

# Student & Family Handbook

2025-2026



*Leading to Christ  
Learning with Excellence  
Serving with Heart*

8120 Carroll Avenue

Takoma Park, MD 20912

301-434-4700

[www.ta.edu](http://www.ta.edu)



## Welcome

Dear Families,

Welcome to the 2025-2026 school year at Takoma Academy! We are excited to begin this journey with you and your child, focusing on Love, Integrity, Faith, and Excellence through spiritual, academic, and social development. Our team is dedicated to creating a safe environment of continuous learning and growth, where collaboration and innovation thrive.

This year, our theme is "Building Where Planted," which reflects Colossians 2:6-7: "Let your roots grow down into Him, and let your lives be built on Him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness." We hold a strong conviction that the triumph of our students hinges on the consistent collaboration between our school and families.

We anticipate your participation and support as we strive to nurture each student to reach their highest potential. We are proud to support and guide your child towards a future built in our school's community.

Our administrative team is committed to maintaining open and effective communication with our families through various channels. We are excited to invite our families to our monthly Parent-Principal chats, where you can receive direct updates and insights from the Principal. Additionally, our weekly newsletter will keep you informed about upcoming events, celebrations, and important announcements.

We are proud to build valuable partnerships with our PATA leaders, who will act as vital liaisons between the school and home, supporting the mission of Takoma Academy. Your involvement and collaboration are key to our collective success, and we look forward to working together to create an enriching and supportive environment for our students.

Thank you for your continued support.

Best regards,

Keith Beckett  
Interim Principal



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## Staff Information

Staff	Position	Email
Beckett, Keith	Vice Principal	<a href="mailto:kebeckett@ta.edu">kebeckett@ta.edu</a>
Caines, Dori	History Teacher	<a href="mailto:dcaines@ta.edu">dcaines@ta.edu</a>
Campbell, Colbert	Plant Operations Manager	<a href="mailto:ccampbell@ta.edu">ccampbell@ta.edu</a>
Campbell, Shemika	Academic Support Specialist	<a href="mailto:scampbell@ta.edu">scampbell@ta.edu</a>
Collins, Kelli	Registrar/Data Specialist	<a href="mailto:kcollins@ta.edu">kcollins@ta.edu</a>
David, Ashish	Development and Alumni Affairs	<a href="mailto:adavid@ta.edu">adavid@ta.edu</a>
Douglas, Tremayne	Physical Education Teacher	<a href="mailto:tdouglas@ta.edu">tdouglas@ta.edu</a>
Escobar, Liliana	Administrative Assistant	<a href="mailto:lescobar@ta.edu">lescobar@ta.edu</a>
Guevara, Isaac	Plant Operations Assistant	<a href="mailto:iguevara@ta.edu">iguevara@ta.edu</a>
Harvey, Mike	Math Teacher	<a href="mailto:mharvey@ta.edu">mharvey@ta.edu</a>
Holness, Carey	History Teacher	<a href="mailto:cholness@ta.edu">cholness@ta.edu</a>
Hope, Marianne	Guidance Counselor & Bible Teacher	<a href="mailto:mhope@ta.edu">mhope@ta.edu</a>
Joseph, Nina	Art & Drama Teacher	<a href="mailto:nhale@ta.edu">nhale@ta.edu</a>
Machado, Robert	Chaplain & Bible Teacher	<a href="mailto:rmachado@ta.edu">rmachado@ta.edu</a>
Mack, Whitney	English Teacher	<a href="mailto:wmack@ta.edu">wmack@ta.edu</a>
Montgomery, Tim	IT Coordinator	<a href="mailto:tmontgomery@ta.edu">tmontgomery@ta.edu</a>
Moore, Megan	English Teacher	<a href="mailto:mmoore@ta.edu">mmoore@ta.edu</a>
Mupfumbu, Lulu	Music Teacher	<a href="mailto:lmupfumbu@ta.edu">lmupfumbu@ta.edu</a>
Palmer, Anthony	Science & Bible Teacher	<a href="mailto:apalmer@ta.edu">apalmer@ta.edu</a>
Perez, Maritza	Spanish Teacher	<a href="mailto:mperez@ta.edu">mperez@ta.edu</a>
Rawls, Maya	Math Teacher	<a href="mailto:mrawls@ta.edu">mrawls@ta.edu</a>
Robinson, Shaun	STEM Coordinator & Science Teacher	<a href="mailto:srobinson@ta.edu">srobinson@ta.edu</a>
Young, RaShawna	Business Manager	<a href="mailto:ryoung@ta.edu">ryoung@ta.edu</a>



## Takoma Academy - Administrator to Contact

Below you will find a list that provides some of the basic duties that our Administrative team is tasked with throughout the year. Please contact the person outlined below if you are in need of assistance.

Interim Principal Mr. Beckett		Academic Support Specialist Mrs. Campbell
<ul style="list-style-type: none"> <li>- Instruction</li> <li>- Progress Reports</li> <li>- Student Grades</li> <li>- Promotion and Retention</li> <li>- Graduation</li> <li>- Grievances</li> <li>- Fundraisers</li> <li>- School Events</li> </ul>	<ul style="list-style-type: none"> <li>- Attendance</li> <li>- Student Discipline</li> <li>- Detention</li> <li>- Suspension</li> <li>- Uniforms</li> <li>- Health and Safety</li> <li>- Information Regarding our Sports Program</li> <li>- TA Ambassadors</li> </ul>	<ul style="list-style-type: none"> <li>- Curriculum</li> <li>- Special Education Support</li> <li>- Senior Audit</li> <li>- Senior Portfolio</li> <li>- Advanced Placement Courses</li> <li>- Dual Enrollment Courses</li> <li>- Standardized Testing</li> </ul>
Business Manager Mrs. Young		Registrar/Data Specialist Mrs. Collins
<ul style="list-style-type: none"> <li>- Financial Information</li> <li>- Financial Plans</li> <li>- Financial Aid (FACTS)</li> <li>- Scholarships</li> <li>- Smart Tuition</li> <li>- Billing statements</li> <li>- PPE Program</li> <li>- Student Accident Insurance</li> </ul>		<ul style="list-style-type: none"> <li>- Admissions</li> <li>- Renweb</li> <li>- Report Cards</li> <li>- Transcripts</li> <li>- Medication</li> <li>- Immunizations</li> <li>- School Records</li> <li>- Education Verification</li> <li>- College Applications</li> </ul>





## About Takoma Academy

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### Our Mission

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

### Our Vision

We envision our school to be a place where access to a world class education coupled with spiritual boldness will empower the student body to become agents of change.

We hold ourselves to these guiding principles by:

- Ensuring that pride and excellence are at the heart of our work.
- Elevating the perception that our students, regardless of race, can excel.
- Fostering a sense of belonging so that our students feel safe, known, and loved.
- Assuring that our community presence is intentional and impactful to meet the needs of our brothers and sisters.

### Our Values

1. **Faith:** “Now faith is the substance of things hoped for, the evidence of things not seen.” Hebrews 11:1
2. **Love:** “And above all things have fervent love for one another, for love covers a multitude of sins.” 1 Peter 4:8
3. **Integrity:** “Whoever walks in integrity walks securely, but he who makes his ways crooked will be found out.” Proverbs 10:9
4. **Excellence:** “And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

### Our History

Takoma Academy is a college preparatory, co-educational secondary day school operated by the Seventh-day Adventist Church and is one of 8,515 educational institutions operating in over 100 countries around the world with over 1.95 million students worldwide. 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’s physical plant includes a large chapel seating 370 students and one of the largest gymnasiums in the state of Maryland. There are three well-equipped science rooms/ laboratories, spacious classrooms, cafeteria, and music rehearsal hall. The recreational facilities include complete locker rooms for men and women, an outdoor multipurpose playing field and a 400-meter running track.



## Philosophy

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.

## 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.



## Admissions

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Takoma Academy (TA) believes in equality of rights for all students. Admission to TA may be granted irrespective of the applicant's race, color or national origin. Inasmuch as Takoma Academy is sponsored and financed by the Potomac Conference Seventh-day Adventist Church, the majority of its students are members of the SDA 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 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.

### Individuals with Disabilities Education Act (IDEA) Special Education Policy

Takoma Academy offers limited support for students with learning, behavior, or language challenges. The school may not have the necessary equipment or staff to meet all potential required support needs of students who exhibit certain academic, physical, social, or language learning acquisition needs. Therefore, students who have certain academic, physical, social, or language needs may not be accepted at Takoma Academy.

Should these problems be indicated after the student is enrolled, the school administration will assist the parent(s) in accessing assessment and/or services through local resources. If the child's discovered needs are unable to be met, Takoma Academy reserves the right to request or require the student to be transferred to a school or program where assistance is available.

### Admission Procedures

A student must apply and be accepted in order to be fully enrolled. Once the administrative team makes a determination for approved enrollment, families will be notified. The following items must be received by the Registrar before initial academic admission procedures can be carried out:

- Complete and submit online application.
- Official transcripts from the child's previous school, along with scores from a current achievement test.
- Three recommendations for all new students, one of which must be from a recent teacher, one from an adult who is not a relative, and one from the pastor of their church.
- Entrance interview with the Principal, Vice Principal or other Administrator.
- Registration will be completed when these additional items are received:
  - Physical examination for all new students.
  - Medical immunization record with all required immunizations.
  - All students must submit current achievement test scores and final transcript.
  - A signed financial plan.
- Students entering ninth grade must provide evidence of having completed eighth grade.
- Home-school students must meet the requirements for home-schooled students and may



be asked to take a course placement exam.

- Students entering other grades must arrange to have an official transcript of all credits earned in other schools sent directly to the Registrar. Proper arrangements must be made so that an official transcript is on file prior to acceptance.
- Freshman students requesting Geometry must show proof of successful completion of Algebra I.
- Freshman students requesting to enroll into Honors English must meet the standardized percentile score required by the school.

## **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 initial entrance requirements for all students. In addition, complete financial arrangements must be made with the Business Office and English language proficiency verified by completing the TOEFL test.

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

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

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

## **Admission of Eighth Grade Students into High School Courses**

Takoma Academy provides the opportunity for eighth graders to enroll into high school courses, based on two (2) of the following entry requirements:

- B+ or above in a prerequisite course **OR** 80th percentile on MAP exam that aligns with the course of study
- Entrance exam with a passing score of 85% or higher.
- Teacher recommendation regarding work ethic, content knowledge, and attitude toward learning



Courses that are approved during the 25-26 school year are: Algebra I, Geometry, and Spanish I

High school grades earned by 8th grade students will be included in their high school GPA calculation, and will count as a full credit provided on the official transcript from the transfer school.

In order to apply, follow the steps outlined below:

1. The student's family must contact their school Principal for approval.
2. The Principal should initiate the enrollment process by sending an email to [schooladmin@ta.edu](mailto:schooladmin@ta.edu).
3. Once the Principal's request is received, the family will receive instructions from the Registrar on how to complete the enrollment form in Renweb/Facts.

All associated fees will be added by the business office of the student's school.

## **Grade Classification**

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

### **Senior Class**

All students with a minimum of sixteen (16) high-school credits consisting of a minimum of: 3 credits of English and Math; 1 credit of Foreign Language; and 2 credits of both Science and Social Studies, along with the number of community service hours required will be members of the senior class.

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

### **Junior Class**

All students with eleven (11) high-school credits consisting of a minimum of: 2 credits of English and Math; and one credit of both Science and Social Studies, along with the appropriate number of community service hours will be members of the junior class.

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

### **Sophomore Class**

All students with a minimum of five (5) high-school credits consisting of a minimum of: 1 credit of English and Math; and the appropriate number of community service hours will be members of the



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

### **Freshman Class**

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

### **Home School Policy**

Students who are home-schooled must provide course descriptions and specifications in reference to previously taken coursework. A narrative (from the Home School Lead) of previously taken course work is to be included with the transcript when being sent to colleges and universities. Credits and grades will not reflect on the transcript unless they are from an accredited institution.

Families seeking to enroll their student at TA while continuing to Home School may do so for one course during the school year. The student can only be in the school building during the time period of the course. The fee for one course is \$900.



## **Financial Information**

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### **Application and Registration**

#### **Application Fee**

A non-refundable application fee must be submitted online with the application (unless waived).

#### **Registration Fee**

A yearly fee is due at the start of the school year.

For returning students:

1. A non-refundable deposit is required at re-enrollment to reserve a spot.
2. Once financially cleared at the end of the school year, a new class schedule is generated.
3. The deposit is applied to the registration fee; the balance is due with the first tuition payment.

### **Tuition & Discounts**

#### **Tuition Rates**

Tuition rates are set annually based on non-constituent rates.

Discounted rates are available for Potomac Conference members with membership verification.

#### **Cash Discount**

- 5% off for full year prepayment
- 2% off for full semester prepayment
- Discounts do not apply to registration or other fees.

#### **Family Discount**

- 5% off for multiple students from the same immediate family.

### **Payment Methods**

#### **Tuition Management System**

Mandatory for all families.

- Options include:
  - Monthly invoices.
  - Automatic withdrawals from checking/savings accounts or credit cards (3% fee applies).



- Annual user fee applies.
- Late or insufficient funds result in penalties.

### **Certified Funds Requirement**

Required for account balances > \$1,000.

### **Finance Charges**

1.5% monthly (18% annually) for overdue accounts.

### **Payment Plans**

Options:

- 10-month (Aug-May)
- 11-month (July-May)
- 12-month (June-May)
- Withdrawals continue until the agreement ends or the account is settled.

### **Online Account Access**

- Review transaction history
- Print Invoices
- Edit profile and payment information
- Receive the following:
  - Reminders for recurring payments (7-10 days ahead).
  - Alerts for missed payments via email and text.
  - 24/7 access with Spanish-speaking support available.

### **Additional Fees**

- Parking permits \$25
- Transcripts \$10
- Home School Students \$900 per class
- Graduation in absentia \$35
- Graduation exercises \$150
- Replacement ID card \$10
- Account Audit \$50
- Athletic Fee \$250 for one sport
  - Additional sports \$200 each
- Advanced Placement (AP) Exam fee per exam \$100





- Music Attire Fees \$90 for dresses; \$50 for tuxes
- Family Engagement Fee \$300 (Waived after completing three events.)
- Uniform violations \$20 per infraction
- NHS Dues \$20
- HOSA Dues: TBA
- NSBE Dues: TBA

Other fees such as class trips, clubs, field trips, music, athletic activities and apparel, etc. vary and should be submitted online via by using the payment button on the Takoma Academy website.

### **Dual Enrollment Courses**

Takoma Academy collaborates with multiple universities to provide Dual Enrollment opportunities. Families seeking enrollment must contact the Registrar for course options and fees.

### **Financial Policies**

- Prior accounts (TA or other schools) must be settled or have satisfactory arrangements before admission.
- Family members' accounts must be clear before another can enroll.
- Delinquent accounts may lead to withdrawal, record holds, or denied class attendance.
- Seniors with unpaid accounts cannot participate in graduation or receive diplomas/transcripts.
- Overdue accounts may prevent overnight trip participation.
- Returned checks incur a \$35 fee.
- Accounts for withdrawn or graduating students are due within 30 days. A 1.5% monthly late fee applies afterward.

### **Refunds**

- Only considered for serious illness or prolonged emergencies.
- Not provided for:
  - Occasional absences
  - Weather closures
  - Building emergencies

### **Withdrawal Process**

1. Exit interview with an administrator.
2. Submit a completed withdrawal form.
3. Charges continue until the form is received by the Business Office.



## Financial Aid

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### Student Aid

Takoma Academy is committed to providing sufficient and justified financial aid to assist applicants with 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 completed through [Facts Management](#). The School Code is **10892**.

#### *Financial Assistance Disclaimer:*

1. Parents must request assistance from the church that holds their membership prior to completing the Facts application.
2. The financial account of the family must remain in good standing.
3. The student must maintain good academic standing.
4. The average financial assistance amount provided per student is \$2,500.
5. The student must meet the behavioral expectation policy.

### Scholarships

Students who enroll at Takoma Academy have access to various scholarships, some of which are renewable, while others are not.

#### 1. Academic Scholarships\*

New and returning students qualify for Academic Scholarships based on their GPA from the previous school year as follows:

- GPA of 3.75 or above .....\$600 (\$60 per month while enrolled)
- GPA of 3.5-3.74.....\$300 (\$30 per month while enrolled)

#### *\*Renewable Scholarship*

#### 2. Leadership Scholarships\*\*

Freshmen qualify for Leadership Scholarships as follows:

- Class President.....\$400 (\$40 per month while enrolled)
- Class Vice President.....\$250 (\$25 per month while enrolled)

#### *\*\*One-time Scholarship*

#### 3. Merit Scholarship Program (MSP)\*

New students at TA may qualify for a Merit Scholarship based on their Spring standardized test scores. MSP students can receive up to \$10,000 over four years at TA, but they are not eligible for Academic Scholarships. To retain MSP status each semester, students must maintain a minimum



GPA of 3.4 or higher. If a student's GPA falls below 3.4 for two consecutive semesters, they will no longer qualify for MSP.

- 95th percentile or above ..... \$2,500 (\$250 per month)
- 90th to 94th percentile.....\$2,000 (\$200 per month)
- 85th to 89th..... \$1,500 (\$150 per month)

*\*Renewable Scholarship*

**4. Partnering for Eternity (PFE) Scholarship**

PFE is a mentorship program that allows students to foster relationships with senior citizens. Students are selected by school administration, based on their passion for service and willingness to work with the adult population. The PFE requirements are as follows:

- Visitation of a mentor for 2 hours per week for a total of 14 weeks in a semester
- Submission of an online reflection per week, no later than 24 hours following the visit.
- Receive an \$800 tuition scholarship per semester from PFE.

\*Note: All requirements must be completed in order to receive the \$800 tuition scholarship per semester.

**Work-Study Program**

Currently not available.



## Standards of Conduct

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

### Expectations for Student Behavior

To ensure that our students experience a positive climate and culture at Takoma Academy, the following guidelines have been developed to govern our school programming.

#### **RESPECT:**

- Respect is to be shown at all times to God as our Creator and Redeemer.
- Students are expected to behave in a courteous, respectful and attentive way to teachers, staff, and fellow students during class, chapel, and all other functions at the school.
- A form of citizenship is to demonstrate the respect and care of the school's physical plant. Each student is responsible for doing his/her share to keep the campus safe, and free of litter, graffiti, and acts of vandalism.

*Biblical reference:* Philippians 2:3-4 - "Do nothing out of selfish ambition or vain conceit. Rather, in humility value others above yourselves, not looking to your own interests but each of you to the interests of the others."

#### **SELF-DISCIPLINE:**

- Moral conduct and self-discipline are essential components for the Takoma Academy student. Students are expected to demonstrate self-discipline by treating their peers with respect and kindness. This includes refraining from teasing, hazing (defined as any activity that recklessly or intentionally endangers the mental health, physical health, or safety of a student for the purpose of initiation or membership into an organization), disrespect, harassment, fighting, or attacking peers.

*Biblical reference:* 2 Timothy 1:7 - "For the Spirit God gave us does not make us timid, but gives us power, love, and self-discipline."

#### **PREPAREDNESS:**

- Preparation is key for learning and achieving. Students must report to school and class on time, with the required learning materials in order to productively engage in the learning for the day.

*Biblical reference:* Matthew 24:44 - "So you also must be ready, because the Son of Man will come at an hour when you do not expect him."



## **SAFETY:**

- The safety of our students is crucial for their academic success and social development. For this reason, students are expected to follow the protocols that are set by the school administration in order to remain safe and secure while on school grounds. Students are prohibited from bringing weapons or hazardous materials to campus, including fireworks or smoke devices. A weapon is defined as any item that is or could be used to harm another, including items that may otherwise be deemed as “toys”. Additionally, terrorist threats will lead to immediate suspension, followed by possible expulsion from the school.

*Biblical reference:* Philippians 2:3-4 - “The Lord will keep you from all harm- he will watch over your life; the Lord will watch over your coming and going both now and forevermore.”

## **Academic Integrity**

Takoma Academy upholds the value of integrity, in that there is a high standard of honesty and conduct that is expected of all of our students. Each student is expected to submit his/her own work. Falsification of data, any form of cheating on exams, homework, classwork, or students who allow their peers to copy their work to be submitted as their own are examples of practice that lead to academic dishonesty. Academic dishonesty is the antithesis of education; it will not be tolerated at Takoma Academy.

The following acts of academic dishonesty are violations of the Takoma Academy standards of conduct, and will result in consequences as outlined in this handbook.

- Copying or file sharing the work of another person, whether homework, papers, quizzes, reports, tests or exams;
- Allowing another student to copy your work;
- Use or close imitation of someone else’s language or thoughts and the representation of them as one’s own original work;
- Copying and pasting someone else’s work without proper citation or failing to cite sources
- Using someone else’s images, graphs, or data without giving proper credit
- Purchasing or downloading pre-written essays or papers and submitting them as original work
- Obtaining copies of tests, quizzes or exams by any means; asking other students about the content of the test, quiz or exam via calculator, cell phone, smart watch, paper or any other means, whether or not that information is used;
- Missing a class to postpone a test, another assignment, or to complete work for another class;
- Pressuring another student to respond in a manner that is dishonest;

Avoiding academic dishonesty is straightforward. Every student must complete their own work to the best of their capabilities. In instances where collaborative work is permitted by the teacher, and there is uncertainty about the boundaries of collaboration, students should seek clarification directly from the teacher. Similarly, if a student is unsure about plagiarism guidelines or proper citation practices, they should consult their teacher for guidance. By following these steps,



students can maintain academic integrity and ensure their work reflects their own efforts and understanding.

All forms of plagiarism will be documented as a behavioral infraction in Renweb. Consequences will be issued, using the steps outlined below:

### **Consequences for Academic Dishonesty**

- **First offense:** The student will receive a zero for the assignment, and given the opportunity to resubmit the assignment for a grade that does not exceed 70% to replace the zero. The amount of time given for the resubmission is at the discretion of the teacher.
- **Second offense:** A second academic dishonesty infraction from any course will lead to a zero for the assignment, and further sanctions. Academic dishonesty disciplinary sanctions will be issued on a case-by-case basis, by the school Principal or designee.
- **Third offense:** Loss of credit in the course for the grading semester as well as possible suspension.

*Biblical reference:* Proverbs 10:9 - “Whoever walks in integrity walks securely, but whoever takes crooked paths will be found out.”

### **Biblical Lifestyle**

Takoma Academy is a Christ-centered learning community that welcomes all whose behavior and lifestyle are consistent with the teachings of Scripture as understood by the Seventh-day Adventist Church. Students can remain in good standing provided they conduct themselves consistently with the teachings of the Seventh-day Adventist Church on sexual conduct, sexual orientation, and gender expression as set forth below.

Takoma Academy upholds Biblical principles which include, but are not limited to, behaviors related to sexual matters. Human sexuality is a gift from God, and it is to be respected within the confines of a marital union between a man and a woman. Sexual conduct outside of this union is not acceptable. The local school administration and board will uphold these Biblical principles. Students’ gender expression is expected to align with their biological gender at birth. Takoma Academy will only accept and retain students whose gender expression aligns with their biological gender at birth.

#### **References:**

- ***Biblical references:***
  - Gen 1:27; Gen 2:22-24; Gen 3:6-19; Jer 17:9; Rom 3:9; 7:14-23; 8:20-23; Gal 5:17; Rom 12:2; Prov 14:12; Prov 16:25; 2 Tim 3:16; Gen 2:7; Jer 13:17; 52:28-30; Ezek 18:4; Acts 2:41; 1 Cor 15:45; Eph 5:28; Rom 12:1-2; Rev 18:13; 1 Pet 1:24; 2 Tim 4:22; 1 John 4:1-3; 1 Tim 6:14-16; 1 Cor 15:51-54; Gen 1:27; 5:1-2; Ps 139:13-14; Mark 10:6; Matt 5:28, 31-32; 1 Tim 1:8-11; Heb 13:4; Rom 1:21-28; 1 Cor 6:9-10; Mark 12:31; Matt 12:20; 1 Cor 6:9-11; 1 Cor 6:19



- *SDA references:*
  - The Seventh-day Adventist Church's official statement on transgenderism (<https://www.adventist.org/official-statements/statement-on-transgenderism/>)
  - The Seventh-day Adventist Church's website on human sexuality: [www.humansexuality.org](http://www.humansexuality.org)

## Public Display of Affection

Public displays of affection are strictly prohibited at all times. Students must refrain from engaging in inappropriate, intimate behaviors on school grounds during the regular school day and at after school events and activities. Failure to comply with this policy will result in a parent meeting and may lead to out of school suspension should the behavior continue after an initial warning.

*Biblical reference: 1 Corinthians 6:19-20-* Do you not know that your bodies are temples of the Holy Spirit, who is in you, whom you have received from God?

## Substance Abuse Policy (Drugs)

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

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

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



- If ascertained that a student enrolled is involved with any of the above, the following guidelines will be followed as deemed appropriate:
  - The student's parent (or guardian) will be contacted within twenty-four (24) hours (or as soon thereafter as practical under the circumstances) of the incident;
  - A suspension will be imposed;
  - Initial drug testing will be a urine and 90-day hair analysis;
  - The student may 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).

Failure to meet any of the preceding requirements may lead to dismissal from Takoma Academy. This policy is applicable within all school buildings, on school grounds or property, and during any school-sponsored activity, including transit to and from such events. Given the religious emphasis of Takoma Academy and the fact that the outlined prohibitions align with the teachings of the Seventh-day Adventist Church, this policy may also extend to a student's private conduct outside of school premises during holidays and breaks. The administration of TA will assess each situation individually and apply the policy accordingly based on the specific circumstances.

*Biblical reference:* Titus 2: 11-12 - "For the grace of God has appeared that offers salvation to all people. It teaches us to say "No" to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age."

## Prohibition of Sharing or Selling Baked Goods

In light of the recent developments with the legalization of marijuana in Maryland, Takoma Academy prohibits the sharing or selling of baked goods among students. This policy aims to maintain a safe and drug-free environment on school premises, ensuring the well-being and academic focus of all students.

## Cellular Phone Policy

Takoma Academy uses instructional technology as a means to support learning. In an effort to be proactive with today's growing social and interactive technology trends, our school offers laptops to students who may need a device to access learning materials for the day. The usage of student cell phones during instructional times is considered unnecessary, and as a result, they will be confiscated if used in class, chapel, or the hallway. **Cell phones, earbuds, and smart devices are NOT to be used in class, chapel, or hallway for any reason.** Students are able to use their cell phones during lunch, in the senior lounge, and after school.

To minimize distractions during class, the following process will be followed by all teachers at the start of each class period:





- Upon entry into the classroom, each student must place their cell phone into the pocket chart that is located in the classroom.
- The cell phone must be turned off while in the pocket chart.
- The cell phone must remain in the pocket chart until the end of the class period.

Students who do not adhere to this policy will be subject to discipline, as outlined in the section under Standards of Conduct.

Please note that students who are in frequent violation (3 or more) of the cell phone policy will be placed on contracts that will result in the submission of their cell phone to administration at the start of the day, for the entire course of the day.

### **Other Forms of Technology**

- Portable video games and unapproved electronic items are prohibited during the school day. These items will be confiscated from the student, and may be picked up from school administration by a parent or guardian.
- The use of any digital technology or other device to harass, provoke, degrade, disseminate, or send/forward any material for the purpose of harassing another individual is strictly forbidden (during and outside of school hours) and shall be punished by suspension, and possibly expulsion. This includes but is not limited to cyber bullying; transmitting sexually explicit photos, videos, or other imagery of another person (whether or not that person is enrolled at the school); or distributing any indecent language or material.

## **Dress Code**

The Takoma Academy dress code is designed to promote a learning environment that is free from distractions. As such, students should dress in a manner that is appropriate and conducive to the educational environment, safety, and welfare of themselves and the school community.

All students are required to follow the dress code that is outlined below. **Failure to adhere to these guidelines may result in consequences including, but not limited to: \$20 fine, detention, etc.**

Uniforms can be purchased from *Risse Brothers*. The online school code is TA1114 at <https://www.rissebrothers.com/>.

### **→ Regular School Day Attire**

- Polo shirts with TA logo (long or short sleeves) in burgundy, navy or white.
- Oxford shirts with long or short sleeves in white only
- Cardigan sweater with TA logo in burgundy
- Pullover sweater/vest with TA logo in navy
- Crew Neck sweatshirt with TA logo
- Shorts (Bermuda length), skirts or shorts long enough to touch the knees in khaki or navy (no cargo style shorts allowed)
- Slacks, Dockers-style in khaki or navy; Pants must be neat, clean and worn at the waist, fitted properly and must reach the top of the shoe, pants legs may not be rolled or have elastic bottoms. **NO JOGGERS or LEGGINGS ARE PERMITTED!**



- A belt must be worn at all times. Belts with large buckles or otherwise garish detail are not permitted.
- Shoes, socks and belts in any style or color, as long as they are coordinating, clean and properly fastened, etc.)

→ **Chapel Day Attire (Every Thursday)**

- Khaki (tan only) slacks with belt (for boys); khaki (tan only) skirt or khaki (tan only) slacks (for girls)
- White oxford shirt
- Necktie or bowtie (optional for girls)
- Navy blazer with TA logo
- Dress shoes (No flip flops, sandals, crocs, boots, or tennis shoes).

→ **Physical Education Attire**

- Gym T-shirt and shorts with the school logo.
  - The PE uniform can be purchased from *Risse Brothers*. The online school code is TA1114 at <https://www.rissebrothers.com/>.

→ **School Day Trip Attire**

Most field trips will require students to wear their school uniform. For field trips that require a special dress code, students and families will receive information ahead of time to ensure that the dress code for the trip is met. Students who are dressed inappropriately for a field trip will not be allowed to attend.

→ **Overnight Field Trip Attire**

The dress code for overnight trips will be determined by school administration, in consultation with the faculty sponsor, and will be communicated to families once determined.

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

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

→ **Special Event Attire**

Students are to check the school newsletter, calendar (via website), or faculty sponsor for information regarding attire for specific school events. Very often, students are allowed to wear alternate attire for dress down days and Rep TA Gear days. Note that ripped jeans, skin tight jeans



or pants, stretch pants, leggings or jeggings should not be worn.

### → Extracurricular Attire

Students may be required to purchase or rent special attire for performances, such as, band or choir. Additionally, athletic attire may need to be purchased, depending on the sport activity that the student participates in during a particular season.

### Dress Code Violations Include:

- **Clothing:** Ripped jeans, skin tight jeans or pants, stretchy pants, leggings, jeggings, shear clothing, crop tops, spaghetti straps, and other inappropriate clothing will not be permitted.
- **Shoes:** Open-toed shoes, sandals of any kind, crocs, flip flops, and any other form of foot attire that will jeopardize student safety will not be permitted.
- **Head Apparel:** Hats, bandannas, wave caps, bonnets, or caps not to be worn inside the school by any student, male or female.
- **Jewelry:** No jewelry of any kind, including rings, earrings, bracelets, lip/nose/eyebrow/tongue rings, anklets, tattoos, and/or necklaces are permitted at school or any school-sponsored functions on or off campus. Students will be asked to remove their jewelry. Special accommodations will not be made for students who secure piercings during the school year.
- **Non-TA Outerwear:** 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 during the school day.

## **Sexual Harassment and Prevention**

**Purpose:** This section outlines 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 types of conduct that may be construed as sexual harassment so that such problems can be avoided and/or eliminated from our school environment. Within this document, we want to send a clear message that Takoma Academy will not condone acts of sexual harassment nor will retaliatory behavior be permitted in response to an employee or student's allegation of sexual harassment. Such actions will result in a timely review, and if warranted, disciplinary action. In like manner, specious or false claims of sexual harassment may result in disciplinary consequences.



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

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

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

### **Reporting Sexual Harassment**

Students and staff who believe they or others who have been subject to Title IX sexual harassment, and/or retaliation should report such incidents to the Principal. An investigation will be conducted, in consultation with the local governing board.

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.

### **Guidelines and Process**

- Upon receiving a complaint, the following actions will take place:
  - Parents/guardians will be notified by the school Principal.
  - Federal and state laws, as well as guidelines and procedures of the local governing board



will be followed.

- Statements will be collected from various parties.
- A confidential investigation will take place.
- Interviews will be conducted with all parties to obtain pertinent facts.
- Depending on the person(s) involved, appropriate state and local officials may be contacted.
- If the allegation involves a staff member, he/she will be removed from the school building, pending investigation.
- Support and guidance will be provided to families.
- Appeal process will be provided to all parties involved.
- We will presume the accused is innocent until charges are substantiated, beyond a reasonable doubt.

### **Disciplinary Action for Sexual Harrassment**

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

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

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

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

- Enroll in a diversion program that has been approved by TA administration, and
- 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 others. 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 a probationary status.

*Biblical reference:* Galatians 5:14 - For the entire law is fulfilled in keeping this one command: 'Love your neighbor as yourself.'

## **Bullying Policy**

### **Guidelines and Process**

- Upon receiving a bullying complaint, the following actions will take place
- Parents/guardians will be notified by the Principal.
- A confidential investigation will take place.
- Statements will be collected from various parties.
- Interviews will be conducted with all parties to obtain pertinent facts.



- Depending on the severity of the allegations appropriate state and local authorities may be contacted.
- Support and guidance will be provided to the families.

### **Disciplinary Action**

Bullying constitutes an infraction of the Takoma Academy student policies and becomes grounds for disciplinary action including:

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



## Disciplinary Action

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Students are expected to treat their peers, administration, faculty, staff, and the entire Takoma Academy community with dignity and respect. Rules and guidelines are the basis for maintaining a viable sense of community and directing students to positive participation in a quality school culture and personal growth.

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

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

### Level I Offenses:

Minor misbehaviors that impede orderly classroom procedures or interfere with the orderly operation of the school will be managed by individual staff members, and may at times require the intervention of the Vice Principal or Principal.

#### **Examples of such behaviors, but are not limited to:**

- Calling out or screaming in class
- Out of uniform or dress code violation
- Classroom tardiness
- Throwing any object or littering
- Cell phone use in class or chapel
- Running or shouting in the halls
- Unauthorized presence in the halls or other areas
- Misuse of a hall pass
- Eating in unauthorized areas
- Plagiarism and/or any other form of academic dishonesty

#### **Disciplinary Actions, not limited to:**

- Verbal or written reprimand
- Student and family conference
- Confiscation
- Detention
- Denial of afterschool privileges

### Level II Offenses:

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school



requires the intervention of the Vice Principal or Principal.

**Examples of such behaviors, but are not limited to:**

- Continuation of level I behaviors or extreme level I misconduct
- Cell phone use in class or chapel
- Recording a classmate or staff member to share via text chat or social media.
- Abusive, obscene, or disrespectful language, writing, or gestures
- Violation of school attendance policies (i.e. tardiness, truancy, leaving school property without permission, cutting class, etc.)
- Repeated unexcused tardiness to class or school
- Failure to serve detention(s)
- Premeditated school property damage or unauthorized use of school property
- Poor and disrespectful conduct during field trips
- Openly defiant of authority; willfully refusing to do what is asked to do
- Gambling
- Leaving school grounds without permission
- Sharing or selling of baked goods that may potentially be edible cannabis

**Disciplinary Actions, not limited to:**

- Confiscation
- Detention(s)
- Denial of afterschool privileges
- Out of school suspension

**Level III Offenses:**

This level of offenses can be damaging to the health and safety of the school community. Such acts will require administrative action which could result in the immediate removal of the student from school and the possible intervention of law enforcement authorities.

**Examples of such behaviors, but are not limited to:**

- Continuation of level 2 behaviors or extreme level 2 misconduct
- Spitting on someone
- Petty theft
- Fighting
- Vandalism
- The altering or destruction of school security camera or equipment
- Refusal to leave school property when asked to do so
- Trespassing on or in school property when closed
- Harassment (including racial, ethnic, racial, and sexual)
- Physical or verbal threat to student or staff member
- Social media or text bullying of another student
- Hazing
- Intentional destruction of the property of others
- Lewdness or indecent exposure
- Possession, transfer, sale or distribution of drug paraphernalia





- Computer/internet misuse
- Bomb threat or threatening phone calls
- Possession, use or transfer of dangerous weapons
- Under the influence of unauthorized substance (i.e. alcohol or drug paraphernalia)
- Lighted or ignited objects
- Arson or attempted arson
- Unauthorized use of fire alarm or equipment
- Unauthorized use or destruction of vehicles on school grounds
- Conduct that poses a threat to the health, safety, and welfare of students and staff

**Disciplinary Actions, not limited to:**

- Temporary removal from class
- Confiscation
- Out of School Suspension
- Denial of afterschool privileges
- Restitution of property or damages
- Referral to outside agency
- Expulsion

## **After School Detention**

Detentions are assigned by teachers and the Vice Principal. Students will serve detention from 4:15-4:45 PM on Tuesday & Thursday of each week. Students who skip or arrive after 4:20 to detention 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 out of school suspension.

If a student is scheduled to participate in a school sanctioned athletic practice, game, or after school rehearsal on the day a detention is scheduled to be served, they will NOT be excused from detention. Failure to report to detention will lead to further consequences.

## **Out of School Suspension**

Out-of-School suspensions are assigned by the Vice Principal or Principal. Suspension from school means exclusion from school for a period of 1-3 school days, to a maximum of 10 school days if a situation requires investigation. The student and parents will be informed of the reasons for the suspension. For more egregious cases, suspensions may be longer than three school days. In those instances, an informal hearing will be held with the disciplinary committee. During this time, all statements, recordings, and other pertinent documents will be presented. The hearing will involve the student and their parents.

Upon return from a suspension, a parent must accompany their student to school for a re-admit meeting with the school Principal or designee.



## **Expulsion**

Expulsion means the removal from school for a period exceeding ten school days, and may include permanent dismissal from the school. In cases involving expulsion, the student is provided the option of a formal hearing to appeal a decision, which is a fundamental part of due process. Steps to appeal the decision of the Discipline Committee and Takoma Academy Administration:

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

## **Mandatory Student Withdrawal**

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.

## **The Right to Search**

If suspicions arise, Takoma Academy reserves the right to search, review, and confiscate items that are found on school grounds that are stored in students' lockers, backpacks, and vehicles, with or without the student's or parent's knowledge. Takoma Academy also reserves the right to retain any confiscated items until Takoma Academy, at its sole discretion, determines that an investigation is complete. Takoma Academy reserves the right to remand any confiscated items to appropriate authorities at its own discretion or at the request of legal counsel and/or law enforcement. The school's right to search may be used to obtain information and maintain the balance between the students' right to privacy and the school's obligation for safety. This policy extends to all school-sponsored events both on and off the campus.



## Hallway Pass

Students are given a 4-minute passing time at the start and end of each class period. In addition, at the discretion of a teacher, a student may receive permission to use the bathroom, and will be asked to carry a hall pass. Students who misuse their hall passes or are found in the hallway without a pass may lose their pass privileges in the future.

## Mandated Reporting of Child Neglect and Abuse

Student safety is our number one priority. As such, because school employees are mandated reporters, it is the responsibility of each staff member to report suspicion of child neglect and abuse of any kind to the local authorities.

## Health & Safety and Security

Takoma Academy is committed to the health and safety of all students and staff. In order to ensure the safety of our school community, we ask that students adhere to the following guidelines:

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

### → Areas Off-Limits

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

- Weight Room/Hallway
- Chapel
- Mailroom
- Faculty Lounge/Restroom
- Library/Media Center



- Back gym stairwell
- Stairwell across the Library/Media Center
- Music room
- Gymnasium - balcony bleachers & red seats
- Senior Lounge (\*only seniors are allowed in between classes and lunch)
- Any other unused or restricted areas on campus

#### → **Medication On Campus**

All medications, both prescription and over-the-counter, must be kept in the Front Office. Under no circumstances are students permitted to have medication in hand or in their lockers during school hours. Students who are required to take medication must have a prescription and a medication form on file, completed by a physician.

#### → **Accident Insurance**

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.

#### → **Covid-19 Q/A**

##### ➤ **What happens if a student tests positive for Covid-19?**

In an effort to keep the school community safe, all Takoma Academy reported cases of Covid-19 will be shared with the local health department, families, students, and staff. Parents are strongly encouraged to communicate with the Principal regarding their child’s exposure to the Covid-19 virus.

##### ➤ **What happens if a student experiences symptoms at school?**

In the event that a student experiences symptoms while at school, the student’s family will be contacted for immediate dismissal, and will be placed in our quarantine space during the waiting period. In addition, the school will follow the recommendations of the Maryland State Department of Education.

#### → **Food on Campus**

Students can bring in their own lunches from home. With respect to our school community, we ask that lunches do not include pork. Lunch can be ordered through our vendor, Rays Catering. For more information regarding the monthly lunch menu, please contact Mr. George at (202) 299-7304 or visit the TA website.



→ **Unauthorized Food Delivery**

Takoma Academy will not accept food delivery for students or families who deliver food for their students from vendors (i.e. UberEats, DoorDash, Dominoes, etc.) to the school. All unauthorized deliveries will be returned with the driver or be discarded.



## General Policies

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### Arrival to Campus

The school building opens at **7:45 am** for students.

Parents should ensure that their students arrive at school on time in order to enter first period class on time, at **8:10 am**. Students should be dropped off at the Gymnasium door. Students who arrive to class **after 8:10 am will be considered late**. Additionally, students who arrive at school after 8:10 am should use the front door for entry.

### Early Dismissal

All early dismissals must follow the process outlined below:

- Parents/guardians must send an email to [attendance@ta.edu](mailto:attendance@ta.edu).
- Parents/guardians must sign out their student in the front office.

### Upperclassman Shortened Schedule Dismissal Policy

For seniors whose schedules are not fully loaded, will be required to enroll in community service either at TA Prep or at TA during the school day. Seniors who have free periods during 7th and 8th periods will have the option to leave the school premises for the day or will be required to enroll in Community Service. Seniors are able to return for afterschool activities at the end of the school day.

### End of Day Dismissal

Students are dismissed at **4:09 pm**, unless otherwise notified by administration. Parents should ensure that their students have a means to get home at the end of each day. If students are not assigned to an after school extracurricular activity, athletic practice, game, or academic support, they must exit the school building at the end of the school day, and be in the care of their parent or guardian.

- Students are to wait for their rides in the vestibule of the gymnasium.
- Students waiting for afterschool practices must report to the cafeteria.

### Friday Schedule

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



## Bell Schedule

Period	Day	Time
Period 1	M, Tu, W	8:10 - 9:04
	Th	8:10 - 9:00
Advisory Circle	M, Tu, W	9:00 - 9:14
	Th	9:00 - 9:10
Period 2	M, Tu, W	9:19 - 10:13
	Th	9:14 - 10:04
Period 3	M, Tu, W	10:18 - 11:12
	Th	10:08 - 10:58
Chapel	Th	11:02 - 11:39
Period 4	M, Tu, W	11:17 - 12:11
	Th	11:43 - 12:33
Period 5	M, Tu, W	12:16 - 1:10
	Th	12:37 - 1:27
Period 6	M, Tu, W	1:15 - 2:09
	Th	1:31 - 2:21
Period 7	M, Tu, W	2:14 - 3:08
	Th	2:25 - 3:15
Period 8	M, Tu, W	3:13 - 4:09
	Th	3:19 - 4:09



## Early Dismissal Schedule

### *Half Day Schedule*

A (Periods 1-4)

B (Periods 5-8)

Period	Time
Period 1/8	8:10 - 9:00
Advisory Circle	9:00 - 9:10
Period 2/7	9:14 - 10:04
Period 3/6	10:08 - 10:58
Period 4/5	11:02 - 11:52
Chapel	11:56 - 12:10

### 2-Hour Delay Schedule

Period	Time
Period 1	10:10 - 10:50
Advisory Circle	10:50 - 11:00
Period 2	11:04 - 11:44
Period 3	11:48 - 12:28
Period 4	12:32 - 1:12
Period 5	1:16 - 1:56
Period 6	2:00 - 2:40
Period 7	2:44 - 3:24
Period 8	3:28 - 4:09





## Closed Campus

Takoma Academy is a closed campus. Once the school day begins, students will not be granted permission to leave the building without parental and/or administrative approval. Exceptions will only be made for seniors who have early departure privileges. *See the next section on Senior Privilege for more information.*

## Senior Privilege

Senior privilege at Takoma Academy is earned, not automatically provided. As such, to qualify for Senior privilege, a senior must complete and submit the **Off Campus Privilege Form** that can be found in the Front Office to be approved by the Principal or Vice Principal. This form must be signed by the student's parent or guardian, and must include a viable contact phone number. In addition, seniors must meet the following criteria to maintain their eligibility throughout the year or their privilege will be revoked.

- Has no more than one (1) detention per month
- Has not been assigned any Out-of-School Suspensions
- Has not been suspended or dismissed from our afterschool program for conduct
- Has no deficiencies in credits for graduation purposes

**Seniors who are afforded this opportunity must adhere to the following guidelines:**

- Have a signed copy of the handbook on file.
- A student can exit the premises only during their designated lunch period or after their last class for the day. Students will not be allowed to leave campus during their study hall or class periods.
- Students should not transport their peers 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.
- Food that is purchased outside and brought to campus must be eaten in the senior lounge, not in the cafeteria.
- Food should not be purchased nor brought to the building for peers.
- Prior to leaving campus, the student must sign out in the front office.
- Students who do not have a full 8-period class load are expected to exit the school building or be enrolled in community service while on campus. Seniors with privileges are able to leave for the day, but cannot return to the building until 4:09pm for afterschool activities.

**Please note that once your child leaves school grounds, the school is not responsible for anything that happens while they are off campus**

The Administration will advise Seniors when they have been approved to have an off campus privilege. Students who leave school early without an off campus privilege will be disciplined accordingly.



## **Withdrawal Process During School Year**

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

## **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 conflicts related to lost items (e.g., textbooks, personal items, etc.). Locks will be provided to all students. The cost of the lock is included in the registration fee.

Provisions made and expectations:

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

At the end of the year, students must empty their lockers completely and have their locker inspected.

- Failure to clean one's locker will result in a locker cleaning charge of \$25 that will be applied to the tuition bill.
- Failure to return a lock issued by TA will result in a charge of \$15 applied to the tuition bill.

## **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.

## **Notification of Asbestos**



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

## Vehicles on Campus

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

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

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

## Visitor Policy

Visitors, including parents and family members are welcome on campus during specific designated hours, as outlined by the school administration. **Upon entry into the school building, all visitors should check in the school's front office and obtain a visitor's badge** before proceeding further. Visits should be primarily for school-related purposes, such as attending meetings with teachers, school events, or volunteering activities. Visitors should refrain from disrupting classes or interfering with the daily operations of the school.

### *Proper Conduct for All Visitors While on Campus:*

- Respect the school's staff, teachers, and students, promoting a positive and supportive environment.
- Refrain from engaging in any disruptive or disrespectful behavior while on school grounds.
- Follow the school's rules and regulations, including parking guidelines and designated visitor areas.
- Maintain confidentiality and privacy regarding any sensitive information observed or discussed during the visit.
- Avoid discussing individual student matters with other parents or students, unless authorized to do so by the school administration.
- Abide by any policies related to taking photographs or recording on school premises, ensuring the privacy and safety of all individuals.

## Weather Emergencies



Takoma Academy follows Montgomery County Public Schools for late openings, early departures and closings. Information about school delays and/or closings is sent via email, robo call, and/or text to families. Closings/delays are also communicated via Channels 5, 7 & 8.

## **Emergency Preparedness**

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



## Academic Policies

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### Access to Records

Requests to review and inspect education records shall be addressed to the Registrar. Student records may be forwarded to another school system or prospective employer at the written request of a parent, legal guardian, or the student if at least 18 years of age. The cumulative record which contains academic, testing and attendance information, along with health records may be sent if the account has been financially cleared.

### FACTS/RenWeb

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

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

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

### Google Classroom Instructional Platform

Google Classroom is an educational technology tool that Takoma Academy uses for instruction on and off campus. Students will be added to Google Classroom in order to access instructional materials and to submit completed assignments.

### 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. Students who do not meet the attendance requirements at the end of a semester will not earn the course credit.

### Tardiness/Absences

Each student is expected to be on time to school and to class. A student is considered tardy if they are not seated in the classroom, chapel or at their workstation at the exact time the class begins.

#### ★ Tardies

- First Period Tardies: **15 tardies in the same class in a semester is a drop in a letter grade for the semester (i.e. A drops to a B, etc.).**



- Three tardies in periods 2 through 8 in one week = **1 detention**

★ **Loss of Credit = Failure Grade for a Semester**

- More than 5 absences in the same class in a semester results in loss of credit and failing grade in the semester.

A student who earns an attendance detention must serve the detention on the Wednesday of the week.

### **Documentation for Absences**

Parent documentation for at home illnesses are limited to two (2) consecutive school days. At home illnesses that are 3 or more days in length require a physician's note. In the case of Covid, a PCR or rapid test result will be accepted as a medical absence. All covid results must be submitted to the Registrar to be counted as a medical absence.

When a student is absent from school, his/her parent(s) or guardian must email [attendance@ta.edu](mailto:attendance@ta.edu) by 9:00 am on that day with the following information:

- Student's full name
- Date of the absence
- Reason for the absence
- Parent or Guardian's contact information and signature

The email will be kept in the student's file.

### **Pre-Arranged Family Absences**

Parents requesting permission to remove their children from school for up to 4 days due to family-related matters must submit a written request to [attendance@ta.edu](mailto:attendance@ta.edu) at least one week in advance for approval. These absences are recorded on the student's attendance record and may impact course outcomes. Note that family vacations will not be excused, and will impact the student's attendance record during a semester. Only medically related absences and emergencies will be considered when examining a student's record at the end of a semester.

For all 4-day requests, the student must complete the Pre-arranged Absence Form (available on the website and front office) to submit to the Registrar two (2) days prior to the extended absence.

Students are responsible for collecting all assignments that will be missed for an extended absence. The missed assignments are due immediately upon return to school. It is strongly recommended that students enrolled in Advanced Placement (AP) and Dual Credit courses reconsider planned vacations during the school year as each class period is vital in preparation for the AP Exam and overall success.



## **Course Information and Requirements**

### **Auditing Courses**

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

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

### **Adding & Dropping Courses**

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

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

### **Advanced Placement Courses**

Advanced Placement (AP) classes are designed for students who excel academically and are motivated and interested in taking a more rigorous academic course load. Consideration for students interested in taking AP courses is based on the following:

- Minimum GPA of 3.25
- For math and English placements, students' MAP, PSAT, and SAT scores will be used as determining factors.

Students may enroll in a maximum of 2 AP courses per year. Participation in AP courses necessitates taking the corresponding exam in May, with students responsible for associated fees. Auditing of AP classes is not permitted. To maintain AP status, students must maintain a grade of B- or higher. Students falling below this threshold may either receive standard credit for the course (4.0) or, with the instructor's approval, withdraw from the course. This change would result in the course being noted as a standard class rather than an AP class, particularly for students who are not performing adequately.



## **Dual Credit Course Opportunities**

Takoma Academy offers diligent students the opportunity to earn college credits while enrolled at TA. To qualify, students must maintain a GPA of 3.25. The dual credit courses available cover General Education requirements commonly needed by colleges and are transferable to nearly all universities. It is the responsibility of parents and students to verify that these credits will transfer to their selected college or chosen field of study. Transcripts for college courses can be obtained by requesting them from Andrews University, Oakwood University, or Washington Adventist University.

Parents and students must ensure that credits will transfer to their chosen college and/or field of study before enrolling in the course offering.

## **Community Service**

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

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

## **Late Work Policy**

It is the student's responsibility to meet with his/her teachers to obtain missed work and exams for days that they are absent.

- Students returning from an absence will have as many school days as they were absent to make up the assignments that were missed.
- Late work submissions will incur a 10% daily reduction grade. Any work that is 4 or more days late will not receive a grade higher than 59% (F) for that assignment.
- Assignments that are more than two (2) weeks late will not be accepted.
- 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 completed on the day that the student returns.
- A student who is suspended for a behavioral situation or has a suspended account due to a financial matter will have the opportunity to make-up all assignments within a week. Teachers will accept all work for full credit, and will reschedule tests and quizzes that are missed.





## Retake Policy

If a student requests a re-assessment from a class, the teacher is obligated to offer an assessment that effectively showcases the student's proficiency in the taught standard. Alternatively, if the student decides to create their own assessment to demonstrate their mastery of the content, the teacher must hold a meeting with the student to discuss the design of the assessment and ensure it adequately reflects the student's comprehension of the material.

\*Note: Assessment retakes cannot be utilized for end of semester or final exams.

### *Process for Retake:*

- Students must complete all missing assignments prior to the re-assessment.
- Students should attend at least one session of academic support with their teacher.
- Students should complete the part of the reassessment that aligns with the concept that was misunderstood during the initial assessment.
- If the student's score is higher than the initial exam, the new grade will replace the initial exam.
- Students are allowed to petition for 3 re-assessments in a semester. All 3 re-assessments will represent different sets of exams.

## 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:

- Cumulative GPA is based on an un-weighted 4-point rating system.
- Class Rank is based on a weighted system that includes AP and dual credit courses at a 5-point rating.



## Grade Scale & GPA

Grade Scale	Grade Percentage	Standard GPA	Weighted GPA (Honors, AP, Dual Enrollment)
A	93 - 100%	4.00	5.00
A-	90 - 92%	3.67	4.67
B+	87 - 89%	3.33	4.33
B	83 - 86%	3.00	4.00
B-	80 - 82%	2.67	3.67
C+	77 - 79%	2.33	2.33
C	73 - 76%	2.00	2.00
C-	70 - 72%	1.67	1.67
D+	67 - 69%	1.33	1.33
D	63 - 66%	1.00	1.00
D-	60 - 62%	0.67	0.67
F	0 - 59%	0.00	0.00

### Other Grading Codes

I	Incomplete	none
WP	Withdraw passing	none
WF	Withdraw failing	none
LC	Loss of credit	none

### Grade Reports & Progress

The school year is divided into two semesters with a standard course load of 7-8 classes for the year. Academic Progress Reports are issued to all students bi-weekly via email by administration. Note that the progress report grades will fluctuate as the semester progresses. Be sure to have an updated email address on file with the Data Specialist/Registrar.

Families are also able to access their students' grades in FACTS/Renweb over the course of the school year. At the end of each semester, a final grade is recorded on the student's permanent transcript.



These grades are used to determine GPA and class rank.

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

TA recognizes student achievement at the end of each semester.

### **Semester 1:**

- Students are recognized mid-semester for exemplifying Takoma Academy's core values of love, integrity, faith, and excellence. This recognition celebrates their commitment to these principles and encourages continued positive contributions to our school community. Awards are given to honor students who consistently demonstrate these values at TA.
- At the end of the semester, students are recognized for their academic achievement during our Awards Ceremony. Students who achieve the following GPAs are recognized.
  - 3.0-3.49 Honor Roll\*
  - 3.5- 3.74 High Honors\*
  - 3.75 - 3.99 Highest Honors\*
  - 4.0 + Principals List\*

### **Semester 2:**

- Eye of the Tiger - Eye of the Tiger recognition is awarded to students who consistently demonstrate hard work, dedication to academic success, and a strong commitment to upholding the standards and mission of Takoma Academy.

## **Incompletes or Failing Grades**

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

Students who fail one or more semesters of a course must make arrangements to recover the course by enrolling in Educere, Griggs or in the student's local public school system. All recovery courses must be approved by the Academic Support Specialist. All required coursework must be completed successfully prior to participation in graduation exercises.

## **Summer Coursework**

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

Students seeking course work during the summer to advance their academic status are to submit the request to the Academic Support Specialist for approval prior to enrolling in courses.



Enrollment in courses not approved will likely result in non-acceptance by Takoma Academy.

## Certificate of Attendance

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

## Graduation Requirements

Students are responsible for meeting the requirements of the diploma being pursued. A minimum of 28 Carnegie Credits for the College Preparatory diploma is required. Students must successfully complete all required courses and portfolio requirements 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.

## Diploma Tracks

Takoma Academy issues a College Preparatory diploma. Students may also seek specialized diplomas, as outlined in table below.

Diploma Tracks		
STEM Medical	STEM Engineering	Humanities
4 Math (Precalculus or Calculus) <i>*One math course for each year enrolled at TA</i>	4 Math (Includes Precalculus or Calculus) <i>*One math course for each year enrolled at TA</i>	4 Math <i>*One math course for each year enrolled at TA</i>
4 English	4 English	4 English (Includes 1 honors and 2 AP English)
4 Sciences (Includes Anatomy & Physiology or AP Bio)	4 Sciences (Includes Physics & Intro to Engineering)	3 Sciences
3 History	3 History	3 History
4 Bible	4 Bible	4 Bible
1 PE & 1 Health	1 PE & 1 Health	1 PE & 1 Health
2 Applied Arts (Includes Exploring Computer Science)	2 Applied Arts (Includes Exploring Computer Science)	2 Applied Arts (Includes Exploring Computer Science)
1 Fine Arts	1 Fine Arts	1 Fine Arts



2 Modern Lang	2 Modern Lang	2 Modern Lang
Psychology		
3 Electives	3 Electives	3 Electives
HOSA (2 years: 1 year must be completed during senior year)	NSBE (2 years: 1 year must be completed during senior year)	Journalism/ Communications (2 years: 1 year must be completed during senior year)
<b>Fine Arts</b>	<b>Political Science</b>	<b>College Preparatory (General Diploma)</b>
4 Math <i>*One math course for each year enrolled at TA</i>	4 Math <i>*One math course for each year enrolled at TA</i>	4 Math <i>*One math course for each year enrolled at TA</i>
4 English	4 English	4 English
3 Science	3 Science	3 Science
3 History	4 History ( 2 AP History Courses)	3 History
4 Bible	4 Bible	4 Bible
1 PE & 1 Health	1 PE & 1 Health	1 PE & 1 Health
2 Applied Arts (Includes Exploring Computer Science)	2 Applied Arts (Includes Exploring Computer Science)	2 Applied Arts (Includes Exploring Computer Science)
4 Fine Arts Art - (DE Art & AP Art & Design) Music - (DE Music or AP Music or Drama Club)	1 Fine Arts	1 Fine Arts
2 Modern Lang	2 Modern Lang	2 Modern Lang
3 Electives	3 Electives	3 Electives
Art Club / Drama Club (2 years: (1 year must be completed during senior year))	Ambassador, Debate, or CAPITAL MUN (2 years: (1 year must be completed during senior year))	Club of choice (2 years: (1 year must be completed during senior year))  *Community Service opportunities that exceed the minimum requirement or internship

## Senior Portfolio

The Takoma Academy Portfolio process is a required task for all TA seniors. It represents a collection of evidence that showcases their accomplishments in academics, extra-curricular activities, community service, and personal interests. Students are required to present their portfolios to a panel during the second semester of their senior year.

## Commencement Eligibility Requirements

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

- Must have provided all official transcripts from previous schools to the Registrar prior to enrolling in classes.



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

## Commencement Honors

### → Valedictorian and Salutatorian:

The Valedictorian of the class is determined by achieving the highest GPA and will be recognized as such. The student with the second highest GPA will be named Salutatorian and honored during the Senior Awards Ceremony and Commencement Ceremony. In the event of a tie for Valedictorian, both students will share the title of co-Valedictorians.

### → Honors Requirements:

A student will graduate with Honors and earn an Honors Diploma if they meet the following criteria:

- Meet the graduation requirements
- Have a cumulative weighted GPA of 3.5
- Maintain all grades above a B-.
- Take a minimum of four honors classes (Advanced Placement or Dual Enrollment).

### → Notable/Recognition Cords:

- Valedictorian: Medal
- Salutatorian: Medal
- Honor Roll (3.0-3.49)- Single Gold Cord
- High Honors (3.5-3.74)- Double Gold Cord
- Highest Honors (3.75-3.99) Triple Gold Cord
- Principal's List (4.0+)- Gold/Maroon Cord
- NHS - Blue Sash
- Ambassador- Pin
- Class Officers - Class Color Cord
- Music Honors- Pin
- Spanish Honors- Sash
- Athletics- Medals
- Legacy- Maroon/White Cord
- STEM/Medical Diploma Track - Blue Cord
- STEM/Engineering Diploma Track - Green Cord
- Fine Arts Diploma Track - Pink Cord
- Political Science Diploma Track - Brown Cord



## Early Graduation and Residency Requirements

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

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

## Career/College Counseling

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

### Available services include:

- Academic counseling of students
- College and career guidance
- Coordination and administration of testing in the following areas: MAP, PSAT/SAT, AP, Career interests

## Unit of Credit

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

In order to earn one Carnegie unit, a secondary subject must be taught for a minimum of 200 minutes per week or 120 hours per year (60 hours per semester) including laboratory and applied



arts courses unless the school has obtained approval for a curricular program different from the conventional curriculum. Academies may offer additional minutes of laboratory time in accordance with individual state requirements.

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

For classes meeting these minimum times:  $\frac{1}{4}$  Carnegie unit will be granted for courses meeting one-quarter of the required time;  $\frac{1}{2}$  Carnegie unit will be granted for a semester course; and 1 Carnegie unit for year-long courses.

## **Computer Use Agreement**

The school provides Chromebooks to students for educational purposes and requires students to use them responsibly and appropriately. The Chromebooks are intended for educational purposes, and will be issued upon receipt of the Computer Use Agreement Contract.

### **Care of the Equipment:**

- The upkeep of a school issued Chromebook is vital; therefore, students and families are responsible for damages that demonstrate a student's negligent use or misuse of their device.
- Students should monitor the condition of their laptop while in their possession over the course of the school year, and should report all issues to [itsupport@ta.edu](mailto:itsupport@ta.edu).

### **Loss and Damage Fee:**

- The amount incurred by the student and family for a lost or stolen device is \$300.
- If a device is returned damaged, depending on the state of the device, a fee will be assessed within the range of \$50 - \$300.

### **User Agreement:**

Students must abide by the Takoma Academy's Acceptable Use Policy. Unacceptable use includes, but is not limited to the following:

- Using network access to alter or destroy information belonging to others.
- Using profanity, obscenity, or language that may be offensive or abusive to others.
- Using the network for illegal activity or private business.
- Copying software or other copyright protected material in violation of copyright law.
- Spreading computer viruses deliberately or by importing files from unknown sources.
- Harassing or speaking ill of someone online.
- Using the network to disrupt academic learning or activities at TA.





## Course Descriptions and Prerequisites

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### **English & Literacy**

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

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

*Prerequisite: None*

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

Honors English 1 is an accelerated curriculum that expands students' reading and writing experiences, building a foundation for their high school and post-secondary academic careers. The course will allow students to improve their reading, writing, and communication skills through various effective strategies in the common instructional framework, including classroom talk, collaborative group work, writing to learn, literacy groups, questioning, and scaffolding. Students will encounter various genres of literature and several styles of writing, with a particular common core emphasis placed on evidence-based writing.

*Prerequisite: Recommendation and/or Performance Exam*

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

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

*Prerequisite: English 1.*

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

Honors English 2 is an accelerated curriculum that challenges students to explore and cultivate an understanding of various genres of Literature. Reading numerous novels, plays, and poetry, students learn to analyze, synthesize and evaluate a range of literary themes and concepts. In addition, students aim to improve their reading, writing, vocabulary, and grammar skills by exploring and applying specific common instructional framework strategies. Additional activities will require students to research, create oral presentations individually or as a group, and collaboratively create multiple novel-based projects.

*Prerequisite: English 1 and/or Teacher Recommendation*

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

English 3 examines the ancient literature of Africa, the Americas, and Modern World literature. Literature-related essay writing is emphasized. In addition, research paper writing skills are studied in preparation for English 4.

*Prerequisite: English 2.*



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

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

*Prerequisite: English 3.*

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

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

*Prerequisites: English 2 or 3 and approval by the Administration.*

### **Advanced Placement (AP) English Literature and Composition (1 credit)**

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

*Prerequisites: English 2 or 3 and approval by the Administration.*

## **Mathematics**

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

Algebra 1 is the basic course for all college preparatory mathematics courses. Students will study analysis, probability, the real number system, linear and quadratic functions, operations with polynomials and matrices, and applications of these concepts. In addition, students will be expected to describe and translate graphical 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.

*Prerequisite: None*

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

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

*Prerequisite: Algebra 1*



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

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

*Prerequisite: Algebra I*

### **Advanced Algebra Concepts w/a focus in Statistics Accounting, Banking, and Finance (1 credit)**

Takoma Academy endeavors all students to achieve an acceptable level of mastery in mathematics as identified by the College Board as necessary for college success. They include numbers and operations, algebra and functions, geometry and measurements, data, probability and statistics, problem-solving, representations, reasoning, connections, and communication.

*Prerequisite: Algebra 2.*

### **Pre-Calculus (1 credit)**

This course covers transformations and functions: linear, quadratic, and polynomial functions, exponential, logarithmic, and trigonometric functions (and applications), inverse functions, and sequences and series.

*Prerequisite: Algebra 2*

## **Religion**

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

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

- **God The I am:** An exploration of God's existence, who He is, what He is like, and how we can have a real relationship with Him.
- **God on a Cross:** God's response to the problem of sin was to send Jesus, the ultimate gift to humankind. Through Jesus' humble birth, His childhood, baptism, temptation, ministry in the Passion Week, and His death and resurrection, we come to see a loving Father who gives all as a result of His love for us.
- **God Gifts:** God has chosen to lavish His love upon us through many gifts. Through a deeper understanding of the gift of creation, we can appreciate and defend a creationist worldview. In looking at the Sabbath throughout history, and how God has sought to restore it for His people, we truly come to appreciate this gift. God's gift of grace as seen through Old Testament stories shows us a loving God who forgives in spite of failure. When we view our lives in light of who we truly are (God's sons and daughters), this changes the way we see ourselves and others. These gifts illustrate God's desire to have an intimate and unique relationship with us.

*Prerequisite: None*



## Bible 2: Encounter Bible (1 credit)

- **The God-Choice:** God has pursued His chosen people throughout history, yet repeatedly they have chosen the world above Him. In the Old Testament stories of Hosea and David, we see the characteristics of individuals who lived their lives after God's own heart.
- **God's Heart:** Jesus shared many profound, eternal truths while on this earth. This unit explores Jesus' Sermon on the Mount – messages that challenge, encourage and draw us close to His heart.
- **Sharing God:** The birth of the early church brought challenges and wonder as the Holy Spirit was poured onto people committed to living after God's own heart. Jesus' followers were empowered with His message, and shared it passionately, despite the consequences. With the Holy Spirit empowering our lives, we too can share God's messages with the world.
- **God in My World:** When we are living after God's own heart, connected to Jesus, our lives, and the ways in which we relate to the world around us change. Our relationship with God will determine things such as: our prayer life, Bible study, how we view God's law, and how we make discerning lifestyle choices. God calls us to live for Him in every aspect of our lives.

*Prerequisite: None*

## Bible 3: Encounter Bible (1 credit)

- **God's Word:** God's Word, the Bible, is trustworthy and true, and helps us to know Him. This unit looks at the role of the Bible in Christian history and how it has endured the test of time as the best guide book for our lives.
- **God is Our Victor:** God has been personally involved in our earth's history right from the start. Through the prophecies in the book of Daniel, we see how God foretold, with complete accuracy, what has happened in the past, and can trust Him to lead with confidence, both now and in the future.
- **God is My Victor:** Through the study of Revelation, we can more completely understand Jesus as our Hero, our Defender, our Deliverer, and the only One worthy to save us. God has revealed with complete accuracy what has happened in the past and what will happen in the final hours of earth's history. We can be reassured that there is nothing to fear as long as we cling to Jesus.
- **God is My Guide:** As we explore the history of the Adventist church, we can have confidence, knowing that God is in control, and that the Holy Spirit will continue to equip us as we share His messages with the world. We have nothing to fear for the future with Him by our side.

*Prerequisite: None*



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

- **Perspectives on God:** Humanity's need to believe in something is captured in the world's religions and other philosophical perspectives. True Christianity is the only religion that offers free salvation. The fundamental beliefs of the Seventh-day Adventist church, as founded on the Bible, are explored as students articulate their personal worldview.
- **Worldviews and God:** Our view of God can be impacted by many things and is largely dependent on our understanding of the Bible, our personal worldview, and our faith. Our worldview will impact how we respond to the tough questions in life, such as how to respond to suffering, one's purpose in life, and various ethical dilemmas. Both the big and the small choices we make each day can honor God through the way we live our lives.
- **God in My Relationships:** There are various aspects of healthy relationships such as understanding one's personal identity, values, communication, anger management, conflict resolution, dating, marriage, and family dynamics. Our earthly relationships are important to God, since the love of Christ compels us to relate to others as He would.
- **The God of the Gospels:** The book of John offers episodes of Christ. Each of these episodes can deepen our understanding of the Savior of the world, and our relationship with Him.

*Prerequisite: None*

## **Science**

### **Anatomy and Physiology (1 credit - Honors)**

This course is designed to introduce students to the structure and function of the human body. The concept of homeostasis (maintaining a stable internal environment) is introduced early and 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 are approached from simple to increasingly complex levels.

*Prerequisite: Biology*

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

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

*Prerequisites: Anatomy and Physiology, Biology, Chemistry.*

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

Biology is a study of zoological and botanical organisms, their classification, structure, function, and interrelationships. A belief in intelligent design is emphasized. Activities are organized to



enable students to recognize the importance of basic scientific research and the application of scientific concepts to people's lives. Critical thinking skills are developed, and the course goes beyond the presentation of facts to interpret and assess their significance.

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

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

*Pre-requisites: Biology*

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

Physics studies the fundamental laws related to mechanics, Newton's Universal Law of Gravitation, heat and temperature, light and sound, electricity, and magnetism. It meets the needs of students who may be required to take an introductory course in college physics.

*Prerequisite: Completion of Chemistry and enrolled in Algebra 2 or higher-level mathematics course.*

## **Social Studies**

### **American Government (1 credit)**

American Government is a study of the principles, organizations, and functions of national, state, and local government. Students examine the Constitution, public policy, institutions of government, and election law. Particular emphasis is placed on current events.

*Prerequisites: World History and American History. This course is required for graduation and should be taken during senior year.*

### **AP American Government (1 credit)**

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

*Prerequisite: US History*

### **AP US History (1 Credit)**

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

*Prerequisite: World History.*

### **US History (1 Credit)**

US History surveys United States history from the age of the explorations up until the present day. Topics covered include political, military, economic, religious, social, and cultural development.





Particular emphasis is placed on the role of individuals in the founding and development of the United States.

*Prerequisite: World History*

### **AP World History (1 Credit)**

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

*Prerequisite: None*

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### **World History (1 credit)**

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

*Prerequisite: None*

## **Applied Arts & Technology**

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

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

*Prerequisite: None*

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

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

*Prerequisite: None*

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

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

*Prerequisite: None*

### **Dual Credit Course: Introduction to Engineering**

Fundamentals of engineering will survey major engineering disciplines: aerospace and aeronautical; computer engineering and computer science; electrical; mechanical and structural; robotics; and/or systems engineering. The course is divided into two days of lecture and two days of demonstrations, project work, and hands-on activities. The course work may also include



teaching in additive manufacturing or 3D printing. Teams of students complete race engineering and robotics activities. STEM skills include coding/ programming, design, and hands-on assembly.  
*Prerequisite: None*

## ***Fine Arts***

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

### **Performing Arts Courses**

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

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

*Prerequisite: Audition*

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

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

#### **Orchestra (1 credit)**

Flex band is open to those students who have had lessons in brass, woodwind or percussion instruments, or who have advanced music and rhythm skills. Techniques such as rhythm, phrasing, performance skills and musical interpretation will be emphasized. The band will perform at most major school events.

*Prerequisite: 2 years of band, orchestra, or string instruction.*

### **Visual Arts Courses**

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

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

*Prerequisite: None*

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

Students will be introduced to multiple artistic mediums such as embroidery, carving (stamp work), sculpting, etc; students will create a complete portfolio based on instructional assignments





throughout the course. Outcome: Students will demonstrate the basics process and be able to identify how texture, patterns, rhythm, and balance create aesthetics and cohesion.

*Prerequisite: None*

### **Multimedia (1 Credit)**

This course covers multimedia concepts and applications through the use of text, graphics, animation, audio and visual representations, and professional-grade Adobe design software to create digital drawings, logos, advertisements, magazine layouts, and more. Students will develop technical, communication, and cooperative learning skills that will enable them to professionally and creatively interact with members of society.

*Prerequisite: None*

### **Modern Languages**

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

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

*Prerequisite: None*

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

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

*Prerequisite: Spanish 1 or permission from the instructor.*

### **Physical Education and Health**

#### **Graduation Requirement Update: Physical Education and Health**

***Beginning with the 2025-2026 academic year, all incoming 9th-grade students and future scholars are required to complete 1 credit in Physical Education (PE) and 1 credit in Health Education as part of their graduation requirements.***

#### **Physical Education and Health**

All students are required to earn 1 credit of Physical Education (PE) and 1 credit of Health in order to graduate from Takoma Academy. Only a valid medical waiver may exempt a student from the PE requirement. Waiver of the PE requirement does not reduce the total number of units necessary to meet diploma requirements.

#### **Physical Education (1 credit)**

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

*Prerequisite: None*



### **Health (1 credit)**

Health provides students with essential knowledge about nutrition, mental health, physical fitness, and healthy relationships. It helps them develop lifelong skills to make informed decisions that support their overall well-being.

Students may seek 0.5 Physical Education credits in the following formats by notifying the Academic Support Specialist within the first two weeks of each semester:

- Option 1: Students can earn 0.5 Physical Education credits by participating in a Varsity-level sport at TA. Please note that students cannot earn more than two half credits per school year in Varsity-level sports. Grades for all Varsity sports will be recorded as Pass/Fail.
- Option 2: Completion of a PE course through Griggs or Educere.

### **Health Independent Study (1 credit)**

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

## ***Other Courses***

### **TA 100 (0.5 credit)**

The transition from middle school to high school can be challenging for many freshmen, particularly with increased academic demands. A study skills class tailored specifically for high school freshmen aims to equip students with essential tools and strategies for academic success. This course focuses on developing effective study habits, including active reading, note-taking, and mnemonic devices to enhance comprehension and retention of information. It also emphasizes time management skills, helping students prioritize tasks, set goals, and create schedules to balance academic responsibilities with extracurricular activities and personal commitments. Organization strategies are taught to manage study materials, assignments, and workspace effectively. Test-taking strategies are provided to prepare for quizzes, exams, and standardized tests, along with stress management techniques. Critical thinking and problem-solving skills are fostered through independent analysis and problem-solving exercises. Additionally, the course enhances students' communication skills through group discussions, presentations, and essay writing exercises.

### **TA 300 (1 credit)**

This course is designed to empower 11th-grade students attending Takoma Academy to become equipped with the essential knowledge, skills, and values required for successful college and career readiness. Through a combination of Naviance lessons, interactive activities, group discussions, guest speakers, and reflective exercises, students will explore their personal strengths, interests, and goals, while also aligning their aspirations with Christian values. The course aims to guide students in making informed decisions about their future paths while fostering a strong sense of purpose and service.



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

- Creative Writing (0.5 Credit)
- HOSA (1 Credit)
- NSBE (1 Credit)



## Organizations and Clubs

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### Organizations

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

Most clubs/organizations are organized via elections for the purpose of planning activities throughout the course of the year. To be eligible to hold office in the Student Council, class or club, a student must have and maintain satisfactory citizenship and attendance and a minimum cumulative GPA of 3.0. Furthermore, a student must have no F's on their previous grade report.

### National Honor Society (NHS)

Membership in the National Honor Society (NHS) is a prestigious honor for high school students, offering numerous benefits and opportunities. Participation in the local chapter of NHS provides students with valuable experiences and enables them to highlight this achievement on resumes and college applications.

To be considered for membership in the Takoma Academy Chapter of NHS, students must undergo an eligibility assessment conducted by the NHS Faculty Council. If deemed eligible, students will receive an invitation to complete selection forms within a specified timeframe. It is important for students to submit the forms by the indicated deadline. Failure to meet the deadline will render the student ineligible for reconsideration until the following year, unless the delay was due to an excused absence on the due date. The Faculty Council thoroughly reviews the submitted forms, evaluating students based on their academic performance, leadership qualities, service involvement, and character.

By adhering to these selection procedures, students have the opportunity to be recognized as esteemed members of the National Honor Society, opening doors to various personal and academic growth opportunities.

#### *Criteria for Selection:*

##### 1. ACADEMICS

Eligibility for selection depends on cumulative grade point average (minimum of 3.75) and class standing. Students are eligible to be considered after the first semester of their sophomore year, and through the first semester of their senior year.

Students who are chosen to be members of the Takoma Academy Chapter of the National Honor Society must maintain a cumulative grade point average of 3.75 each semester to continue their membership.



## 2. LEADERSHIP

The student who exercises leadership:

- is resourceful in proposing new problems, applying principles, and making suggestions
- demonstrates leadership in promoting school activities
- exercises influence on peers in upholding school ideals
- contributes ideas that improve the civil life of the school
- is able to delegate responsibility
- exemplifies positive attitudes
- inspires positive behavior in others
- demonstrates academic initiative
- successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding
- demonstrates leadership in the classroom, at work, and in school activities
- is thoroughly dependable in any responsibility accepted

## 3. SERVICE

The student who serves:

- is willing to uphold scholarship and maintain a loyal school attitude
- participates in some outside activity: Pathfinders, Sabbath School, Vacation Bible School, Girl or Boy Scouts, volunteer services for the aged, poor or disadvantaged.
- volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- works well with others and is willing to take on difficult or inconspicuous responsibilities
- cheerfully and enthusiastically renders any requested service to the school
- is willing to represent the class or school in inter-class and interscholastic activities
- does committee and staff work uncomplainingly
- shows courtesy by assisting visitors, teachers, and students

## 4. CHARACTER

The student of character:

- takes criticism willingly and accepts recommendations graciously
- constantly exemplifies desirable qualities or personality (cheerfulness, friendliness, poise, stability)
- upholds principles of morality and ethics
- cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- demonstrated the highest standards of honesty and reliability
- shows courtesy, concern, and respect for others



- observes instructions and rules, punctuality, and faithfulness both inside and outside of the classroom has powers of concentration and sustained attention as shown by perseverance and application to studies manifests truthfulness in acknowledging obedience to rules,
- avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- actively helps to rid the school of bad influences or environment

## Ambassador

TA Ambassadors are students who are selected from a pool of applicants to represent the school in various capacities. Their primary role is to serve as a positive and influential figure within the school community and beyond. Their duties can vary depending on the school year's needs and programming efforts. The following are sample duties for all TA Ambassadors:

- School Tours: Ambassadors lead tours for prospective students and their families, showcasing the campus facilities and answering questions about the school.
- Orientation and Mentoring: Ambassadors assist incoming freshmen and new students in their transition to high school by providing guidance and support.
- Events and Fundraisers: Ambassadors participate in organizing and promoting school events, such as fundraisers, school spirit activities, and outreach projects.
- Public Speaking: Ambassadors speak at school assemblies, open houses, or other events to share their positive experiences and promote the school.
- Social Media and Communications: Ambassadors help manage and deliver information to the larger community through the school's social media, pamphlets, newsletter, and other mediums.
- Admissions Support: Ambassadors assist the admissions office in contacting new students and their families to share information about the school.
- Leadership Development: Ambassadors are students who lead and develop their leadership, communication, and interpersonal skills.
- School Spirit and Pride: Ambassadors play a crucial role in fostering a positive school culture, promoting school pride, and building a sense of community among students.

## Student Council

The Student Council (S.C.) functions as the governing body for the student body. At the end of each school year, students are selected by their peers through a campaign process to serve as officers. These elected officers represent the interests of the student body and oversee the development of



programs and activities throughout the school year. They also play a key role in making decisions related to facilities improvements and school policies. Students interested in joining the S.C. are encouraged to reach out to the S.C. sponsors for more information on how to get involved.

### **Class Officer**

A class officer plays a vital role in representing their peers and shaping their classmates' experiences. Class officers are elected leaders who are responsible for fostering class unity, organizing events, and advocating for students interested within the school community.

### **Art Club**

The Art Club is a vibrant and creative community within the school that brings together students with a shared passion for art and artistic expression. Its purpose is to provide an inclusive and supportive space for students to explore, develop, and celebrate their artistic talents and interests. The art club aims to foster a sense of belonging, creativity, and camaraderie among its members while promoting art appreciation and engagement throughout the school.

### **Music Club**

The Music Club is an exciting and dynamic community that brings together students who share a deep passion for music and musical expression. This club provides a supportive and inclusive space where students of all musical backgrounds, interests, and skill levels can come together to explore, create, and celebrate music in various forms. Whether students are vocalists, instrumentalists, or simply music enthusiasts, the club offers a welcoming environment for everyone to participate and grow as musicians.

### **Drama Club**

The Drama Club brings a creative group of students together with a shared love for theater and the performing arts. This club provides an inclusive and supportive space where students can explore their passion for acting, stagecraft, and all aspects of theatrical production. Whether students are experienced actors or have never set foot on a stage before, the Drama Club welcomes everyone to participate and discover the magic of theater.

### **Debate Club**

The Debate Club is an intellectually stimulating and engaging community that brings together students who are interested in critical thinking, public speaking, and exploring complex issues. This club provides a platform for students to enhance their communication skills, develop persuasive arguments, and participate in spirited debates on a wide range of topics. Whether students are seasoned debaters or new to the art of rhetoric, the Debate Club welcomes all to join and sharpen their skills in the world of competitive debate.



## **HOSA**

The HOSA (Health Occupations Students of America) club at TA is a dynamic and educational program that brings together students interested in pursuing careers in healthcare and allied health professions. As an official student-led organization, HOSA aims to provide opportunities for its members to develop leadership skills, explore healthcare careers, and participate in hands-on learning experiences related to the medical field. Students who enroll into HOSA for an academic year are granted one (1) full credit for the academic year.

## **NSBE**

The NSBE (National Society of Black Engineers) club in our high school is an empowering and impactful organization that brings together students who are interested in engineering, technology, and STEM (Science, Technology, Engineering, and Mathematics) fields. As a part of the national organization, NSBE aims to promote academic excellence, leadership, and diversity within the engineering community and encourage students of diverse backgrounds to pursue careers in engineering and related disciplines. Students who enroll into NSBE for an academic year are granted one (1) full credit for the academic year.

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

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

## **Touring**

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

## **Athletics**

*(Please see the Athletic Handbook which can be found on the school's website.)*





## Frequently Used Numbers and Websites

Adventist Church Administration	Local Adventist Elementary Schools
<ul style="list-style-type: none"> <li>→ Potomac Conference <ul style="list-style-type: none"> <li>◆ 540.886.0771</li> <li>◆ <a href="http://www.pcsda.org">www.pcsda.org</a></li> </ul> </li> <li>→ Columbia Union Conference <ul style="list-style-type: none"> <li>◆ 410.997.3414</li> <li>◆ <a href="http://www.columbiaunion.org">www.columbiaunion.org</a></li> </ul> </li> <li>→ North American Division <ul style="list-style-type: none"> <li>◆ 301.680.6400</li> <li>◆ <a href="http://www.nadadventist.org">www.nadadventist.org</a></li> </ul> </li> <li>→ General Conference of SDA <ul style="list-style-type: none"> <li>◆ 301.680.6000</li> <li>◆ <a href="http://www.adventist.org">www.adventist.org</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>→ Beltsville Adventist School <ul style="list-style-type: none"> <li>◆ 301.937.2933</li> <li>◆ <a href="http://www.baschool.org">www.baschool.org</a></li> </ul> </li> <li>→ G.E. Peters Elementary School <ul style="list-style-type: none"> <li>◆ 301.559.6710</li> <li>◆ <a href="http://www.gepetersschool.org">www.gepetersschool.org</a></li> </ul> </li> <li>→ Dupont Park Adventist School <ul style="list-style-type: none"> <li>◆ 202.583.8500</li> <li>◆ <a href="http://www.dupont22.adventistschool.connect.org">www.dupont22.adventistschool.c onnect.org</a></li> </ul> </li> <li>→ Olney Adventist Preparatory School <ul style="list-style-type: none"> <li>◆ 301.570.2500</li> <li>◆ <a href="http://www.olneyprep.org">www.olneyprep.org</a></li> </ul> </li> <li>→ Takoma Academy Preparatory School <ul style="list-style-type: none"> <li>◆ 301.422.3858</li> <li>◆ <a href="http://www.taprep.org">www.taprep.org</a></li> </ul> </li> <li>→ Vienna Adventist Elementary School <ul style="list-style-type: none"> <li>◆ 703.938.6200</li> <li>◆ <a href="http://www.viennaadventistacademy.org">www.viennaadventistacademy.or g</a></li> </ul> </li> </ul>
Adventist Colleges and Universities	Other Local Adventist Institutions
<ul style="list-style-type: none"> <li>→ Andrews University <ul style="list-style-type: none"> <li>◆ 800.253.2874</li> <li>◆ <a href="http://www.andrews.edu">www.andrews.edu</a></li> </ul> </li> <li>→ Griggs University (Home Study Int'l) <ul style="list-style-type: none"> <li>◆ 301.680.6570</li> <li>◆ <a href="http://www.griggs.edu">www.griggs.edu</a></li> </ul> </li> <li>→ Oakwood University <ul style="list-style-type: none"> <li>◆ 256.726.7000</li> <li>◆ <a href="http://www.oakwood.edu">www.oakwood.edu</a></li> </ul> </li> <li>→ Pacific Union College <ul style="list-style-type: none"> <li>◆ 707.965.6311</li> <li>◆ <a href="http://www.puc.edu">www.puc.edu</a></li> </ul> </li> <li>→ Southern Adventist University <ul style="list-style-type: none"> <li>◆ 423.236.2000</li> <li>◆ <a href="http://www.southern.edu">www.southern.edu</a></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>→ Adventist HealthCare <ul style="list-style-type: none"> <li>◆ 301.315.3030</li> <li>◆ <a href="http://www.adventisthealthcare.com">www.adventisthealthcare.com</a></li> </ul> </li> <li>→ Living Well ABC Store <ul style="list-style-type: none"> <li>◆ 301.572.0700</li> <li>◆ <a href="http://www.livingwellabc.com">www.livingwellabc.com</a></li> </ul> </li> <li>→ Shady Grove Adventist Hospital <ul style="list-style-type: none"> <li>◆ 240.826.6000</li> <li>◆ <a href="http://www.shadygroveadventisthospital.com">www.shadygroveadventisthospit al.com</a></li> </ul> </li> <li>→ Washington Adventist Hospital <ul style="list-style-type: none"> <li>◆ 301.891.7600</li> <li>◆ <a href="http://www.washingtonadventisthospital.com">www.washingtonadventisthospit al.com</a></li> </ul> </li> <li>→ WGTS Radio</li> </ul>



- Southwestern Adventist University
  - ◆ 817.645.3921
  - ◆ [www.swau.edu](http://www.swau.edu)
- Union College
  - ◆ 402.486.2600
  - ◆ [www.ucollege.edu](http://www.ucollege.edu)
- Walla Walla University
  - ◆ 800.541.8900
  - ◆ [www.wallawalla.edu](http://www.wallawalla.edu)
- Washington Adventist University
  - ◆ 301.891.4000
  - ◆ [www.wau.edu](http://www.wau.edu)

- ◆ 301.270.1800
- ◆ [www.gts.org](http://www.gts.org)
- ◆ Business Line: 301.891.4200
- ◆ Studio Line Toll-Free:  
1.877.948.7919



# Takoma Academy

## Handbook Acknowledgement & Signature Page

2025 - 2026

I, \_\_\_\_\_ (Student Name) and \_\_\_\_\_ (Parent Name) hereby acknowledge that I have read and understand the Takoma Academy policies and student code of conduct for the school year, and will be responsible for adhering to the guidelines addressed in the handbook.

- ☐ I hereby acknowledge that I understand that as a Takoma Academy student, I must adhere to the student rights and responsibilities of the institution.
- ☐ I further acknowledge that I have read and understand all of my obligations, duties, and responsibilities under each of the elements presented in this handbook.
- ☐ I understand that any violations of the Code of Conduct or Takoma Academy policies may result in disciplinary action including suspension, and/or expulsion.
- ☐ I certify that I have received a copy of the Takoma Academy Student Handbook:

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Grade Level \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**\*Please return this form, signed to the school.**