the 7-11 store or other places off campus during the school day (8:00 a.m. to 3:20 p.m.). Automatic suspensions will take place.
- The parking lot is off limits during school hours without specific permission from a teacher. Suspensions will be given.
- Students are expected to behave appropriately and be attentive in chapels and assemblies.

Cheating Policy

Takoma Academy is committed to the highest quality of learning experiences. Useful and lasting learning cannot occur unless the learning process which students go through is an honest process that demonstrates their abilities as measured by their own efforts. Cheating only prepares the student for eventual failure rather than success in life. Dishonesty undermines the very foundations of learning and compromises the moral and academic integrity of any institution.

Cheating is a breach of academic integrity and involves one or more of the following actions:

- To use, copy or turn in another person's work, in whole or in part, as if it were your own.
- To copy information from another person's test, quiz, examination, theme, report or term paper whether the person is enrolled at TA or not.
- To plagiarize - defined as, "to steal and use the ideas and/or writings of another as one's own," without giving credit to the original author.
- To prepare to cheat in advance by having in your possession a copy of a quiz/test given by a teacher.
- Using any form of notes not permitted by the teacher during a quiz/test.
- Communicating in any way with another student during a quiz/test.
- Failing to follow testing instructions given by the teacher.
- Assisting another student to cheat according to the above definitions.

Cheating may be proved against a student only under one of the following conditions:

- A teacher or staff member personally observes or discovers an act of cheating.
- A student admits to a teacher or staff member that he/she cheated.
- The act of cheating is observed and reported to the teacher by at least two independent witnesses.

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

Penalties for Cheating

First offense – One day suspension from all classes with a zero for the assignment, test or exam in question.

Second offense – Loss of credit in the course, in which the second infraction occurred, for the grading period as well as possible suspension or expulsion.

Sexual Harassment and Awareness Procedure Policy

It is important for us at Takoma Academy to maintain a Christ-centered school environment characterized by human dignity, Christian courtesy and individual respect. We believe that sexual harassment should never be a part of that environment. These principles are espoused in the scriptural statement:

"Finally, brethren, whatever is true, honorable, pure, lovely, gracious if there is any excellence, if there is anything worthy of praise, think about these things." Philippians 4:8 (RSV)

Since God has created us with sexuality, we have the responsibility and choice to exercise purity of thought and behavior promoted by the Holy Bible and to avoid what the civil law forbids. Sexual harassment can take place between members of the same sex, as well as members of the opposite sex, and any individual may be a victim or perpetrator of sexual harassment.

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 welcome or unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature (including promoting or engaging in homosexual activities), regardless of where it occurs, when:

- 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 individual.

Examples of such behavior include but are not limited to:

- making threats of a sexual nature.
- touching or grabbing of a sexual nature.
- 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, graffiti.
- making improper or suggestive comments about a person's anatomy.

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. verbal warning,
2. written warning,
3. suspension, and/or
4. dismissal.

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

Substance Abuse Policy

Any student enrolled at Takoma Academy who violates this substance abuse policy for the first time will be disciplined and could be asked to withdraw

from school. If abuse is ascertained a second time during the student's enrollment, the student will be asked to withdraw from school.

Substance abuse is defined as follows:

- 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;
- Suspension of up to 2 weeks 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.

Detentions

Detentions may be given by any teacher or staff member. Detentions are to be served from 3:30 p.m.–4:30p.m. on Mondays and Wednesdays. Students must be on time. The door to the detention room will be locked at 3:30 pm. Students who arrive after 3:30 p.m. 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 a 1-day suspension.

If a student earns a fourth detention, he/she will be suspended from school for one day. The fifth detention will result in a 3-day suspension from school. At the point where a student earns a sixth detention, he/she will be asked to withdraw from school.

Suspension

An external suspension of one or more days is a temporary and complete separation from the school and all of its activities. This is a very severe action. It indicates the student is on the edge of dismissal. The purpose of the suspension is to encourage the student in a maximal way to reevaluate the problem(s) which led to this point, and assuming the student wishes to remain at TA, to make whatever commitments are necessary to assure the student's future success. Penalties are assessed by the Principal or the Discipline Committee.

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.

Dress Code

The Takoma Academy dress code is meant to 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. 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.

Students must wear TA uniform shirts under their TA uniform outerwear. TA outerwear is outerwear, not a shirt.

The school uniform is required for all students. Students not following the dress code guidelines will not be permitted to attend classes until they are appropriately attired.

The list of approved uniform items includes the following, which should be purchased from Campus Outfitters (Their address is 5114 Berwyn Road in College Park, Maryland. Call 888.923.0700 or visit their website www.campusoutfitters.com. Our online school code is TA1114):

- Students are required to wear the TA official attire each Friday and for special events. The official TA attire includes khaki slacks with belt (for males), khaki skirt for females, white oxford shirt, Campus Outfitter tie (optional for females), navy blazer and appropriate dress shoes (not sandals or tennis).
- 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 or navy
- Pullover sweater with TA logo in navy
- Fleece with TA logo in burgundy, navy or gray
- Skirts or skorts long enough to touch the knees in khaki or navy
- Slacks, Dockers-style in khaki or navy
- Shoes, socks and belts in any style or color, as long as they are coordinating, clean and properly fastened.

Footwear

Tennis shoes and dress shoes are preferred. Dress shoes are required on Fridays. Shoes must be totally enclosed (heels and toes must be covered). No bathroom/bedroom slippers, sandals or flip flops of any kind are allowed.

Head Apparel

No hats, bandannas, wraps, scarves or caps are to be worn inside the school by any student, male or female. If worn, these items will be taken and returned at the discretion of the Principal.

Jewelry

No nonfunctional jewelry of any kind, including rings, earrings, bracelets, lip/nose/eyebrow/tongue rings, anklets and necklaces is permitted at school or any school-sponsored functions on or off campus. Jewelry will be taken from the student. The items may be picked up at the end of the year at the Principal's office by a parent or guardian.

Outerwear (Coats & Jackets)

TA outerwear is available for purchase through Campus Outfitters or the Bookstore. 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. The no-jewelry policy remains in effect.

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 remains in effect.

Other Events

Students are to check the school announcement 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.

Organizational Attire

Students may be required to purchase special attire for performing and athletic organizations (e.g., choir, Camerata, gymnastics, varsity). A fee will be assessed.

General Policies

Cell Phone and Electronic Device Policy

Cell phones and electronic devices are permitted at Takoma Academy for your convenience and are a privilege. Failure to follow the cell phone guidelines will result in the confiscation of the student's phone. Cell phone use is not permitted during school hours and must be turned off and stored in the student lockers.

Consequences for Abuse of Cell Phone Policy:

- *First offense* – the phone will be taken and returned to the student at the end of the day.
- *Second offense* – the phone will be confiscated and returned once the student's parent/ guardian meets with the Principal.

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 premises without parental and/or administrative approval. The only exception is the Senior Privilege (see page 20).

Occasionally, it may be necessary for a student to leave the school campus 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.* A student who leaves early and fails to sign out at the Front Office is subject to disciplinary action. All such early departures are considered absences and count toward the maximum allowable of six absences per course per term.

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 administration office.

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.).

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 them during school hours. Students that are required to take medication must have a prescription and/or a signed note from their parent/guardian giving the permission.

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 the Maintenance Department. To view a copy, contact the Maintenance Director.

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

The school administration reserves the right to question a student about his/her behavior or open any student's locker or bags at any time without parental consent. Administration reserves the right to require drug testing at the student's expense. The school's right to search may be used to obtain information and

maintain the balance between the student's 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.
- The student is not to return to campus with any food for any other student at any time.
- 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 school year.

Student Questioning

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

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 \$10.00 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 space	\$10

Students must be dropped off and picked up by the gymnasium doors. The doors open for students to wait in the cafeteria at 7:00am. Students are to wait for their rides in the cafeteria after school until they arrive. All students must leave campus by 4:00pm.

Weather Emergencies

Information about school delays and/or closings will be sent by phone using OneCall Now. 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. Listen to WTOP 1500 AM or WGTS 91.9 FM, or visit www.wtopnews.com for the latest emergency announcements.

Organizations and Activities

Organizations

The school sponsors various groups including class organizations and clubs. The administration designates sponsors.

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. Candidates for Pastor must be members of the Seventh-day Adventist Church.

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, have successfully completed/or concurrently be taking an AP or honors class, 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 3.70 or better. 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 to 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 their diploma marked with honor seals upon successful completion their graduation requirements/

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, banquets 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 on a monthly basis and are organized by the president of PATA. 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.

Athletics

Varsity Sports

Christian education means educating the whole person – body, mind, and spirit. Through athletic programs, Takoma Academy helps students develop abilities under the guidance of Christian coaches. Coaches emphasize the importance of teamwork, leadership, perseverance and sportsmanship. TA's strict academic requirements ensure that academics, not athletics, remain the top priority for student athletes. The students are invited to join a team of spirited and talented athletes.

The varsity sports offered are boys' and girls' soccer in the fall, girls' volleyball in the fall, boys' and girls' basketball in the winter, girls' softball, and track in the spring. The TA Tigers teams help develop school spirit and increase TA's exposure in the local community and contact with other high schools. Requirements are as follows:

- Be a current or incoming TA student.
- Successfully pass a try-out.
- Pay \$50 non-refundable athletic fee for each sport involved in.
- Have a current Maryland High School Athletic Association sports physical and health record on file prior to the first day of practice.
- Have medical release forms signed by parent or guardian.
- Have parent or guardian sign an Assumption of Risk form.

- The student must sign a contract.

Varsity Athletics Policy

Ethics & Conduct policies are as follows:

- Coaches, athletes and spectators participating in the Takoma Academy Varsity Program will be expected to display the highest sportsmanlike conduct in all areas related to the varsity program.
- All athletes and spectators are expected to honor TA's rules and policies. No preferential treatment will be given to a varsity athlete.
- As participants in a Seventh-day Adventist Christian athletic program, both coaches and athletes will be expected to demonstrate Christian standards of behavior before, during and after the season. Conduct by anyone disregarding these principles will be reviewed by the Administration.
- The athletic program will be conducted in harmony with Seventh-day Adventist principles and practice. This specifically includes such areas as no games on Sabbath, travel to and from games on Sabbath, etc.

Varsity Academic Eligibility

To be academically eligible to participate in an inter-high school athletic sport, the student must meet these requirements:

Eligibility for varsity sport tryouts requires a GPA of 2.0 or higher for the previous 9-week period (with no failing grades), satisfactory citizenship, and eligible under the attendance discipline policy.

The student athlete will be evaluated every three weeks by the official grade reports distributed from the Registrar's office. Eligibility requirements for participation are available through the athletic department.

An ineligible student may petition the Academic Standards Committee, which may design a probationary period for up to one quarter.

Touring Policy

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

Academic Policies

Access to Records

Contact the Registrar 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, grade cards and discipline reports.

Communication from the school via the Internet will come through RenWeb. All parents will need to have an active email account, so they can stay up-to-date with their student's classes and general news and information that pertains to the school.

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

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 or at their workstation at the exact time the class/appointment begins. Four (4) unexcused tardies will be counted as one unexcused absence and result in a detention. A tardy will be considered excused if the student comes to class with an excused tardy slip signed by an administrator.

Absences

Students may not exceed six (6) absences (excused or unexcused) per term in any course in order to receive credit for the course. They are considered absent if they miss half or more of the class period. Class attendance as taken by the teacher will be on the official record. There will be no opportunity to make up absences after school. Students with more than six (6) absences may appeal to the Attendance Committee for a waiver based on extenuating circumstances.

Absences that are not counted toward the six absences are those with official doctor's notes, death in the family and pre-arranged absences. Written excuses must be received within one week of the absence, or the absence will remain an unexcused absence. Excuses must be given to the Principal. For your convenience, a box positioned on the wall in the administrative lobby has been designated for absence notes.

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 five (5) 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 leaving. Missed assignments are due at the first class period after the leave.

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.

Upon written recommendation of the Registrar, 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 or drop a class up to two weeks after the term begins. Students and parents must both sign the Schedule Change request form which may be received from and submitted to the Registrar.

Community Service

Recognizing the importance of volunteering, Takoma Academy has adopted a community service policy. In order to receive credit, every student must complete a minimum of 20 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. Duties performed for relatives do not count toward fulfillment of this requirement. 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.

Homework/Late Papers

Late papers will not be accepted for credit under normal circumstances. 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 recorded as a zero.

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 reschedule any tests and quizzes missed for credit if the completed homework is turned in on the first day back from a suspension. Additional assignments may be assigned by the Discipline Committee.

Honors Class Eligibility

Honor classes are designed for those students who excel scholastically in certain areas. Students must apply to the Curriculum Committee/instructor before enrolling in any Honors class. To be eligible, a student needs to have scored at least at the 85th percentile level on a standard achievement test and be recommended by a teacher who instructs in the same discipline. The final decision for selection will be made by the Curriculum Committee/instructor.

Students enrolled in an Honors course who receive a grade of C or lower at the end of any marking period will be placed on probation in the class. Students have until the end of the next marking period to raise the grade to a B- or better. The teacher will clearly outline in writing to the student and parent what needs to be done to improve the grade.

WAU Connection and Dual Academic Credits

Takoma Academy provides the opportunity for diligent students, with good grades, to earn college credits while attending TA. Students must meet the minimum GPA and assessment test requirement. 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. The college credits are granted by Washington Adventist University and are transferable. Transcripts for college classes must be requested from Washington Adventist University.

Students who are enrolled at TA will pay 10% of WAU's regular tuition charges and for all textbooks. Full payment is due prior to the beginning of the class. Payments for Washington Adventist University may not be charged to the student's account at Takoma Academy.

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:

GRADE	MEANING	POINTS
A	Honors, Excellent, Honors/AP classes.....	5
A	Excellent	4
B	Honors, Above Average, Honors/AP classes.....	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Fail	none
I	Incomplete	none
WP	Withdraw passing.....	none
WF	Withdraw failing.....	none
LC	Loss of credit.....	none

Grade Reports & Progress

At the end of each term, a final grade is recorded on the student's permanent transcript, and a grade report is sent to both the student and the parent/guardian unless there are Administrative restrictions placed on the release of the grades. These grades are used to figure GPA and class rank.

Progress reports are given to each student and parent/guardian at any time during the year. The grades on the progress reports are not recorded on the official transcripts. It is strongly recommended that each student and parent/guardian receive progress reports each week via e-mail from their teachers. Please make sure your e-mail address is updated and on file at the Front Office.

Honor Roll

TA recognizes student achievement by posting an Honor Roll after each semester. The general Honor Roll requires a GPA of 3.0 to 4.0 (with no more than one C and no D, F's or I's) and satisfactory grades in citizenship and attendance. To be eligible for the High Honor Roll (GPA of 3.5 to 3.66), a student may have no grades below a B with excellent grades in citizenship and attendance. Students on the Principal's List (GPA of 3.67 to 4.0) may have no grade lower than an A with excellent citizenship and attendance.

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 Registrar. The instructor will report the final grade to the Registrar. All incompletes will be accompanied by a progress letter grade that will be on file in the Registrar's Office. Incompletes must be made up within two weeks after the end of the grading period for which it was recorded.

Students who fail one or more semesters of a class need to make arrangements to repeat the class through enrollment in an approved correspondence course or in summer school. Exceptions for Independent Study must be approved by the Academic Standards Committee. All required course work must be completed successfully prior to participation in graduation exercises.

Withdrawal from School

Students who withdraw or are expelled from school will be issued a progress grade to date. Additional independent course work 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.

Diplomas and Issuance of Transcripts

Takoma Academy issues three diplomas and indicates on the transcript whether the student qualified for a College Preparatory diploma, Advanced College Preparatory diploma, or Honors diploma. TA students may receive an Honors diploma if they meet the requirements specified by the Maryland Department of Education. 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 Registrar's Office. Requests for transcripts should reach the Registrar's Office at least 10 days before needed. Graduates 18-years-old and older must make the request for themselves.

Certificate of Attendance

Upon the recommendation of the Curriculum 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.

Graduation Requirements

The student and parent are responsible to be aware of and meet the requirements of the diploma being pursued. A minimum of 26 Carnegie Credits is required for the College Preparatory diploma, 28 Carnegie Credits for the Advanced College Preparatory diploma and 30 Carnegie Credits for the Honors Diploma. 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 been enrolled as a full-time student during the second semester of their senior year.
- Must have been in residence during the last semester before graduation.
- Must have completed all graduation requirements, including community service, as published in the handbook issued during the student's year of entry.
- Must have provided all official transcripts from previous schools to the Registrar by the date assigned.
- Must have removed all incompletes or deficiencies.
- Must have completed all correspondence courses by May 1 and provided transcript of final grades received to the Registrar.

Commencement Honors

At graduation, a student who has maintained a cumulative GPA of 3.00 to 3.49 will receive honorable mention, a GPA of 3.50 to 3.79 will receive honors and a gold honor cord; and a GPA of 3.8 to 4.00 will receive high honors and an honors medallion. Home School students are not eligible for the cumulative honor roll.

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, exemplary citizenship, a four-year graduate, and earning the College Preparatory Diploma.

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, and there will be no salutatorian. In case of a tie for salutatorian, both students will be co-salutatorians.

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.

Guidance and Counseling

The primary purpose of the Guidance Office is to help individual students with their developmental and academic needs, and with their ability to manage transitional changes and crises. Available services include:

- Academic counseling of students.
- Transitional counseling of students and staff.
- College and career guidance of students.
- Coordination and supervision of testing in the following areas: academic achievement (TAP), college aptitude (PSAT/SAT), career interests (SII), or college credit (AP)

Diploma Requirements

Preparatory Diploma

MINIMUM TOTAL CREDITS: 26

- Applied Arts.....1 credit
- Computer Science.....1 credit
- English.....4 credits
- Fine Arts.....1 credit
includes art, band, choir, drama,
hand bells and music lessons
- Foreign Language.....2 credits
of same language
- Mathematics.....3 credits
selected from Algebra 1 & 2, Geometry,
and other available math courses
- Physical Education.....1 ½ credits
- Health.....½ credit
- Religion.....4 credits
or 1 credit for each year in
a Christian school
- Science.....3 credits
must include Biology
- Social Studies.....3 credits
must include U.S. History, Government
and World History
- electives.....at least 2 credits

Advanced Preparatory Diploma

MINIMUM TOTAL CREDITS: 28

- Applied Arts.....1 credit
- Computer Science.....1 credit
- English.....4 credits
- Fine Arts.....1 credit
includes art, band, choir, drama,
hand bells and music lessons
- Foreign Language.....2 credits
of same language
- Mathematics.....3 or 4 credits
selected from Algebra 1 & 2, Geometry, and
other advanced math courses; does not
include Personal Finance or Physics
- Physical Education.....1 ½ credits
- Health.....½ credit
- Religion.....4 credits
or 1 credit for each year in
a Christian school
- Science.....3 or 4 credits
must include Biology
- Social Studies.....3 credits
must include U.S. History, Government
and World History
- electives.....at least 3 credits

Honors Diploma

MINIMUM TOTAL CREDITS: 30

- Applied Arts.....1 credit
- Computer Science.....1 credit
- English.....4 credits
- Fine Arts.....1 credit
includes art, band, choir, drama,
hand bells and music lessons
- Foreign Language.....3 credits
of same language
- Mathematics.....4 credits
selected from Algebra 1 & 2, Geometry, and
other advanced math courses; does not
include Personal Finance or Physics
- Physical Education.....1 ½ credits
- Health.....½ credit
- Religion.....4 credits
or 1 credit for each year in
a Christian school
- Science.....4 credits
must include Biology, Physics and
Chemistry
- Social Studies.....4 credits
must include U.S. History, Government
and World History
- electives.....at least 2 credits

ADDITIONAL REQUIREMENTS:

Must have minimum GPA of 3.0 with no grade below C-.

Must earn four credits in either math or science to qualify for this diploma.

Two of the 28 credits required must be Honors courses.

Must receive a 3.0 in any individual Honor Class to receive honors credit towards the Advanced College Preparatory Diploma.

ADDITIONAL REQUIREMENTS:

Must have minimum GPA of 3.5 with no grade below B-.

Four of the 30 credits required must be Honors courses.

Must receive a 3.0 in any individual Honor

Class to receive Honors credit.

Course Descriptions

Classes have been designed for the many ability levels of students. Some focus on a basic level development while others assume that students will be able to perform at an above average level. Honors classes are for students who excel scholastically in certain areas. All students will be challenged in each class and will receive solid preparation for future academic pursuits.

Applied Arts

Accounting/Entrepreneurship 2 terms = 1 credit

This course, primarily for juniors and seniors, teaches proper methods of keeping business and personal records. Students receive practical training by completing practice sets during the course. Units in preparing personal income taxes are also covered. In the later portion of the class, students are taught skills needed to run their own business.

Auto Mechanics 1 2 terms = 1 credit

Auto Mechanics 1 teaches students how to use general shop equipment such as (but not limited to) tools, car lift, wheel balancer, mig welder and drill press. The class also covers oil changes, brake jobs, tune-ups, and engine disassembly and assembly. No previous experience is necessary. Available for sophomores, juniors and seniors. Exceptions to this rule may be granted upon request of the instructor.

Computer Applications 1 2 terms = 1 credit

Computer Applications 1 offers an introduction to basic computer skills which are necessary for entry-level computer usage. The course includes keyboarding, word processing and data processing presentations and basic internet usage.

Computer Applications 2 2 terms = 1 credit

Computer Applications 2 is an exploration of computer concepts and advances to Microsoft Excel spreadsheet, Microsoft Access database manipulation, advanced Microsoft PowerPoint, website development and video presentations. Prerequisite: Computer Applications 1 or successful demonstration of its skills.

Introduction to Business 2 terms = 1 credit

This course introduces students to the world of business in the lives of individuals, consumers, workers and citizens. They will be introduced to career planning, social responsibilities and ethics, basic economics, insurance and other areas.

Work-Study 120 work hours = 1 credit

Students who work at Takoma Academy may receive work-study credit. The students work will be periodically evaluated by their supervisor. A total of two credits will be counted toward graduation requirements.

Fine Arts

Each class in this section will fulfill a Fine Arts requirement.

Color Methods 2 terms = 1 credit

Color Methods focuses on painting and the use of a variety of color media, such as colored pencils, pastels and inks, water color, tempera and acrylic paint. The student will use color as a means of expression. Color theory is an important part of the class. Suggested prerequisite: Drawing 1.

Computer Graphics Certificate

This certificate is offered to students with a desire to learn about design, an interest in art and a willingness to commit to taking art classes each year for four years. It is also strongly suggested that the student take Drawing I and II. Students will leave with a portfolio of work and the skills needed to become employed as an entry-level graphic designer.

Design Fundamentals 2 terms = 1 credit

This is a required class for the Graphic Design Certificate. Students learn the formal properties of art and apply them to design projects. Available for juniors and seniors; exemptions must be approved by teacher. Prerequisite: Computer Graphics or Computer Applications 4.

Drawing 1 2 terms = 1 credit

Drawing 1 is for the student who does not know how to draw but would like to try. The class is also for students who are able to draw and would like to improve their abilities. The class focuses on the fundamentals of design and composition, drawing from life and exploring a variety of drawing media and subject matter. This class is required for the Graphic Design Certificate and is a prerequisite for Computer Design.

Drawing 2 2 terms = 1 credit

Drawing 2 builds on the skills learned in Drawing 1 or previous art classes. Additional media are used and more focus is placed on developing a portfolio of work using a variety of media to create a series based on one subject matter. Independent work is expected for this class. Suggested prerequisite: Drawing I or permission of the teacher.

Graphic Design 2 terms = 1 credit

This vocational education program provides a project-based, rubric-driven learning environment along with in-depth, hands-on learning activities. Graphic Design students are involved in typography, layout, visual communication and graphic reproduction/manipulation and produce promotional and other materials for the school using Adobe® Photoshop and Acrobat. Students are encouraged to study other forms of visual arts such as photography, drawing and painting. Enrollment in this class is subject to approval of the instructor. Prerequisites: Computer Applications 1 or computer aptitude proficiency test and Design Fundamentals.

Introduction to Art 2 terms = 1 credit

This class is for students who have had no art training and would like to learn more. In Introduction to Art students study the formal properties of art and apply them to their work. Students also work with a wide variety of art media. Available for all levels.

Pottery 1 2 terms = 1 credit

Pottery covers the three hand-building methods of creating with clay, coil, pinch and slab. Students learn about the history and science of clay and glaze methods. Formal properties of design are also taught. Available for all levels.

Pottery 2 and 3 2 terms = 1 credit

Pottery 2 and 3 provides advanced study for students who would like to develop their skills to a higher level. It covers wheel-thrown forms and creating glaze formulae. Prerequisite: Pottery 1.

World Crafts 2 terms = 1 credit

World Crafts is a hands-on class in which students study and recognize the best creative output of a variety of cultures. Students create their own versions of the crafts studied as a means of recognizing the best in all cultures. The class is taught along with Multicultural History and includes the history of a variety of ethnic groups in the United States. Available for all levels.

English

English 1 2 terms = 1 credit

English 1 reinforces the student’s reading, writing, speaking, listening and vocabulary skills. Students study the characteristics of the short story, poetry, drama and novels. They also review and refine their knowledge of basic writing and critical thinking skills. 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 the rest of the English program.

English 1 Honors 2 terms = 1 credit

English 1 Honors introduces freshmen with special talents in literature and writing to high school English with tasks at a more demanding level. Students study writing as a process, polish writing skills and refine the basic skills of critical thinking, oral presentation, spelling and grammar. In addition, they study a wide variety of literature through different genres such as the short story, poetry, drama and novels. Eligible students must meet all Honors prerequisites.

English 2 2 terms = 1 credit

English 2 examines the literature of the ancient world through the 20th century. 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 or Language Arts 1 (achieving 80% or higher).

English 2 Honors 2 terms = 1 credit

English 2 Honors is for sophomores with special talents in English. The class examines literature of the ancient world through the 20th century and emphasizes critical thinking and in-depth writing skills. Eligible students must meet all Honors prerequisites.

English 3 2 terms = 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 or Language Arts 2 (achieving 80% or higher).

English 3 Honors 2 terms = 1 credit

English 3 Honors provides a challenge for juniors with special talents in communications. The course examines the relationships of the American historical periods as they are reflected in representative literature. Critical thinking and in-depth writing skills are emphasized. Eligible students must meet all Honors prerequisites.

English 4 2 terms = 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 or Language Arts 3 (achieving 80% or higher).

Advanced Placement (AP) English 2 terms = 1 credit

AP English is for seniors with special talents in English. The class prepares students to take a test that evaluates their grasp of literature, its techniques and their advanced writing and critical thinking skills. Major works in world literature are studied intensely. Students apply the techniques learned in the study of literature and criticism and write research papers. All students in this course take the national AP English Examination. Eligible students must meet all Honors prerequisites.

Journalism 2 terms = 1 credit

The Publications class serves as an introduction to the news media, press law, publication design, layout and editing. The course emphasizes news and feature writing styles. Major class work involves the production of the school newspaper. Students learn editorial skills and the basics of journalism as well as layout and design. The course is available only by recommendation of a faculty advisor or approval of the Journalism instructor. This course is an elective and does not fulfill course requirements for English.

Foreign Languages

Spanish 1 2 terms = 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 2 terms = 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.

Advanced Placement (AP) Spanish 2 terms = 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.

Foreign Language Class Abroad 1 summer = 1 credit

Students enrolled at Takoma Academy may enroll in summer school language programs for Takoma Academy credit as sponsored by Adventist Colleges Abroad. Locations include France, Spain and South America. Prerequisite: A minimum of one credit in the foreign language to be studied abroad.

Mathematics

Algebra 1 2 terms = 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 1 Honors 2 terms = 1 credit

Algebra 1 Honors provides a more intensive coverage of Algebra 1 topics. Use of technology will be emphasized. The TI-83 or TI-84 graphing calculator is required for this class. Students will study data 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 2 terms = 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. Exceptions may be made with the permission of the curriculum committee.

Algebra 2 Honors 2 terms = 1 credit

This course is for students capable of and interested in progressing through the concepts of Algebra 2 and enrichment topics at an accelerated rate and in more depth. Course requirements are rigorous, with an emphasis on mathematical reasoning and communication, and students are expected to spend more time in preparation outside of class. Graphing calculators (the TI-83 or TI-84) are an integral part of this course. The properties and algebra of functions and their inverses, including polynomials, exponential, logarithmic, piece-wise, radical and rational, are analyzed and applied, as well as conics, matrices, systems of equations, binomial expansion, sequences and series. This course will count towards the math course requirements of all diplomas. Prerequisites: Algebra 1 with a minimum grade of B- and completion of Geometry is recommended before enrolling in this course or permission of the instructor.

AP Calculus 2 terms = 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) as detailed in the Calculus AB topic outline in the AP Calculus Course Description. Functions are studied graphically, numerically, analytically, and verbally while connections between these representations are explored. Mathematical ideas are communicated and solutions to problems are explained both verbally and in written sentences. 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.

Bridge to Algebra 2 2 terms = 1 credit

This course is designed for students who have completed Algebra 1 and Geometry, and need additional support before taking Algebra 2. Students in this course will apply concepts from Algebra 1 and Geometry to solve meaningful real-world problems. In doing so, they will reinforce their algebra and geometry skills. Prerequisite: Algebra 1 and Geometry.

Geometry 2 terms = 1 credit

This course emphasizes an introduction to logic and its symbolism, inductive and deductive reasoning, geometric definitions, postulates, and theorems. Students formalize their understanding of geometric concepts, including congruence and similarity, circle chords, secant and tangent segments, parallel and perpendicular lines, angle and side measures in polygons, proofs, logic, transformations the Pythagorean Theorem, and surface area and volume of solids. Other topics include an introduction to trigonometry, an introduction to coordinate geometry and an introduction to transformational geometry. This course will count towards the math course requirements of all diplomas. Suggested prerequisite: Algebra 1.

Geometry Honors 2 terms = 1 credit

This course provides students with experiences that deepen the understanding of two- and three-dimensional objects and their properties. This class will cover all aspects of regular geometry, but will place more emphasis on the principles of logic, the formalizing of proofs, coordinate geometry, vectors and non-Euclidean geometries. Course requirements are rigorous and students are expected to read extensively as a means of learning mathematics. This course counts towards the math course requirements of all diplomas. Prerequisite: Algebra 1.

Pre-Calculus 2 terms = 1 credit

A study of relations, functions, transformation, inverse functions, systems of linear and quadratic equations. Exponential, logarithmic, and circular functions, determinates, vectors, complex numbers, and sequences. Prerequisites: Algebra II grade of "B" or permission of the instructor and Registrar. A graphing calculator is required for this course. This course is only available to junior and senior students.

Trigonometry 2 terms = 1 credit

Trigonometry is a course for students who plan to be mathematics or science majors in college or who plan to take Calculus as part of a professional program. The solutions of triangles, as well as the practical applications of trigonometry to surveying, navigation and other physical measurements are included in this course. However, the major emphasis in trigonometry is algebraic. The trigonometric functions are treated as circular functions. Solutions of trigonometric equations are emphasized as they would be used in mathematics, physics and engineering. This course will count towards the math course requirements of all diplomas. Prerequisites: Algebra 1, Geometry and Algebra 2 with minimum grades of B- in each or permission from the math department.

Performing 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.

Camerata 2 terms = ½ credit

Camerata is a select choir and is open to qualified students by audition only. Advanced vocal, musical and performance techniques will be explored. The performance schedule is the most varied of any of the performing organizations.

Chorale 2 terms = 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.

Concert Band/Orchestra 2 terms = 1 credit

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.

Drama 2 terms = 1 credit

Drama focuses on the various aspects of stage performance, technical production, mime, improvisation, character development, voice and movement. The Drama Troupe produces one-act and three-act plays.

Music Appreciation..... 2 terms = 1 credit

This course is an introductory survey of music including the study of elements and forms of music, selected musical works, music terminology, the distinct styles of major historical periods, the lives and works of key composers as well as an introduction to major musical instruments.

Music Technology..... 2 terms = 1 credit

This class is for students who are interested in learning how technology affects music. Various music writing programs will be discussed, and one program will be taught in details. The Music Technology class will include music analysis, composition and practical application.

Private Music Lessons full year = ½ credit

Private music lessons are eligible for credit upon receipt of a letter from the student's music teacher listing the dates that the student received weekly lessons throughout the school year along with a passing grade or a letter grade.

String Consort..... **2 terms = 1 credit**
 The String Consort is open to all string players. Participation in major school performances, as well as local church and civic performances, is required. Chamber music performance skills are emphasized in addition to leadership skills, advanced technical ability and various contrasting styles of music.

Physical Education and Health

All students are required to earn 2½ 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 **2 terms = 1 credit**
 PE1 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. Suggested for all freshmen.

Physical Education 2 **1 term = ½ credit**
 PE2 expands students’ knowledge and skills in team sports and lifetime fitness (e.g., aerobic fitness, weight training and conditioning). Suggested for sophomores.

Physical Education 3 **2 terms = 1 credit**
 PE3 covers major sports activities (e.g., soccer, basketball, floor hockey, team handball, volleyball, flag football) with a more in-depth knowledge of rules and skills, including officiating and a greater emphasis on personal fitness than PE2. Available to juniors and seniors only. Prerequisite: 1 prior school PE credit.

Health **1 term = ½ 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. Available to 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: “God’s Initiative” **2 terms = 1 credit**
 Bible 1 surveys the book of Genesis, emphasizing the fundamental Christian belief of God’s personal work with the human family. In addition, the course surveys the four Gospels with emphasis on the events leading up to the death of Christ.

Bible 2: “God’s People”..... **2 terms = 1 credit**
 Bible 2 surveys the history of Israel in the Old Testament and the book of Acts. In addition, the course covers Christian church history from the New Testament era to the present and the history of the Seventh-day Adventist Church.

Bible 3: “God’s Truth and Lifestyle” **2 terms = 1 credit**
 Bible 3 covers The Sanctuary, Romans, Seventh-day Adventist Beliefs, and Daniels and Revelation.

Bible 4: “God’s Lifestyle” **2 terms = 1 credit**
 Required semester classes of seniors are Gospel of John, Marriage and Family, Philosophy of Life, Moral Issues, Contemporary Religions, World Views.

Spiritual Leadership 2 terms = 1 credit

This course teaches students how to speak in public, give worship talks and present Weeks of Prayer. Students learn how to lead worship services and are aided in developing and maintaining personal spiritual growth. They are also taught how to give Bible studies. Prerequisites: Each student must be a baptized member of an official church congregation. Each student must also obtain a letter of recommendation from a pastor, teacher or the Principal. An additional fee of \$25 is charged for a spiritual leadership oxford shirt. This is an elective course and cannot replace Bible 1, 2, 3 or 4. This class is available for sophomores, juniors and seniors only.

Science

Anatomy and Physiology / A&P Honors 2 terms = 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 1/Honors students must meet all honor prerequisites.

Anatomy and Physiology (Dual Credit) 2 terms = 1 credit

This course is designed to provide students with a strong foundation in the science of structure and function of the human body. The course emphasizes detailed structure (microscopic and macroscopic) and physiologic mechanisms of the human organ systems. Clinical applications are included but disease processes and pathology, or health applications, are not the primary focus; knowing the details of normal structure and function of the human body is the goal. Prerequisite: Biology 1/Honors students must meet all honor prerequisites. This course is available to junior and senior students.

Biology 1 with Lab 2 terms = 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. Prerequisite: Environmental Science or permission from department based upon test scores.

Biology 1 Honors with Lab 2 terms = 1 credit

Biology 1 Honors is a study of zoological and botanical organisms, their classification, structure, function and interrelationships. A belief in intelligent design is emphasized. To challenge capable and gifted students, it includes a wider range of topics and more in-depth work. 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. This course goes beyond the presentation of facts. The facts are interpreted, and their significance is assessed. Eligible students must meet all Honors prerequisites.

Chemistry with Lab 2 terms = 1 credit

Chemistry includes a study of elementary inorganic chemistry with an introduction to organic chemistry. While the course is open to students interested in any profession, it is especially designed to prepare the science student for college courses. Prerequisite: Algebra 1, Geometry and a minimum grade of C in all previous math and science courses; Algebra 2 should be taken concurrently if not already completed.

Chemistry Honors with Lab 2 terms = 1 credit

Chemistry Honors includes a study of elementary inorganic chemistry with an introduction to organic chemistry. Topics of enrichment will challenge gifted students by weekly essays, journal articles and questions which review in-depth chapter ideas. A research project on an applied area in chemistry will be submitted as the culminating

project. Prerequisite: Algebra 1, Geometry and a B grade in all previous Math and Science courses. Algebra II may be taken concurrently if not yet completed.

Physical Science

Students taking this course will be introduced to basic concepts in general physics and chemistry that prepares the student for upper level courses in the area of science.

Physics with Lab..... 2 terms = 1 credit

Physics studies the fundamental laws related to mechanics, heat, sound, light, electricity, magnetism and atomic-nuclear physics. It meets the needs of students who may be required to take an introductory course in college physics. It is recommended for seniors. Prerequisites: Algebra 1, Geometry, Trigonometry or permission of department chairperson.

Social Studies

American History..... 2 terms = 1 credit

American History surveys United States history from its origins through World War II. Topics covered include political, military, economics, religious, social and cultural development. Particular emphasis is placed on the role of the United States in current events. Prerequisite: World History.

American History Honors 2 terms = 1 credit

This in-depth survey of American History from the Age of Exploration to the present provides students the opportunity to earn honors credit. Topics covered include political, military, economic, religious, social and cultural development. This course is available to junior students only. Both terms must be taken in order to earn honors credit. Prerequisite: World History.

American Government..... 2 terms = 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.

Advanced Placement (AP) American Government 2 terms = 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: World History and American History.

World History 2 terms = 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.

FALL

AUG 23, 2010 – JAN 14, 2011

August						
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September						
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November						
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December						
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January						
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AUGUST 2010

- Registration, 4:00-8:00pm Wednesday, 18
- Orientation for grade 9, 5:00pm..... Sunday, 22
- Orientation for grades 10-12, 6:00pm Sunday, 22
- First Day of School for grade 9 Monday, 23
- First Day of School for grades 10-12 Tuesday, 24
- Yearbook Portraits for grades 9-12 Friday, 27
- Dedication Service, 7:00pm..... Friday, 27
- SC Worship & Handshake, 8:00pm..... Saturday, 28

SEPTEMBER 2010

- Labor Day (*School Closed*) Monday, 6
- Board of Trustees Meeting, 7:00pm..... Monday, 13
- S.A.L.T Conference..... Thursday-Sunday, 16-19
- Fall Week of Prayer Monday-Friday, 20-24
- Fall Picnic (*Noon Dismissal*) Friday, 24
- Fall Hike..... Saturday, 25

OCTOBER 2010

- Pastor-Teacher Conference (*School Closed*) Monday-Tuesday, 11-12
- Columbus Day Monday, 11
- Standardized Testing for 9-11 (*Noon Dismissal*)..... Wed.-Thurs., 13-14
- Senior Portraits (*beginning at noon*) Wednesday, 13
- Yearbook Make-up Portraits for 9-11 (*beginning at noon*) ... Thursday, 14
- Teacher/Student Shadow Day (*School Closed*) Friday, 15
- Midterm Exams..... Thursday-Friday, 21-22
- End of First Quarter Friday, 22
- Board of Trustees Meeting, 7:00pm..... Monday, 25

NOVEMBER 2010

- Parent-Teacher Conferences (*No Regular Classes*) Monday, 1
- Canned Food Drive 1-19
- Daylight Savings Time Ends Sunday, 7
- Potomac Conference Teen Bible Retreat Thursday-Sunday, 11-14
- Veteran's Day Thursday, 11
- Community Service Day Friday, 19
- Noon Dismissal* Tuesday, 23
- Thanksgiving Break (*School Closed*) Wednesday-Friday, 24-26
- Offices Closed for Thanksgiving* Thursday-Friday, 25-26
- Teacher Test Review (*School Closed*) Monday, 29

DECEMBER 2010

- Fine Arts Christmas Program Friday, 10
- Winter Party Saturday, 11
- Spirit Week Monday-Friday, 13-17
- Pep Rally Friday, 17
- Noon Dismissal* Friday, 17
- John Graham Basketball Tournament Friday-Sunday, 17-19
- Christmas Break Monday-Friday, December 18-January 1
- Christmas Eve (*Offices Closed*) Friday, 24
- New Year's Eve (*Offices Closed*) Friday, 31

JANUARY 2011

School Resumes.....Monday, 3
 Semester Exams (*Noon Dismissal*).....Wednesday-Thursday, 12-14
 End of Second Quarter Friday, 14
 Martin Luther King, Jr. Day (*School Closed*)..... Monday, 17
 Board of Trustees Meeting, 7:00pm.....Monday, 31

FEBRUARY 2011

Lincoln's BirthdayFriday, 11
 Valentine's Day BanquetSaturday, 12
 President's Day/Washington's Birthday (*School Closed*) .Monday, 21
 Teacher Professional Development Day (*School Closed*) Tuesday, 22

MARCH 2011

NHS Induction, 7:00pmThursday, 3
 Open House, 6:00pmThursday, 10
 Daylight Savings Time Begins Sunday, 13
Noon Dismissal Friday, 18
 Spring Break.....Monday-Friday, 21-25
 Board of Trustees Meeting, 7:00pm..... Monday, 28
 Midterm Exams.....Thursday-Friday, 31-1

APRIL 2011

End of Third Quarter (*Noon Dismissal*).....Friday, 1
 Student Week of Prayer.....Monday-Friday, 4-8
 Parent-Teacher Conferences (*No Regular Classes*) Monday, 11
 TA's Amazing Race..... Friday, 15
 Spring Concert, 3:00pm.....Sunday, 17
 Alumni Weekend..... Friday-Sabbath, 22-23
 Easter SundaySunday, 23
 Potomac Conference Music Festival.....Thursday-Sabbath, 28-30

MAY 2011

PATA's Career DayMonday, 2
 Mother's DaySunday, 8
 Spring Picnic (*Noon Dismissal*) Friday, 13
 Spring Production, 7:00pmThursday, 19
 Spring Production, 4:00pm.....Sunday, 22
 Board of Trustees Meeting, 7:00pm..... Monday, 23
 Memorial Day (*School Closed*).....Monday, 30

JUNE 2011

Final Exams..... Tuesday-Thursday, 7-9
 Exam Make-up Day Friday, 10
 Graduation: Consecration, 7:00pm..... Friday, 10
 Graduation: Baccalaureate, 11:00amSabbath, 11
 Graduation: 77th Commencement, 10:00am Sunday, 12
 Father's Day..... Sunday, 19

SPRING

JAN 17, 2011 – JUN 10, 2011

January						
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March						
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May						
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June						
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