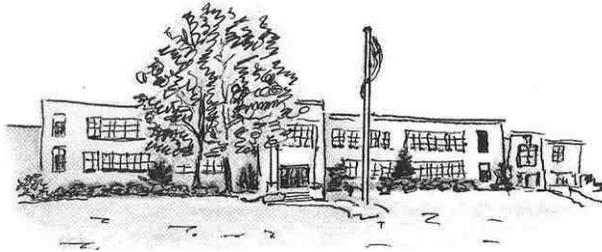


# CSLA

*A Community of Caring and Lifelong Learning*

## *Chattanooga School for the Liberal Arts*

6579 East Brainerd Road  
Chattanooga, Tennessee 37421  
Phone: 423-855-2614 Fax: 423-855-9429



## STUDENT HANDBOOK 2017-18

VISIT OUR WEBSITE:  
**CSLA.HCDE.ORG**

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Teacher Contact Information:

\_\_\_\_\_

\_\_\_\_\_

August 8, 2016

Dear CSLA Families,

It is my pleasure to welcome you to the 25th year of learning and adventure at CSLA! I anticipate many new and exciting opportunities for children in our classrooms and throughout our community. These opportunities will include field learning trips, after-hours clubs, performing arts, focused units of study, and our successful math, science, and reading programming that sets us apart in our community.

The academic success of CSLA is a result of focused work, excellent teaching and our strong partnership between parents and faculty. As our partners, your volunteer presence allows us to accomplish many things that a traditional zoned school cannot. Whether you assist with research groups in primary classrooms, project presentations, outdoor events or with the many PTA volunteer opportunities, your impact is paramount. I encourage you to find an area of interest to focus your volunteer time and contact your child's teacher or Jennifer Parris in our parent coordinator office to get connected. We *really* need you! Your partnership makes a difference in the success of our school.

The opening pages of this agenda mate include a handbook that can answer many questions regarding the operation and procedures of our school. It is alphabetized by subject for easy reference, and we hope it is helpful to you throughout the year. We also have a website that is updated regularly and can be accessed at **[www.csla.hcde.org](http://www.csla.hcde.org)**. If you have additional questions, please ask! Our teachers, administrators and support staff join me in offering our assistance.

As we celebrate CSLA's 25<sup>th</sup> anniversary, I look forward to an incredible year together!

Sincerely,

*Krystal Scarbrough*

# THE HISTORY AND VISION OF CSLA

The Chattanooga School for the Liberal Arts opened in 1991 due to the earlier success of Chattanooga School for Arts and Sciences and is based on Mortimer Adler's *The Paideia Proposal*. Paideia is a Greek word meaning the upbringing of the child. All classroom instruction stresses the three columns of teaching and learning – didactic (lecture and giving of information), coaching (remediation and enrichment of skills ability), and Socratic questioning (evaluation, analysis, and application of material). Offering a one track, liberal arts curriculum for all children, we serve a broad, multicultural population from Hamilton County. The mission of Chattanooga School for the Liberal Arts is to maintain high expectations for all while providing a diverse population of students an equal opportunity to develop intellectually, socially, and physically in order to become productive, self-reliant citizens.



## DECLARATION OF PAIDEIA PRINCIPLES

**The members of the Paideia Council hold these truths to be the principles of the Paideia Program:**

- That all children can learn;
- That, therefore, they all deserve the same quality of schooling, not just the same quantity;
- That the quality of schooling to which they are entitled is what the wisest parents would wish for their own children, the best education for the best being the best education for all;
- That schooling at its best is preparation for becoming generally educated in the course of a whole lifetime, and that schools should be judged on how well they provide such preparation;
- That 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 nation and the world, and (c) to make a good life for one's self;
- That the primary cause of genuine learning is the activity of the learner's own mind, sometimes with the help of a teacher functioning as a secondary and cooperative cause;
- That the three types 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 discussion;
- That the results of these three types of teaching should be (a) the acquisition of organized knowledge, (b) the formation 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;
- That each student's achievement of these results should be evaluated in terms of that student's competencies and not solely related to the achievements of other students;
- That the principal of the school should never be a mere administrator, but always a leading teacher who should be cooperatively engaged with the school's teaching staff in planning, reforming, and reorganizing the school as an educational community;
- That the principal and faculty of a school should themselves be actively engaged in learning;
- That the desire to continue their own learning should be the prime motivation of those who dedicate their lives to the profession of teaching.



## THREE COLUMNS OF INSTRUCTION

*The Three Columns of Instruction* represent the seventh and eighth Paideia Principles. Thoroughly Describing the methods of instruction in order that they be utilized in various learning settings is to a large degree the mission of the National Paideia Center.

**Didactic Instruction** is the delivery of factual information. Lecture, demonstration, videos, and reading are common forms of Didactic Instruction. The goal of Didactic Instruction is for students to acquire the basic “must know information” about a subject. Because Didactic Instruction typically puts students in a passive role, the National Paideia Center advocates limiting Didactic Instruction to 10-15% of instructional time and using graphic organizers consistently. Assessment and evaluation of Didactic Instruction and factual learning is effectively conducted through traditional short answer and multiple choice tests.

**Intellectual Coaching** is guidance through modeling and questioning. Intellectual Coaching may begin with a teacher modeling writing a sentence, reading a paragraph, solving a problem or hypothesizing about a reaction. Intellectual Coaching often happens by questioning as well as both positive or corrective feedback. The goal of Intellectual Coaching is for students to acquire expertise in skills of learning, such as reading, writing, calculating, and observing. Developing skills in a relevant context occurs in a Paideia Classroom through teacher’s development and use of Paideia Units of Study. Intellectual Coaching ideally occurs 60-70% of instructional time. Assessment and evaluation of Intellectual Coaching is conducted through performance tasks and project work, often with the use of checklists and rubrics.

**Paideia Seminar** is a collaborative, intellectual dialogue facilitated by open-ended questions about a text. The goal of Paideia Seminar is for students to expand their understanding of ideas and values within the curriculum. The Paideia Seminar nurtures both intellectual and social skills. Paideia Seminars occur approximately 15-20% of instructional time. Assessment and evaluation of Paideia Seminars occurs through pre- and post-seminar tools and processes including self identified goals, discussion, and writing.

### SEMINAR AS A REQUIRED COURSE

Socratic seminar is an essential component of our school curriculum. It is an opportunity for students and teachers to discuss and share ideas about literature, art, music, and current events. Students are expected to come prepared to seminar in order to participate in the seminar discussion. The preparation for seminar, the seminar and the post seminar activities are especially important. Each student receives a grade for seminar on both Progress Reports and Report Cards.



## 12 Principles of Intellectual Coaching

### From The Power of Paideia Schools by Terry Roberts

- \*Students discover and construct their own meaning out of a project in a personally significant way.
- \*Students exercise their own power of choice in an increasingly responsible and mature way.
- \*Students build on the past and anticipate the future, their own and that of others.
- \*The individual student defines himself or herself through the process, both interpersonally and intrapersonally.
- \*The individual student validates his or her sense of control and competence as his or her expectations of success are confirmed and challenged.
- \*The various tasks that are part of the process are relevant to the individual students and have obvious value in the world outside the classroom.
- \*The tasks involved in the process are both challenging and novel.
- \*Students are not motivated by negative conditions or emotions—including almost all those associated with traditional, competitive grades.
- \*Students successfully communicate and cooperate with a wide variety of others in a wide variety of settings.
- \*Individual students treat one another with respect and courtesy, stressing that each has unique and valuable talents.
- \*Cultural and environmental differences among individual students and among those others associated with the project are not only accepted, but they are valued.
- \*Students periodically review the process and evaluate how and what they are learning and not learning.

# CSLA: A COMMUNITY OF CARING AND LIFELONG LEARNING

## ATTENDANCE

Regular attendance is an important factor in the establishment of a good scholastic record. State law outlines the requirements for regular attendance and penalties for excessive absences.

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

- Personal Illness (*A physician's note is required*)
- Death in Immediate Family - This includes mother, father, step-parent, brother, sister, or grandparent. (*Absence is not to exceed three days*)
- Family Illness - An illness which requires the student to give temporary help. (*A physician's statement is required*)
- Religious Holiday - Special or recognized religious holidays regularly observed by that particular faith. (*Prior approval is required*)
- Personal - Doctor, dental, court, etc. appointments with proof of appointment.
- Approved School-Sponsored Activities

### HCDE attendance procedures are as follows:

By law students are allowed five (5) unexcused absences per school year. HCDE will allow parent excuses to serve as documentation for three (3) *additional* personal illness days. After the five (5) unexcused days and the three (3) additional personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent or guardian and any medical documentation should be presented to the appropriate school official within five (5) days of the student returning to school. **The student is truant at 10 unexcused absences and parents will automatically be ordered to appear in Hamilton County Court.**

**Eight unexcused absences and/or ten unexcused tardies can cause a student to lose his/her magnet seat.**

## BAND / STRINGS

We are extremely proud of our Band and Strings programs. Each student at CSLA has the opportunity to join the Band or Strings beginning in 5<sup>th</sup> grade. Band and Strings trips and performances are scheduled throughout the year.



## BEFORE AND AFTER SCHOOL CARE

HCDE School Age Child Care operates a low cost childcare program in the cafeteria of CSLA. **Since there is no faculty supervision available prior to 8:30 or after 4:15, if your child will need an early arrival or late pick up, it is necessary for you to utilize this program. Child Care Begins at 6:00 a.m. and goes until 6:00 p.m.**

**\*\*You must be registered prior to sending your child to SACC.**

**Registration - \$10 Morning - \$4 Afternoon - \$6**

## BUS TRANSPORTATION

Buses serve CSLA in both the morning and afternoon. Drivers review bus rules with students and they are expected to obey them at all times. We are sure you share our concern for the safety of all children and will support the enforcement of the bus rules throughout the year. **Riding the bus is a privilege and students may be removed if rules are broken.** A copy of the Hamilton County Policy for appropriate bus behavior is available upon request. It is essential for safety reasons that all bus riders be picked up immediately upon being discharged from the bus. You may contact the office for any additional information at 855-2614.

## BUILDING

Our current building was constructed in 1949, and we will continue to advocate for a new building. Parents and community members are vital in keeping our school in the discussion for expansion.

## CAR TRANSPORTATION

Students arriving by car should be dropped off in the **back of the building only**. Enter from Vance Road, circle the parking lot, and allow your child to exit the car at the sidewalk **between the portables and the main building**. Teachers are on duty to assist your child from 8:30-9:00 a.m. **DO NOT ALLOW YOUR CHILD TO ENTER THE BUILDING AT ANY OTHER DOOR**. Unless your child has coaching or is attending a special function with a specific teacher or practice, they should not arrive before 8:30 a.m. SACC offers before and after school care prior to 8:30 a.m. and after 4:10 p.m.

**PICK UP LINE ARRIVALS – PLEASE DO NOT ARRIVE BEFORE 3:30.** The gate is not open and the car line causes traffic to back up on Vance Road.

**EARLY DISMISSALS – please pick up students prior to 3:30 if dismissing early.**

Families are assigned a numbered hanging card to place on the rear view mirror of your car. Families retain the same number for as long as they have children at CSLA. **Families without a numbered card should make arrangements to obtain one during the first week of school.**

To pick up your child in the afternoon, follow the same morning procedure. Make sure your numbered card is visible to the teacher on duty. Because we use the cards to dismiss each child, the process is greatly slowed when we must ask to see the card. It is also very important that your child remember the number to be dismissed.

Parents who wish to park and walk to the auditorium doors to pick-up will have their number called in the order in which they arrive. Please have your number with you. Therefore, parents are asked to exit the auditorium prior to dismissal. This procedure is necessary to ensure the safety of all our children.

**Teachers are released from car duty by 4:10 each day. Please make sure that your child is picked up by this time. Students not picked up by 4:10 will be sent to the after school care program with the SACC in our cafeteria. Only students who have pre-registered and paid the \$10 fee will be allowed to go down to after care. All other students will be sent to the office and instructed to call a parent to pick them up immediately. Parents must sign for the late/tardy pick up of a child. Excessive late pick-ups will be addressed by administration.**

## CAFETERIA

Both breakfast and lunch are served in our cafeteria. Parents are encouraged to deposit money in a food account for your child in order to avoid excessive charges. Students may make withdrawals as necessary from the account. **No charges are allowed for a la carte items. All accounts are expected to remain current. Go to [mypaymentsplus.com](http://mypaymentsplus.com) and create an account.**

At the end of the lunch period, each class cleans their assigned area in the cafeteria. Students are expected to deposit all litter in trash cans, wash tables and make sure the floor is clear of any trash.

## CELL PHONES

Students may have cell phones on school property but they **must be turned off from 8:45-4:15**. Please remind your students that all cell phones should remain **turned off** during the day. Cell phones should be left in lockers until after school dismissal at 4:15. If calls are necessary prior to that time, students are to ask for permission to use a school phone. After dismissal, a teacher may instruct anyone with a cell phone to turn it on to check the status of their ride. It is the responsibility of our families to remind students that they must follow the school district policy. The school is responsible for enforcing the HCDE Cell Phone Policy stated below:

### HCDE Cell Phone Policy

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 remainder of the school year.



## CSLA CODE OF CONDUCT

**I will respect myself and others.**

**I will be responsible for my actions.**

**I will treat people the way I want to be treated.**

We commit to a strong partnership with our families to teach behaviors that will support this code of conduct. During the learning process, we will give verbal warnings, hold informal conferences, provide opportunities to talk with peers and teachers, and have guidance lessons in classrooms to assist our students. Many times a teacher will give students a “Self-Discipline Card” to assist with changes in behavior. The card is actually a piece of paper that requires students to identify which Code of Conduct is broken and answer the following questions:

1. What did I do?
2. What problem did I cause?
3. What should I do the next time?

As students answer these questions, we anticipate growth through the process of individually completing the card and through having discussions with the teacher and parents who will sign the card. This process has been used since the school was opened and it continues to have an impact on the positive climate of CSLA.

### DEBTS

Students will be held responsible for lost or damaged books/textbooks, technology equipment and accessories, library books, athletic uniforms, lunch charges, field trips, check charges, after care, lost classroom materials, etc. Your child cannot register for the school year in any Hamilton County school until all outstanding debts are paid.

All returned checks are subject to a \$20.00 charge since the bank charges CSLA a fee.

### DISCIPLINE: A COOPERATIVE PROGRAM

The CSLA cooperative discipline program was created with the input of students, parents and staff in 1992. Although minor changes have occurred over time, the program remains based on the respect and understanding of one human being for another. It fosters our philosophy of supporting lifelong learners who respect the duties of citizenship and understand the value of using one’s abilities to lead fulfilling lives in a democratic society. At the center of the discipline program is the CSLA Code of Conduct. (See CSLA Code of Conduct) If students continue having challenges in keeping the Code of Conduct, the supports for students are increased. The following may be used:

- Self-Discipline Card- Given to a student when a Code of Conduct is broken.
- Parental Support Form- Created during a Parental Support Meeting with parent(s), teacher(s) and student to establish goals for appropriate behaviors and to assist in a focus for improvement. The form is completed after several Self-Discipline Cards have been given.
- Behavior Contract- Created by parents and teachers to establish goals and rewards.
- Behavior Warning Letter- Sent to parents to inform them that a teacher committee has placed the student on warning status for CSLA. The letter also includes suggestions for assisting students in correcting behavior. (See Probation Committee)
- Behavior Probation Letter- Sent to parents to inform them that a teacher committee has placed the student on probation status for CSLA. The letter states that the student is in jeopardy of losing their magnet seat and that they must attend a one hour after school support class for the duration of the probationary period. The letter also includes requirements for assisting students in correcting behavior. (See Probation Committee)

The HCDE Code of Acceptable Behavior is on the county website. It underscores the need for safe school environments and specifies offenses which result in short term and



long term suspensions. CSLA parents must sign acknowledgement of these guidelines at the beginning of each year.

### **DISRUPTIVE MATERIALS**

Students are prohibited from bringing personal items to school that may be disruptive to the learning environment. Please refrain from sending items that are not required for their school day.

**Disruptive items will be confiscated.**

**Electronics for educational use, such as iPods, iPads or tablets may be used with permission and supervision of the classroom teacher. If the student is caught using the device for purposes other than assignments, the HCDE cell phone policy will apply.**

### **DRESS CODE**

A dress code committee has developed the following guidelines:

- All shirts and blouses must meet the top of the pants while arms are placed at side.
- Sleeveless shirts are allowed but must meet the three finger rule. No tank tops or spaghetti straps.
- Girls are to cover cleavage.
- Spandex or biker shorts are not allowed.
- Running/soccer type shorts must be finger-tip length (seldom are Nike type girls shorts the appropriate length).
- Capri pants are preferred to shorts, and skirts must also be finger-tip length.
- Pants and shorts should have no writing on the back/rear-end.
- If leggings or tights are worn, shorts/skirts/dresses must extend to finger-tip length (no blouses or shirts are to be worn with just leggings or tights).
- Pants/shorts can not expose underwear and/or skin (this includes jeans with holes).
- A heavy coat should be kept in your locker during the school day. Lightweight jackets are permitted in the classroom.
- Hats may not be worn in the building by males or females.
- Chains dangling from clothing are not allowed.

**Any clothing that takes attention away from classroom instruction will not be permitted.**

The dress code will be enforced according to the following policy:

1. A student in violation will call a parent or guardian to bring a change of clothes to school.
2. If a change of clothes cannot be obtained an alternative environment will be provided.
3. A student in continuous violation will complete a self-discipline card.

**The administration reserves the right to add, delete, or modify from the above in order to maintain an orderly, educational environment.**

### **FIELD STUDIES**

Field studies are an integral part of our program and all students are expected to participate. With the rising costs of each field study, some changes have been made. The following is a list of tentative overnight field studies scheduled for 2017-18:

- 5<sup>th</sup> grade – Biltmore, Asheville, NC
- 6<sup>th</sup> grade – Nature's Classroom, Mentone, AL
- 8<sup>th</sup> grade – Washington, DC

**All or part of field trip costs may be non-refundable depending on the policy of the facilities we are visiting. If sufficient funds are not collected, the trip will be cancelled. Stricter accounting procedures**

**require field trips to be paid two weeks in advance to give ample time to cancel trips without penalty to the school.**

### **GUIDANCE PROGRAM**

The mission of CSLA's guidance program is to actively support life-long learners who respect the duties of citizenship and understand the value of using one's abilities to lead healthy and fulfilling lives in a democratic society. Our school counselor uses the guidance program to provide the following services:

- Counseling
- Consultation
- Coordination of programs and conferences
- Classroom guidance lessons
- Four year planning sessions for high school
- Staff development



### **GRADING**

Elementary/Middle School Progress Reports are available electronically through the Powerschool website (<http://powerschool.hcde.org/public>). Report Cards are given out at the end of each nine-week grading period. Our report cards provide numerical grades as well as general teacher comments. Grades may be checked online at any time by parents through Power School.

### **INTERNET & EMAIL**

The Internet and email provide invaluable resources and communications to Hamilton County Schools, staff and students. Employees and students accessing the Internet are representing the Hamilton County School System and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution.

Our goal is to provide Internet and e-mail access to facilitate resource sharing, innovation, and communication as a tool to promote educational excellence. As a condition of using Hamilton County Department of Education's telecommunications equipment, students understand that access to telecommunication networks (e.g., e-mail, the internet) is a privilege, and agree to abide by the HCDE Technology Acceptable Use Policy. The entire policy is available in the office for review or at [hcde.org/aup](http://hcde.org/aup). You will be signing an agreement acknowledging that you've read and will comply with this policy.

### **MEDICATION**

**All medication, including prescription and over the counter drugs, must be left in the office.** All medication should be in the original container with the child's name on it. Parents and physicians are required to sign a form authorizing the medication (including over the counter drugs) to be administered. Forms must be filed at CSLA. A log is used daily to record medicine given to your child. It is recommended that any student with a chronic illness have an Individual Health Plan (IHP). The parent or guardian is responsible for notifying the school. Additional information or forms may be obtained by calling the school nurse at 855-2614.

### **MIDDLE SCHOOL EXAMS**

At the end of each grading period, students in the middle school take exams. A schedule is devised to allow appropriate preparation time for each class.

In the late spring, 8<sup>th</sup> graders take an End of Course Exam (EOC) in Algebra and Foreign Language as well as TCAP tests. Students can earn a high school credit for Algebra and Foreign Language if they have an average of 70 or above for the year.

## MIDDLE SCHOOL SPORTS

Participation in sports is dependent on the following:

- All students must submit a physical exam form signed by a physician before the student tries out, practices, or participates. Forms completed for sports for the 2017-18 school year may not be done earlier than April 15, 2017. Medical exams are based on a school calendar year.
- Students below 6<sup>th</sup> grade are **not** eligible.
- Students whose age is 15 on or before August 1<sup>st</sup> are **not** eligible.
- The athletic participation fee must be paid **before** a student is permitted to participate on the team. The athletic registration fee is \$25 per child. If your child plays football or wrestling at Tyner, they are responsible for the Tyner athletic fee in addition to our CSLA athletic fee.
- Individual team will charge a team fee as set by the coach. The team fees will be published by the coach at the beginning of each season.
- Newly enrolled students who have previously participated in **varsity level** athletics may **not** participate the first year enrolled unless the Executive Director of the Middle School Athletic Association grants permission.
- Any student who repeats a grade is **not** eligible until he/she reaches the next higher grade with the exception of students repeating the 8<sup>th</sup> grade. These students are **not** eligible to participate in the 9<sup>th</sup> grade.
- Students who fail any subject in a nine-week grading period are **not** eligible to participate in athletics for the next nine-week grading period. Any student failing a subject in the final nine-week grading period **must** attend and satisfactorily complete summer school to become eligible for fall athletics in the upcoming school year.

## MIDDLE SCHOOL ATHLETIC CALENDAR 2017 – 2018

- Cross Country: 1<sup>st</sup> Nine Weeks
- Softball: 1<sup>st</sup> Nine Weeks
- Tennis: 1<sup>st</sup> Nine Weeks
- Football: 1<sup>st</sup> Nine Weeks w/ Tyner
- Soccer: 2<sup>nd</sup> Nine Weeks
- Basketball: 2<sup>nd</sup> Nine Weeks
- Volleyball: 3<sup>rd</sup> Nine Weeks
- Wrestling: 3<sup>rd</sup> Nine Weeks w/ Tyner
- Baseball: 4<sup>th</sup> Nine Weeks
- Track: 4<sup>th</sup> Nine Weeks
- Golf: 4<sup>th</sup> Nine Weeks



**Student athletes must be present at school a minimum of ½ day to be eligible for practice or competition on that day.**

## NOTICE OF NON-DISCRIMINATION

The Hamilton County Department of Education affirms that it complies with Title VI of the Civil Rights Act of 1964. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Anyone who believes he/she has been discriminated against may file a complaint with:

Title VI Coordinator  
Office for Civil Rights  
P. O. Box 2048, 04-3010



## **PARENT INVOLVEMENT**

Parents are welcome at CSLA! You are an important part of your child's education. Our teachers look forward to working as a team with you to provide the best education for your child. As part of your commitment to CSLA, you have agreed to volunteer **18 hours per school year**. All parent hours need to be completed no later than **April 30, 2018**. Volunteer hours can be earned in a variety of ways. To sign-up to volunteer, check Jennifer Parris's e-mail for a link to volunteer opportunities or visit our **website at CSLA.HCDE.ORG**.

### **NEW VOLUNTEER POLICY FOR 2017-18:**

**Volunteer Hours Forms should be filled out and signed by the teacher in charge of the activity upon completion. Forms must be turned in within 30 days of the activity for the hours to count for the year. Any forms received after the 30 days will not be valid.**

## **PARENT REMINDERS**

We must respect each other to ensure a safe environment for your child, therefore we ask that you:

**DO NOT park your car in the front of the building during opening or dismissal hours.** It is impossible for buses to unload/load and exit the drive when cars are in the lanes.

**DO NOT park your car in the car rider line and come into the building to get your child. This causes great delays for those behind you.**

Please park in the lot near the auditorium for dismissing your child, volunteering, or meeting with teachers. Car tags are essential to efficiency and safety during dismissal.

**FOR THE SAFETY OF OUR STUDENTS CROSSING THE PARKING LOT TO PORTABLES, A CHAIN IS USED DURING THE DAY TO BLOCK TRAFFIC FROM ENTERING THE LOWER FACULTY PARKING LOT. THE CHAIN IS REMOVED AT 3:30 EACH DAY.**

## **PARENT TEACHER ASSOCIATION**

We encourage all parents to join the PTA at CSLA. Funds raised by the PTA support extra programs that we offer and provide materials needed in our classrooms. Our monthly board meetings, general meetings and annual fundraisers give parents opportunities to be actively involved in our school community. Membership is \$5 per person or \$10 for a family.

## **PARENT TEACHER CONFERENCES**

As part of your commitment to your child's education at CSLA, you agreed to attend a **minimum** of two parent conferences a year. During the system wide conferences, your child's teachers will meet with you briefly to discuss progress, answer any questions, and provide an opportunity for you to view student work.

You will receive written/electronic notification of your conference dates and times. Please make arrangements to attend according to the schedule. Students do not attend school on conference dates.

\* Additional conferences can be requested anytime during the school year.

**PROGRESS  
CARD  
CALENDAR FOR**



**REPORT/REPORT  
2017-18**

1<sup>st</sup> Nine Weeks:

Progress Report – 9/8/17 (Elementary)  
Progress Report-9/1/17 & 9/22/17 (MS)  
Report Cards – 10/22/17

2<sup>nd</sup> Nine Weeks:

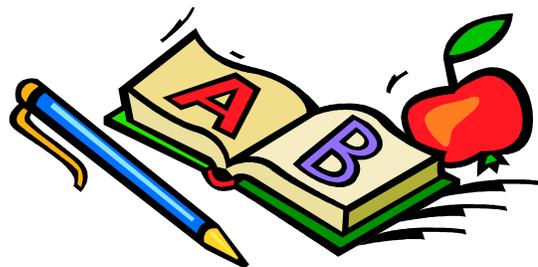
Progress Report – 11/10/17 (Elementary)  
Progress Report – 11/3/17 & 12/1/17 (MS)  
Report Card – 1/12/18

3<sup>rd</sup> Nine Weeks:

Progress Report – 2/9/18 (Elementary)  
Progress Report – 1/26/18 & 2/16/18 (MS)  
Report Card – 3/23/18

4<sup>th</sup> Nine Weeks

Progress Report – 4/20/18 (Elementary)  
Progress Report – 4/13/18 & 5/4/18 (MS)  
Report Card – 5/25/18



**PROBATION COMMITTEE**

CSLA's Probation Committee is made up of administrators, guidance counselor, and teachers. This committee addresses issues with students who experience extreme difficulty either academically or behaviorally. Students are referred to the committee by grade level teams. After reviewing information provided, the committee may choose to place a student on a warning or probation status. Parents and students are notified by mail of the committee's decision. Included in the notification are reasons for the placement and suggestions for improvement. The committee meets at the conclusion of each semester to review progress made by the student and to make further recommendations. **It is our hope that students take the recommendation seriously and work to improve. Students placed on probation status may be asked to leave CSLA at the end of the school year. All Middle School students on Probation must attend a mandatory Thursday School held each Thursday after school (4:00 – 5:00) with Mrs. Clifton. Failure to do so may result in the student being asked to leave CSLA at the end of the year.**

**If you have any questions or concerns, please contact the Assistant Principal at 855-9415.**

**PROMOTION AND RETENTION**

Passing a subject requires that students receive a minimum of 70 as a year's average. Core subjects are Language Arts, Mathematics, Social Studies, Science, and Foreign Language. For promotion middle school students may only fail one core subject; however, math and language arts **must** be passed. Any middle school student failing math, language arts, or two other core subjects **may** be given the opportunity to improve grades by attending summer school through HCDE Virtual School. Students in eighth grade who attend Virtual School to pass on to ninth grade are not automatically enrolled at CSAS. Failure to pass eighth grade at CSLA results in students returning to their zoned school. Retention may be recommended for any elementary or middle

school student failing one core subject or more. The principal has the **final** decision in the case of promotion and retention.

### **SAFETY**

Parents and community members responded to the need to upgrade our security at the school. As a result, we installed an intercom system and a security system. We appreciate the support of the district, PTA and families in these efforts. The security system enables us to see and talk to visitors prior to opening the doors. Please state your name and why you are visiting when requested by our office personnel.

### **SCHOOL HOURS**

**CSLA hours are 9:00 – 4:00.** Faculty supervision begins at 8:30. Elementary students arriving between 8:30 – 8:45 should report to the auditorium. Middle School students should report to the gym. The tardy bell rings at 9:00; however, we encourage all students to be at school by 8:45.

### **SCHOOL CALENDAR 2017 – 2018**

<u>August 7</u>	<u>Registration</u>
<u>August 10</u>	<u>First full day of school</u>
<u>September 4</u>	<u>Labor Day (No School)</u>
<u>October 6</u>	<u>End of 1<sup>st</sup> Quarter (No School)</u>
<u>October 9-13</u>	<u>Fall Break (No School)</u>
<u>November 22-24</u>	<u>Thanksgiving Break (No School)</u>
<u>December 19</u>	<u>Last day before Winter Break - End of 2<sup>nd</sup> Quarter</u>
<u>Dec. 21 – Jan 3</u>	<u>Winter Break (No School)</u>
<u>January 4</u>	<u>School Reopens</u>
<u>January 15</u>	<u>Martin Luther King Day (No School)</u>
<u>February 19</u>	<u>President's Day (No School)</u>
<u>March 16</u>	<u>End of 3<sup>rd</sup> Quarter</u>
<u>March 30</u>	<u>Good Friday (No School)</u>
<u>April 2-6</u>	<u>Spring Break (No School)</u>
<u>May 25</u>	<u>Last Day of School (1/2 day for students)</u>



**FOR UPCOMING DATES AND EVENTS SPECIFIC TO CSLA PLEASE VISIT OUR WEBSITE:**

**[CSLA.HCDE.ORG](http://CSLA.HCDE.ORG)**

### **SCHOOL FEES**

Fees for the 2017 - 2018 school year are \$90.00 per grade level. **CSLA is very dependent on these fees** in order to purchase resource materials that include, but are not limited to, duplicating supplies, technology maintenance, language arts, library, and printed materials. Some classes may have an additional fee for special materials. Fees will be collected on registration day. If you pay by check, please make it out to CSLA and include your child's name on the front of the check to ensure proper credit.

### **SEARCHES**

School officials may search students, their possessions, and lockers if deemed necessary. This is not only limited to the school day but also includes school activities at or away from school and school field trips.

### **SERVICE LEARNING**

CSLA Students are expected to participate in summer projects that benefit our community. Additional service opportunities are offered throughout the school year.

### **SEXUAL HARASSMENT**

Sexual harassment toward any student by an employee, other student, or an individual associated with the school system will not be tolerated. Sexual harassment shall be defined as conduct, advances, gestures, words of a specific sexual nature, or words which are commonly accepted to have a sexual connotation which interferes with the student's work or creates an intimidating, hostile, or offensive learning environment. See Sexual Harassment Policy in its entirety at the end of this handbook.

## **SUSPENSION**

Because our objective is to establish an environment that encourages student interaction and school pride, certain incidents authorize the administration to suspend a pupil from school, school sponsored activities, or the school bus. Incidents resulting in suspension may include, but not be limited to:

- Willful and persistent violation of the rules of the school
- Immoral or disreputable conduct, including language, theft, bullying or cyberbullying
- Violence or threatening violence against anyone attending or assigned to the school, including volunteers involved in school business
- Fighting or other physical contact
- Willful or malicious damage to real or personal property of the school or any person attending or assigned to the school
- Inciting, advising, or counseling others to engage in any acts previously mentioned
- Marking, defacing, or destroying school property
- Assaulting a school administrator or teacher with vulgar, obscene, or threatening language
- Off-campus criminal behavior resulting in a felony charge
- The use, sale, or possession of alcohol on school property, school bus, or at any school event or activity
- Any other conduct prejudicial to good order

## **SUPPORT CSLA**

There are easy ways families can support CSLA and help earn extra money for instructional materials, PTA projects, technology and other items our school needs.

- **Box Tops for Education** – Found on General Mills, Pillsbury, Kleenex and many other products. Clip the pink box top and send them in a baggie. A pink collection box is at the back of the Auditorium. CSLA receives 10 cents per Box Top!
- **Publix** – Use the key tag provided at the store or at school and scan it at check-out. Publix will send CSLA a check once each quarter.

If you have any questions, please contact Jennifer Parris at [parris\\_jennifer@hcde.org](mailto:parris_jennifer@hcde.org).

## **TARDY/EARLY DISMISSAL**

Tardiness and early dismissal for the sake of convenience is discouraged as it consistently distracts from the learning of your child and others. All students arriving after the beginning of the school day or who are picked up early shall be marked tardy or absent depending on the amount of time missed. Students are at risk of losing their magnet seat if unexcused tardies (arriving late and dismissing early without a doctor's note) exceed ten.

**Students should not be dismissed after 3:30. Classroom disruption at the end of the day makes it difficult for teachers to give last minute instruction and keep students focused. It is also an added challenge for the office staff at an already busy time of the day. We thank you for keeping this in mind when making dismissal decisions.**

## **TELEPHONE USE AND MESSAGES FOR STUDENTS**

We expect all students to come to school prepared with materials needed for class; however, in case of an emergency their teacher may allow students to use the phone.

Parents may leave a message for their child with the main office. Please make sure your child knows if they are a car or bus rider prior to coming to school. We understand when plans change but please keep the number of messages in the office to a minimum. Unless there is an emergency, the message will be delivered as time allows. Please keep in mind that it is very difficult to deliver a message given late in the day. **All messages must be called in by 3:30 p.m.**

### **TRANSFER POLICY**

Families **may not transfer** to another Hamilton County school after the first day of each school year.

### **VISITORS**

Parents are always welcome, but ALL visitors must sign in at the main office and get a name tag before visiting a classroom.

### **VOLUNTEER HOURS**

Each HCDE Magnet School requires 18 hours of parent volunteer time per year from every family. If a family has children at more than one magnet school, the hours must be split evenly per Magnet School guidelines. These guidelines identify examples of volunteer opportunities and also state that **at least half of the hours need to be completed in the first semester**. At least half of the hours must be from something other than a field trip.

### **WEBSITE**

CSLA maintains a website to assist families with calendar dates, forms, news, events, field trip payments, school fees, cafeteria menus and other information. Visit us at:

# **CSLA.HCDE.ORG**

### **ZERO TOLERANCE OFFENSES**

According to state and federal law, a student who commits a zero tolerance offense is suspended for a minimum of one calendar year. This includes offenses on school property, school bus, and at school sponsored activities. The following are zero tolerance offenses:

- Possession of a weapon, firearm, or explosive, flammable or poison gas device, such as mace
- Possession, use, or sale of illegal, prescription, non-prescription, or counterfeit drugs or drug paraphernalia
- Striking a teacher, administrator, or any other employee of the Hamilton County Department of Education



# GRIEVANCE PROCEDURE FOR SEXUAL HARASSMENT COMPLAINTS

## Reporting Procedures

Any person who believes he or she has been the victim of harassment or sexual harassment by a student or an employee of the school system, or any third person with knowledge or belief of conduct which may constitute harassment or sexual harassment, should report the alleged acts immediately to an appropriate school system official as designated by this policy. The school system encourages the reporting party or complainant to use the report form available from the Central Office locations.

**In Each School** – The school principal is the person responsible for receiving oral or written reports of harassment or sexual harassment or sexual harassment at the school level. Upon receipt of a report, the principal must notify the Assistant Superintendent for Personnel and the Assistant Superintendent for School Operations immediately without screening or investigating the report. Student to student complaints should be reported to the Assistant Superintendent of Student Services and the Assistant Superintendent for School Operations immediately. A written report will be forwarded simultaneously to the Deputy Superintendent. If a complaint made by a student is given verbally, the principal shall reduce it to written form within 24 hours and forward it to the Superintendent and Assistant Superintendent of School Operations under a **confidential cover**.

**System-Wide** – The HCDE School Board hereby designates the Superintendent, and/or his designee, to receive harassment reports or complaints of sexual harassment from any student, employee, or individual who states he/she is a victim of harassment of sexual harassment. The complaint shall be filed directly with the Superintendent of Schools and/or his designee.

Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignments.

Use of formal reporting forms is not mandatory; however, a sample of the reporting form is attached to this policy.

The school system will respect the **confidentiality** of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

**Investigation and Recommendation** - By authority of the school system, the Superintendent or his designee, upon receipt of a report of complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by school system officials or by a third party designated by the Board of Education. The party making the investigation shall provide a written report of the status of the investigation within 20 working days to the Superintendent and Deputy Superintendent. The twenty (20) day period may be extended by the Superintendent or Board of Education if the investigation warrants the extension.

In determining whether alleged conduct constitutes harassment or sexual harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of, but not be limited to, personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment or sexual harassment.

The investigator(s) shall make a final report including findings and recommendations for disciplinary actions, if any, to the Superintendent of Schools upon completion of the investigation.

### School District Action –

1. Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as is appropriate based on the results of the investigation.

2. The result of the investigation of each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint.
3. The school system shall take such other steps as are necessary to prevent recurrence of the harassment.

The school system shall keep the complainant informed of the status of the complaint.

Title IX Coordinator  
Eva Settles  
Hamilton County Department of Education  
6703 Bonny Oaks Drive, Chattanooga, Tennessee 37421

**HAMILTON COUNTY MAGNET SCHOOLS**  
**Choices in Education**  
**3074 Hickory Valley Road, Chattanooga, TN 37421**  
**Phone (423) 209-8475 Fax (423) 209-8476**

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**Parent Involvement Guidelines**

1. Eighteen (18) hours are required per family. If a family has children in more than one magnet school, the hours **must** be split equally among each school. For example, 2 schools, 9 hours each; 3 schools, 6 hours each.
2. 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. The minimum age of the person completing these involvement hours is 21.
3. A minimum of half the required hours (for each school) should be completed during the first semester of school.
4. All hours must be completed AND recorded by 5 p.m. on April 30<sup>th</sup>.
5. All hours served must be recorded on a "Record of Volunteer Hours" form and signed by a school staff member. Other forms accepted at discretion of your school's coordinator.
6. HCDE staff members who have a child or children at a magnet school must also complete the 18 involvement hours.

**What qualifies for Parent Involvement Time?**

Time that assists the school, teachers, and classes qualifies to earn parent involvement hours. These items include:

- Completing tasks in a teacher/parent workroom
- Completing assigned tasks at home with specific instructions, depending on availability
- Assisting a teacher in the classroom
- Acting as a monitor in hallways, cafeteria, car line, etc.
- Chaperoning field trips (limit of 9 hours at each school per family)
- Attending parent classes
- Serving on the PTA board
- Working on PTA events
- Working athletic events
- Saturday/Sunday workdays
- Organizing special events (performances, auctions, candy sales, etc.)
- Working to improve school building and grounds
- Bringing food or drink for events (limit of 1/3 of total hours at each school)

**What does not qualify as involvement time?**

Time that is spent with only your child, at school or away from school, is *good parenting time* and not considered involvement time for the school. These items **will not** satisfy the parent involvement commitment:

- reading with your child
- helping your child with homework
- visiting your child for lunch
- watching your child in a performance
- volunteering with groups like Girl Scouts
- attending parent/teacher conferences
- visiting your child's classroom
- attending IEP meetings
- teachers working in or for their own classroom

**Under NO CIRCUMSTANCES can Parent Involvement hours be bought. Money is not a substitute for time.**

**VOLUNTEERS SHOULD:**

- ✓ **Sign in and out in the office**
- ✓ **Wear your name tag while volunteering**
- ✓ **Be reliable, dependable, and positive**
- ✓ **Have a cooperative attitude**
- ✓ **Show respect to all children**
- ✓ **Keep student information strictly confidential**
- ✓ **Have fun and enjoy giving of yourself to others**

**VOLUNTEERS SHOULD NOT:**

- Forget to sign in and out every time you're volunteering**
- Intervene or contradict a teacher in front of students**
- Do a student's work for them**
- Threaten or punish students**
- Bring other siblings to school while volunteering**
- Smoke on school grounds**
- Forget to get their copy of the volunteer service record**

**Please keep this page available for reference throughout the year.**