CHISHOLM TRAIL
ACADEMY

STUDENT HANDBOOK

2024/2025

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WELCOME TO SCHOOL

Welcome to Chisholm Trail Academy!

At Chisholm Trail Academy, we believe that education is the key to unlocking your full potential and making a positive impact in the world. We are thrilled to have you join our vibrant and diverse community of learners, thinkers, and spiritual leaders.

As you embark on this exciting journey, you will receive a well-rounded educational background that will prepare you for college and a career from a dedicated network of faculty, staff, and fellow students.

Our commitment to academic excellence, spiritual growth, and character development will empower you to shape your own path.

Patrick Shepherd
Principal

SCHOOL INFORMATION

MANAGEMENT

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

ACCREDITATION

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

HISTORY

Established in 1967, Chisholm Trail Academy has deep roots in Adventist education, originating from the founding of Keene Industrial Academy in 1893, the first Adventist educational institution in Texas. In 1916, as Southwestern Junior College, it offered grades 1 through 12 and two years of college-level coursework. It later transitioned to four-year college status. In 1967, the academy became an independent entity, adopting the name Chisholm Trail Academy (CTA). Its frist graduating class was in 1968. In 1976, CTA relocated to its current location where it continues to uphold its tradition of academic excellence and spiritual guidance.

MISSION

The mission of Chisholm Trail Academy is to create in each student the desire to diligently seek knowledge about and dynamically follow Jesus and that the school and families should work together in an effort to mirror Christ and His example of compassion and service.

NON-DISCRIMINATION POLICY

Chisholm Trail Academy admits students of any race, color, gender, religion and national/ethnic origin, and does not discriminate on the basis of race, color, gender, religion and national/ethnic origin, or disability, however all students must abide by the religious principles on which the academy is founded. Chisholm Trail Academy reserves the right to deny admission to those students whose disability cannot be reasonably accommodated by the school.

Chisholm Trail Academy reserves the right to not admit students on the basis of sexual misconduct or promotion of any form of sexual behavior that undermines the Christian identity and faith mission of Chisholm Trail Academy and the Seventh-day Adventist Church.

ADMISSIONS

To register a new student, parents/guardians must complete an online admissions form. The admissions committee will review the application. If approved, the student may be registered. An up-to-date immunization records must be provided (see Medical) as well as either (a) a current transcript from the high school previously attended, or (b) a certificate of completion of 8th grade. Students who are unvaccinated may only be enrolled if (a) a statement is presented by a physician acknowledging that the required vaccines would be harmful to the student's health, or (b) the parents/guardians sign a statement asserting exemption from immunization requirements on religious grounds (see www.immunizetexas.com.)

For new and returning students, all financial obligations and paperwork must be completed and signed before registration is finalized, including payment of the first month's tuition, and book fees. Any outstanding balance on a family account, whether at Chisholm Trail Academy or another Seventh-day Adventist school in the Southwestern Union, must be settled before registration is completed. Upon completion of application, the admissions committee will review the application and determine whether the student may be enrolled or not.

FINANCIAL POLICY

TUITION PAYMENT PLANS

The first month's tuition and book fees are due at registration. Thereafter, payments are due on the first of each month September-May. Payments made be made online, or by credit card, cash, check, or money order in the office. Checks should be mailed to Chisholm Trail Academy, PO Box 717, Keene TX 76059.

PAST DUE ACCOUNTS

All previous year's family accounts must be settled before enrollment for the current year can be processed. If a student account becomes delinquent during the school year, the student will not be able to attend classes until satisfactory arrangements have been made with the business office. An account is considered delinquent if payment due on the 1st of the month has not been received by the 15th of the month. Students are not permitted to take semester finals unless their account is current. No transcript or diploma will be issued until student accounts are paid in full.

EXTRA FEES

There are additional fees required for participation in certain electives, including Athletics. Extracurricular activities, such as banquets, ski trip, class trips, and field trips, also require extra fees.

WITHDRAWALS

A student who withdraws from Chisholm Trail Academy will be charged tuition for each month or fraction of a month enrolled. A student is not withdrawn until proper forms have been completed and submitted to the registrar's office.

DISCOUNTS

Tuition discounts are available for families with two or more students enrolled at Chisholm Trail Academy. A 3% discount will be given if semester tuition is paid in full by the end of August/January by check or cash. A 5% discount will be given if the full year's tuition is paid before the end of August by check or cash.

FINANCIAL AID

Limited financial assistance is available for students. Families needing financial aid may apply with the business office. Qualification for aid includes:

- Demonstrable financial need
- Keeping the family portion of the student account current
- The student maintaining a 2.0 GPA
- Accepting any employment opportunities provided by the school
- Maintaining good attendance and upholding school standards

STUDENT LABOR

Students who work at Chisholm Trail Academy will have their earnings applied to any owed balance on their account until the year's charges are paid in full.

MEDICAL POLICY

IMMUNIZATION RECORDS

All students must provide proof of current immunization before attending school. This must include:

- **DTP** (3 doses & 1 Tdap/Td booster within 10 yrs)
- **Polio** (3-4 doses completed on or after the 4th birthday)
- **MMR** (2 doses measles, 1 dose rubella and mumps)
- **Hep B** (3 doses)
- **Varicella** (2 doses)
- **Meningococcal** (1 dose)

A student may be enrolled provisionally only if the student has received at lest one dose of each vaccine. The student must be fully vaccinated within 30 days. An exemption to vaccination will only be granted if (a) a statement is presented by a physician acknowledging that the required vaccines would be harmful to the student's health, or (b) the parents/guardians sign a statement asserting exemption from immunization requirements on religious grounds (see www.immunizetexas.com.)

Unvaccinated students will not be allowed on campus during an outbreak of any disease for which that student has not been vaccinated.

All students participating in any sports program, including Physical Education and Gymnastics, must provide a current physical.

MEDICATIONS

All prescription drugs brought to school must be kept in the school office. School personnel will not give over-the-counter medications to students without parental permission. Students are not permitted to give medications, whether over-the-counter or prescription to any other student.

STUDENT ACCIDENT INSURANCE

Chisholm Trail Academy carries supplemental insurance for all students while:

- On school premises for school-sponsored activities
- Off campus engaged in any school-sponsored activity
- Traveling to and from school-sponsored activities in a school-authorized Vehicle

Students are not covered:

- While riding with other students
- While attending an activity that is not school-sponsored
- While on campus at unauthorized times
- While engaging in unauthorized activities on campus
- When no longer enrolled

If an accident occurs, an insurance form is available in the business office for the parent to complete. Late claims may not be covered.

DISCIPLINE POLICY

STANDARDS OF BEHAVIOR

Chisholm Trail Academy upholds the Christian values of the Seventh-day Adventist Church. As a consequence, students are expected to:

- Use respectful language free of profanities and vulgarities
- Practice honesty and demonstrate integrity
- Dress modestly and neatly
- Abstain from bullying, whether verbal, physical, or online
- Abstain from sexual harassment, whether verbal, physical, or online
- Abstain from tobacco, nicotine, vape, cannabis, or illicit drug use
- Abstain from alcohol use
- Abstain from intimate displays of affection on campus or at school activities

Chisholm Trail Academy reserves the right to conduct locker searches, as well as drug searches within the school and campus parking lots without student or parent permission or presence.

Chisholm Trail Academy is a learning environment. As such, students are expected to participate in the educational process without causing disruption. Students who are disruptive in the classroom or on campus, or who refuse to cooperate with school regulations may be subject to in-school suspension, off-campus suspension, or withdrawal from school. A student in suspension is ineligible to participate in any extra-curricular activities sponsored by Chisholm Trail Academy during the period of suspension.

APPEALS

Students may appeal disciplinary action to the Disciplinary Committee. The student may have parents and/or a staff member of his or her choice accompany them. In the event the disciplinary committee decides to withdraw a student, the student has the right to appeal the decision to the school board.

PROHIBITED ITEMS

These items are not allowed on campus. Students in possession of any proscribed item are subject to suspension or expulsion:

- Alcohol, cigarettes, vape pens, tobacco products, cannabis products, illicit drugs, non-authorized prescription drugs
- Firearms, knives (including pocketknives), all weapons, fireworks, matches, lighters
- Pornographic materials, either print or electronic display

VANDALISM

Any student engaging in the following activities is subject to suspension or expulsion:

- Willfully damaging, stealing, or defacing school property
- Illegal or unauthorized entry into school property, either exterior or interior
- Tampering with fire alarms
- Willfully working around internet filters or altering school computer settings without authorization

ELECTRONIC DEVICES

Cell phones must be shut off and placed in designated location during class time. Failure to comply will result in increasing fines for each subsequent violation.

Chisholm Trail Academy issues each student a chromebook which students must have with them in class. Any damage incurred to the chromebook is at the student's expense to repair or replace. No other electronic devices, including smart watches, headphones, and earbuds may be used in the classroom without authorization.

COMPUTER USE

No software may be loaded onto any CTA electronic hardware without authorization. Access or transmission of inappropriate material may result in suspension or expulsion.

DRESS POLICY

REGULAR SCHOOL ATTIRE

Student dress must not distract from the classroom learning environment.

- Pants, including blue jeans, may be worn if they do not have patching, fraying, or holes, even if leggings are worn underneath. Sweat pants, pajamas, and leggings or other skin-tight legwear are not appropriate for school as outerwear. Pants must not sag below the waist.
- Shorts may be worn if they reach to the ends of the fingertips when standing. Boxer-style shorts, gym shorts, or other athletic wear are not appropriate in the classroom.
- Shirts must cover the top of the pants when arms are raised and must cover undergarments. Tank tops, sleeveless shirts, and undershirts are not appropriate as outerwear. Shirts must not have any logos, designs, or wording that advocates non-Christian values or music. Shirts must cover cleavage.
- Dresses and skirts must reach to the ends of the fingertips when standing. Dresses and skirts with slits are not appropriate. Dresses must cover cleavage.
- Headgear, including caps and hoods are not to be worn inside the building.
- All clothing, including sweatshirts, jackets, and coats must not display any logos, designs, or wording that advocates non-Christian values.
- Jewelry should not be visible.
- Unnatural hair colors and styles are not appropriate.

Students who do not comply with these guidelines will not be allowed to attend classes. Senior yearbook photos must be within dress code to be published.

SPECIAL EVENTS ATTIRE

- Athletic activities require sports uniforms as designated by the Athletic Director. Physical education dress and athletic uniforms are not acceptable for other classes.
- Banquet dresses must not be strapless or backless and dresses must cover the natural bra line.
- Bikinis/thongs are not acceptable for swimwear.

ATTENDANCE POLICY

LEAVING CAMPUS DURING THE DAY

Student attendance is vital to academic success. Chisholm Trail Academy is a closed campus. Once a student arrives on campus, he or she is to remain on campus until all his or her classes are completed for the day. Students who are allowed to leave campus prior to the normal dismissal time are not allowed back on campus until the school day has ended unless special permission is given (e.g., doctor appointments).

A student leaving campus without authorization is subject to suspension or expulsion.

TARDIES

A student missing more than 30 minutes of a block period, or 20 minutes of an elective period or Friday period will be counted as absent.

Three tardies counts as one absence toward the semester absence limit. No tardies are considered excused unless a teacher provides a signed note to the student.

ABSENCES

Students are allowed to miss a given core course (non-elective course) 6 times in one semester for any reason. All absences from a class (other than school-sponsored events) count toward the 6 allowable absences–there are no excused nor unexcused absences.

Any student absent from any class more than 6 times in one semester must file a formal request (available in the school office) to the Academic Standards Committee in order for the student to receive credit for the class.

Students must make up any work missed due to the 6 absences within the time frame set by the instructor.

ACADEMIC POLICY

COLLEGE PREPARATORY DIPLOMA GRADUATION REQUIREMENTS:

Religion	4 credits	*½ credit required for each semester in attendance at any school within the Seventh-day Adventist school system; ½ credit of elective for each semester not in attendance at a school within the Seventh-day Adventist school system in lieu of religion credits.*
English	4 credits	
Mathematic	4 credits	*Algebra 1, Geometry, Algebra 2, and Precalculus; Students taking Algebra 1 before ninth grade must take Geometry, Algebra 2, Precalculus, and Calculus*
Science	4 credits	*must include 1 credit of biology and 1 credit of chemistry*
Social Studies	4 credits	*must include 1 credit of American history, ½ credit of government, and ½ credit of economics*
Spanish	2 credits	*2 credits of another language may substitute upon successful petition*
Physical	1 credit	
Education Health	½ credit	
Technology	1 credit	
Fine Arts	1 credit	
Electives	2 credits	
TOTAL	27.5 credits	

In addition, each graduate must complete 100 hours of community service, or 12.5 hours per semester in attendance at Chisholm Trail Academy.

HONORS

Students wishing to graduate with honors must earn 5 honors credits from courses marked with * below. A minimum of 1 credit must be earned in at least four separate disciplines (religion, English, science, math, social studies, or Spanish). To receive honors credit for an eligible class, the student must receive not lower than a 90% (A-) grade and fulfill all extra requirements for the course. Students who graduate with honors must have a cumulative GPA of 3.0 or higher. College-eligible credit courses (marked §) do not count toward honors credits.

RECOMMENDED COURSE SEQUENCE

Freshmen:
- Religion 1
- English 1
- Algebra 1 (Algebra 2*)
- Earth Science
- World Geography
- Computer Applications
- *Electives*

Sophomores:
- Religion 2
- English 2*
- Geometry*
- Biology*
- World History*
- PE
- *Electives*

Juniors:
- Religion 3*
- English 3*
- Algebra 2* (Precalculus*)
- Chemistry*
- American History§*
- Spanish 1*
- *Electives*

Seniors:
- Religion 4*
- English 4*
- Precalculus* (Calculus §)
- Physics* or Anatomy & Physiology*
- Government* & Economics*
- Spanish 2*
- *Electives*

Health and Fine Art credit must be taken among elective credits. A maximum of 2 credits in fine arts or physical education can be applied to the 27.5 credits necessary to graduate.

Students who have received a D or F in any class in the previous semester must take a study hall in lieu of one elective for the semester.

EXCEPTIONS

Any student wishing an alternative course sequence must submit a request to the Academic Standards Committee. Outside credits will not be accepted in lieu of courses available to the student at Chisholm Trail Academy. Students wishing to take enrichment courses not offered at Chisholm Trail Academy may petition the Academic Standards Committee to accept successfully earned credits on their transcript.

Students who do not wish to graduate with a college preparatory diploma may petition to graduate with a standard diploma. The following substitutions may be allowed: Consumer Math in lieu of Algebra 2 or higher math; Technology or Vocational electives in lieu of Spanish 2. Students graduating without a college preparatory diploma are not eligible to graduate with honors.

Spanish-speaking students are not eligible to receive Spanish credit by examination, however they will be enrolled in a Spanish class for native speakers.

Students who fail a semester credit course, or who are unable to take a required course at Chisholm Trail Academy, may petition to take the necessary course through Texas Tech University's online program. Upon successful completion of the online course, credit will be recognized by Chisholm Trail Academy.

Students unable to perform at grade level may, if appropriate, by enrolled in fundamental courses that will not count toward a College Preparatory Diploma, but will enable the student to graduate with a Basic Competency Diploma of Completion.

HOMESCHOOL CREDIT

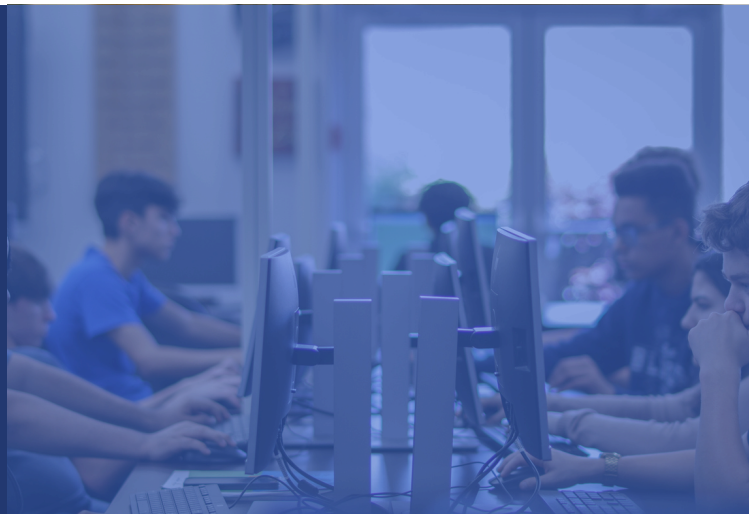
Students who have taken homeschool courses for high school classes are not eligible for graduation with honors, unless all 5 honors credits are earned through an accredited school. To receive credit for homeschool courses, the student must petition the Academic Standards Committee, submit all required information, and take a placement/diagnostic test. Any credit awarded will receive a grade of P (pass) and will not count in the GPA calculation. A maximum of 12 credits may be awarded through homeschooling.

PARTIAL SCHEDULES

Students are expected to be enrolled in classes for the entire school day, unless granted an exemption by the Academic Standards Committee. Seniors not needing elective credits to graduate may petition to leave campus during elective time. If approval is granted, seniors are not allowed to be on campus during that time.

Standard Grading Scale

A	93-100%	4.00 GPA
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00



GRADE REPORTS

Official CTA progress reports will be sent out at the end of the 6th and 12th weeks of each semester. Students who receive a failing grade in a core class on a progress report or semester grade will not be able to continue in their sixth-period elective classes and will be required to attend a study hall session for sixth period until the next semester grade is issued, provided all grades are passing.

Students who score low on MAPS testing and/or diagnostic tests are also ineligible to take two electives and must attend a study hall session sixth period. Students who score low on MAPS testing are ineligible to take honors courses or accelerated courses.

EXTRACURRICULAR POLICY

STUDENT ASSOCIATION

The Student Association consists of all students and staff at Chisholm Trail Academy. The Student Association officers in conjunction with their sponsors are responsible to plan student activities, including chapels, spirit days, vespers, and banquets. New officers are elected at the end of the school year. The offices are:

- President
- Social Activities Director
- Religious Activities Director
- Secretary
- Sergeant-at-arms
- Vice-President
- Asst. Social Activities Director
- Chapel Director
- Treasurer

To be eligible for office, students must have and maintain a cumulative GPA of 3.0 or above. If an officer's cumulative GPA falls below 3.0 at the end of the first semester, or if a student receives a grade of F in any course on a 6-week or 12-week progress report, or semester grade, a new election will be held to fill that position.

CLASS OFFICERS

At the beginning of the school year, each class may elect officers to plan class activities. All activities must be approved by the class sponsors.

To be eligible for office, a student must have and maintain a cumulative GPA of 3.0 or above. If an officer's cumulative GPA falls below 3.0 at the end of the first semester, or if a student receives a grade of F in any core class on a semester grade, the student will be removed from office, and a new election will be held to fill that position.

Junior and senior class presidents must have attended Chisholm Trail Academy for one full semester prior to election.

VARSITY ATHLETICS

Chisholm Trail Academy offers the following varsity sports:

- Girls' Volleyball
- Soccer
- Girls' Basketball
- Boys' Basketball
- Tennis
- Baseball

- To be eligible for participation in varsity sports, a student must have a cumulative GPA of 2.5 or above.
- If a varsity player or manager has a grade of D+ or lower at the end of the week, he or she is ineligible to participate in athletics in any capacity for the week, including practicing, traveling with the team, and sitting on the bench. Students should not expect work turned in on Friday to be automatically included in the next week's grade check.
- No student, whether a player or manager, may participate in a game or travel with the team if they were absent from school on game day unless the absence was for a school-sponsored activity or they are given an exemption by the Athletic Standards Committee.

CHISHOLM TRAIL
ACADEMY

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YEARS OF EXCELLENCE

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