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# Family and Student Handbook

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865 East Third Street  
Chattanooga, Tennessee 37403  
423-498-6845



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## 2026 - 2027

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Welcome to CSAS for the 2026-2027 school year! Please take time to read and review the information in this handbook with your student. Communication between your family and our school is vital for a successful year. Please let your teacher, the Family Partnership Specialist, or the office know of any concerns that need to be addressed. *Thank you for choosing CSAS and for allowing us to share in your child's journey!*

Gratefully Leading,  
Dr. Jesse Goins & Dr. Valerie Smith

**CSAS Vision:**

Empowering students to become thoughtful leaders, compassionate citizens, and lifelong learners through a community rooted in wisdom, dialogue, and purpose.

**Mission:**

CSAS cultivates character, inspires leadership, and pursues academic excellence through a rich, rigorous Paideia approach centered on service and Socratic seminar.

**The CSAS Graduate**

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

**Code of Conduct**

As a CSAS student, your behavior should match the high quality of the education you receive. We believe all students can make strong choices and be a kind friend. To be a productive and caring citizen of our school, you are expected to remember that Patriots strive for excellence and have...

**Character**  
**Leadership**  
**Academics**  
**Service**  
**Seminar**

Classroom teachers and staff have expectations for behavior that are conducive to successful learning. At CSAS, we have school-wide expectations for behavior in classrooms, the hallway, restrooms, cafeteria, on the playground, and in assemblies. As long as you remember to follow CLASS, you will be successful wherever you are!

(See pages 15-16)

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# CSAS Lower Faculty and Staff

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Principal: Dr. Jesse Goins

Assistant Principal: Dr. Valerie Smith

Secretary: Tina Johnson

Clerical Assistant: Carol Rogers

Nurse: Maria Turpin

Family Partnership: Meredith Rivers

## Kindergarten

- Michelle Howell
- Anna Rawlston
- Carla Clark

## First Grade

- Caroline Cardwell
- Michelle Day
- Chelsey Tucker

## Second Grade

- Trinace Henderson
- Abby Cole
- Aimee Erland

## Third Grade

- Sharon King
- Joy Nease
- Wendy Underwood

## Fourth Grade

- Amber Ezell
- Chris Heffington
- Olivia Hulse

## Fifth Grade

- Alyssa DiNitto
- Kelly Johnson
- Tina Whaley

## Exceptional Education

- Katie Janke
- Daniel Moore
- Ed. Assistant – Laura Sullivan

## Related Arts

- Art – Avery Cox
- Library – Brittney Hamilton
- Music – Luke Johnson
- PE – Kayla Wilson
- French – Jasiri Harper
- Spanish – Isabel Clark

## Interventionists/Tutors

- RTI Coach – Whitney Alley
- Math – Tanya Mason
- ELA – TBD
- ELA – TBD

## Student Support Team

- School Counselor – Robin Barnes
- Dean of Students – Dr. Shellie Shaw
- Social Worker – Anne Cain
- In-School Solutions - Erikka Benning

## Instructional Support

- Instructional Coach – Jessica Parkes

# Daily Operations

## Arrival

- Our school day is 9:00 a.m. – 4:00 p.m.
- No teacher or staff is on duty before 8:30. If they are present, that time is used for preparation.
- Only students enrolled in the **School Age Child Care** program (SACC) will be allowed to enter the building before 8:30 a.m., unless something has been pre-arranged.
- Children not registered for SACC will not be allowed to enter the building before 8:30 a.m. when teachers begin morning duty.
- For security reasons, parents may not escort students upon arrival. Any parent/guardian scheduled for volunteering, or a meeting will sign in at our office located at Door #2 and given an ID sticker.
- Students arriving to classrooms after 9:00 a.m. are tardy. A parent is required to come into the main office at Door #2 to sign the student in. Students will receive a tardy slip that will be turned in to the classroom teacher.
- Breakfast is served from 8:30-8:55 a.m. If your student is eating breakfast at school, please make sure they arrive with enough time to eat so that they are not counted tardy.
- All K-2 students will report to the cafeteria upon arrival and sit with their grade level. Students in grades 3-5 may have breakfast, but will then report to the auditorium. Parents should not wait in the cafeteria with their student(s). Teachers on duty will dismiss students to their classrooms beginning at 8:55.
- **Personal electronics** and **toys** are not allowed at this time. Studying, reading, or drawing are encouraged.

## Dismissal starts at 4pm

### *Car Riders*

- Car riders are escorted from the building to the covered walkway and parking lot to wait for their car at 4:00.
- **All students** should be picked up by **4:25** to ensure the safety of all students. If a student is not picked up by **4:25** p.m., he or she will be taken to SACC if registered.
- Making phone calls, texting, and general screen usage is NOT permitted in the car line or school zone (for safety).
- Parents should NOT get out of their car to pick up their student nor should they motion for their student to come to them out of turn/before time.

### *Bus Riders*

- Bus riders will load their designated buses in the drive between the building and the lower lot. All students will wait for buses in the designated area(s) to ensure safety for all.
- If a student wants to ride home on a school bus as the guest of another student, the school will need a note from each student's parent indicating the date of the request and the parent's signature noting they are aware of the request. These notes must be presented to the office by noon of the date requested to receive the official bus slip for the transportation.
- If a student is new to a bus, they must also visit the office by noon for the bus slip.
- Other bus questions – call 423.498.5555.

### *Transportation Changes*

- If a transportation change is needed, the students' parent/guardian must send a signed and dated request to the front office **OR** call by **1pm** on the day of the needed change.
- For the safety of our students, teachers WILL NOT be able to grant transportation changes submitted to them via email, text, or app. We appreciate your understanding and cooperation.

### *Early Dismissals*

- The last time for early dismissal is 3:15 p.m. If you must schedule an afternoon appointment for your child, PLEASE pick him or her up prior to 3:15 p.m. This is a courtesy for the classroom teacher and the office to not interfere with the closing classroom procedures and hectic dismissal time.
- Parent/Guardian must sign out the student from the new main office (Door #2).
- A student is counted absent if he/she arrives after 12:15 p.m.
- For a student to be counted present, he/she must not be dismissed for the day before 12:15 p.m. (This does not include returning to school.)

## **Student Absences**

Regular attendance is a must for CSAS students. The structure of teaching and learning means there is very little work that can be made up via worksheet/workbook, and very little time to try to bring students up to date. Please see our Health Procedures section for guidelines on when to keep your child home due to illness and when he/she may return. Hamilton County schools have several guidelines for what is considered an excused and unexcused absence.

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

### Excused Absences

- **Personal illness** – Students will be excused when sick and when attendance would be harmful to their health and the health of other students. A physician's statement may be required.
- **Death in immediate family** – Students may be excused for three days in the event of a death in their immediate families including mother, father, stepparent, brother, sister, or grandparent. Extenuating circumstances may require a longer period of excused absence. An obituary or funeral program must be submitted.
- **Family illness** – Students may be excused if an illness in the family requires them to give temporary help. The receipt of a physician's statement concerning the necessity of the student's assistance may be required.
- **Religious holiday** – Students will be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required should these days occur while school is in session.
- **Personal** – Students who are absent for a good cause (doctor or dental appointment which cannot be scheduled at times other than school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval by the parent and the principal or her designee is required.
- **Approved School-Sponsored Activities** – Students shall be marked present when participating in a school-sponsored activity away from the school building.

- **Parent Notes** – Parents are allowed to submit up to 3 parent excuses per year.

### Unexcused absences

- If a student is absent from school for 5 or more days without one of the above accepted excuses, school officials are required by law to alert an HCDE truancy worker. A Tier I Attendance Notification Letter will be sent home to parents. These days do not have to be consecutive.
- After 10 days of unexcused absences, the student may be referred to the truancy worker so additional interventions can be implemented and will receive a Tier II Attendance Notification Letter.
- If absences continue after the signed referral, the school may initiate interventions and/or court procedures via a Tier III Attendance Notification Letter.

### Tardies

All students are expected to report to school and to class on time. Students who are not in class by 9:00 will be marked tardy.

## **Academics**

### Academic Standards

CSAS follows the Hamilton County frameworks to help students learn grade level expectations as set by Tennessee State Standards.

Tennessee State Standards for all content areas can be found at: [tn.gov/education](http://tn.gov/education)

Please remember that in addition to any homework that may be coming home, all students should read or be read to daily.

### Make-up Work

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

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

### Homework During an Extended Illness

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

## Field Trips

All field studies are designed and implemented to further students' understanding of Tennessee State Standards. Teachers will inform parents/guardians of the date, time, place, cost, and purpose for each one. Parents/guardians must sign permission slips prior to each trip; children will not be allowed to leave the school grounds without a signed permission slip. Students that do not attend any trip will have the opportunity to deepen their learning of the same standards at school.

Parents are sometimes needed to help supervise students on the trips– following school expectations. When parents volunteer to chaperone a class, they are asked to not bring other children (student siblings, etc.) so that they can fully support CSAS students in the learning. Only parents who have completed the HCS Chaperone Background Screening Process will be allowed to serve as an official chaperone/earn parent volunteer hours. Otherwise, they must only stay with their own child while still following school expectations.

Background checks should be conducted every three years; however, annual paperwork is required to ensure you remain on the approved background list through HCS. Find information online. [hcde.org](http://hcde.org) > Students & Families > Volunteering with HCS > Volunteer Request (mid-page in yellow block).

Students are asked to wear a grade level specific CSAS field trip shirt while on field trips. These shirts can be purchased at the beginning of each school year or obtained through our Field Trip Shirt Care Closet.

## Dress Code

Students who come to school in violation of the dress code will be asked to change clothes using clothing from our (limited) Care Closet. Parents may also be called to bring acceptable clothing for their student if that is necessary.

- Pants must be worn at the waist.
- Shirts must completely cover the abdomen, chest, back and shoulders.
- Head apparel (character headbands, hats, i.e.), except for religious purposes, will not be worn inside the building– unless for special days by the class or school.
- Skirts, dresses, and shorts must reach mid-thigh or fingertips– **no** biker shorts or leggings without a shirt that covers to upper to mid-thigh.
- No spaghetti straps or undershirt tanks worn as a shirt.
- No pajamas except for pajama days.
- No flip flops, slippers, or shoes without back of foot support.
- Athletic shoes will be worn for PE.
- Clothing, accessories, notebooks, backpacks, etc. will not display racial or ethnic slurs or symbols, gang affiliations, vulgar or sexually suggestive language nor language or images that promote politics, violence, fear, drug, alcohol, or cigarette usage.

## School Nutrition Program

	Student Full Pay	Student Reduced	Student Free	HCS Staff	Visitor
Breakfast	\$2.50	\$0.30	\$0.00	\$3.25	\$3.50
Lunch	\$3.50	\$0.40	\$0.00	\$5.00	\$6.00

- If purchasing breakfast and/or lunch, all meals should be pre-paid either weekly or monthly in the cafeteria.
- Parents are responsible for maintaining debt-free cafeteria accounts for their children. Charges are never to exceed \$3.00. Be sure to mark any food allergies and/or restrictions in the online application.
- Applications for free and reduced lunch are available on registration day or online. Applications can be found at [https://www.hcde.org/district/department\\_directory/nutrition](https://www.hcde.org/district/department_directory/nutrition)
- Checks should be made payable to Hamilton County School Food Service for the exact amount. Be sure to have the student's name and teacher's name on each check.
- Do not combine lunch money with any other money. Money should be placed in an envelope with the student's name and intended purpose.
- Families can add money to student accounts online here: [https://www.hcde.org/district/department\\_directory/nutrition](https://www.hcde.org/district/department_directory/nutrition)
- Students can use the money in their lunch account for purchasing a meal, an a la carte item, and/or ice cream. If you want the money in the account for lunch only, you will need to send the cafeteria a note stating that money can only be used for lunch. Include your child's name, grade, teacher, and account number. **Students may NOT purchase lunch items, snacks, or ice cream for friends!**

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

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

## Celebration Arrangements

CSAS is focused on learning, and our goal is to keep outside distractions to a minimum.

### Regarding Birthday Celebrations:

- Please send invitations to the home of the students – do not distribute invitations to school. Private party invitations should not be given out at school.
- Birthday snacks (fruit, cupcakes, etc.) are not necessary, if they are given, please bring them at lunch and please make sure to notify your child's teacher prior and in good time, to bringing in such treats. Please remember the following:
  - No food with inedible decorations.
  - No cookie bouquets or balloons should be sent to children at school.
  - Please keep in mind that if sharing a birthday snack, all students in the homeroom class should receive a treat. Check for any allergies, etc.
- No balloons, flowers, or hard candy are allowed for any kind of school party for safety reasons.

### Conferences

There are two scheduled calendar conference days with teachers. Conferences are scheduled in the fall and spring. They are usually held in the months of October and February. If you would like a conference with your child's teacher at any time throughout the year, please contact the teacher in advance and schedule a time for a conversation.

- Parents are expected to attend all required conferences on the school designated conference days or at the time that has been arranged with the teacher during the designated conference week.
- All parent-teacher conferences must be completed within 2 weeks of the school designated conference day.
- Parents are responsible for contacting the teacher for missed conferences and for rescheduling a new conference time.
- The two required conferences will take place in-person.

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

### CSAS PTO

All CSAS families are automatic members of our school's PTO. If you are interested in serving on the PTO board or helping in any other way, please let us know. You can also reach out directly to PTO by emailing [csaspto@gmail.com](mailto:csaspto@gmail.com).

### Lost and Found

Any item sent to school needs to be labeled with your child's first and last name. Found items are kept on racks and bins in the cafeteria near the Music Room. Valuable items that are found and returned (money, jewelry, glasses) are kept in the office. Items are taken to Goodwill every nine weeks. PLEASE check this area for your child's belongings. Labeling all items is very helpful.

### Student Fees

In order to provide your child with the richest educational experience we can offer, there are many expenses that fall beyond what the state and county provide. **An instructional fee of \$100 (\$75 Magnet Fee**

and the \$25 HCDE Art/STEM Fee that is requested by all schools) is requested to help offset the expense of consumable instructional materials. Without them, we could not function effectively.

*If you would like to pay over a few weeks or through monthly installments, please feel free to reach out. We would be happy to work with you to create a plan that will work for your family.*

To simplify payments, families can also pay online by going to our website and clicking on the link.

<https://csask12.hcde.org/>

## ON-LINE SAFETY

Electronic information research skills are becoming increasingly necessary to citizens during this Age of Information: CSAS Lower School teachers will provide guidance and instruction in the pertinent use of internet resources. Students are responsible for exhibiting appropriate behavior on computer networks. The internet software supplied by the State of Tennessee has a filter to keep out most unwanted material. However, the software cannot screen everything. At times an inappropriate site may appear. In addition to the expectations outlined for you on your Technology Agreement, students are expected to practice digital citizenship on all devices. Access to any technology is a privilege. If a student is not using the technology appropriately, he or she may lose the privilege to use it.

### Rules for On-Line Safety:

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

## Personal Electronics (including cell phones)

Devices are defined as cell phones, personal communication devices, and personal electronic devices including, but not limited to, wearable technology such as eyeglasses, rings, earbuds, headphones, or watches that have the capability to record, live stream, or interact with wireless technology.

## **ALL USE OF WIRELESS COMMUNICATION DEVICES IS PROHIBITED DURING SCHOOL HOURS**

This is Hamilton County School Board Policy (6.311). These devices are not to be seen or heard from the starting bell to the ending bell.

- Devices may be stored in backpacks, lockers, purses, or vehicles.
- Devices must be turned off or in Airplane mode
- Devices must be out of sight.

### **Consequences**

- **1st Offense:** Device is taken by the teacher and delivered to an administrator. The device is held until the end of the day; a parent is notified.
- **2nd Offense:** Device is held by administration for three school days (weekends and holidays do not count). A parent/guardian must pick up the device in person.
- **3rd Offense:** Device is held for seven school days (weekends and holidays do not count). A parent/guardian must pick up the device in person.
- **4th Offense:** Device is held for thirty school days (weekends and holidays do not count). A parent/guardian must pick up the device in person. The student will lose the privilege to carry a device on campus for the remainder of the semester or school year.

## **HEALTH PROCEDURES**

Parents will provide and **keep updated** the emergency phone numbers and medical information via the Parent Portal on PowerSchool and through the registration form that will be completed on Registration Day. **If phone numbers change, it is necessary to contact the office immediately. These records are necessary for emergency contacts and could be used to admit your child for emergency services at a hospital. The contact information that is provided will be the ones used for all school communication.**

While filling in this information, please keep in mind that this information is used to contact you in the event of an emergency or accident. Therefore, it is absolutely necessary an emergency contact person or persons and phone numbers (other than yours) be provided. Please make sure this person is permitted by both parents to pick up your child if needed. If we cannot reach a parent/guardian, we will reach out to other individuals listed on the emergency contact list if an emergency arises or if a student has not been picked up from dismissal.

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

### **Medication Policy**

Medication will only be dispensed to students when arrangements have been made with the school nurse and proper paperwork has been completed. Medications include but are not limited to: Aspirin, Acetaminophen, Ibuprofen, cough medicine/cough drops, eye drops, and any prescription medications. If a child requires prescription medication, the following regulations will apply:

1. For prescription medications, a written medical order form (ISMO), signed by both parent and child's physician, is provided to the school and includes:

- a. Child's name
  - b. Child's D.O.B.
  - c. Name of medication
  - d. Time to be administered
  - e. Dosage
  - f. Possible side effects
2. The permission form must be updated when there is a change in dosage or time of medication. A new permission form must be provided to the school at the beginning of each new school year.
  3. Medication in the original prescription bottle must be brought to the elementary school office by a parent/guardian and refilled in a like manner. No medication is to be brought to or from school by the elementary student. Please make arrangements for drop off/pick up with the school nurse when necessary.
  4. The school system retains the right to reject requests for administering medication that are not in compliance with the above guidelines.
  5. Prescribed emergency medication to address life-threatening situations must be readily accessible to the student at all times. Examples of these medications include but are not limited to asthma inhalers, epi-pens, glucose tablets, etc.
  6. For over the counter medications—an OTC form must be completed by the child's parent or guardian. Any OTC medications must be supplied by the parent/guardian and brought to school in their original package with the student's name clearly labeled. No medication is to be brought to or from school by the elementary student. Please make arrangements for drop off/pick up with the school nurse when necessary. A new OTC form must be provided to the school at the beginning of each new school year.
  7. All medications must be picked up at the end of the school year. Those that are not picked up will be discarded.

### Fever Policy

Students who have fevers are to remain at home (100.0 and above). If a student has fever at school, we will contact you to pick them up immediately. A student may return to school as soon as they are fever-free for 24 hours from the time of notification, and without the use of fever-reducing medications. Please remember that an early return to school generally aggravates the problem and puts others at risk.

### Head Lice Procedures

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

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

### Accident Procedures

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

## PARENT/VOLUNTEER GUIDELINES

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

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

**DEADLINE FOR PARENT HOURS IS May 18, 2026**

### General Rules

- Sign in each time you come to school and sign out when leaving.
- Wear your volunteer sticker.
- Be on time as you are very important to the children and teachers.
- Notify your teacher or the school office as early as possible when you know you will be absent.
- Respect the confidentiality of children at the school or in the classroom. For the privacy and safety of all children, cell phone and camera use are not allowed by volunteers in the school. This includes phone calls, taking photos/videos, browsing the web, etc.
- Discipline – leave the tough work to the teachers!
- Volunteer hours are to be entered via the school website. The link will be included in the parent newsletters weekly.
- Parents who have a child at another school requiring hours should split the 18 hours with a minimum of 9 at each school. The students' parents and grandparents or guardians should complete hours. Extended family is approved on a case-by-case basis, beginning with immediate caregivers. The easiest way to provide this list is to include those family members on your student's dismissal form.
- Changes of name, address, and/or phone numbers should be given to the Parent Volunteer Coordinator in order to record hours accurately and to update PowerSchool.
- Volunteers are not to report to classrooms without prior notice from the parent coordinator, teachers, and the office.

### As Volunteers

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

### Hours That Count

- Chaperoning field trips (limit of 9 hours at each school per family) \*\*teachers may determine if a parent did not "chaperone" if he/she did not actively monitor a group of children.
- Attending parent classes.
- Bringing food or drink for events. (Limit of 1/3 of total hours at each school)

- Serving on the PTO Board, working on PTO events and working athletic or fundraising events.
- Completing tasks in a teacher/parent workroom.
- Assisting a teacher in the classroom with special projects.
- Acting as a monitor in hallways, cafeteria, car line, etc.
- Working to improve our school building and grounds.
- Saturday workdays.
- Organizing or working special events (performances, auctions, candy sales, etc.).
- Completing assigned tasks at home with specific instructions.
- Sponsoring an afterschool club.

### School Visitors

- All visitors, including parents, are to check in at the front office (Door #2). This will avoid class interruptions.
- Visits during the school day should be avoided to minimize interruptions and distractions, to protect the privacy of all students, and to increase the safety of all students. If you need to meet with your child at school, do not go to the classroom. Ask the front office to call the child to the office for you.

### Sibling Visits

- Siblings are welcome to visit during special programs, plays, Open House, etc. Siblings should not attend for regular class activities, such as classroom parties or field trips.

## Prepared for Learning

Everyone at CSAS is here to help children succeed and have the most choices in life. We strive to provide the best learning experiences available, to create a safe and happy environment, and to equip students to meet high expectations. Students and parents can support a happy, safe learning environment through the ideas in this handbook and regular communication with the school. Thank you for trusting your children with us and for being our best cheerleaders. We look forward to a wonderful school year!

## CSAS K-5 Conduct Expectations:

<b>PATRIOTS HAVE...</b>	<b>C</b> CHARACTER	<b>L</b> LEADERSHIP	<b>A</b> ACADEMICS	<b>S</b> SERVICE	<b>S</b> SEMINAR
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<b>AUDITORIUM</b>	Remain seated until directed to the exit.	Be polite and direct attention to the stage.	Use whisper voices.	Before entering, put away all food and/ or drink.	Be respectful to all adults.
<b>CAFETERIA</b>	Respectfully follow adult directions.	Get needed items while in line.	Remain seated. Raise your hand for help.	Clean up after yourself thoroughly.	Speak quietly and kindly at your table.
<b>CLASSROOM</b>	Complete work with honesty and integrity.	Have all materials needed for class.	Follow teacher instructions.	Keep hands and feet to yourself.	Communicate with respect.
<b>HALLWAY</b>	Walk promptly to your destination.	Be responsible with your belongings.	Eyes forward. Remain focused.	Be mindful of the flow of traffic. Stay to the right if possible.	Communicate respectfully and quietly.
<b>PLAYGROUND</b>	Play safely and fairly.	Remain in designated areas.	Follow the teacher's directions.	Use equipment for its intended purpose.	Use good citizenship when communicating with others.
<b>RESTROOM</b>	Enter the restroom quietly.	Flush, wash your hands with soap, and keep restrooms clean.	Use the designated restroom for its intended purpose.	Dispose of paper products properly.	Be considerate of others.

### **CSAS K-5 Outline of Student Behavior Supports**

We have high expectations for behavior in all phases of school life – class, bathrooms, hallways, cafeteria, assembly programs, playground, on the bus, at bus stops, and on field trips. Faculty and staff are in charge at all times. Discipline for inappropriate behavior will be at the discretion of the staff. When disciplining students, faculty and staff will use restorative practices.

- I. **All Students are expected to follow our CSAS Code of Conduct:**
  - a. K-5 students recite the CSAS pledge daily.
  - b. Classroom policies are based on respect, responsibility, and modeling good behavior.
  
- II. **Communication When Poor Choices are Made:**
  - a. Students in grades 3-5 could receive a “Reflection” sheet from a teacher/staff member, depending on what happened.
  - b. Students write what happened, what problem was caused, what to do next time.

- c. Teacher/Staff members may add notes and will speak to the student about how to improve.
- d. This goes home as a communication tool.
- e. Parent signs and returns Reflection to teacher/staff member.
- f. In K-5, your communication could be a call, note, or message.

III. **Consequences for Receiving 3 or more Reflections/communications in a quarter:**

- a. A conference is held with parents, teacher, principal.
- b. Student is involved in discussion.
- c. A behavior plan is put into place to encourage positive behavior.
- d. Home and School agree to expectations, rewards.
- e. Student improves after set time; plan is complete.

IV. **Consequences for Lack of Improvement:**

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

**NOTE:** The HCS Code of Acceptable Behavior and Discipline is to be followed at all times. Serious misbehavior such as physical aggression, harm, stealing, cursing, bullying<sup>1</sup>, vandalism and other offenses will be dealt with according to Hamilton County policy and at the principal's discretion. This may or may not include an HCS Discipline Referral and/or Suspension.

<sup>1</sup> *Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance, and is repeated (or has the potential to be repeated) over time. It is intended to cause harm, fear, or distress.*