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## Calendar of Events 2017-2018

All entries are subject to change. Call (423) 498-7365 for updates.

<b>Date</b>	<b>Event</b>
Tue Aug 1, 2017	Early Bird Registration
Mon Aug 7, 2017	Registration
	Overture (new students)
	Orientation for 9th & all new HS
Thu Aug 10, 2017	First Day of School
Tue Aug 22, 2017	Officer Retreat 4:15 – 6 p.m.
Thu Aug 24, 2017	Class Mtgs during HR
Fri Aug 25, 2017	Beach Ball Dance 7-10 p.m.
	Intermezzo/Arts Comm Mtgs
Mon Aug 28, 2017	Site Leadership 5-6 p.m.
Thu Aug 31, 2017	PAPA Academic Excellence from 4 <sup>th</sup> Quarter
Mon Sep 4, 2017	Labor Day - No School
Tue Sep 5, 2017	CCA Idol Auditions
	Art Exhibit
Thu Sep 7, 2017	CCA Idol Auditions
Mon Sep 11, 2017	Senior Retreat
Sept 11 – Sept 15, 2017	Spirit Week
Tue Sep 12, 2017	Open House 6 p.m.
	Required Sr. Mtg (Financial Aid Overview)
Sat Sep 16, 2017	All East Vocal off campus
Mon Sep 18, 2017	Rehearsal CCA Idol
Tue Sep 19, 2017	CCA Idol
Thu Sep 21, 2017	NJHS & NHS Induction 6 p.m.
Fri Sep 22, 2017	Vocal- Festival of Voices @ TN Tech
Thu Sep 28, 2017	CCK Show
Mon Oct 2, 2017	Site Leadership 5-6 p.m.
	B day
Wed Oct 4, 2017	Portrait Day
Thu Oct 5, 2017	Chattanooga Dances
Fri Oct 6, 2017	No students
	End of 1st Quarter
Oct 9 – 13, 2017	FALL BREAK
Thu Oct 19, 2017	FAFSA/Scholarship Workshop
	Student Led Conferences/Report Cards
Sat Oct 21, 2017	(CSAS) Jr Clinic Auditions
Mon Oct 23, 2017	Junior Retreat
Wed Oct 25, 2017	PSAT
Thu Oct 26, 2017	Intermezzo/Seminar
Fri Oct 27, 2017	Intermezzo/Finale
	Masquerade Ball 7-10 p.m.
Thu Nov 2, 2017	Strings Concert
Wed Nov 8, 2017	Make-up Portraits
Thu Nov 9, 2017	Evening -Jr Clinic-Strings
Fri Nov 10, 2017	All Day - Jr Clinic-Strings
	Acting - Fall Play
Sat Nov 11, 2017	Acting - Fall Play
Tue Nov 14, 2017	Jazz Band Concert
Thu Nov 16, 2017	Intermezzo/Seminar
	Vocal All East @ Maryville
Fri Nov 17, 2017	Intermezzo/Finale
	Vocal All East @ Maryville

Sat Nov 18, 2017	Winds Concert
Mon Nov 20, 2017	Vocal All East @ Maryville
	B day
	Literary Gala
Tue Nov 21, 2017	Art Exhibit
	Literary Gala
Nov 22 – 24, 2017	Thanksgiving Holiday no school
Mon Dec 4, 2017	Site Leadership 5-6 p.m.
Tue Dec 5, 2017	Vocal Concert
Thu Dec 7, 2017	Children's Show (Acting) matinee
Fri Dec 8, 2017	Children's Show (Acting) matinee
	Children's Show (Acting) evening
	Piano Concert
Tue Dec 12, 2017	
Thu Dec 14, 2017	Acting Intermediate Showcase (3pm)
Fri Dec 15, 2017	Guitar Concert
Sat Dec 16, 2017	Choir @ CSO Holiday Concert
Tue Dec 19, 2017	Last Day of Classes (Half-day for students)
Wed Dec 20, 2017	End of 2nd Quarter
Dec 21, 2017 – Jan 3, 2018	WINTER BREAK
Mon Jan 8, 2018	1st Day of School
	3rd Quarter Begins
Tue Jan 9, 2018	Officer Retreat 4:15 – 6 p.m.
Thu Jan 11, 2018	Senior Mtg 6-7 p.m. (required for parents and students)
Fri Jan 12, 2018	Class Mtgs during Homeroom/Report Cards
	Retro Dance 7-10 p.m.
Thu Jan 18, 2018	Intermezzo/Seminar
Fri Jan 19, 2018	Intermezzo/Arts Comm Mtgs
	Improv showcase
Thu Jan 25, 2018	Dinner & the Arts
Mon Jan 29, 2018	Vocal Rep Recital - off campus
	9th/10th grade retreat
Tue Jan 30, 2018	Art Exhibit
Thu Feb 1, 2018	All East Band & Strings - Gatlinburg
Fri Feb 2, 2018	All East Band & Strings - Gatlinburg
	Improv showcase
Sat Feb 3, 2018	All East Band & Strings - Gatlinburg
Tue Feb 6, 2018	MS Auditions
Thu Feb 8, 2018	Intermezzo/Seminar
	Student Led Conferences
Fri Feb 9, 2018	Intermezzo/Finale
	Improv Showcase
Sat Feb 10, 2018	MS/HS Auditions
Thu Feb 15, 2018	High school musical
Fri Feb 16, 2018	High school musical
Tue Feb 20, 2018	MS Auditions
Thu Feb 22, 2018	Black History Concert - off campus
Fri Feb 23, 2018	Intermezzo/Talent Show
Sat Feb 24, 2018	MS/HS Auditions
Tue Feb 27, 2018	Current 10th Transition mtg. 6 p.m.
Fri Mar 2, 2018	Spring play
Sat Mar 3, 2018	Spring play
Mon Mar 5, 2018	Site Leadership 5-6 p.m.
Tue Mar 6, 2018	Art Exhibit

Wed Mar 7, 2018	Beginning acting showcase
Thu Mar 8, 2018	Beginning acting showcase
Fri Mar 9, 2018	Portraits in Dance Concert - Dance
Sat Mar 10, 2018	Portraits in Dance Concert - Dance
Mon Mar 12, 2018	B day
Tue Mar 13, 2018	Current 11th Transition mtg. 6 p.m.
	Acting 1 / Directing Showcase
Wed Mar 14, 2018	Acting 1 / Directing Showcase
Thu Mar 15, 2018	Current 7th Transition mtg. 6 p.m.
Fri Mar 16, 2018	No students
	End of 3rd Quarter
Mon Mar 19, 2018	Jazz Band Concert
Tue Mar 20, 2018	Current 8th Transition mtg. 6 p.m.
Wed Mar 21, 2018	ACT - Juniors
Thu Mar 22, 2018	Intermezzo/Seminar
	Winds Concert
Fri Mar 23, 2018	Intermezzo/Finale
	Actor's rep showcase
	Report Cards
Mon Mar 26, 2018	B day
	Spring Vocal Concert
Tue Mar 27, 2018	Art & Literary Event
Thu Mar 29, 2018	Strings concert
Fri Mar 30, 2018	No students
	Spring Holiday - No School
Apr 2 – Apr 6, 2018	SPRING BREAK
Thu Apr 12, 2018	Guitar concert
Fri Apr 13, 2018	Middle School Musical
Sat Apr 14, 2018	Middle School Musical
Tue Apr 17, 2018	Piano Concert-off campus
Thu Apr 19, 2018	Actors Rep Showcase II
Fri Apr 20, 2018	Intermezzo/Senior Finale
	8th Grade Dance
Sat Apr 21, 2018	Prom
Mon Apr 23, 2018	Jazz Cafe - off campus
Thu Apr 26, 2018	Project Motion Concert
Fri Apr 27, 2018	Project Motion Concert
Sat Apr 28, 2018	Choo Choo Kids Musical
Mon Apr 30, 2018	Senior Moratorium
Tue May 1, 2018	Senior Exams
	Musical Th Showcase
	Art Exhibit (juried)
Wed May 2, 2018	Senior Exams
Thu May 3, 2018	Senior Exams
Fri May 4, 2018	Senior Exams
	Middle School Play
Sat May 5, 2018	Middle School Play
Mon May 7, 2018	Site Leadership 5-6 p.m.
Fri May 11, 2018	Senior Banquet
Tue May 15, 2018	MS Awards AM/Volleyball PM (Student / Faculty)
Wed May 16, 2018	HS Awards AM/Field Day PM
Thu May 17, 2018	Underclass Exams
Fri May 18, 2018	Underclass Exams

Sat May 19, 2018  
Mon May 21, 2018  
Tue May 22, 2018

Fri May 25, 2018

Graduation Rehearsal  
Graduation  
Underclass Exams  
Underclass Exams  
New Student Welcome (6PM)  
Report Cards Mailed  
End of 4th Quarter  
HCDE Last Day of School

**Bell Schedule  
2017-2018**

<b><u>A/B MONDAY</u></b>	
Students enter building	8:50
Warning bell to Block 1	8:55
Block 1A	9:00 -- 9:40
Block 1B	9:45 -- 10:25
Block 2A	10:30 -- 11:10
Block 2B	11:15 -- 11:55
MS Lunch / HS RTI & DS	12:00 -- 12:30
HS Lunch/MS RTI & DS	12:30 -- 1:00
Block 3A	1:05 -- 1:45
Block 3B	1:50 -- 2:30
Block 4A	2:35 -- 3:15
Block 4B	3:20 -- 4:00
<b><u>TUESDAY - FRIDAY</u></b>	
Students enter building	8:50
Warning bell to Block 1	8:55
Block 1	9:00 -- 10:25
Block 2	10:30 -- 11:55
MS Lunch / HS RTI & DS	12:00 -- 12:30
HS Lunch / MS RTI & DS	12:30 -- 1:00
Block 3	1:05 -- 2:30
Block 4	2:35 -- 4:00
<b><u>INTERMEZZO</u></b>	
Students enter building	8:50
Warning bell to Block 1	8:55
Block 1	9:00 -- 10:10
Block 2	10:15 -- 11:25
MS Lunch / HS RTI & DS	11:30 -- 12:00
HS/Lunch / MS RTI & DS	12:00 -- 12:30
Block 3	12:35 -- 1:40
Block 4	1:45 -- 2:50
Seminar / Finale / Arts Meeting	2:55 -- 4:00

**RTI “Response To Intervention”** is a support program to allow students the opportunity to receive remediation/enrichment in Language Arts and Math.

**DS “Directed Studies”** is a support program that provides remediation and/or enrichment to students.

**Intermezzo** – English and Italian for something that comes in-between. Intermezzo is a special schedule day for CCA.

# CENTER FOR CREATIVE ARTS ENTRANCE AGREEMENT

Requirements for admission:

- Complete the student audition and family interview successfully. Audition results will be announced in March.
- Return the acceptance letter to the Magnet School Office.
- Earn the required academic grades or credits to be promoted to the next grade level in order to enroll at Center for Creative Arts the next school year.

Requirements for remaining at Center for Creative Arts:

- Maintain a B average grade in the student's major arts classes.
- Attend all required rehearsals and performances and exhibits.
- Earn the required academic grades or credits to be promoted to the next grade level for the next school year, or attend summer school, or attend any institution awarding credit for the relevant course(s) and approved by the Hamilton County Department of Education, or successfully complete a recovery session at Center for Creative Arts.
- Complete a minimum of 18 parent/family volunteer hours each academic year.
- Attend a student-led conference each semester.

School policies

- Except for after-school rehearsals and tutoring, the campus is closed at 4:30 and students must leave at that time.
- Any student receiving a "D" or an "F" in any course will be placed on probation for the following quarter or for the summer. Tutoring will be mandatory and parents, teachers, and an administrator will participate in a conference with the student. A student's enrollment in arts courses and participation in performance or exhibit activities may be restricted during any probationary term. A student may free himself or herself from probation by passing all courses at the school, by attending summer school, or by attending any institution awarding credit for the course(s) and approved by the Hamilton County Department of Education.

Parent or guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty member's signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Chattanooga High School Center for Creative Arts

## Welcome to the Center for Creative Arts!

### INTRODUCTION

*To receive the greatest benefit from the Center for Creative Arts, students must be willing to take risks, to make commitments, and to give their best every day in order to profit from this educational opportunity.*

At the Center for Creative Arts, teachers take great pride in being a part of your education. We also think it is only fair to tell you what to expect. We expect you to be in class, studio, or rehearsal on time with all necessary books, equipment, instruments, music, tapes, records, scripts, costumes, and any other materials you might need. We cultivate a professional attitude among our students; professionals are on time.

We really want you to understand that this school is not an ordinary school. It is quite different from the average school in many respects, especially the atmosphere. We want you to feel comfortable and confident that you are being taught what will be necessary for success artistically and academically. Excellence in every area is our goal.

### OUR DIVERSE COMMUNITY

The Center for Creative Arts is a culturally diverse community composed of individuals from many backgrounds. Various races, religious beliefs, socioeconomic backgrounds, personal preferences, disabilities, and value systems are included within our student body, faculty, and staff. We celebrate the differences inherent in a diverse community. Mutual respect and understanding of these differences are expected.

It is the policy of the Hamilton County Board of Education not to discriminate on the basis of handicap, race, color, national origin, sex, age, or religion in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1973, Section 504, (2) Title VI of the Civil Rights Act of 1964, or (3) Title IX of the Educational Amendments of 1972.

### VISION STATEMENT

“Illuminating Dreams of Passion, Acceptance, Creativity, and Excellence.”

### MISSION STATEMENT

With the arts as a vehicle to reinforce learning and foster creativity, the Center for Creative Arts in partnership with parents and community, will develop the academic and artistic abilities of our students.



## CENTER FOR CREATIVE ARTS FACULTY AND STAFF

Deborah Smith, Principal  
 Cathy Carroccio, Assistant Principal  
 Amy Medley, Dean of Fine Arts

Bacher, Shawnte'	Guidance Counselor	bacher_s@hcde.org
Black, Justin	Teacher	black_justin@hcde.org
Blake, Judy	Bookkeeper	blake_judy@hcde.org
Bullard, Elizabeth	Teacher	bullard_k@hcde.org
Burnette, Chad	Teacher	burnette_c@hcde.org
Calloway, Neshawn	Teacher	calloway_neshawn@hcde.org
Carroccio, Cathy	Assistant Principal	carroccio_catherine@hcde.org
Collins, Ken	Teacher	collins_k@hcde.org
Collins, Melanie	Library Media Specialist	collins_melanie@hcde.org
Cuffman, Kessler	Teacher	cuffman_k@hcde.org
Dalton, Lisa	Teacher	dalton_lisa@hcde.org
Davis, Anna	Teacher	davis_anna@hcde.org
DeFilippis, Sheila	Teacher	defilippis_s@hcde.org
Donen, Angie	Guidance Counselor	donen_a@hcde.org
Echols, John	Teacher	echols_john@hcde.org
Field, Dipa	Teacher	field_d@hcde.org
Flowers, Zachary	Teacher	flowers_z@hcde.org
Fussell, Lindsay	Teacher	fussell_lindsay@hcde.org
Griswold, Jerry	Teacher	griswold_j@hcde.org
Hale, Adam	Teacher	hale_adam@hcde.org
Henderson, Jeremy	Teacher	henderson_j@hcde.org
Holloway, Micah	Teacher	holloway_m@hcde.org
Howard, Sandra	Teacher	howard_sandra@hcde.org
Hudgins, Margaret	Teacher	hudgins_margaret@hcde.org
Johnston, Darlene	Instructional Coach	johnston_d@hcde.org
Jordan, Tracy	Food Service Manager	jordan_t@hcde.org
Keebler, Mary	Teacher	keebler_mary@hcde.org
Kerr, Debbie	Secretary	kerr_d@hcde.org
Kuhn, Kelley	Teacher	kuhn_kelley@hcde.org
Laliberte-Bowman, Jessica	Teacher	laliberte_jessica@hcde.org
Laliberte, Raymond	Teacher	laliberte_raymond@hcde.org
Lockrow, Carol	Teacher	lockrow_c@hcde.org
Madewell, Ava	Teacher	madewell_a@hcde.org
Malone, Sarah	College Access Counselor	malone_s@hcde.org
Medley, Amy	Dean of Fine Arts	medley_a@hcde.org
Mohyuddin, Nader	Teacher	mohyuddin_n@hcde.org
Moore, Aaron	Teacher	moore_a@hcde.org
Murray, Erin	Teacher	murray_erin@hcde.org
Pate, Glynna	Teacher	pate_glynna@hcde.org
Peck, Jessica	Teacher	peck_j@hcde.org
Pickett, Jack	Teacher	pickett_jack@hcde.org
Rollins, Tara	Teacher	rollins_t@hcde.org
Sarabia, Melissa	Records/Attendance	sarabia_m@hcde.org
Schierschmidt, Dawn	Parent Involvement Coordinator	schierschmidt_d@hcde.org
Smith, Debbie	Principal	smith_debbie@hcde.org
Smith, Marcia	Teacher	smith_marcia@hcde.org
Sowers, Meri	Teacher	sowers_meri@hcde.org
Stalans, Whitney	Teacher	stalans_w@hcde.org
Thomas, Beth	Teacher	thomas_beth@hcde.org
Toney, Altamese	Nurse	tony_a@hcde.org
Vaughen, Laurie	Teacher	vaughen_l@hcde.org
Wilson, Karen	Teacher	wilson_karen@hcde.org
Zerr, Christina	Teacher	zerr_c@hcde.org

## **CENTER FOR CREATIVE ARTS SUPPORT STAFF**

Judy Blake, Bookkeeper	209-5933
Debbie Kerr, Secretary	209-5929
Sarah Malone, College Access Counselor	209-5947
Melissa Sarabia, Attendance/Records	209-5937
Dawn Schierschmidt, Parent Volunteer Coordinator	209-5952
School Nurse	209-5953

## **OFFICE AND FAX NUMBERS**

Main Office	209-5929
Main Office Fax	209-5930
Guidance Fax	209-5938

## **COMMONLY USED HCDE NUMBERS**

School Nutrition	209-5665
Transportation	209-5680

## **ADMISSION AND EXIT POLICIES/PROCEDURES**

### **Admission**

Students gain admission to the Center for Creative Arts through filling out a magnet school application, by auditioning as outlined in our season brochure, by completing a faculty-led interview with parent and student and by signing our Entrance Agreement. Applications are available online at [www.hcde.org](http://www.hcde.org) and at the Central Office on Bonny Oaks Drive. For additional questions regarding this process, call the magnet school office at 209-8475.

### **Withdrawal**

It is the policy of the magnet school office that students accepted in a magnet school remain there for the duration of the school year. If circumstances arise and a student must withdraw to another school, the parent/guardian should notify our registrar, Mrs. Sarabia, at 209-5937 or e-mail her at [sarabia\\_m@hcde.org](mailto:sarabia_m@hcde.org). A withdrawal form will be completed and must be signed by the parent/guardian and all of the student's teachers. All books must be returned and all debts cleared. This process takes approximately 30 minutes and a copy of the form will be given to the student to take to the new school.

### **Entrance Agreement**

Please be reminded of the Entrance Agreement that was signed when admitted to CCA. Complying with the Entrance Agreement is essential to remain at CCA. See Page 6 for a copy of the Entrance Agreement.

## **ATTENDANCE POLICY**

The Hamilton County School System recognizes the following as excused absences:

- 1) Personal Illness - Illness excused by a doctor's note and medical/dental appointment excused only by note from doctor, not the appointment card.
- 2) Family Illness - With documentation from the doctor concerning the necessity of the student's assistance.
- 3) Recognized religious holidays
- 4) Court appointment - with documentation provided
- 5) Death in immediate family - with documentation
- 6) Approved school sponsored events
- 7) 3 parent excuse notes per year

Some outside activities and/or programs have previous approval through the district office, but individual students must have administrative approval due to the impact that the performance/activity may have on grades.

**Any excuse note is to be turned in to Mrs. Sarabia within five days of the absence.**

**a. Makeup Work (Related to Attendance)**

It is the student's responsibility to ask the teacher for all missed assignments and to complete all makeup work. Students must make up work at the teachers' convenience and shall have five school days to complete these assignments. The five-day period begins the day that the student returns. **The makeup work policy only applies to work assigned during the period of absence. Work assigned before the absence should be turned in the day that the student returns to that class.** After an **excused** absence, makeup work shall receive up to 100% credit. Any work completed after an **unexcused** absence may be made up for reduced credit. When parents request assignments from teachers due to student absence, teachers will be given at least 24 hours to gather the work. Parents can pick up the work in the main office.

**b. Tardy Policy**

Tardiness will be handled as a disciplinary infraction. Since prompt arrival is the responsibility of the student and parent, students who are transported by parents or drive themselves and arrive late will be counted as tardy. Chronic tardiness may result in disenrollment from Center for Creative Arts. A student's driving privileges may be revoked for excessive unexcused tardies.

**c. Late to School**

Students are late to school when the 9:00 a.m. bell rings. The school day will begin with first block at 9:00 a.m., and attendance will be taken there. Students who arrive thirty minutes or more after the tardy bell rings will not be admitted to school **without** a parent and may receive work detail.

**d. The magnet school policy that addresses excessive tardies and absences will be adhered to at CCA. Disregard for the policy will result in a student forfeiting their seat for the next school year. (8 unexcused absences or 10 unexcused tardies will jeopardize your seat at CCA).**

**ATTENDANCE - PERFORMANCE/EXHIBIT**

Performance/exhibit is an important part of your school career at the Center for Creative Arts. Students will be required to attend several performances and exhibits sponsored by the school. The teacher requiring attendance will notify parents in a timely manner and will establish a plan to monitor attendance. If a student is required to attend a performance, he/she must stay in the location of the event for the entire performance.

Since performances/exhibits **begin at 7:00 p.m.**, students who are planning to attend or are required to participate in a performance should go home after school and return to the school at the call time set by the director. Assume there is no adult supervision at the end of the school day unless you receive written notification from a member of the faculty or staff.

When public performance/exhibit is part of the work of any course, cutting a performance is equivalent to earning a zero in a final exam. This applies to both in-school and out-of-school performances.

Students must be present at school for at least ½ of the school day (3.5 hours- either from 9:00 – 12:30 or 12:30 – 4:00) of the performance, rehearsal, or event in order to participate.

## **ATTENDANCE - REHEARSAL**

Rehearsal attendance is mandatory and should only be missed in the event of serious illness. In such case, contact the rehearsal director as soon as possible PRIOR to the rehearsal so alternate arrangements can be made.

## **ATTENDANCE – SENIOR FINAL EXAM EXEMPTION**

Seniors may be exempt from taking their final exams if they meet the following guidelines:

- Class average is a 75 (excluding any additional points for AP/Honors classes).
- No more than 8 unexcused absences
- No more than 10 unexcused tardies

Tardies and absences are based on the Magnet School Policy.

## **CAFETERIA**

Students are asked to eat lunch and breakfast in the commons. The cafeteria will not charge meals to high school students. They will accept checks for student accounts made to the Center for Creative Arts. All students will be issued a cafeteria PIN (personal identification number). Students will enter this number after securing their meal.

### **Breakfast and lunch prices are as follows:**

\$2.00	Student Breakfast
\$0.30	Reduced Price Student Breakfast
\$2.50	Faculty and Staff Breakfast
\$2.75	Visitor Breakfast
\$3.00	Student Lunch
\$0.40	Reduced Price Student Lunch
\$3.75	Faculty and Staff Lunch
\$4.50	Visitor Lunch
\$5.00	Holiday/special meal
\$0.50	Extra milk

### **Free and Reduced Lunch**

**Students must reapply each year for Free and Reduced meals.** You may apply online at [www.hamilton.schoollunchapp.com](http://www.hamilton.schoollunchapp.com). Students who received Free or Reduced meals at the end of the previous school year are given a temporary grace period of 30 operating days. **The last day of the temporary grace period is Thursday, September 21, 2017.** Students will change to full pay status on **Friday, September 22, 2017** if a new application has not been processed.

## **CELL PHONES**

Students may have a cell phone in their possession while at school. Until 8:50 any phone or electronic device should not be heard. At 8:50 a.m. and after lunch all electronics, earbuds, bluetooth earpieces, headphones and phones must be turned off and put away. Cell phones and other electronic devices can be used in the classroom at the teacher's discretion for instruction. During lunch, students may only use their device to listen to music or read a book. In addition, **NO SOCIAL MEDIA** during the school day **AT ALL!** Students may turn their cell phone on once they have **EXITED THE BUILDING** at the end of the school day. Violation of the above will result in phones and/or electronic devices or any electronic apparatus being taken and given to the administration.

- 1<sup>st</sup> violation – Phone/device/apparatus confiscated for the remainder of the school day.
- 2<sup>nd</sup> violation – Phone confiscated for 10 school days.
- 3<sup>rd</sup> violation – Phone confiscated for 20 days

- Arguing with a teacher about giving up the phone – 5 days of work detail or subject to administrative consequences for any violation of the above.
- Cheating and/or inappropriate classroom behavior associated with an electronic device may result in consequences deemed appropriate by the administrator.

Schools are not responsible for any theft or loss of any electronic device whether it is confiscated or in the student's possession. Parents should not text or call a student's cell phone during school hours, but should call the main office at 209-5929 WITH EMERGENCY CALLS.

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

If you change your telephone number or address at any time during the school year, please call Mrs. Sarabia at 209-5937 or e-mail her at sarabia\_m@hcde.

### **CHEATING OR PLAGIARISM**

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. This includes, but is not limited to, unauthorized access, modification, use, creation, or destruction of computer-stored data and programs. Plagiarism is defined as the taking of ideas, writings, et cetera from another person or a form of technology (internet), and passing them off as one's own. Daily assignments and homework are considered individual assignments. To copy assignments or homework and turn them in as your own constitutes cheating as does having a phone out during a test. As a consequence to these actions, a student may receive a zero for that assignment and/or may also receive disciplinary action or referral to an administrator.

### **CLASSROOM BEHAVIOR AND STUDENT CODE OF CONDUCT**

Good classroom behavior is essential for maximum learning to take place; therefore, each student is expected to participate and cooperate in class activities. Classroom rules and specific requirements are left solely to the teacher. If problems occur, parents will be contacted and expected to work closely with the teacher in helping the student adjust to the expected behavioral standards. (See Honor Code on Page 21).

#### **Code of Conduct**

In most cases, prior to a disciplinary referral parents will be contacted by the teacher.

- 1<sup>st</sup> referral – work detail,
- 2<sup>nd</sup> referral – additional work detail, consequences, and / or conference,
- 3<sup>rd</sup> referral – parent conference with possible additional consequences,
- 4<sup>th</sup> or more referrals – may result in **suspension**. The above is the minimum consequence. The

administration reserves the right to alter the consequences based on severity of offense. Students who have received disciplinary referrals will not be allowed to participate in after school activities until they have met the terms of their consequences. A complete Code of Conduct including information about zero tolerance and bullying will be distributed to all students at the beginning of each school year. Outlined in the Code of Conduct are offenses that lead to immediate office referrals. **Excessive referrals or inappropriate behavior may result in a student losing his/her seat at CCA.**

A student may be placed on the Administrative "**Lock Down List**". This consists of no passes being issued to a student unless an administrator approves it. Students may find themselves on this list if they are constantly tardy to class, in the halls, skipping class and et cetera.

### **CLASSROOM SAFETY**

Backpacks must be stored in lockers once the student arrives at school. **NO BACKPACKS** are allowed in classrooms, in the auditorium or in the halls. Safety while moving around in the classroom is essential. Backpacks on wheels will not fit in lockers, therefore these are also not allowed. Bags carried to class must fit on the back of a chair. Do not bring fidgets or other toys to class. They are a distraction.

## **CONFERENCES AND PROGRESS REPORTS**

Student Progress Reports are available for continuous review by students and parents using PowerSchool. Parents who wish to have a conference regarding their child's progress are asked to schedule an appointment with the teacher through e-mail to that teacher. We encourage parents to contact the school with any concern or question regarding their child's progress. By using the grading program, PowerSchool, parents may check grades daily. You and your student will be provided a password to access the computer program. If you do not have access to a computer, we will gladly allow you to use one at school to check grades. Teachers enter grades weekly into PowerSchool at their own discretion.

## **DEBTS**

Any debt or fee paid during the last two weeks of the school year must be paid in cash, money order, or online.

## **DISMISSAL**

When a parent or guardian picks up a student at school, he must sign a logbook in the school office indicating the student's name, date, time of dismissal, reason for dismissal, and his/her own name. A parent or guardian may request that the school deny a specific individual (s) access to a student with legal proof of the parent's or guardian's right to deny such access. Please send a signed, dated note in the morning with your child and the office staff will have him/her waiting in the office at the time you specify. This will save time for you and will limit classroom interruptions. All students must be picked up by 4:30 unless they are in an after school activity with a teacher.

**Emergency dismissals ONLY during Finale or between 3:30 and 4:00 daily.**

## **DRESS CODE**

On special events such as assemblies, visiting guests, performances, etcetera, appropriately designated attire may be required. Students must dress in a manner that does not constitute a disruption in the school, a safety hazard, or exhibit impropriety. At the Center for Creative Arts the dress code is as follows:

1. Cutoffs, beachwear, running shorts, spandex shorts, running shorts, or mini-skirts are "out of dress code". Shorts and skirts worn with or without leggings should be no shorter than 2 inches above the knee – front and back. Leggings worn as pants will have a top that falls below the hips front and back.
2. Shirts must cover cleavage, midriffs/stomachs, backs and shoulders.
3. No head covering of any kind, unless approved by administrator.
4. Unusual dress of a disruptive nature such as pajamas, ripped or torn clothing where undergarments are revealed and mesh or sheer material without proper undergarments.
5. Articles of clothing bearing a symbol, design or emblem that has racial overtones, having indecent or obscene words or slogans, representing affiliation with unlawful organizations, advertising the use of drugs, tobacco or alcohol is not to be worn at any time.
6. Shoes must be worn at all times – no house shoes or bedroom slippers.
7. No blankets may be used as a coat.

### **Dress Code Violations**

1<sup>st</sup> offense – office documentation and may need to borrow clothing from the office.

2<sup>nd</sup> offense – parents contacted to bring a change of clothes

3<sup>rd</sup> offense – student will be sent home.

Class time missed for any of the above will be unexcused.

## **DRIVER PERMIT FORMS**

Forms are available in the main office. Students should complete the top portion and leave the form for Mrs. Sarabia to sign. Please plan ahead and allow 3 days for this process.

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

Reporting to school on time is an essential responsibility of the student driver. If a student driver incurs excessive tardies (5 or more in a quarter) to school, his/her driving privileges may be temporarily suspended. The student driver must register the car with the school and purchase a parking permit. The permit cost of \$45.00 is for a student chosen space or \$35.00 for a school assigned space. Permits must be purchased by the end of the second week of school or when the student starts driving to school.

## **FEES**

### **INSTRUCTIONAL FEE**

An instructional fee of **\$75.00** is requested to help offset the expense of consumable instructional materials. The fees are due by the end of the second week of school. While some materials are provided by the school, it will be necessary for parents to purchase others. Individual instruction books and miscellaneous items for specific classes are the student's responsibility. They are essential and without them the student's progress may suffer. A TI84 calculator is needed in 8<sup>th</sup> grade and will last throughout high school and college.

### **INSTRUMENT RENTAL FEE**

Students are expected to maintain school-owned equipment. In case of loss or damage, the parent is responsible for notifying the teacher and for the immediate repair or replacement of the equipment.

### **SENIOR FEE**

A fee of **\$130** will be collected from seniors for expenses related to graduation. (Including Cap and Gown, Naviance and/or other senior activities). At least ½ must be paid by December 2017 and the remainder by April 2, 2018. If this obligation is not met, it may impact the student's graduation activities.

### **CLASS FEES**

Individual classes may have additional fees to cover supplies or materials for that class.

## **FIELD TRIPS**

Students going on field trips must have prior permission from their parent/guardian on the Hamilton County Field Trip Form. Approval must be in advance of the activity. **Telephone permission or handwritten notes will not be accepted.** Students will be expected to obtain all make up assignments and turn in all work upon returning to class. All students are subject to the school and discipline rules and dress code rules that apply on campus. A student may be denied the opportunity to attend a field trip due to inappropriate behavior, accumulated referrals or suspensions, and excessive tardies or absences.

Accumulated debt may also result in not being allowed to go on a field trip. ***All field trip deposits and full payments are non-refundable. Once you commit to attending the field trip you are responsible for paying the entire cost of the trip and no refunds are available.***

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

Fire drill evacuation routes are posted in all classrooms. The signal to evacuate will be an intermittent ringing of the bell system or an announcement over the personal address system. Tornado and lockdown drills will be indicated by a public announcement and instructions will follow.

## **GRADING SCALE**

<u>Grading Scale</u>		<u>Grade Point Average</u>
93-100	A	3.7 - 4.0
85- 92	B	3.0 - 3.6
75- 84	C	2.5 - 2.9
70- 74	D	2.0 - 2.4
0-69	F	Less than 2.0

- All AP classes will receive 5 quality points which are added to the final average. Points will only be added if the student takes the test.
- Honors classes will be offered at CCA and will receive 3 quality points which will be added to the final average.
- Dual enrollment classes will receive 4 quality points.

## **GUIDANCE SERVICES AND TESTING**

The functions of the guidance department include individual and group counseling for students, assisting in the planning and scheduling of student's educational programs, scheduling conferences, and maintaining information files on colleges, scholarships, occupations, and vocations. Our high school counselor (grades 9-12) may be reached at 209-5949. Our middle school counselor (grades 6-8) may be reached at 209-5934. Our college access counselor, may be reached at 209-5947.

## **HALL PASSES**

If a student is in the hall during class, he or she must have a valid pass in their own agenda mate. Without **their personal** agendamate signed by a teacher, a student will not be able to conduct business anywhere in the school. An office referral with work detail assigned may be the consequence.

## **HEALTH ENTRANCE REQUIREMENTS**

All new students seeking entrance into a Hamilton County School for the first time are required to present at the time of entry valid documentation that he/she has received immunizations against the communicable diseases required by the Department of Health and the State of Tennessee. A list of the required immunization is available from the school nurse at 209-5953.

## **INSURANCE**

Each family is responsible for arranging for its own insurance.

## **LATE WORK POLICIES**

Center for Creative Arts has adopted the following late work policy in an attempt to help students more adequately prepare for post-secondary expectations. Work is considered late if it is submitted after the class period in which it is due. Printing papers at school should be avoided. If an emergency arises, please be prepared to pay 10 cents per page.

No late work will be accepted, except for the following situations:

1. the student arranged an alternate due date with the teacher well in advance (as defined by individual teachers) of the original due date;
2. the work is late due to extenuating circumstances; or
3. the individual teacher adjusts the date.



## **LIBRARY MEDIA CENTER**

### **Acceptable Use Policy**

Students must have a signed “Acceptable Use Policy” on file in the library media center before accessing the internet for research and class work.

### **Circulation Procedures**

Books may be checked out for a two-week period. They are renewable as often as requested provided the student does not have any current obligations such as overdue materials, fines, or lost books. Overdue fines are **\$.05 per day** for materials returned after the two-week period. Students will be charged the replacement cost for lost items. Printing and photocopies are available for \$.10 a page. \*Middle school students will be required to have parental consent before checking out Young Adult books.

### **Hours of Operation**

The library media center is open during the entire school day as well as Tuesday and Thursday at 8:30 a.m. A sign-in procedure is required of all students unless accompanied by a teacher. After-school hours are available by appointment.

## **LOCKS AND LOCKERS**

Only locks issued by the school may be used on the lockers. No personal locks are allowed for any reason. Students are not to share their combination or lockers with other students. The school is not responsible for textbooks or other items stolen from lockers. The school reserves the right to enter any student locker without warning or consent from a student if the administration feels that it has reasonable cause. Students should use their locks to secure their lockers and should not leave the lockers unlocked. Lost locks are \$5.00.

## **LOST AND FOUND**

Articles of clothing, glasses, keys, and other items found are to be taken to “lost and found” located in the mailroom in the main office. Articles not claimed by the end of each 9 weeks will be donated. Lost phones, jewelry and electronic devices should be taken to the school secretary for safekeeping.

## **MEDIA COVERAGE**

Representatives of the news media frequently request access to our campus to cover school activities and events. **If you object to having your child photographed, filmed, or interviewed by news media representatives, please send written notification to Ms. Kerr by e-mail at [kerr\\_d@hcde.org](mailto:kerr_d@hcde.org) or in writing.** In addition, there may be instances where video recording, pictures to advertise our school, or filming occurs in classes.

## **MEDICATION**

Request from a parent or guardian for a student to receive medication during school hours must be made by submitting a completed medication authorization form from the doctor’s office to our nurse.

## **NATIONAL HONOR SOCIETY AND NATIONAL JR. HONOR SOCIETY**

National Honor Society is for students in grades 10-12; National Junior Honor Society is for students in grades 7-9. These organizations are more than an honor roll; they are a recognition of students who have demonstrated outstanding character, leadership, scholarship, and service. A high GPA is a requirement but is not a guarantee of membership. Students are inducted into the organization after their first year at CCA; no students can be inducted in their first year. To be inducted, students must meet the criteria in four areas (scholarship, leadership, character, and service), and they must have the positive recommendation of the faculty. To be considered for induction for membership in NHS or NJHS, a student should fill out the honor society application. Students who meet the requirement will receive an invitation to join; students who do not qualify will receive a letter explaining why they were not

accepted. Students who were previously inducted at a former school can automatically transfer their membership to the CCA chapter. Students who have been inducted at CCA do not need to reapply. For more information about NHS, contact Mrs. Bacher at 209-5949. For more information about NJHS, contact Mrs. Donen at 209-5934. Applications for membership will be available at the beginning of the year. Additional information regarding this process will be outlined in the application packet.

## **PARENT PHONE CALLS AND TEXTS**

**Parents should not contact students during school hours except in emergency situations. Even texting can be disruptive to class learning. STUDENTS WILL NOT** be called out of class to receive messages about alternative transportation arrangements, extracurricular activities, rehearsals, sleep overs, etc. If an emergency arises, the student will be called from class to speak with his/her parent.

## **PARENT-SCHOOL COMMUNICATION**

In accepting placement in our school, parents agree that they will complete the required 18 hours of service to the school during a school year. Students will return to their zone school at the end of the school year if these requirements are not met. In addition, there are two mandatory student led conferences per year. They are scheduled for **October 19, 2017** and **February 8, 2018**.

Since there is no doubt that a close working relationship between teachers and parents is of the utmost importance in the positive development of the students, parents are encouraged to take advantage of every possible opportunity to be in contact with the school.

## **PERFORMANCE ETIQUETTE**

Some people ignore the simple rules of courtesy or unconsciously destroy the peaceful environment necessary for enjoyment of performances. Below are some procedures for proper etiquette and conduct that are important for all Center for Creative Arts students. Please share these with your family and friends so they, too, can benefit from these guidelines.

Do not use your phone or electronic devices. The light from devices is distracting to other guests.

Do not make noise. No talking, humming, singing, slapping, snapping, or tapping. Give your full attention to what is being performed. Performers do not need your help, and neighbors need silence.

Do not leave during a performance. Do not arrive late or leave early. It is unfair to artists and the public to demand seating when one is late or departs early.

Do not be disruptive. Do not clap at inappropriate times. Follow along with the program page to notice if the piece has several movements. Wait until the end of the complete work to applaud. If you don't know when to applaud, don't.

Give your full attention. Program notes should be read before the performance or during intermission.

Applaud. Show courtesy and applaud even if the performance was not to your liking.

## **PERFORMANCE/EXHIBIT OPPORTUNITIES**

It is our purpose at the Center for Creative Arts to provide you with the best training and skill development in the arts. We recognize the importance of performance/exhibit opportunities for you throughout the course of the year both in and out of school.

It is our responsibility to plan performances/exhibits which enhance your learning and interfere as little as possible with your academic classes. It is our responsibility to help you know when you are ready to perform/exhibit and what the best conditions for your performance/exhibit are.

Private study is encouraged; however, a student participating in a non-school related performance/ exhibit should consult with his/her arts teachers before making the commitment.

**Participation in an outside performance/exhibit activity does not alter the student's responsibility towards participation or class attendance in school.**

**Students will not be excused from classes, rehearsals, in school, or school-related performances/exhibits because of non-school related activities without permission of the arts and academic teachers.**

Students wishing to participate in non-arts school related activities must consult with their arts teachers before making the commitment. It is important to compare calendars and keep conflicts to a minimum, and your teachers will help with this. Participation in these activities does not alter a student's responsibility toward participation, class attendance, rehearsal, performance, or exhibit. No one is permitted in the performance area during dress rehearsal unless the director gives specific permission.

## **POSTERS/DECORATIONS**

Before hanging items in the halls, cafeteria, studios, or gym, students must have approval from an administrator. Students are responsible for the removal of all such items in a timely fashion. Events occurring off campus will not be publicized.

## **PROFESSIONAL OPPORTUNITIES AND AUDITIONS**

During the year, many professional opportunities arise. Often these requests are very specific as to type and physical characteristics needed. All students are considered for opportunities on the basis of the production requirements and the recommendation of the school staff.

## **PROGRAM OF STUDY**

As a fine arts magnet the curriculum at the Center for Creative Arts not only adheres to the minimum requirements for Hamilton County and the State of Tennessee, but offers site based requirements that may be more stringent than those of a traditional middle or high school.

### **Course Syllabi**

Teachers will provide a course syllabus at the beginning of each course explaining the focus of the course, types of teaching and learning activities, teacher's goals, requirements, homework, grading policies, and standards for the course.

### **Dual Enrollment**

Before qualifying for dual enrollment between the Center for Creative Arts and either UTC or Chattanooga State, juniors or seniors must check our school website to access the most recent updates regarding academic eligibility for these courses. Taking additional academic classes ahead of time to allow room in a schedule for extra arts classes will not be approved. CCA offers a full curriculum in both arts and academics. Student schedules will reflect an equal balance of arts and academic classes.

## **PUBLIC DISPLAYS OF AFFECTION**

To show affection through physical contact on campus or at school activities is not in good taste for students. Inappropriate behavior of this nature may be cause for disciplinary action.

## **PUPIL PROGRESSION PLAN**

### **Middle School**

Each student in grades 6, 7, and 8 must be scheduled for a full day of classes in the arts and academics. To be promoted to the next grade, 8<sup>th</sup> graders must pass language arts and five other classes. Sixth and seventh graders will not be promoted if they fail math and language arts or have failed more than two other classes.

### **High School**

Each student in grades 9 - 12 must be scheduled for a full day of classes in the arts and academics. Students may not take two classes in the same academic discipline simultaneously. For example, students may not take two English or two math classes during the same school year. Grade classification at the high school level is determined by the number of credits the student earns. Promotion occurs during the first

week in August after the summer school session is completed.

- At least 6 credits are required for 10th grade classification
- At least 12 credits are required for 11th grade classification
- At least 20 credits are required for 12th grade classification.

## **GRADUATION REQUIREMENTS**

A minimum of twenty-eight Carnegie Units/credits, and a maximum of 32, may be earned in grades 9 - 12. Students must take a full schedule of eight classes each year. In some academic classes, TN Ready/EOC (end of course) exams will be the final exam and will count as a percentage of the course grade. (This percentage is determined each year by the state).

## **SCHOOL VISITORS**

All visitors must report to the main office upon arrival. No unauthorized person is allowed on the school grounds at any time. Students must get permission from an administrator or our Dean of Fine Arts before a visitor is allowed to visit our school for the day. Any visitor that is joining a student may only come during lunch. At any time a visitor may be asked to leave campus. Any person entering our school must ring the bell to gain entrance. The office staff will signal when an outside person may enter.

## **TECHNOLOGY IN THE CLASSROOM**

Students may use iPads or laptops/word processors for taking notes in the classroom. Please note; the school is not responsible for any electronic devices. For example, any lost, damaged or stolen devices. We reserve the right to limit the use of devices if not being used for school intended purposes.

## **TELEPHONES IN THE FRONT OFFICE**

The school telephones are for school business, school related calls and emergencies only. Students may use the phones to call a parent/guardian due to illness after visiting our school nurse or in an emergency. Students will not be called from class to the phone. Messages will be delivered only in case of an emergency. Alternate transportation arrangements should be discussed prior to school.

## **TRANSPORTATION (209-5680)**

Bus transportation is provided for students living in Hamilton County. Because the Center for Creative Arts serves students district-wide, parents can explore a variety of transportation options. All students are subject to the authority and discipline of each bus driver at all times. The bus driver will notify the school administration if any problems occur. For violation of rules a student will be reported by the driver to an administrator who has authority to suspend him/her temporarily or permanently from riding the bus.

## **ALTERNATE TRANSPORTATION**

Students wanting to change their usual method of transportation ( i.e. ride a bus other than the one they have been assigned or ride another student's bus or ride home with someone else) must bring a signed note from their parent/guardian to the main office **before school**. A bus pass will then be issued. Students will not be allowed on a different bus without this yellow pass.

## **TRUANCY**

Students who are truant or "skip" any class are subject to work detail and/or suspension. Students making up tests, working on projects, or rehearsing, etc., are not permitted to miss another teacher's class without prior approval from the releasing teacher. Not having prior approval may be defined as "skipping" a class. Also, if a student is 15 minutes or more late to a class, it may be treated as skipping. A student who arrives more than 5 minutes tardy to class must have their agendamate pass signed by an administrator.

## **VALEDICTORIAN/ SALUTATORIAN**

To be eligible a student must be in attendance at the Center for Creative Arts for the entire junior and senior year. Computations will be figured at the conclusion of the junior year. Senior transfer students will not be eligible. Both honors are based on numerical computation.

## **VOLUNTEER COMMITMENT**

When a student is admitted to a Hamilton County Magnet School, parents/guardians make a commitment to give 18 hours of service to the school each year. CCA also requires attendance of both student and parent(s) to our two scheduled student-led conferences (**October 19, 2017 and February 8, 2018**). Failure to comply with either will result in your child not being able to attend the Center for Creative Arts the following year. All volunteers must sign a volunteer waiver and return it to Mrs. Schierschmidt before any work is done at CCA.

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, nine hours each; 3 schools, 6 hours each.

The student's parents, grandparents or guardians are the only family members who may earn volunteer hours. Volunteers are asked to call the volunteer office at **209-5952** and schedule their volunteer time. Volunteers must sign in at the main office, receive a name tag and then proceed to the parent volunteer's office. **As stated in the magnet school guidelines, parents may not bring other siblings to school while volunteering.** A minimum of one-half of the required hours should be completed during the first semester of school.

**All hours must be completed and recorded by Monday, April 30, 2018.** All hours served must be recorded on a "Record of Volunteer Hours" form and signed by the faculty person with whom you are working. Parents should keep the duplicate part of the form for their records and turn the top portion in to the parent volunteer coordinator. Volunteer hours are not given for attending the two student-led conferences or Open House.

## CCA Code of Honor

A CCA student is a person of integrity, who does not cheat, harass,

lie, or gossip and does not tolerate such behavior in others.

Because I am a CCA student and a person of integrity,

I treat teachers, administrators, and other adults with respect;

I treat my classmates with courtesy and kindness;

I take care of my school and my materials;

I come to class prepared to learn—with the right materials and attitude;

I speak positively to and about my school and my classmates;

I accept responsibility for my actions and my assignments.

When I am working in a group,

I listen to and support the work of others in my group;

I try to keep everyone working cooperatively and focused on the task;

I do the best work I can;

I come prepared with the right materials and the right attitude;

I use our group's time well as we work together;

I am positive and pleasant to work with.

# HAMILTON COUNTY DEPARTMENT OF EDUCATION

## GRADUATION REQUIREMENTS

<u>SUBJECT</u>	<u># OF CREDITS – COURSE NAMES</u>
English	4 – English 9, English 10, English 11, English 12 <i>*English each year in high school. 9<sup>th</sup>, 10<sup>th</sup> &amp; 12<sup>th</sup> are Honors level; 11<sup>th</sup> is AP English &amp; Composition</i>
Math	4 – Algebra 1, Geometry, Algebra 2 and 1 advanced math <b>PLUS</b> a math class <b>EVERY</b> year of high school <i>*Honors Alg. 1 (8<sup>th</sup> grade), Honors Geometry (9<sup>th</sup>), Honors Algebra 2 (10<sup>th</sup>), <u>Advanced math options:</u> Honors/DE PreCal, AP Calculus, DE Statistics, College Algebra, etc.</i>
Science	4 – Chemistry/Physics, Biology plus 2 other lab sciences <i>*Honors Physical World Concepts (9<sup>th</sup>), Honors Chemistry (10<sup>th</sup>), Honors Biology (11<sup>th</sup>), AP Environmental Science (12<sup>th</sup>)</i>
Social Studies	World History & Geography <i>*(9<sup>th</sup> or 10<sup>th</sup>) Honors</i> US History & Geography <i>*(11<sup>th</sup>) AP US History</i> American Economics & Government (0.5 credits each) <i>*(12<sup>th</sup>)</i>
Foreign Language	2 – <u>Same</u> language <i>*(8<sup>th</sup> &amp; 9<sup>th</sup>)</i>
Wellness	1 – <i>*(9<sup>th</sup> or 10<sup>th</sup>)</i>
PE	.5 – May choose: PE <i>or</i> Introduction to Dance <i>*(11<sup>th</sup>) 1 semester is PE for 0.5 credit and the other semester is</i>
<b><i>ACT Prep for 0.5 credit</i></b>	
Personal Finance	.5 – <i>*(12<sup>th</sup>)</i>
Senior Project	.5 – <i>*(12<sup>th</sup>)</i>
Fine Arts/Major classes	9+ <i>*(9<sup>th</sup> – 12<sup>th</sup>)</i>

**TOTAL REQUIRED 28 credits (Block)**

*\* A typical schedule at CCA will allow you to earn 8 credits per year; almost all academic classes are Honors or AP level only*

*\* We have year-long classes so students will take the same 8 classes from August to May*

*\* Students who transfer to CCA after 8<sup>th</sup> grade may have slight variations in their schedule than listed above*

<u>Grade Promotion:</u>
Need 6 credits to be a sophomore
Need 12 credits to be a junior
Need 20 credits to be a senior
Need 28 credits to graduate

<u>Daily schedule:</u>
<i>"A/B Monday" = Mondays go to each class in this order: *1A, 1B, 2A, 2B (Lunch or Study Hall/DS) 3A, 3B, 4A, 4B</i>
<i>"A day" = Tues &amp; Thurs 1A, 2A, Lunch/Study Hall/DS, 3A, 4A</i>
<i>"B day" = Weds &amp; Fri 1B, 2B, Lunch/Study Hall/DS, 3B, 4B *Lunch is 30 mins. (12:00 for Middle and 12:30 for High school)</i>
<i>*Study Hall/DS is 30 mins. (12:30 for Middle and 12:00 for High school)</i>