

**Chattanooga School for the
Arts and Sciences**

865 East Third Street
Chattanooga, Tennessee 37403

Parent and Student Handbook
Elementary Level
2019-2020

Elementary Office

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Welcome to CSAS Elementary for the 2019-2020 school year! Please read this handbook and share with your child any information important for them. Communication between your family and our school is vital for a successful year. Please let your teacher, the Parent Involvement Coordinator, or the office know of any concerns that need to be addressed. After familiarizing yourself with our school policies and procedures, please sign the tear-out page and return it to your student's classroom teacher.

Thank you for choosing CSAS and for allowing us to share in your child's journey!

Cordially,
Kelly Coffelt
Principal



CSAS Vision

Deeply rooted in the Paideia Philosophy, CSAS provides a Classical, Liberal Arts Education that cultivates lifelong intellectual and civic development through the practice of civil discourse.

CSAS Mission

The mission statement of CSAS is from *The Paideia Proposal* by Mortimer Adler which states all children should receive the same high quality education. Adler writes, “All have the same three elements in their futures; the demands of work, the duties of citizenship, and the obligation of each individual to make the most of him or herself that his or her capabilities allow to lead rich and fulfilling lives. Their treatment in school should be such that it serves these three fundamental principles for all. Since education is a lifelong process, of which schooling is only a small but necessary part, our mission is to impart all our students the skills they need to learn and give them the stimulation that will motivate continued learning. We will create a climate of respect that will give students and parents’ confidence in their ability to reason, to question, and to learn.”

The CSAS Graduate

The CSAS graduate is 1) Grounded in a broad-based liberal arts education and imbued with a democratic spirit; 2) Exhibits a sense of responsibility to his or her community, country, and world; 3) has intellectual curiosity, a passion for ideas, a willingness to take risks, and a strong work ethic; 4) has a sense of purpose and a belief that he or she can make a difference.

Code of Conduct

As a CSAS student whose education is grounded in the above statements and philosophies, your behavior should match the high quality of the education you receive. In order to be a productive and caring citizen of our school, you are expected to be:

RESPECTFUL of yourself and others,
RESPONSIBLE for your words and actions,
A ROLE MODEL for your school and your community.

Classroom teachers have expectations for behavior that are conducive to successful learning each and every day. At CSAS, we have school-wide expectations for behavior in the hallway, cafeteria, on the playground, and in assemblies. These behavior expectations will be shared in the classroom and expected throughout the school. As long as you remember the three statements above, you will be successful wherever you are!

CSAS LOWER SCHOOL VISION

The CSAS Lower School Vision is to nurture each child’s **intellectual curiosity** and **critical thinking** through **exploration, creativity, purposeful dialogue** and **reflection**, in order to become responsible citizens in a diverse and global community.



Daily Operations

Arrival

- Our school day is 8:50 a.m. – 3:50 p.m.
- Children will not be allowed to enter the building before 8:15 a.m. when teachers begin morning duty.
- Only students enrolled in the School Age Child Care program (SACC) will be allowed to enter the building prior to 8:15 a.m. unless pre-arranged.
- For security reasons parents may escort students to the cafeteria and depart from there. Any parent/guardian wishing to enter the school for volunteering or a meeting will need to sign in at the office. **Parents should not be in the hallways unless on school business.**
- Students arriving to classrooms after 8:55 a.m. are tardy. A parent is required to come into the main office to sign the student in and receive a tardy slip.
- Breakfast is served from 8:15-8:35 a.m.
- All students will report to the cafeteria upon arrival and sit with their grade level. Teachers on duty will dismiss students to their classrooms beginning at 8:45.
- Personal electronics and toys are not allowed at this time. Studying, reading or drawing are encouraged

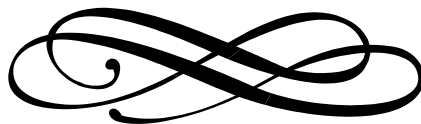
Dismissal

Times: Kindergarten 3:45

Car Riders and Walkers 3:50

Bus Riders 3:50

- Car riders are escorted from the building to the covered walkway and parking lot to wait for their car at 3:50. Students arrive AFTER 3:50.
- Bus riders are escorted to the hallway exiting by the stadium to load buses.
- 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.
- A student is counted absent if he/she arrives after 12:15 p.m.
- For a student to be counted present, he/she must not be dismissed for the day before 12:15 p.m. (This does not include returning to school.)



Student Absences

Regular attendance is a must for CSAS students. So much learning occurs every day and we don't want your student to miss a minute of it! Please see our Health Procedures section for guidelines on when to keep your child home due to illness and when he/she may return. Hamilton County schools have several guidelines for what is considered an excused and unexcused absence.

Important! HCDE Magnet School students with 8 or more unexcused absences and/or 10 or more unexcused tardies can be asked to return to their zone school. Students who are close to these totals will receive a warning letter during the third nine weeks. If drastic improvement is not made, the student will be sent to their zone school for the following year.

Excused Absences

- Illness with doctor's excuse note
- Note from parent (up to 3 days)
- Death in immediate family (submit obituary or funeral program)
- Family illness with doctor's statement that student is required at home
- Religious holiday
- Doctor or Legal appointment (with excuse note)
- School activities

Unexcused absences

- If a student is absent from school for 5 or more days without one of the above accepted excuses, school officials are required by law to alert an HCDE social worker. These days do not have to be consecutive.
- The social worker will notify the parent/guardian that this is unlawful.
- The parent or guardian must supply a written statement to the school explaining the absences.

Make-up Work

Excused absences (those meeting above HCDE attendance rules) shall entitle students to make up work missed.

- Students may make-up work at the teacher's convenience and shall have five school days to complete these assignments.
- Extenuating circumstances may warrant additional time.
- Requests for make-up work are the responsibility of the student and parent/guardian.
- Unexcused absences may result in homework assignments issued as make-up work that receives reduced credit.
- Suspended students are to make-up missed work for full credit.

Homework During an Extended Illness

Your child is allowed to receive any assignments missed due to illness. However, it is the responsibility of the parent/guardian to ask for and pick up any necessary work

Dress Code

Students who come to school in violation of the dress code will not be allowed to go to class. Parents will be called to bring acceptable clothing.

- Pants must be worn at the waist.
- Shirts must completely cover the abdomen, chest, back and shoulders. No spaghetti straps.
- Head apparel, except for religious purposes, will not be worn inside the building.
- Skirts, dresses and shorts must reach mid-thigh or fingertips.
- No flip flops.
- Clothing, accessories, notebooks, backpacks, etc. will not display racial or ethnic slurs or symbols, gang affiliations, vulgar or sexually suggestive language nor language or images which promote drug usage.

School Nutrition Program

- Cost for student breakfast is \$2.00.
- Cost for student lunch is \$3.00.
- Adult Visitor Lunch is \$4.50 (This is subject to change.)
- Breakfast items are available individually priced.
- Lunches should be pre-paid either weekly or monthly in the cafeteria.
- Parents are responsible for maintaining debt-free cafeteria accounts for their children. Charges are never to exceed \$3.00.
- Applications for free and reduced lunch are available on registration day or online.

If you choose to send a lunch and/or snack for your child during the school day, we request that you consider healthy items that provide him or her with energy and “brain power.” Whole foods such as water, whole grains, cheese, fruit, lean meats and vegetables are encouraged. **Processed foods such as chips, soda, and candy should be avoided. Save these for a special treat.**

Elementary Students are not allowed to use vending machines or microwaves before school, after school, or during lunch. Microwaves can cause serious burns and waiting in line can keep students from having time to eat. Please send items that do not require heating.

CSAS Staff Only Areas

CSAS employees have designated areas that are for staff use only. Please respect these reserved areas for their use – staff bathrooms, kitchens and work rooms. This rule applies to all non-staff, children and adults. If you need to utilize one of these areas, please ask in the office. Thank you for demonstrating respect for our employees in this manner!

Teacher conferences Required Conferences

There are two scheduled calendar conference days with teachers. Conferences are usually held in the months of October and February.

- Parents are expected to attend conferences on these days or during that week (as scheduled with teacher).
- All parent-teacher conferences must be completed within 2 weeks of the scheduled date.
- Parents are responsible for contacting the teacher for missed conferences.
- Students DO NOT Attend the second day of conferences unless in grades 4-5.

Important! As a magnet school, CSAS requires attendance at two parent-teacher conferences per year. Failure to attend can result in a student being asked to return to their zone school.

A Note from the PTO

CSAS is a PTO (Parent, Teacher, Organization) school. All CSAS families are automatic members. If you are interested in serving on the PTO board, please let us know. All parents should plan on attending the first meeting. The listing of the meeting times and dates will be sent home with registration information. We are very happy to have you and your family at CSAS. We are a growing school that provides quality education. Our staff of teachers is dedicated to providing every child an opportunity to be successful. We look forward to working with you, and continuing a committed partnership to ensure success for your child.

Lost and Found

Any item sent to school needs to be labeled with your child's first and last name. Found items are kept in the cafeteria shelves near the Band Room. Valuable items (money, jewelry, glasses) are kept in the office. Items are taken to Goodwill every nine weeks. PLEASE check this area for your child's belongings.

Student Fees

In order to provide your child with the richest educational experience we can offer, there are many expenses that fall beyond what the state and county provide. These include paper and office supplies, our copy machine, mailings, technology upgrades, student books, science materials, art supplies, professional development specific to Paideia, and many, many more items. Your school fees help to cover some of these costs. Without them, we could not function effectively. The instructional school fee for the lower school is \$90.

(May Change per Hamilton County)

*If you would like to pay over a few weeks, please let the office know. **All fees are expected to be paid by October 2nd, 2019.***

ON-LINE SAFETY

Electronic information research skills are becoming increasingly necessary to citizens during this Age of Information: CSAS Elementary teachers will provide guidance and instruction in the pertinent use of Internet resources. Students are responsible for exhibiting appropriate behavior on computer networks. The Internet software supplied by the State has a filter to keep out most unwanted material. However, the software cannot screen everything. At times an inappropriate site may appear. Students with access to the Internet must act responsibly. Access to the Internet is a privilege. The Internet is like the “real world”. There are both safe and unsafe places.

Rules for On-Line Safety:

- Students should never be on the Internet if the teacher is not in the room.
- Never give out personal information such as addresses, telephone numbers, or the name of your school without teacher permission.
- Tell your teacher if you come across information that is uncomfortable.
- If you contact a site you think is unfavorable, back out of it.
- Never send a person your picture or anything else without teacher permission.
- Do not respond to any messages that are mean or uncomfortable in any way. It is not your fault if you receive a message like that. Tell your teacher.
- Students must never agree to meet anyone in person that they have met on-line.
- Students must never send offensive or obscene messages or harass, insult, or attack others on-line.
- Students must never use other people’s passwords or trespass on the files of others; this will result in a suspension. Students must never waste expensive Internet time.
- Network storage areas may be treated as lockers, Network administrators, school administrators, and teachers have the right to review student files, bookmarks, and communications. These are not private.
- Individual teachers set classroom rules for going on-line. The rules must be followed.
- Students and parents must read the above rules as well as sign and follow the **Computer Use Agreement and Parent Permission form** before students are allowed to use the computers.



HEALTH PROCEDURES

Parents will be required to complete a Student Registration Form online listing phone numbers and medical information. If phone numbers change, it is necessary to contact the office immediately. These records are necessary for emergency contacts and could be used to admit your child for emergency services at a hospital.

While filling in this information, please keep in mind that this information is used to contact you in the event of an emergency or accident. Therefore, it is absolutely necessary an emergency contact person or persons and phone numbers (other than yours) be provided. Please make sure this person is permitted by both parents to pick up your child if needed.

IMPORTANT! Please inform the teacher and office, as well as the school nurse of any condition your child has that is life threatening such as severe asthma, allergies, etc.

Medication Policy

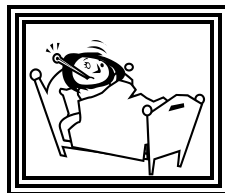
Please ask your doctor for medicine that can be given two or three times a day. Parents can then give doses in the morning, immediately after school, and at bedtime. This limits instructional interruptions. In the event your doctor does not recommend the above dosage schedule, please pick up an HCDE medication form from the nurse or your doctor. This must be completed and signed by your physician and co-signed by the parent or guardian in order for medication to be given at school.

Requirements for Administering Medication at School

- Medication should be brought to the office or nurse by an adult in the original prescription bottle.
- A new medication permission form must be provided to the school at the beginning of each school year.
- The permission form must be updated when there is a change in dosage or time of medication.
- All medications must be in the prescription bottle with the proper label on the bottle.
- No medications other than those prescribed by a physician are permitted and/or administered at school.
- Prescribed emergency medication to address life-threatening situation must be readily accessible to the student at all times. Examples of these medications include but are not limited to: asthma inhalers, epi-pens, glucose tablets, etc.
- **The school system retains the right to reject requests for administering medications that are not in compliance with the above guidelines.**

Fever Policy

Students who have fevers are to remain at home (99 and above). If we discover they are running a fever at school, we will contact you to pick them up immediately. A student may return to school as soon as they are fever-free!



Head Lice Procedures

Head lice are an uncomfortable but normal part of elementary school when students commonly share hats, brushes, combs, and have sleepovers.

If it is discovered that your child has head lice you will be notified and treatment should be given before returning to school. You may wish to consult the Health Department or any other trusted medical resource to get further recommendations for treatment of head lice.

Accident Procedures

Anytime an accident occurs on school grounds, a teacher or school administrator will fill out an accident form. Parents will be notified when an event occurs warranting an accident report. These forms are for school and parent records and a copy is kept on file at the school. It is up to the discretion of school personnel what event requires a report. Generally, accidents beyond a minor scrape or bump will warrant a call home.

Personal Electronics

Personal electronic devices such as (but not limited to) cell phones, ipods, tablets, and game players, are not to be used during the school day. If a student must bring one with them for use before/after school, it must be turned off and kept in his or her locker or backpack. The school is not responsible for lost, stolen or broken personal electronics.

EXCEPTIONS: Teachers may permit students to use personal devices in class for instructional purposes. If the student is found using it for non-school purposes it will be confiscated and the HCDE policy followed.

A BYOD Policy must be signed and on file for students to use their own devices for educational purposes while at school. These are issued to upper grades each year.

. In accordance with HCDE Code of Acceptable Behavior and Discipline, CSAS will implement the following.

1st Violation – Phone taken to office for parent pick-up.

2nd Violation – Phone confiscated for 5 school days

3rd Violation – Phone confiscated for 10 days

Use of personal electronics on field experiences will be determined on a case by case basis. Parents will be notified if they are allowed on the trip.



PARENT/VOLUNTEER GUIDELINES

Our partnership with families is an integral part of who we are at CSAS. We hope that you share our belief that family involvement is a major component for educational success.

Parents must volunteer a total of 18 hours per year, per family and attend 2 parent/teacher conferences within the school year to retain magnet status. Parents are encouraged to complete a minimum of 9 hours by the end of the first semester and 95% of their hours by March 1st. **As the school year comes to a close, the school's needs are often more in the areas of maintenance and upkeep.**

DEADLINE FOR PARENT HOURS IS APRIL 30, 2020

General Rules

- Volunteer hours **will not** be recorded without a "Record of Volunteer Hours" form filled out and **signed** by the faculty person with whom you worked, or sign-in sheets from group functions (turn in all forms to the Parent Involvement Coordinator.)
- Volunteers working at home should have the forms signed by an authorized person.
- Parents who have a child at another school requiring hours **must** split the 18 hours with a minimum of 9 at each school. The student's parents and grandparents or guardians should complete hours. Extended family is approved on a case-by-case basis, beginning with immediate caregivers. The easiest way to provide this list is to include those family members on your student's dismissal form.
- Changes of name, address, and/or phone numbers should be given to the Parent Involvement Coordinator in order to record hours accurately and to update the Phone Tree.
- Volunteers are **not** to report to classrooms without prior notice from the parent coordinator, teachers, and the office.

As Volunteers

When you registered your child, you were asked to sign a Parent Volunteer Contract pledging a minimum of **eighteen hours** of volunteer service during the school year. Research shows that students do better at school when parents take an active role in their education. Parents are able to assist teachers with xeroxing, art projects, special programs, field experiences, tutoring and many other tasks. We know that many of you have special talents that can be utilized in fulfilling your volunteer hours.

Hours That Count

- Chaperoning field trips (limit of 9 hours at each school per family) **teachers may determine if a parent did not "chaperone" if he/she did not actively monitor children.
- Attending parent classes.
- Bringing food or drink for events. (Limit of 1/3 of total hours at each school)
- Serving on the PTO Board, working on PTO events and working athletic or fundraising events.
- Completing tasks in a teacher/parent workroom.
- Assisting a teacher in the classroom for special projects.
- Acting as a monitor in hallways, cafeteria, car line, etc.
- Working to improve school building and grounds.
- Saturday workdays
- Organizing or working special events (performances, auctions, candy sales, etc.)
- Completing assigned tasks at home with specific instruction

CSAS K-5 Conduct Expectations

Hallway

- We stay on the right side.
- We walk slowly, with purpose.
- We do not touch others.
- We are silent.

Cafeteria (mornings)

- We eat right away at designated tables.
- We pick a seat with our grade level and stay in it.
- No electronics or toys
- We use a soft voice.
- We read, write, or visit quietly.

Cafeteria Lunchroom

- We walk slowly, with purpose.
- We say please and thank you.
- We get everything we need before we sit down.
- If we need something, we raise our hand for attention.
- We follow directions of lunchroom helpers.
- We use Restaurant Manners:
 - *We remain in our seats
 - *We speak quietly to those at our table
 - *We eat our food politely
- We clean up completely

Car Line

- We stay with our grade level.
- We stand or sit in one spot.
- We use a soft voice.
- We listen for our names.
- We follow directions of teachers on duty.
- We don't participate in horseplay.

Auditorium

- We sit with our class.
- We remain seated.
- We use polite audience etiquette: clapping when appropriate; no cat calls or whistles; no talking while someone is on stage.
- We direct our attention to the stage.



CSAS K-5 Outline of Student Behavior Supports

- I. All Students are expected to follow our CSAS Code of Conduct
 - a. K-5 students recite the CSAS pledge daily
 - b. Classroom policies are based on respect, responsibility and modeling good behavior
 - c. Grades 6-12 have the same expectations of being respectful, responsible, and having a good reputation.

- II. Communication When Poor Choices are Made
 - a. Student will receive a Conduct Slip from a teacher/staff member
 - b. Student writes what happened, what problem was caused, what to do next time
 - c. Teacher/Staff member may add notes, speaks with student about how to improve.
 - d. The Conduct Slip goes home as a communication tool
 - e. Parent signs and returns Conduct Slip to teacher/staff member

- III. Consequences for Receiving 3 or more Conduct Slips in a quarter
 - a. A conference is held with parents, teacher, principal
 - b. Student is involved in discussion
 - c. A behavior plan is put into place to encourage positive behavior
 - d. Home and School agree to expectations, rewards
 - e. Student improves after set time, plan is complete.

- IV. Consequences for Lack of Improvement
 - a. A conference is held with parents, principal, student
 - b. A behavior contract is written with the student to encourage positive behavior
 - c. The student carries the contract to required teachers for positive reinforcement when expectations are met.
 - d. Successfully meeting expectations for a set time will result in completion of contract.
 - e. If student is not successful, HCDE Magnet School policy will be followed and student will be expected to attend zone school the next year.

NOTE: The HCDE Code of Acceptable Behavior and Discipline is to be followed at all times. Serious misbehavior such as physical harm, stealing, cursing, bullying, vandalism and other offenses will be dealt with according to Hamilton County policy and at the principal's discretion. This may or may not include a HCDE Discipline Referral and/or Suspension.