

## CHATTANOOGA SCHOOL FOR THE ARTS AND SCIENCES

### A SCHOOL OF CHOICE

CSAS is unique and as a magnet school of choice has additional requirements beyond other Hamilton County schools. It's important you understand what these additional requirements entail.

- **8<sup>th</sup> Grade Washington, D.C. Trip** – Every eighth grader is required to participate in this extended educational field experience as it is integral to the eight grade curriculum.
- **Foreign Language** – Every student must be enrolled in the same foreign language from sixth grade through eleventh grade and must earn **3 Carnegie credits** for graduation.
- **Fine Arts** – While Hamilton County requires students to earn 1 Carnegie credit in fine arts, every student graduating from CSAS must earn **2 Carnegie credits** in fine arts.
- **Junior College trips** – Participation in the college trip is required and takes place during the fall of the junior year. As a result, CSAS has the highest college retention rate of any Hamilton County high school. Our junior college trip creates seniors who are knowledgeable consumers of post-secondary options.
- **Seminar** – Every CSAS student must earn a full seminar credit by the end of his/her senior year (.25 credit per year). Seminar is an integral part of instruction at CSAS and is conducted in two ways.
  - ***School-wide seminars*** are designed to unify and strengthen the culture of our school.
  - ***Content area seminars*** are designed to be integrated into the learning life of the individual classroom in order to support student thinking about the curriculum in one or more subjects. They are specifically designed to nurture students' conceptual understanding of the

complex ideas and values that give meaning to the curriculum.

Students through their participation in seminars believe they are able to

- develop public speaking skills
  - think through problems
  - think deeply and in different ways
  - develop and strengthen their ability to ask questions
  - go deeper than the facts and in the text
  - become more open-minded as a result of hearing others opinions
  - question and change one's opinion
  - become better listeners
  - become active participants in the learning process
- **Senior Projects** – While other schools in the county require a capstone or senior project, CSAS's senior project requires successful completion of three components; a research paper, a product or project and a presentation.
  - **Student Led Conferences** – Required conferences are held two times a year. Students and parents are required to attend and participate.
  - **Student volunteer hours** – **All** students must complete 100 community service hours prior to graduation *regardless of when you are accepted for enrollment. All volunteer hours are due the second week of May.*
    - 10 hours as a freshman
    - 10 hours as a sophomore
    - 30 hours as a junior
    - 50 hours as senior

### **Background**

CSAS has the wonderful distinction of being the first magnet school in the district, opening its doors in 1986 embracing the overarching belief that all students can learn and at high levels. CSAS is founded on the idea of providing a liberal arts education advocated in The Paideia Proposal. Due to our strong commitment in offering the best education to all, CSAS aims to provide the same core curriculum for each and every student.

Most of our high school core classes have the distinction of being honor's level classes and are taught at this rigorous level.

CSAS has the highest graduation rate of the district and has developed a strong college going culture over the years. The importance of graduation and pursuing post-secondary education is woven in the very fabric of our school culture. These results do not happen by chance. Our unwavering belief about teaching and learning, the level of commitment exemplified by our teachers, the support and involvement of your parents and your own commitment and work ethic are the essential elements of our success.

### **Common Principles/Beliefs**

We believe that:

- All children are educable.
- Therefore, they all deserve the same quality of schooling, not just the same quantity.
- The quality of schooling to which students are entitled is what the wisest of parents wish for their own children, the best education for the best being the best education for all.
- Schooling at its best is preparation for becoming generally educated in the course of a lifetime and that school should be judged on how well they provide such preparation.
- The three callings for which schooling should prepare all Americans are (a) To earn a decent livelihood, (b) To be a good citizen of the Republic, and (c) to make a good life for one's self.
- The primary cause for genuine learning is the activity of the learner's own mind, sometimes with the help of a teacher functioning as a secondary cooperative cause.
- The three kinds of teaching that should occur in our schools are didactic teaching of subject matter, coaching that produces the skills of learning, and Socratic questioning in seminar discussions.
- The three kinds of teaching should be (a) the acquisition of organized knowledge, (b) the foundation of habits of skill in the use of language and mathematics, and (c) the

growth of the mind's understanding of basic ideas and issues.

- Each student's achievement of these results should be measured against the student's capacity to learn, and should not be related to the achievements of other students.
- The principal of a school should be the principal teacher and educational leader of the school community.
- The principal and faculty of a school should themselves be actively engaged in learning.
- The desire to continue their own learning should be the prime motivation of those who dedicate their lives to the profession of teaching.

### **Mission**

The mission of CSAS is to maintain a truly democratic school committed to the ideal of liberal education which aims to provide equal opportunities for all children to receive the same high quality of schooling in order to lead rich and fulfilling lives. All students have the same three elements in their futures: the demands of work, the duties of citizenship, and the obligation to always strive for personal excellence. We endeavor to serve these fundamental purposes for all.

The Ideal CSAS Graduate:

- Is grounded in a broad-based liberal arts education imbued with a democratic spirit,
- Exhibits a sense of responsibility for his or her community, country, and world,
- Has intellectual curiosity, a passion for ideas, a willingness to take risks, and a strong work ethic,
- Has a sense of purpose and a belief that he or she can make a difference.

### **Vision**

- CSAS will be a national model of academic excellence and rigor.
- CSAS will communicate its unique identity and purpose to all.

- CSAS will be a school community rich in diversity, respect, caring and pride.

## **THE PERSONAL RESPONSIBILITY OF CSAS STUDENTS**

You have chosen to attend a premier magnet school that holds high expectations in regards to academics as well as behavior. Students at CSAS have the opportunity to experience more freedom than found in other schools. With these freedoms come responsibilities.

### **I. Teaching and Learning**

CSAS students participate in a common curriculum taught at the honor's level. You deserve the best that CSAS is capable of providing and are a valued partner in your education. As a result of this partnership, you are responsible for the following.

- Being prepared for class, reporting on time with materials and an open mind.
- Creating and maintaining a respectful learning environment where varying opinions are valued and respect for each member of the class is visible.
- Setting and maintaining high expectations for yourself and others using your own actions to help motivate others to achieve academically.

### **II. School Community**

CSAS was intentionally designed to be a K-12 school and is the only K-12 school in the district. While this provides unique opportunities, it also carries additional responsibilities for you as an upper school student. Each month we gather together for a K-12 assembly aimed at strengthening our common bonds, highlighting the Paideia Philosophy and student recognition. Remember, you serve as a role model for these younger students and set the tone for what is acceptable behavior.

**(See Audience Etiquette)**

We are a culturally diverse community composed of individuals from various races, religious beliefs, socioeconomic background, personal preferences, abilities and value systems. Our educational success and our diversity are great sources of pride

and strength for CSAS. In order to honor our school and the inherent worth and value of every member of our community, you are responsible for

- respecting each person
- using your influence against any unfavorable conduct
- displaying and maintaining appropriate audience etiquette in all assemblies whether they are grade level, middle school, high school or school wide
- positively representing our school in all activities
- volunteer hours: freshman = 10 hrs, sophomore = 10 hrs, junior = 30 hrs, senior = 50 hrs

### **III. Community Service**

Part of CSAS's role in your education is to prepare you to be a good citizen of our school, our country and the world. One way we help to achieve this goal is through volunteer service. This is a unique requirement for a public school and one we take very seriously. Your participation in community service exposes you to a variety of valuable experiences that underscore the tenets of a Paideia school. All volunteer hours are due the second week of May. As a volunteer, representing CSAS you are expected to:

- Fulfill your obligation as assigned reporting on time and notifying agency of any absence.
- Represent CSAS in a positive manner.
- Make a positive contribution in the role you are assuming for the agency.
- Maintain accurate log of hours and obtain the necessary form and signatures for verification and turn in to Mrs. Mahoney, Registrar.
- freshman = 10 hrs, sophomore = 10 hrs, junior = 30 hrs, senior = 50 hrs

### **IV. Your Own Actions**

You will be held responsible for your actions. Your first responsibility, then, is to decide how you should conduct yourself while you are at school and involved in school related activities. Your second responsibility is to be prepared to accept the consequences of your actions. **If you encounter problems dealing with other students, it is recommended you consult**

**an administrator, guidance counselor, or teacher as soon as possible.**

**Honor Code**

Part of CSAS’s philosophy is to prepare you to earn a decent living, make a good life for yourself and meet the demands and responsibilities of citizenship. We serve a supporting role to your parent(s) in helping you grow into young people of character. Being honest with yourself and others, taking responsibility for your actions and learning from your mistakes are characteristics that will help you be successful in these endeavors.

*On my honor, I have neither given nor received unauthorized help on this test/assignment nor will I discuss its contents with others.*

**CSAS STUDENT POLICIES AND PROCEDURES**

**ARRIVAL AND PICK-UP**

School safety is an area we continue to give our utmost attention. Direct supervision of students does not begin until 8:25am. As a magnet school of choice, bus transportation is provided to all areas of the county through specific drop off and pick up locations. **Therefore, all students, except those enrolled in before or after care must not be dropped off prior to 8:15 am and must be picked up no later than 4:30pm unless participating in a supervised school related activity. Your ability to adhere to this policy is paramount in order to provide for the safety of students. Continued issues with this policy may result in the recommendation to exit CSAS. The appropriate entrances to the building will be open from 8:15 am until 9:00 am. The only access to the building during the day is the entrance at the top of the covered walkway.**

- |                 |                           |
|-----------------|---------------------------|
| First Offense:  | Student warning           |
| Second Offense: | Parent phone call         |
| Third Offense:  | Parent conference         |
| Fourth Offense: | Referral to social worker |

## **ADMISSION/EXIT AND WITHDRAWAL PROCEDURES**

Interested families are to meet ALL the following criteria in order to qualify to receive an application for Kindergarten admissions to CSAS or CSLA, including teachers and parents of siblings. Only the legal guardian(s) of the child can fulfill the required criteria.

### **Criteria for the admission process for Kindergarten school year.**

1. **School Tours** - Parents attend a pre-scheduled tour of the school; *either school*.
2. **Orientation Meeting** - Parents attend an orientation to receive information about academic and behavior expectations. This may include a “Q & A” session. Each meeting will be held two times: once at CSAS and once at CSLA either in the morning or evening. Meeting times will be posted on the HCDE website along with both CSAS and CSLA websites and released for promotion through local news media. Parents may attend meetings held at either school, regardless of their school preference. Topics for discussion at the orientation meeting include:
  - what makes our schools different from others
  - parental involvement
  - homework
  - field studies as part of our curriculum and projected costs
  - home projects
  - foreign language placement format
  - expected parental involvement in academics beyond volunteer hours
  - behavioral expectations
3. **Paideia Philosophy**- Parents will learn about the Paideia Philosophy and how it is implemented in both schools.
4. **Seminar**- Parents participate in a small group Seminar. (Applications will be given at the conclusion of this meeting).
5. **Applications Due**- Parents turn in applications to either school.



- 6. Qualified Applicant Lottery-** A public lottery, conducted by a third party, will be held at the Board of Education. Only qualified applications that have met the above criteria will be entered into the drawing.
- 7. Notification Letter (Mid-December)** Before Winter Break, each school will send a letter to each family letting them know if their child received a seat for the following year. The number of available seats is based on school capacity.
- 8. Parent Acceptance/Rejection (Mid-January)** Parents notify CSAS or CSLA officially accepting or rejecting offered seats for the following school year.
- 9. Waiting List Created** A waiting list, made up of the qualified applicants who did not get a spot, will be created.

The admissions process for CSAS/CSLA grades 1 -11 for the 2020-2021 school year is not available at the time of this printing. They will be posted on the district and school websites.

#### **Exit/Magnet School Policies**

1. Attend the Fall and Spring Conferences.
2. Complete 18 parent volunteer hours, 2 of which must be educational.
3. Student must have good attendance. No more than 8 unexcused absences and 10 tardies.
4. Student must have acceptable behavior.
5. Student must attend required field trips: 8<sup>th</sup> grade trip to Washington DC and college trips in the 11<sup>th</sup> grade.
6. Student must successfully complete Seminar and Senior Project.
7. Student must complete volunteer hours by the due dates.

### **Withdrawal**

It is the policy of the magnet school office that students accepted in a magnet school remain at the magnet school for the entire school year unless one of the following occurs:

- the student meets the criteria and has been accepted to attend Collegiate High (formerly Middle College)
- the student meets the criteria and has been accepted to Hamilton County High School
- the student moves out of the district during the school year

### **ATTENDANCE/HCDE BOARD POLICY 6.200**

**The following are legal reasons for excusing a student from attending school:**

**Personal Illness** - Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. A physician's statement may be required.

**Death in Immediate Family** - Students may be excused for three days in the event of a death in their immediate families including mother, father, step-parent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence.

**Family Illness** - Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.

**Religious Holiday** - Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.

**Personal** - Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by parent or guardian, and the principal or his designee is required.

**Approved School-Sponsored Activities** - Students shall be marked present when participating in a school-sponsored activity away from the school building.

Excessive Absences are governed by Tennessee State law, which requires that school officials report to the court and parent,

guardian, or other person in a parental relationship with a child who is unlawfully absent from school for any five days during the school year (this means an aggregate of five days) without adequate excuse.

1. After five days of unexcused absences, the school is responsible for sending the Attendance Notification Letter.
2. After 10 days of unexcused absences, the student may be referred to the social worker.
3. If absences continue after the signed referral, the Social Worker may initiate interventions and/or court procedures.

### **AUDIENCE ETIQUETTE**

Enter auditorium responsibly:

- Refrain from bringing food or drink
- Enter quietly filling all seats in the row
- Sit with your class

Be respectful to all speakers:

- Refrain from side conversations
- Listen attentively facing the speaker
- Applaud appropriately – this is not a sporting event or a pep rally.

Exit auditorium responsibly:

- Wait until you have been dismissed
- Walk quietly out of auditorium with class
- Return promptly to designated class

### **BULLYING/HARRASSMENT/INTIMIDATION**

**HCDE defines bullying/harassment/intimidation as**

**“intentional behavior toward a student or group of students whether directly, through a third party, or through the use of electronic devices or media, that places a student or group of students in fear or creates a hostile educational environment”.**

CSAS is committed to creating and maintaining a safe learning environment for all students.

Bullying will not be permitted on school property, at a school function or on a school bus. Bullying shall mean repeated and deliberate harassment and/or violence against a student

perpetrated by another student or group of students. Bullying includes, but is not limited to:

1. Physical violence
2. Taunts, name-calling or ethnic, racial or gender based verbal abuse
3. Threats, intimidation or extortion
4. Conduct which creates a threatening, hostile or offensive learning environment

**A student who commits an offense under this policy shall be disciplined appropriately, including but not limited to suspension from school. Reports of bullying can be reported at the following Quick Tip link provided by Hamilton County Department of Education.**

**<https://asp.schoolmessenger.com/hamiltoncsd/quicktip/>**

Hazing will not be permitted on school property, at a school function, or on a school bus. Hazing shall mean a deliberate act or an act which exhibits a disregard or indifference to the consequences:

1. by one student acting alone or with others which is directed against any other student that endangers the mental or physical health or safety of the student or
2. coerces a student to endanger the student's mental or physical health or safety

Hazing is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization. Hazing does not include activities normally associated with athletic events or practices or similar contests or competitions. **A student who commits an offense under this policy shall be disciplined appropriately, including but not limited to, suspension from school and /or his dismissal as a member of the organization or team involved.**

#### **BUS TRANSPORTATION**

Hamilton County Department of Education provides bus transportation from all areas of the county. You are expected to demonstrate appropriate behavior and meet the driver's expectations in order to maintain a safe environment for everyone. Inappropriate behavior on the bus may result in temporary suspension from the bus. If a student wants to ride home on a school bus as the guest of another student, the school

will need a note from each student's parent indicating the date of the request and the parent's signature noting they are aware of the request. **These notes are to be presented to the main office by 12 noon of the date requested** so that a **bus pass** may be issued to the guest student.

### **CELL PHONE/ELECTRONIC DEVICES**

We realize that cell phones and electronic devices are part of the current culture. It is the policy of the Chattanooga School for Arts and Sciences that:

- 1) HS students are allowed to have phones out until 8:45 am, between class change, during lunch, and when the bell rings for dismissal at 3:55 pm.**
- 2) MS students are allowed to have phones out until 8:45 am, during lunch, and when the bell rings for dismissal at 3:55 pm.**
- 3) Students may bring personal devices (iPad, Kindle, Nook, Laptop, etc.) to school for academic reasons at their own risk. If confiscated, a parent must pick up the device.**
- 4) Usage in the classroom will depend on teacher.**

If a member of the staff sees a student in possession of a cell phone/electronic device outside of designated times, the phone/electronic device will be confiscated and taken to the main office (**Failure to give the phone to a staff member upon request will result in immediate suspension**). In accordance with HCDE Administrative Procedures, CSAS will implement the following:

- 1<sup>st</sup> Violation – Phone confiscated for 10 school days**
- 2<sup>nd</sup> Violation – Phone confiscated for 20 school days**
- 3<sup>rd</sup> Violation – Phone confiscated for the remainder of the school year**

**\*\*If students are misusing their phones/devices during approved designated times of the school day such as videoing, misusing social media, etc...all of the above can be invoked/limited use enforced. In addition, if a student repeatedly misuses cell phone/electronic device, disciplinary consequences may be implemented.**

**\*\*Schools are not responsible for any theft or loss of any cell phone/electronic device (which includes iPad, Kindle, Nook, Laptop, etc.) whether it is confiscated or in the student's possession.** Any phones/devices not picked up within 1 week after the last school day in a school year become the property of the school.

#### **CHANGE OF ADDRESS/EMAIL/PHONE NUMBER**

CSAS communicates with students and families in a variety of ways including mailings, email, and phone calls. It is extremely important that you notify the front office of all changes so you can continue to receive important information.

#### **CHEATING**

CSAS faculty work diligently to help each student grow in the area of intellectual integrity. As a result, we hold high expectations in order to help prepare you to meet the demands of post-secondary learning. It is important that each student demonstrate mastery and knowledge of content based on his/her own abilities. Cheating involves giving or receiving unauthorized help by talking, using written notes, or any other visual, oral, or tactile means. In addition, cheating involves the taking of exams or answer keys, and unauthorized access to or use of computers or other electronic devices. This includes, but is not limited to, unauthorized access, modification, use, creation, or destruction of computer-stored data and programs.

#### **CLASSROOM SAFETY**

While many of our rooms are limited in physical space, the teachers have decided that **BACKPACKS will be allowed for HS students and not MS; but not in the auditorium during assemblies.** This will be considered a privilege as students move into HS. This is subject to change at any time per administration. Safety while moving around the classroom is essential. **All students and backpacks are subject to be searched at administrative discretion.**

#### **DIGITAL CITIZENSHIP**

Students are expected to practice digital citizenship. The expectation is that they use their digital equipment (phones, cameras, laptops, etc...) responsibly. Taking questionable

videos, pictures, etc... and posting them on social media is unacceptable. Making mean, cruel, or threatening statements via text, social media, etc... is also unacceptable. We ask that students follow these simple guidelines before making comments or posts.

**THINK**

**T**= is it true?

**H**= is it helpful?

**I**= is it inspiring?

**N**= is it necessary?

**K**= is it kind?

CSAS Upper is working to use digital literacy responsibly and respectfully in the classroom. CSAS Upper is embracing new technology, and we are using it in a variety of ways in our classrooms to improve instruction and the learning environment for our students. One way is the use of video recordings. We believe using videotaping in the classroom gives educators valuable information about teaching practices. “Just as athletes want to improve their performance, they “go to the tapes” and watch hours worth of recordings of themselves practicing and playing. They also study their opponents by doing the same thing. When politicians want to improve their message, they watch recordings of their previous speeches” (EduTopia). Video recording helps educators objectively see what happens in the classroom. It allows us to reflect and then to improve. Because of this best practice, teachers could be videoing the classroom several times throughout the year. A small tripod (or the equivalent) will be set up in the room for this purpose. Video recording or other visual data used in the classroom or by school personnel will **not** be reproduced or made available outside of the classroom and will only be used by teachers to enhance their knowledge of effective classroom instruction. All media will be deleted at the end of the term; it does not become part of a student’s - or a teacher’s - record. Express permission will be required from the parent and Principal prior to any outside use of video.

### **DRIVER PERMIT FORM**

Forms are available in the main office. Students should complete the top portion and leave the form in the front office to be completed. Please plan ahead and allow time for the form to be processed.

### **DRIVING TO SCHOOL/PARKING PERMIT**

In order to drive to school students must purchase a parking permit. Students must register the car with the school and purchase a parking permit. Parking permits may be purchased in the main office from the school secretary for **\$60.00/ yr.** Proof of insurance and a valid driver's license must be presented at the time of purchase. Reporting to school on time is an essential responsibility of the student driver. Students driving to school beginning the 2<sup>nd</sup> semester will purchase a parking pass for \$30.00. **If you are tardy to school four times your driving privileges will be suspended for two weeks. If you continue to have issues with arriving late to school your driving privileges may be revoked. NO PARKING SPACES WILL BE SOLD TO STUDENTS IN THE PARENT LOT.**

### **EARLY DISMISSAL – \* Must occur before 3:15 PM**

- Any student needing to be dismissed before the end of the regular school day must have a note from the parent to be taken to the office **at the beginning of the school day.** The office will verify the note and give the student a pass for dismissal to give the teacher when he/she needs to leave. The student should then be allowed to come to the office to meet their *parent who must sign them out.* **The last time for early dismissal is 3:15 p.m. If you must schedule an afternoon appointment for your child, PLEASE pick him or her up prior to 3:15 p.m.** This is a courtesy for the classroom teacher and the office so as to not interfere with the closing classroom procedures and hectic dismissal time. If a student is a driver, the



parent **must call** the office to verify the dismissal before the student will be permitted to leave.

### **EDUCATIONAL FIELD EXPERIENCES**

CSAS Upper School has two required educational field experiences, the eighth grade trip to Washington D.C. and the eleventh grade college trip. If a student's situation necessitates financial support in order to attend either required trip, an appointment must be made with the principal and a contract written stating the amount to be paid by the parent/guardian and the amount to be paid from **The Friends Fund**. Students going on educational field experiences must have prior permission from their parent/guardian on the Hamilton County Field Trip Form. Students will be subject to the school and discipline rules that apply on campus. Approval must be in advance of the activity. *Telephone permission or handwritten notes will not be accepted.*

### **EXPECTATIONS OF ATTIRE**

CSAS does not require students to wear a school uniform unlike most Hamilton County schools. Instead, CSAS has expectations of attire and it is the student's responsibility to adhere to these expectations.

#### **Hats & Head Gear**

Hats of any kind are only allowed on Fridays. "Hat Fridays"

No "do-rags" or bandanas

Hoods are not to be worn in the building.

#### **Pants**

- shall be size appropriate to prevent sagging and the display of boxers/underwear
- no bare skin may be showing through your jeans on the upper thigh, pockets, or crotch.

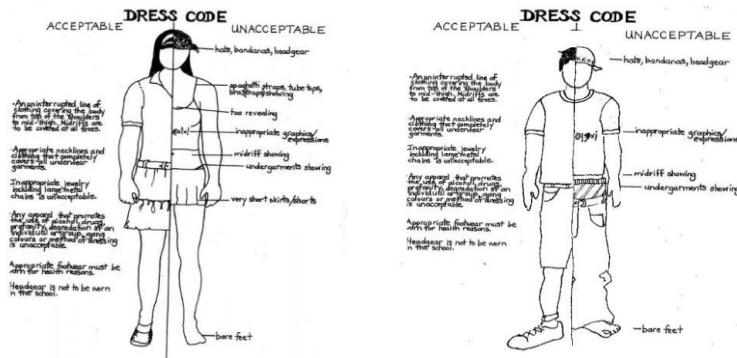
#### **Shorts/Skirts/Dresses**

- shall be sized appropriate to prevent sagging and the display of boxers/underwear
- shall be free of holes, rips or tears on the upper thigh, pockets and/or crotch
- **minimum length** should reach the end of your fingertips when standing

- if tights are worn, your shirt must cover your bottom cannot be sheer.
- No strapless dresses.

### Tops

- shall adequately cover your chest, shoulders and stomach
- spaghetti strap tops and muscle undershirts **shall not** be worn unless worn as an undershirt.
- shall be free of profanity, slurs, inappropriate language, or drug and alcohol endorsement of any kind
- worn over tights to cover bottom and **cannot be sheer unless there is an undershirt.**



### Consequences

If you fail to comply with expectations of attire, you will not be permitted to attend class until you are in compliance. This is a long standing policy at this school. In addition, you will receive the following disciplinary actions. All students will be apprised of the expectations of attire at the beginning of the school year and this will serve as the warning for meeting these expectations. Students will be given an option to put something appropriate on from the school clothes collection, otherwise a parent will need to bring them clothes to wear that fall within the guidelines.

**1<sup>st</sup> Offense** – Parent contact

**2<sup>nd</sup> Offense** – Detention

**3<sup>rd</sup> Offense** – Parent Conference in lieu of suspension

**4<sup>th</sup> Offense** – 3 day suspension

## **FEES**

An instructional fee of **\$140.00** is requested to help offset the expense of consumable instructional materials. In the past we have had a variety of fees attached to each of the classes. Fees have simply been totaled for your ease and convenience. The fees are due by the end of the second week of school. To simplify your payment you can also pay online by going to [www.mycsas.com](http://www.mycsas.com) and follow the instructions for payment online. While some materials are provided by the school, it will be necessary for parents to purchase others. Individual books and miscellaneous items for specific classes are your responsibility. It is highly re-commended that each student in Algebra I have a TI-84.

**The following fees are in addition to the \$140.00 if you take these classes or have these needs. Grades/Records will be held for the following fees:**

Athletic Fee	\$10.00
Transcript Fee	\$ 1.00
Art Fee	\$30.00
Pep Squad	\$50 fee plus approx. \$300 for uniform
Band or Strings	\$40.00 - \$130.00
Senior Graduation Fee	\$150.00

## **FIRE, TORNADO OR EMERGENCY DRILLS**

Fire drill evacuation routes are posted in all classrooms. It is important that students follow all procedures during any and all drills. Students should exit and enter the building in an orderly manner during all drills.

**GRADING SCALE – All honor’s courses receive an additional 3 points added to the final grade.**

<b>100 – 93</b>	<b>A</b>
<b>92 – 85</b>	<b>B</b>
<b>84 – 75</b>	<b>C</b>
<b>70 – 74</b>	<b>D</b>
<b>0 - 69</b>	<b>F</b>

## **GUIDANCE SERVICES, TESTING AND COLLEGE/CAREER COUNSELING**

The functions of the guidance department include individual and group counseling for students, assisting in the planning and scheduling of your educational program, scheduling conferences and college career planning. Rena Walton serves as counselor for students in grades 6-9, Laura Lewis is the coordinator for college and career planning for grades 10-12 and Jenny Wells serves as the part-time college access counselor. They can all be reached by calling 423-498-6845. *Students must schedule an appointment with the counselors and/or our College Advisor, Jenny Wells. Showing up to class late saying you were waiting on a counselor will not be acceptable unless there is an emergency situation approved by an administrator.*

## **HALL PASSES**

Your instructional time in the classroom is extremely important. Disruptions to the learning environment should be minimal; as a result, all students must have written permission from the classroom teacher to be out of the classroom during class time. An agenda mate is given to every student that includes a place for written permission from the teacher. In an attempt to further develop our “Paideia Community Spirit” at CSAS, we have created the following guidelines for hallway behavior/etiquette.

### **Hallway Etiquette**

- Be courteous to all.
- Smile and speak to all including students, faculty, staff and visitors.
- Walk to the RIGHT side of the hallways.
- No huddling in-groups to converse in the halls or near lockers to prevent traffic jams.
- Say “excuse me” when bumping into someone.
- No public display of inappropriate behaviors including hugging and kissing.
- Hold open the doors for the next person.
- No running, hitting, or horseplay
- *No yelling, use inside voices in hallways.*
- Show CSAS PRIDE by keeping the hallways clean.

**LATE WORK POLICY - \*Note – Senior Project has an additional component to this policy. Please read this entire policy.**

In response to concerns expressed by students, parents, and teachers, Chattanooga School for the Arts and Sciences (CSAS) has adopted the following policy regarding all work submitted late. **Work is considered late if it is submitted any time after the first five (5) minutes of the class period in which it is due.** No late work will be accepted, except in the following situations: (1) the student arranged an alternate due date with the teacher **well in advance** of the original due date; (2) the work is late due to extenuating circumstances.

In the first case, it is the **sole** responsibility of the student to arrange a time with the teacher, either before or after school, to discuss an alternate due date for a project. Teachers may grant an extension to the deadline for any of the following reasons, but they are not limited to these reasons: conflicts with extracurricular activities; conflicts with school, personal, or family trips; conflicts with other deadlines; or difficulty in completing the assignment. **It is the teacher's prerogative concerning whether or not to grant an extension.** However, the teacher will attempt to assist the student in resolving any conflicts or difficulties that may arise concerning the completion of an assigned project and those difficulties are **not the result of the student's negligence.** If a teacher does agree to an alternate due date for an assignment a contract shall be dated and signed by both the student and teacher stating the nature of the assignment, the new due date and the reason why the date was altered. This contract shall be dated and signed by both the student and teacher, and shall be submitted with the assignment on the altered due date. If this contract is **not** submitted with the late assignment, the assignment **shall not** be accepted.

Late work may also be accepted under extenuating circumstances. Extenuating circumstances include the following: sudden illness; death, injury, or severe illness of a family member; or other sudden unavoidable hindrances. Extenuating circumstances do not include waking up late, losing electronically stored information (the information must be stored in two or more different places – e.g. hard drive, CD or floppy

disk), or any negligence in completing the assignment on the part of the student. To the greatest extent possible, the extenuating circumstance should be documented in writing by someone other than the student – e. g. doctor. It is the teacher’s prerogative as to whether or not the assignment will be accepted late, given the student’s excuse. If the teacher agrees to accept a late assignment as the result of extenuating circumstances, the student shall document the circumstance(s) in writing, which will be dated and signed by both the student and teacher and submitted with the late assignment. If such a document **does not** accompany the late assignment, the assignment **shall not** be accepted.

**\*The late work policy is binding in regard to senior project. However, since senior project is and of itself a requirement for graduation, there is an appeals component present that is not a part of the standard CSAS late work policy. If a student misses a key deadline (proposal submission, rough draft, final paper, presentation plan, final reflection, binder, presentation, etc.), he or she must appear with his or her parents/guardians before the senior project board. At this board, the student must present compelling reasons (with documentation) why the deadline should be extended.**

## **LIBRARY MEDIA CENTER**

Library/Media Center of CSAS strives to foster life-long learning by being an integral part of the curricular program through providing students and staff with excellent information resources. The library is one of the few places reserved for studying in the building therefore the following expectations shall be followed.

### **Hours of Operation**

The CSAS Library Media Center is **open from 8:15 until 4:15 every school day**. Students may use the library with a pass from the classroom teachers during the school day. **A pass from the LIS is needed for students to study during morning and lunch**. The library is closed when the Librarian is out of the building unless a substitute is there to supervise.

### **Circulation Policy**

Middle School

Students may check out books for up to 21 days. Renewals will be given upon request unless the book is in high demand. MS students must have a signed permission on file to check out Young Adult Books.

#### High School

Students may check out books for up to 21 days. Renewals will be given upon request unless the book is in high demand.

#### Reference Materials/Periodicals

Reference materials/periodicals are to be used by students in the library only.

#### Audio Visual Materials/Equipment

Equipment may be used by students in the library if it is for a class assignment. Equipment may not be checked out without special permission.

#### Fines and Overdue Slips

Overdue slips and fine notices will be printed out and distributed to students at school. No new loans will be permitted until the overdue materials are returned. Fines will start \$.10 for each school day a book is late after 5 days.

#### **Conduct Expectations in the Library Media Center**

- Sign in at the desk when you use the LMC and show a pass to the LIS
- Use the library to study, work on assignments, or research.
- Charge for black photocopies or printings are \$.10/page.
- Use appropriate voice level that is respectful of the others in the LMC.
- Respect all LMC materials, furnishings, and technology.
- Leave food and drinks outside the LMC with the exception of water in closed containers.
- Listen and follow directions from the librarian.

#### **Acceptable Use Policy**

Students must have a signed Acceptable Use Policy on file before accessing the internet for research and class work.

#### **LOCKERS**

Each student is provided a locker and or lock at the beginning of school. Report any locker issues to the school secretary. The school reserves the right to any student locker without warning or consent if the administration feels it has reasonable cause. In

order to protect your belongings the following expectations must be met.

- Do not share your locker or combination with other students
- Make sure your locker is locked after each use
- Use only your assigned locker
- Grades 6-9 students may only go to lockers at 8:45 a.m. once released from Auditorium.
- Grades 10-12 students may go to lockers at 8:15 a.m.

### **LUNCH**

All students will eat in the cafeteria during the two different lunch periods. Srs who qualify and have parent permission will have open lunch on Wednesdays. Jrs, Sophomores, and Freshmen can eat in the cafeteria and/or the stadium. MS students will eat in the cafeteria and might occasionally have the option of going to the stadium. All students are expected to throw away their trash and keep the area they are using clean and prepared for the next group.

#### **In the Cafeteria**

- Enter respectfully – no running or cutting line
- Show respect being courteous to cafeteria staff
- Be a role model – clean up after yourself, use appropriate language and remain in your seat
- Be responsible – follow guidelines for dismissal time

#### **At the Stadium**

- Be responsible – no contact sports may be played, be inside the stadium, sit in bleachers below entrance
- Be a role model – clean up after yourself and use appropriate language
- Be respectful – follow all directions given by staff

#### **Open Lunch for Seniors**

Open lunch provide seniors the opportunity to practice good decision making, time management and demonstrate responsibility. These skills are necessary components for success in college. In order to have open lunch privileges for open lunch first semester teachers have sent any concerns to administration



will be deemed eligible or not. This will occur for both the first and second semesters. Students who have been approved for open lunch first semester must complete the open lunch form including parent/guardian signature and turn in the completed form to the main office at the beginning of the school year.. Seniors who have the privilege of open lunch are expected to class on time and **may not bring food back to any student.** Students who are tardy to class after lunch will have their open lunch privileges suspended. No students may sit in their cars in the student parking lot to eat or “hang out.” If a student stays on campus they must be in a designated and supervised area.

### **MAKE-UP WORK**

Make up work resulting from any absence is the responsibility of the student and **must be completed within five school days of the absence.** The student shall make arrangements at the teacher’s convenience. Teachers may provide additional time if extenuating circumstances warrant.

- Make-up work is required for excused absences and shall receive full credit
- Make-up work is required for unexcused absences and may result in reduced credit (Reduction may not exceed 10%)

### **MEDIA COVERAGE**

Representatives of the media frequently request access to our campus to cover school activities and events. If you or your parent object to you being filmed, photographed or interviewed by media representatives for school based publications or news outlets, **please send written notification to the main office.**

### **MEDICATION**

CSAS is very fortunate to have a school nurse assigned to our campus. As a result, all prescribed medications will be administered by the school nurse. Request from a parent/guardian for you to receive medication during the school hours must be made by submitting a completed authorization form from the doctor’s office and given to the school nurse. (Please see HCDE Board Medication Policy 445.3e).

## **MESSAGES**

The CSAS office staff will do everything possible to make sure you receive a message from your parent. We encourage students to check the message board outside of the main office throughout the day if you are expecting a message from your parent/guardian. If it is necessary to deliver a message to you during class time, we will make every effort to maintain the learning environment and deliver the message at the beginning or end of class unless it is an emergency. In the event you need to contact your parent/guardian during the school day, you must use the phone in the front office after receiving permission from the office staff.

## **PAIDEIA SOCIETY**

The Paideia Society is more than just an honor society. The Paideia Society establishes rules for membership that are based on a student's outstanding performance in the areas of **scholarship, service, leadership, and character**. These criteria form the foundation on which the organization and its activities are built. Induction ceremony for the Paideia Society will be held in each fall.

- **Scholarship-** Students who have a cumulative grade point average of "B", 3.0 (on a 4.0 scale). Meeting this requirement, the student is then eligible for consideration on the basis of service, leadership, and character.
- **Service-** This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit. The student has a high regard for freedom, justice and democracy, and demonstrates mature participation and responsibility through worthwhile activities in the school and community.
- **Leadership-** Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership

experiences can be drawn from school or community activities while working with or for others.

- **Character-** The student of good character upholds principles of morality and ethics, is cooperative, demonstrates highest standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle. A student of character will stand up and be heard, thus becoming a role model for his peers.

The Paideia Society adviser maintains copies of local procedures and has them available upon request. Any student in grades 10 or 11 is eligible to apply for consideration of membership in the CSAS Paideia Society if basic criteria are met.

#### **PLAGIRISM / MIDDLE SCHOOL**

Chattanooga School for the Arts and Sciences (CSAS) strives to assist its students in developing traits that will help them in their lives outside school. Two of these traits are intellectual honesty and critical thinking. Because we consider these to be important, CSAS does not allow plagiarism of any kind. Plagiarism is stealing another's ideas and using them as one's own. Plagiarism keeps an individual from thinking deeply about important subject matter, and it gets in the way of real learning.

Plagiarism is one person's use of all or part of someone else's work without giving credit to the real author of that work. This may take various forms. Plagiarism might be using someone else's exact words without placing them in quotation marks and citing the source of the passage. Plagiarism might also be summarizing or paraphrasing someone else's work without citing the borrowed ideas as belonging to another. Finally, the most serious form of plagiarism is to take credit for an entire work that belongs to someone else. This might take the form of copying another student's homework, copying answers to a test off someone else's test or turning in a paper that somebody else has written.

In order to discourage plagiarism in all its forms, CSAS has adopted the following policy for our middle school students:

- It is the student's responsibility to raise any questions about possible plagiarism while working with a rough draft of an assignment. It is not the teacher's responsibility to require a rough draft or to search for and find plagiarism in the rough draft. Any plagiarism identified in a rough draft of a paper will be returned to the student for immediate correction. If students have any questions about plagiarism or whether their work is properly cited, they should consult with their teachers far enough in advance of the assignment's due date to correct any problems.
- If the final draft of any document (paper, project, test, etc.) contains any plagiarism whatsoever, the grade for the assignment will be a zero (0). The student will not be allowed to make up the assignment.

### **PLAGIRISM/HIGH SCHOOL**

Chattanooga School for the Arts and Sciences (CSAS) strives to assist its students in developing traits that will aid them in their lives outside of school. Two of those traits are intellectual honesty and critical thinking. Because CSAS considers these skills to be important, it forbids plagiarism of any kind, for plagiarism is the theft of ideas, and as such inhibits thoughtful consideration of the relevant subject matter.

Plagiarism may be defined as one person's use of the whole or part of another's work without giving due credit to the original author. This may take various forms. One such form is to use another's exact words within one's own document without giving credit to the original author by placing quotation marks around the quoted passage and citing the source of the passage. Another form of plagiarism is to paraphrase or summarize another's work without properly citing the borrowed material as belonging to that person. Finally, the most serious form of plagiarism is to claim as one's own an entire work belonging to another person.

In an attempt to discourage plagiarism in all of its forms, CSAS has adopted the following policy. Any plagiarism found in any rough draft of any document will be noted and returned to the student for immediate correction either by rewriting the entire document or portions thereof, properly identifying the borrowed ideas, and/or properly citing all borrowed material. However, it is not the responsibility of the teacher to require a rough draft or to discern plagiarism in a draft, but rather the responsibility of the student to ask questions about any confusion. If the final draft of any document contains any plagiarism whatsoever, the grade for that document shall be a zero (0). Furthermore, if at any time a student attempts to pass off another's complete work as his or her own, that student shall receive a zero (0) for the assignment and shall not be allowed to make up that assignment. **If a student has any questions concerning whether or not he or she may have plagiarized or whether or not material used in his or her document should be cited, that student should consult his or her teacher far enough in advance of the document's due date so that the problem, if one exists, may be corrected without penalty**

#### **POWER SCHOOL/PROGRESS REPORTS**

You and your parent/guardian will be furnished with login and passwords for Power School at the beginning of the school year. Please keep your directions and access information handy as this will allow you to view your grades on a continual basis.

Teachers are expected to enter grades in Power School on a weekly basis in order to keep your grade information up to date and current. CSAS has made the move to be more environmentally friendly and cost effective. Progress reports and quarterly report cards can be accessed through PowerSchool. Hard copies of report cards will be distributed at each semester unless otherwise requested.

#### **Public Displays of Affection**

Public displays of affection should be limited to hand holding only while on school grounds or participating in a school activity. Behaviors that exceed this can lead to disciplinary action.

**School Organizations**

Earth Club  
AV Club  
Black Student Union  
Japanese Exchange  
Madrid, Spain Exchange  
Fellowship of Christian Athletes  
HS Student Government  
MS Student Government  
Model United Nations (both HS & MS)  
Creative Writing Club  
Photography Club  
Youth in Government  
Science Olympiad  
Paideia Society  
TSA  
Yearbook  
Patriot Outdoors – (6-12) Archery Team, Climbing Team, Mtn Biking  
Swim Club

**SCHOOL VISITORS**

All visitors must report to the main office upon arrival, sign in and receive a visitor's pass from the office personnel. No unauthorized person is allowed on the school grounds at any time.

**STUDENT GOVERNMENT**

Student government serves as the vehicle for student voice in giving input to the decision making process. CSAS has both a middle school and high school student government association. Both are very active in promoting a positive school culture and enriching student life. Each student government association is governed by its own constitution and by-laws. Elections for student government are held each year. Any student wishing to run for office must meet the requirements outlined in the constitution.

## **TARDIES**

All students are expected to report to school and class. Students who arrive late to school and individual classes shall be marked tardy. Consequences for being tardy are as follows.

**1<sup>st</sup> offense:** Students tardy to the same class three times will be assigned an hour detention. The teacher will assign this either with them or the designated person in charge of detentions.

**2<sup>nd</sup> offense:** Students tardy to the same class three additional times (for a total of 6 tardies) will be assigned two –one hour detentions. Teacher must refer student to appropriate administrator.

**3<sup>rd</sup> offense:** Students tardy three additional times (for a total of 9 tardies) to the same class will be suspended for one day. Teachers must refer student to the appropriate administrator.

## **ZERO TOLERANCE**

The following are considered zero tolerance offenses:

- Possession of a firearm, explosive, poison gas device, bomb or similar device.
- Illegal possession of a controlled substance or drug.
- Striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education, or an SRO.
- **Transmitting by electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes actual disruptive activity at the school.**