

# **WELCOME TO PATRIOT NATION!**

## ***A SCHOOL OF CHOICE***

CSAS is unique and as a magnet school of choice, has *additional expectations beyond other Hamilton County schools* in order to secure your return to CSAS. It's important you celebrate these additional opportunities!

- ***8<sup>th</sup> Grade Washington, D.C. Trip*** – Every eighth grader is required to participate in this extended educational field experience; it is integral to the eighth grade curriculum.
- ***Foreign Language*** – Every student will be enrolled in the same foreign language from sixth grade through eleventh grade and must earn **3 Carnegie credits** in order to graduate.
- ***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 trips create 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 to strengthen the culture of our school.
  - ***Content Seminars*** are designed for individual classrooms 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.

- *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.* Students should earn 10 hours as a freshman; 10 hours as a sophomore; 30 hours as a junior; 50 hours as senior.

*Please note that families who fail to honor these CSAS magnet school expectations will not be asked to return to CSAS.*

### ***OUR DISTINGUISHED HISTORY***

CSAS has the distinction of being the first magnet school in the district, opening its doors in 1986 to exemplify the belief that all students can learn at high levels. CSAS is founded on the liberal arts education advocated in *The Paideia Proposal*. With our strong commitment to 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 are honor's level classes and are taught at this rigorous level.

CSAS consistently the highest graduation rate in the district and has developed a strong college-going culture. The importance of graduation and pursuing post-secondary education –whether college, vocational training or the military - is woven in the very fabric of our school culture. These results do not happen by chance. We have an unwavering belief about teaching and learning and applaud the level of commitment exemplified by our teachers. Most importantly, the involvement of your parents and your own commitment and work ethic are the essential elements of our success.

### ***OUR GUIDING PRINCIPLES***

We believe that:

- All children are educable and 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 is the best education for all.
- The three callings for which schooling should prepare all Americans are: to earn a decent livelihood; to be a good citizen of the Republic; and 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 school are: *didactic* teaching of subject matter which aids the acquisition of organized knowledge; *coaching* that facilitates the skills of learning; and *Socratic questioning* in seminar discussions, which aids the growth of the mind's understanding of ideas and issues.
- Each student's achievement 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 principle 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.

### ***OUR IDEAL PAIDEIA 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.

### ***OUR SCHOOL 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.

### ***CSAS STUDENT EXPECTATIONS***

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

### ***YOUR ROLE IN 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:

- Be prepared for class and report on time with a willing and open mind.
- Create and maintain a respectful learning environment where varying opinions are valued.
- Set and maintain high expectations for yourself and others using your own actions to help motivate others to achieve academically.

### ***YOUR ROLE AT CSAS***

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

In addition, we are a culturally diverse community comprised of individuals from various races, religious beliefs, socioeconomic background, personal preferences, abilities and value systems. Our educational successes 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 expected to

- respect every person.
- use your influence against any unfavorable conduct which hurts learning.
- represent our school in all activities in a positive way.

### ***YOUR ROLE OUTSIDE OF CSAS***

A part of your education is to prepare you to be a good citizen of our school, our country, and of the world. We work on our citizenship and empathy is through volunteer service. This opportunity is a unique requirement for a public school and one we take very seriously. Your participation in community service exposes you to 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 responsible for the following:

- Report on time and notify and agency of any absence or tardiness.
- Represent CSAS in a positive manner through your words and actions.
- Maintain an accurate log of hours and obtain the necessary form and signatures for verification and turn in to Ms. Jetton, Registrar.
- Ensure you've earned the appropriate number of hours - 10 hours as a freshman; 10 hours as a sophomore; 30 hours as a junior; 50 hours as senior.

### ***THE LIFE OF A CSAS STUDENT BEFORE YOU LEAVE HOME***

Check the mirror! CSAS does not require students to follow a strict dress code like some Hamilton County schools. Instead, CSAS has expectations for attire. It is important that students honor the purpose of school by dressing appropriately. Dress

that can disrupt the school day or learning is inappropriate.

### **Hats and Head Gear**

- Hats of any kind are only allowed on Fridays.
- No “do-rags”, sleep bonnets, or bandanas are allowed.
- Hoods may not to be worn in the building.

### **Pants and Shorts**

- Pants should be an appropriate size in the waist to prevent sagging and the display of boxers/underwear,
- Pants should not show bare skin on the upper thighs, pockets, or groin.
- Pants cannot be substituted with leggings. Leggings should only be worn with a tunic top or dress.
- Pajama bottoms – fleece, cotton, or otherwise – are inappropriate.

### **Shorts, Skirts, Dresses**

- The *minimum* length of shorts, skirts, or dresses should reach the end of one’s fingertips when standing. A good rule of thumb for taller girls is a 9-inch inseam. There are a lot of stairs in the building, and a short skirt will “ride up” with a backpack.
- Strapless or spaghetti-strap dresses are not acceptable.
- No strapless dresses.

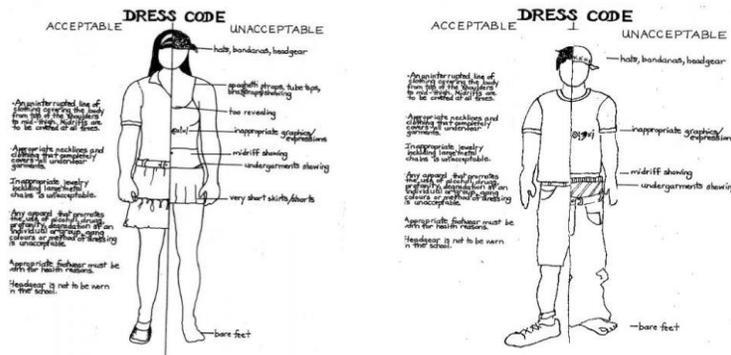
### **Tops**

- Tops should *completely* cover the chest, shoulders, stomach, and lower back.
- No undergarments should show.
- Strapless, spaghetti-strap tops, and muscle undershirts *shall not* be worn unless worn as an undershirt.
- *All clothing* should be free of profanity, slurs, inappropriate language, or drug and alcohol endorsement of any kind
- Tops **cannot be sheer unless there is an undershirt.**
- Tops worn with leggings should cover one’s buttocks completely. Absolutely *no* short or midriff tops with leggings as pants.

### **Footwear**

- No house slippers or socks as shoes are allowed.

Ultimately, we want our students to understand appropriate dress, so they can represent their families and themselves in the community and in the workforce! ***No student will not be permitted to attend class until he/she is in dress code. Students out of dress code will be given an option to put on something appropriate from the school; otherwise, a parent will need to bring clothes to wear that fall within the guidelines.***



## **ARRIVAL AND PICK-UP**

School safety is incredibly important. Direct supervision of students does not begin until 8:25AM. Therefore, ***no student should be dropped off at school prior to 8:15 AM; students should be picked up by 4:15PM to ensure the safety of all students. If a student arrives early or stay late, he must be enrolled in before/after-care or be under the direct supervision of a teacher. Students should enter the building using the appropriate entrances – Doors \_\_\_\_\_ - at the appropriate times.***

The only access to the building during the day is the entrance at the top of the covered walkway or at the glass doors by elevator if you are handicapped.

We are concerned about students who are consistently dropped off early or left late. Administration will talk to the student on the first incidence. The second involves a call home; the third

requires a parent conference. The fourth incident involves a referral to the social worker.

### ***BUS TRANSPORTATION***

Hamilton County School 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 a *bus pass* may be issued to the guest student.

### ***DRIVING TO SCHOOL***

In order to drive to school students must purchase a parking permit and register the care with the school to ensure we know who is on the school grounds. Parking permits may be purchased in the main office from the school secretary for **\$60.00 a year**. If you don't begin driving until second semester, you can still purchase a parking pass for \$30. 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. *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.*

### ***DRIVER PERMIT FORMS***

Forms are available on the Patriot Info Center near the guidance 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.*

## ***STUDENT ATTENDANCE***

- After five days of *unexcused* absences, the school is responsible for sending the Attendance Notification Letter.
- After 10 days of *unexcused* absences, the student may be referred to the social worker.
- If absences continue after the signed referral, the Social Worker may initiate interventions and/or court procedures.
- Excessive absences are in violation of magnet school policy and may be cause for exit.

### ***EXCUSED ABSENCES***

- ***Personal Illness*** - Students will be excused when sick and when attendance would be harmful 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 may be excused if an illness in the family requires them to give temporary help. The receipt of a physician's statement concerning the necessity of the student's assistance may be required.
- ***Religious Holiday*** - Students will 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.

Please note that students who are *consistently absent from school will be contacted by the attendance clerk, and parents will meet with administration to for a Tier 1 meeting. Continued tardiness warrants a call to the Truancy Office and then the Social Worker.*

### ***TARDIES TO SCHOOL AND TO CLASS***

All students are expected to report to school and to class on time. Students who arrive late will shall be marked tardy. Again, tudents who are *consistently late to school will be contacted by the attendance clerk, and parents will meet with administration to for a Tier 1 meeting. Continued tardiness warrants a call to the Truancy Office and then the Social Worker.*

Teachers often assign lunch detentions for tardiness to class. Those detentions can turn into hour-long afterschool detentions for students who are tardy often.

### ***EARLY DISMISSALS***

Any student needing an early dismissal should follow the following expectations:

- Student must have a note from the parent and take it to the main office at the *beginning of the school day*.
- One of the office staff will verify the note and give the student a pass for dismissal to give to the appropriate teacher.
- One of the office staff will call the classroom to dismiss the student from class if the student or teacher forgets.
- The student will then report to the main office to sign out *with a parent*.
- *The last time for an early dismissal is 3:15PM*; please make afternoon appointments for a time prior to 3:15.
- *If a student is a driver*, the parent *must call* the office to verify the dismissal before the student will be permitted to leave.

Please note that 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.

## **HALLS AND CLASSROOMS**

### **CELL PHONES AND ELECTRONIC DEVICES**

We realize that cell phones and electronic devices are part of the current culture. CSAS policy is clear and is as follows:

- **High school** students are allowed to have cell phones out until 8:45 am, between class change, during lunch, and when the bell rings for dismissal at 3:55 pm.
- **Middle school** students are allowed to have phones out until 8:45 am, during lunch, and when the bell rings for dismissal at 3:55 pm.
- Students may bring personal devices (iPad, Kindle, Nook, Laptop, etc.) to school for academic reasons at their own risk. Any phones/devices not picked up within 1 week after the last school day in a school year become the property of the school.
- If confiscated, a parent must pick up the device. We encourage student to use school-issued Chromebooks instead.
- Usage in the classroom will depend on teacher.

**(Failure to give the phone to a staff member upon request could 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**

### **BACKPACKS**

Because many of our classrooms have limited space, the faculty has made some decisions about backpacks. CSAS policy is clear and is as follows:

- **High school** students may wear/carry backpacks during the school day.
- **Middle school** students may not wear/carry backpacks during the school day. They will be expected to use

their lockers *between* classes. They will eventually earn the privilege of using a bookbag in high school.

- *No* student should take his/her bookbag into assemblies as safety is essential.
- Please note that administration reserves the right to search any backpack without warning or consent if the administration feels it has reasonable cause.

### ***LOCKERS***

Each student is provided a locker and/or lock at the beginning of school. ***Report any locker issues to Mrs. Veller in room 240.***

Please note that administration reserves the right to search any student locker without warning or consent if the administration feels it has reasonable cause. In order to protect your belongings, please consider the following:

- Do not share your locker or combination with other students
- Make sure your locker is locked after each use.
- Use only your assigned locker.
- Students in *grades 6-9* may go to lockers at 8:45AM *only* when released from the Auditorium.
- Students in *grades 10-12* may go to lockers at 8:15AM.

### ***HALLWAY TRAVEL AND PASSES***

Time in the classroom is 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.***

When you're traveling in the hallway, please be respectful of other classrooms. You can do this by practicing the following:

- Be courteous to all.
- Walk to the ***RIGHT*** side of the hallways.
- Avoid blocking the traffic of other students.
- Say "excuse me" when bumping into someone.
- Hold open the doors for the next person.
- Avoid public displays of affection, including hugging and kissing.

- Avoid running, hitting, or horseplay
- *Use an appropriate voice to limit disruption to others.*
- Show CSAS pride by keeping the hallways clean.

## ***STUDENT WORK EXPECTATIONS***

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.

## ***PERSONAL INTEGRITY***

You are expected to do your best on every assignment in order to grow, and your work should be your own. The school's honor code applies to *every* assignment you submit.

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

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 and the workplace. 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.*

## ***PLAGIARISM***

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; rather, it is 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/she may have plagiarized or whether or not material used in his/her document should be cited, that student should consult his/ her teacher far enough in advance of the document's due date so that the problem, if one exists, may be corrected without penalty

### **LATE WORK**

*Work is considered late if it is submitted any time after the first ten (10) minutes of the class.* No late work will be accepted,

except in the following situations: The student arranged an alternate due date with the teacher *well in advance* of the original due date or if there are extenuating circumstances surrounding the assignment.

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 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, thumbdrive, etc.), 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., a doctor. 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.

### ***MAKE-UP WORK***

Make up work 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*. Please note, however, that make-up work is required for *unexcused* absences, but it may result in reduced credit not to exceed 10%.

### ***POWERSCHOOL AND PROGRESS REPORTS***

You and your parent will be given a login and password for PowerSchool at the beginning of the school year. Please keep the directions and access information as this will allow you to view your grades in real time. Teachers are expected to enter grades in PowerSchool on a weekly basis in order to keep your grade information up-to-date. CSAS has made the move to be more environmentally friendly and cost effective, so progress reports can be accessed through PowerSchool. However, printed copies of report cards will be distributed at Parent Conferences.

### ***HAMILTON COUNTY GRADING SCALE***

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

All high school honor's classes receive an additional 3-points added to the final grade.

### ***SEMINAR***

Socratic Seminar is a critical part of our practice and culture at CSAS. Research supports its use in classrooms. Data tells us that students who participate regularly in Socratic Seminar

- develop stronger public speaking skills.

- think through problems.
- think deeply and in different ways.
- develop and strengthen their ability to ask questions.
- 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.

### ***TEACHERS' ONGOING LEARNING***

CSAS is using technology in a variety of ways to improve instruction. We know that 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 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. 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; it 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.

*However, if a parent objects to a student being filmed, photographed or interviewed by teachers, students or media, please be sure you have filled out the media release and send written notification to the main office to be sure we are aware.*

### ***SUPPORTS DURING THE DAY GUIDANCE***

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 counselor for grades 10-12, and she also coordinates college and career planning; Jenny Wells serves as the 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.

### ***THE LIBRARY***

The library strives to foster life-long learning by providing students and staff with excellent information resources. The library is one of the few places reserved for studying in the building.

The Library 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 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.

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.***

- ***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.

### **Expectations in the Library**

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

## ***SOME IMPORTANT DETAILS***

### ***FEES***

An instructional fee of **\$70 (school fee & magnet/art fee combined)** 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 is necessary for parents to purchase others.

Individual books and miscellaneous items for specific classes are each family's responsibility. It is recommended that each student in Algebra I and beyond have a TI-84.

**The following fees are in addition to the \$70 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
Pep Squad	\$50 fee plus approx. \$300 for uniform
Band or Strings	\$40.00 - \$130.00
Senior Graduation Fee	\$150.00

### ***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 to establish a payment schedule. 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.*

### ***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. *A request from a parent/guardian 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 FROM HOME***

The CSAS office staff will do everything possible to make sure parent messages are delivered. We encourage students to check the main office throughout the day if expecting a message from a parent/guardian. In the event a student needs to contact a parent/guardian during the school day, he/she may use a cell

phone *with permission*, the classroom phone *with permission*, or the phone in the main office.

*While text messages are convenient to send and to receive, we request that families avoid texting during the school day except at the appropriate times.*

### **CHANGE OF INFORMATION**

CSAS communicates with students and families in a variety of ways including mailings, email, and phone calls. It is extremely important to notify the front office of all changes, so there is no gap in the delivery of information.

## **INTERACTIONS - ONLINE AND IN PERSON AUDIENCE ETIQUETTE**

We are lucky to have an auditorium that seats our entire K-12 community. Please help celebrate members of our school family in a positive way!

Enter the auditorium *respectfully* and in an *orderly* manner.

- 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 the auditorium *safely*.

- Wait until you have been dismissed.
- Walk quietly out of auditorium with class.

### **BULLYING AND HAZING**

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:

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

***A student who commits an offense under this policy shall be disciplined appropriately, using guidance from the Code of Acceptable Behavior (CoAB).***

***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 also 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:***

- 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
- One student 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, using guidance from the Code of Acceptable Behavior (CoAB).*

### **ONLINE BEHAVIOR**

In addition to the expectations outlined for you on your Chromebook, students are expected to practice digital citizenship in on *all* electronic devices. Taking questionable videos/pictures and posting them on social media is unacceptable.

Making mean, cruel, or threatening statements via text, email, or social media 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?

### **EATING AND OTHER THINGS LUNCH**

All students will eat in the cafeteria at the same time. *Seniors who qualify and have parent permission will have open lunch on Wednesdays.* Students have the option of going into the stadium to eat unless that privilege is abused. All students are expected to throw away their trash and keep the area they are using clean and prepared for the next group. Please note that students should not be eating on the second or third floors unless under the direct supervision of a teacher for a club or organization.

In the Cafeteria

- Enter respectfully with no running or cutting line.
- Show respect and courtesy to the cafeteria staff.
- Be a role model! Clean up after yourself, use appropriate language, and remain in your seat
- Be responsible and get to class on time.

### In the Stadium

- Be responsible and safe! No contact sports may be played and all students must be *inside* the stadium.
- Be responsible and safe! No contact sports may be played and all students must be *inside* the stadium, below the entrance.
- Be a role model! Clean up after yourself and use appropriate language
- Follow all directions given by staff and get to class on time.

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

Open lunch provides seniors the opportunity to practice good decision-making, time management, and responsibility. These skills are necessary components for success in college. Administration will deem which students are eligible - or not. This decision will occur each semester to allow students the opportunity to earn this privilege.

***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.***

Please note the expectations of open lunch:

- Seniors who have the privilege of open lunch are expected to class on time and may *not* bring food back to other students.
- 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, he must be in a designated, supervised area.

### **STUDENT ORGANIZATIONS**

Earth Club

AV Club

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,  
Mountain Biking  
Swim Club  
LGBTQ-Straight Alliance

### ***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 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.
- 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.
- 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.

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

### ***STUDENT GOVERNMENT***

Student government serves as the vehicle for student voice in 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.