



**CHATTANOOGA SCHOOL FOR
THE ARTS AND SCIENCES**

STUDENT & FAMILY HANDBOOK

2026–2027 | CSAS UPPER • GRADES 6–12

Character • Leadership • Academics • Seminar • Service

Principal: Dr. Christin Carlisle
Assistant Principal: Mr. Rickey Jones
Assistant Principal: Mr. Jackson Grant

School Phone: 423-498-6845 | Website: csask12.hcde.org

How to Use This Handbook

Start with the Quick Guide for daily routines. Use the section guide below to locate full expectations. If a school rule conflicts with current Hamilton County Schools policy or law, the current district policy or law governs.

SECTION	TOPIC	WHAT YOU WILL FIND
1	Welcome to CSAS	Identity, Paideia, magnet commitments
2	Quick Guide	Daily times, contacts, first steps
3	Learning at CSAS	Academic integrity, grading, seminar, late work
4	Attendance & Travel	Arrival, tardies, early dismissal, transportation
5	Campus Expectations	Dress, devices, backpacks, lockers, hallways
6	Student Support & Safety	Counseling, health, bullying, reporting
7	Student Life	Lunch, library, activities, Paideia Society
8	Reference	Fees, field experiences, contacts, alma mater

ANNUAL REVIEW NOTE

Dates, staff assignments, fees, and district policies may change. Families should also review current school communications and the HCS Code of Acceptable Behavior.

1 | Welcome to CSAS

Welcome to Chattanooga School for the Arts and Sciences Upper. CSAS is the oldest National Paideia School and a public, magnet school of choice. Our shared commitments ask students to grow as thinkers, citizens, and people of character.

The CSAS Difference

- A common, broad-based liberal arts curriculum with rigorous learning opportunities for all students.
- Teaching through didactic instruction, intellectual coaching, and Socratic Seminar.
- A K–12 community in which Upper School students model responsible citizenship.
- Learning that develops Character, Leadership, Academics, Seminar, and Service—C.L.A.S.S.

Magnet Commitments

COMMITMENT	STUDENT & FAMILY EXPECTATION
8th Grade Washington, D.C. Experience	Participation in this extended educational field experience is expected because it is integrated into the eighth-grade curriculum.
World Language	Students remain in the same world language until earning at least three credits for graduation. This exceeds the state and district's requirement of two credits.
Fine Arts	CSAS graduates earn two fine arts credits, exceeding the state and district's one-credit requirement.
Junior College Experience	Participation in the junior college trip is expected as part of CSAS college-readiness preparation.
Seminar	Students earn 0.25 Seminar credit for each high school year enrolled at CSAS through schoolwide and content seminars.
Student-Led Conferences	Students and parents/guardians attend and participate in two conferences each year, one each semester.
Service	Students complete a minimum of 100 verified community-service hours before graduation. Hours are due by the second week of May. Parents must complete 18 hours of service to the school annually.

SERVICE PACING SUGGESTION

Grade 9: 10 hours • Grade 10: 10 hours • Grade 11: 30 hours • Grade 12: 50 hours

Our History & Guiding Principles

CSAS opened in 1986 as Hamilton County's first magnet school. Its foundation is the liberal arts education described in The Paideia Proposal: the best education for the best is the best education for all. We believe learning is driven by the activity of the learner's own mind, supported by teachers through direct teaching, coaching, and Socratic questioning.

The Ideal Paideia Graduate

- Is grounded in a broad-based liberal arts education and democratic spirit.
- Acts responsibly toward community, country, and world.
- Shows intellectual curiosity, a passion for ideas, thoughtful risk-taking, and a strong work ethic.

- Has a sense of purpose and believes they can make a difference.

Student Roles

IN LEARNING	IN OUR COMMUNITY	BEYOND CAMPUS
Arrive prepared and on time.	Respect every person and value differing ideas.	Report reliably to service commitments.
Participate with an open, willing mind.	Use your influence to protect learning.	Represent CSAS positively in words and actions.
Set high expectations for yourself.	Model appropriate behavior for younger students.	Maintain accurate, verified service records.

2 | Quick Guide

The essentials students and families most often need.

NEED	WHAT TO DO
Arrival	Do not arrive before 8:30 a.m. unless enrolled in before-care or directly supervised by a staff member.
School start	Be ready for school before the 9:00 a.m. start; personal devices must be put away by 8:45 a.m.
Dismissal	School dismisses at 4:00 p.m. Pick-up should occur by 4:30 p.m.
Early dismissal	Parent/guardian signs out at Door 2. The latest early-dismissal time is 3:15 p.m.
Late arrival	If not seated in class by 9 AM, report to the attendance office at Door 2 and follow check-in procedures.
Out of class	Obtain teacher permission and use the school's electronic hall-pass system.
Message home	Use an approved school phone or a personal phone in the main office, with permission.
Immediate safety concern	Tell the nearest staff member or administrator immediately.
Academic/counseling support	Schedule an appointment with the appropriate counselor or support staff member.
Change of information	Promptly update the front office when an address, phone number, email, or emergency contact changes.

Who Can Help?

ROLE	NAME	CONTACT / NOTES
Principal	Christin Carlisle	carlisle_christin@hcde.org
Assistant Principal – Middle School	Rickey Jones	jones_rickey@hcde.org
Assistant Principal – High School	Jackson Grant	grant_jackson@hcde.org
Dean of Students	Erin Bacon	bacon_erin@hcde.org
Counselor – Grades 6–9	Ryan Jacobs	jacobs_ryan@hcde.org
Counselor – Grades 10–12	Laura Lewis	lewis_la@hcde.org
Front Office Secretary	Kim Rogers	rogers_kimberly@hcde.org
Family Partnership Specialist	Meredith Rivers	rivers_meredith@hcde.org
School Nurse	Jenn Lallier	lallier_j@hcde.org
Attendance Contact	Ashley Swafford	swafford_ashley@hcde.org

3 | Learning at CSAS

CSAS students are active partners in a rigorous common curriculum. Daily preparation, honest work, thoughtful participation, and timely communication are central to success.

Personal Integrity & Academic Honesty

CSAS HONOR STATEMENT

On my honor, I have neither given nor received unauthorized help on this test or assignment, nor will I discuss its contents with others when doing so is prohibited.

Cheating includes giving or receiving unauthorized help through conversation, notes, answer keys, electronic devices, stored data, images, programs, or any other means. Plagiarism is presenting another person's words, ideas, structure, media, or complete work as one's own without appropriate acknowledgment. This includes uncited quotation, paraphrase, or summary.

- Ask the teacher before the due date whenever citation, collaboration, or tool use is unclear.
- Correct plagiarism found in a draft as directed; the student remains responsible for proper attribution.
- Plagiarism in a final submission may result in a zero. Submitting another person's work as one's own, in part or in whole, results in a zero with no make-up opportunity.
- Use of artificial-intelligence tools must follow the teacher's directions for the specific assignment. Undisclosed or unauthorized AI-generated work may be treated as academic dishonesty.

Late Work & Make Up Work

Make Up Work: Each teacher will accept make-up work incurred for assignments missed during absences according to the following:

We believe students should be taught responsibility and the value of a deadline. However, we also understand that from time to time, unusual circumstances arise. This policy is meant to benefit students who occasionally miss an assignment deadline. If students are consistently turning in late work, the parent/guardian will be notified, the conversation documented, and this policy will no longer apply to that student for the remainder of that quarter. Teachers may be more lenient than this policy but may not be stricter.

- Make-up work for excused absences, completed within five (5) school days of the absence, is required and shall receive full credit. Teachers may provide additional time if extenuating circumstances warrant.
- Make-up work for unexcused absences is required to be completed within five (5) school days of the absence and may result in reduced credit. (Reduction may not exceed 10% of the points earned.)
- Assignments turned in late - after the day it is due - will be accepted up to 5 school days after the grade has been entered into PowerSchool. These assignments will be graded and the student will receive the grade minus 10% of the points earned. (This does not apply to excused absences)
- Teachers will place a zero (0) in the gradebook as a placeholder for missing/late work until the assignment is completed, so all stakeholders are aware of accurate grades if the student does not complete the assignment within the five school day allowance as outlined above.
- When the zero is placed into the gradebook, a missing/late flag will be entered and a note of the date entered will be placed in PowerSchool. This will begin the 5 school day count.

Seminar

Socratic Seminar is central to CSAS culture. Regular participation strengthens speaking, listening, questioning, open-mindedness, problem-solving, and deep understanding. Students are expected to prepare, cite the text or evidence, listen to understand, invite other voices, and disagree respectfully. All grade levels will work on supporting student development through Seminar.

PowerSchool, Grades & Reports

Families receive PowerSchool access information and should use the portal to monitor grades. Teachers update grades regularly; report cards and progress information follow district timelines.

LETTER	RANGE	DESCRIPTION
A	90–100	Superior quality
B	80–89	Above average
C	70–79	Average
D	60–69	Below average
F	0–59	No credit

Course Weighting

- Honors: 3 additional points to the final grade.
- SDC/LDC: 4 additional points when the required exam is completed.
- AP: 5 additional points when the student sits for the AP exam.
- Dual Enrollment: 5 additional points upon course completion.

Exams & Spring Exemptions

Examinations will be given in each class at the end of each course for grades 9–12. Exams count for 15% of the term average. End-of-course exams count for 15% of the year's average. Exemptions from final exams are available only for the spring exam; all students take exams during the fall term in December. At the teacher's discretion, students enrolled in an AP course may not have a comprehensive final exam during the spring term.

Students in grades 9–12 who are in good standing may be eligible for final-exam exemptions under the criteria below. Individual teachers may require all students to take an exam or complete a final project and will communicate that requirement in the course syllabus.

CRITERION	SPRING EXEMPTION REQUIREMENT
A average	An A average before internal weighting and 3 or fewer absences for any reason during the course, excluding school business.
B average	A B average before internal weighting and 2 or fewer absences for any reason during the term, excluding school business.
Tardies / early dismissals	A student who accumulates 5 tardies to school, 5 early dismissals, or a combination totaling 5 is no longer eligible for exemptions in any class, excluding school business.
Discipline	A student who has been assigned ISS or OSS is not eligible for exemptions.
State testing	Students cannot be exempt from required End-of-Course testing.

DISTRICT REQUIREMENTS

All students take the ACT or SAT. The ACT will be given in the Spring of the Junior year and Fall of the Senior year. Seniors earning a regular diploma complete the required civics test. Current HCS curriculum and assessment requirements govern if a conflict appears.

4 | Attendance, Arrival & Travel

Being present and on time protects learning. Families should communicate promptly and follow district attendance procedures.

Arrival & Pick-Up

- Direct supervision begins at 8:30 a.m. Students may not be dropped off earlier unless enrolled in before-care or supervised by a staff member.
- Enter through the designated student entrance. Door 2 is the daytime visitor entrance; Door 1 is available for individuals who require elevator access.
- Never prop open an exterior door or ask others to admit you through an unauthorized entrance.
- Students should be picked up by 4:30 p.m. unless enrolled in after-care or directly supervised for an activity.

REPEATED EARLY DROP-OFF OR LATE PICK-UP

The school will respond progressively through student conversation, family contact, a parent conference, and—when needed—referral to appropriate support personnel.

Attendance & Excused Absences

HCS uses a progressive truancy plan. Families are notified after three unexcused absences. Tier Two begins after five unexcused absences and includes a student/family conference and attendance contract. Continued absences may lead to additional interventions or court referral under district procedure.

POTENTIALLY EXCUSED REASON	DOCUMENTATION / ACTION
Personal illness	Attendance may be excused when illness makes attendance harmful; a medical statement may be required.
Death in immediate family	Generally up to three days; extenuating circumstances may support additional time.
Family illness	May be excused when temporary student assistance is necessary; medical documentation may be requested.
Religious observance	Prior approval is required when the observance occurs on a school day.
Appointment or court appearance	Provide proof; obtain prior parent/guardian and administrative approval when possible.
Approved school activity	Student is marked present while participating in an approved school-sponsored activity.

Tardies to Class

TARDIES IN ONE QUARTER	RESPONSE
1–2	Reminder / warning
3	Family notification
4–5	Administrative conference and ISS
6 or more	ISS for each additional tardy; administration may adjust procedures as needed.

Early Dismissal

STUDENT DRIVER	PARENT / GUARDIAN PICK-UP
Bring a signed parent/guardian note to the attendance office at the start of the day.	Report to Door 2 and present identification as requested.
Receive a verified dismissal pass and give it to the teacher at dismissal time.	Office staff call the classroom after the adult arrives.
Sign out at Door 2 before leaving.	Student reports to Door 2 and signs out with the authorized adult.

PLAN AHEAD

The latest early dismissal is 3:15 p.m. All visitors report to Door 2, sign in, and wear a visitor pass.

Bus Transportation

Students must follow driver directions and behave in ways that protect everyone's safety. Misconduct may result in temporary loss of bus privileges. For a student to ride as another student's guest, each family must provide a dated, signed note to the main office by noon so the school can determine whether a guest pass is permitted.

Driving & Parking

Driving and parking on campus are privileges. Student drivers must register the vehicle, purchase a permit, display the permit as directed, and provide a valid driver's license and proof of insurance. Vehicles on school property are subject to search by school personnel when permitted by law and district policy. Four tardies to school may result in a two-week parking suspension; continued tardiness may result in revocation.

Parking permit cost: \$25 • Permit contact/location: Contact Mr. Grant or Ms. Rogers

Driver Permit Forms

Forms are available at: <https://csask12.hcde.org/student-information-6-12/>. Complete the student portion and allow sufficient processing time before the form is needed.

5 | Campus Expectations

Dress Code

Clothing and grooming must be safe, school-appropriate, and non-disruptive. Clothing may not display or promote drugs, tobacco, gangs, hate, threats, profanity, sexual content, or other content prohibited by district policy. Administration makes final school-level determinations consistent with HCS policy.

CSAS Upper Dress Code Quick Reference

 CHATTANOOGA SCHOOL FOR THE ARTS AND SCIENCES UPPER DRESS CODE		
 TOPS	✓ APPROVED • Short or long-sleeve • Must be able to be tucked in • Fit appropriately	✗ UNAPPROVED • Strapless, Backless, Tube Tops, Crop Tops • Low Cut at Collar/Hang Off The Shoulder • Expose Stomach/Navel/Back/Undergarments At All
 OUTERWEAR (SWEATERS/SWEATSHIRTS/ JACKETS/COATS/ HOODIES, ETC.)	✓ APPROVED • Appropriately sized jackets, sweatshirts, hoodies, and sweaters. If removed, appropriate dress code MUST be worn underneath	✗ UNAPPROVED • No blankets allowed at school • Students are not allowed to wear a hood on their head during the school day.
 PANTS/SHORTS/ CAPRIS/SKIRTS/ DRESSES (JEANS, KNAKIS, YOGA PANTS, TIGHTS, SWEATPANTS, ATHLETIC SHORTS)	✓ APPROVED • Worn At Waist-Level • Hit Mid-Thigh or Longer (Shorts/Skirts/Dresses) • Fit appropriately	✗ UNAPPROVED • Sag Below The Waist or Shorter Than Mid-Thigh (Shorts/Skirts/Dresses) • No Biker/Spandex Shorts • Expose Undergarments
 HEADGEAR	✓ APPROVED • Hats, bandanas, scarves, or other head coverings that do not cover ears	✗ UNAPPROVED • Covers Ears (Except for Religious Reasons) • Hoods
 SHOES	✓ APPROVED • MUST be worn at all times	✗ UNAPPROVED • No house shoes or slippers
CHARACTER LEADERSHIP ACADEMICS SERVICE SEMINAR csask12.hcde.org		

CATEGORY	APPROPRIATE	NOT APPROPRIATE
Tops	Short- or long-sleeved; appropriately fitted; must be able to be tucked in.	Strapless, backless, tube, or crop tops; low-cut or off-shoulder tops; exposed stomach, back, or undergarments.
Outerwear	Appropriately sized jackets, sweatshirts, sweaters, coats, and hoodies; dress-code-compliant clothing underneath.	Hoods worn on the head during the school day; blankets.
Bottoms / dresses	Worn at the waist; appropriately fitted; shorts, skirts, and dresses reach mid-thigh or longer.	Sagging; exposed undergarments; biker/spandex shorts; shorts, skirts, or dresses shorter than mid-thigh.
Head coverings	Hats, bandanas, scarves, or other coverings that leave ears visible; religious accommodations apply.	Hoods; coverings that obscure ears unless permitted for religious or approved reasons.
Shoes	Shoes worn at all times.	House shoes or slippers.

IF A STUDENT IS OUT OF DRESS CODE

The student must correct the concern before returning to class. The school may offer appropriate clothing; otherwise, a parent/guardian may be asked to bring a change of clothing.

Dress Code Violations:

1st offense: office documentation and call parents to bring clothes.

2nd offense: parents contacted to bring a change of clothes & lunch detention

3rd offense: parents will be contacted to bring a change of clothes & 1 Day of ISS

4th offense: ISS & additional loss of privileges (as determined by administration, which may include removal from extra-curriculars and events).

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

Cell Phones & Personal Electronic Devices

Students are prohibited from using personal cell phones, headphones, earbuds, smart watches, smart glasses, or similar portable wireless communication devices during the school day. This includes class time, lunch periods, transitions between classes, and restrooms. Before a student enters the school doors, they must turn off and put away all electronic items. They should not be kept on the student's person - not in pockets, clothing, etc.

NEW FOR 2026–2027

Laptops, Chromebooks, etc. may not be used during lunch.

During the school day, the devices must be:

- Stored in an assigned locker, backpack, purse, vehicle, or designated location assigned by school administration;
- Turned off or on airplane mode; AND
- Out of sight
- They should not be heard while stored in lockers

Violations of this policy will result in:

- 1st Offense - Phone is taken and delivered to the front office. The phone is held until the end of the day; a parent is notified
- 2nd Offense - Phone is held for three (3) school days; a parent/guardian must retrieve the device in person
- 3rd Offense - Phone is held for seven (7) school days; a parent/guardian must retrieve the device in person

- 4th Offense - Phone is held for thirty (30) school days; the student will lose the privilege to bring any wireless device to campus for the remainder of the school year.

If a student refuses to turn in the phone/device, an additional referral will be submitted for defiance/disrespect, which will follow disciplinary steps.

- A parent or guardian will be notified, and a meeting may be required with school administration to review expectations and consequences. Students may be restricted from bringing a wireless electronic device to campus for the remainder of the semester or school year, at the discretion of the principal or designee.

Phones that are confiscated will be safely and securely locked up during the hold period. The school is not responsible for loss, theft, or damage to the device during the hold period.

Confiscation means that the phone will be held in the office consecutively (including overnight) for the length of the consequence.

If the phone is confiscated before a weekend, the length of time that the phone is held will be longer due as the consequences relate to school days, not calendar days. For example, a phone confiscated on a Thursday (2nd offense) will be returned on Tuesday afternoon.

In addition, the use of social media during the school day is prohibited, and photos/videos cannot be taken inside the school without consent from the administration. Students may use their cell phones once they have exited the building at the end of the school day. Violation of the above will result in administrative confiscation of the misused electronic device.

Parents should refrain from texting and avoid calling a student's cell phone during school hours. Parents should call the main office at 423-498-6845, if they need to convey a message to their student.

Backpacks & Lockers

- Students may carry backpacks during the school day, but backpacks are not taken into assemblies or the cafeteria unless specifically authorized.
- Use only the assigned locker. Keep the combination private and secure the locker after each use.
 - 6th & 7th Grade students will all be assigned a locker for their use.
 - 8th-12th Grade students may request a locker from their homeroom teacher if desired.
- Report locker concerns to Mr. Jones.
- Backpacks, lockers, and other school storage remain subject to search when permitted by law and district policy.

Hallways & Passes

- Obtain teacher permission and use the electronic hall-pass system before leaving class.
- Walk on the right; keep pathways, stairs, and doorways clear.
- Use a voice level that does not disrupt nearby learning.
- Avoid running, horseplay, hitting, and inappropriate public displays of affection.
- Keep shared spaces clean and treat others courteously.

Audience Etiquette

- Enter and exit quietly with your class; fill available seats in the row.
- Leave food and drink outside.
- Face the speaker or performers, listen attentively, and avoid side conversations.
- Applaud appropriately for the setting and wait to be dismissed.

6 | Student Support, Safety & Well-Being

Students learn best when they feel safe, known, and supported. Asking for help is a responsible first step.

School Counseling & Student Support

The counseling team provides individual and group support, academic planning, scheduling assistance, conferences, and college/career planning. Students should schedule appointments and return to class on time unless an emergency has been approved by an administrator.

SUPPORT	NAME	HOW TO ACCESS
Grades 6–9 Counselor	Mr. Ryan Jacobs	jacobs_ryan@hcde.org
Grades 10–12 Counselor	Ms. Laura Lewis	lewis_la@hcde.org
College & Career Advisor	Mr. Nick Siler	siler_nicholas@hcde.org
Student Support Coach	Ms. Hannah Davis	davis_hannah@hcde.org
Social Worker	Ms. Megan Beatrice	beatrice_megan@hcde.org Please note, Ms. Beatrice will be on Campus Wednesdays, Thursdays, and Fridays for the 26-27 School Year.

Bullying, Harassment & Hazing

HCS prohibits bullying, hazing, discrimination, sexual harassment, and harassment based on a protected characteristic. A student who experiences or witnesses concerning conduct should report it promptly to a teacher, counselor, administrator, or another trusted school employee. Reports may also be made using the current district reporting process. Retaliation for making a good-faith report is prohibited.

REPORT IMMEDIATELY

Threats, physical aggression, sexual misconduct, weapons, suspected abuse, self-harm concerns, or any immediate danger should be reported to the nearest adult at once.

Digital Citizenship

Online conduct can affect school safety and learning. Do not record or post others in ways that violate privacy, safety, or school expectations. Cruel, threatening, harassing, or humiliating messages and posts are unacceptable.

T	Is it true?
H	Is it helpful?
I	Is it inspiring?
N	Is it necessary?
K	Is it kind?

Medications

All medication procedures must follow current HCS policy. A parent/guardian must submit the required authorization and medical documentation to the school nurse. Students may not carry or share medication unless specifically authorized under district procedure.

Messages & Information Changes

For necessary daytime contact, students may use a phone in the main office or another school phone with permission. Families should avoid texting students during instructional time. Notify the front office promptly of changes to contact or emergency information.

7 | Student Life

Lunch

- Eat in the assigned cafeteria area unless directed to another supervised location.
- Enter safely; do not run or cut in line. Treat cafeteria staff respectfully.
- Remain in the designated area, use appropriate language, clean your space, and arrive at the next class on time.
- Food is not permitted on the second or third floors unless under direct staff supervision.
- In the gym, no contact sports are permitted during lunch.

Senior Open Lunch

Open lunch is a privilege intended to build decision-making, time-management, and responsibility. Eligibility is reviewed each semester. Approved students must submit the required signed form, return to class on time, avoid bringing food back for other students, and remain in a designated supervised area when staying on campus. Students may not sit in parked vehicles during lunch. Tardiness or other misuse may result in suspension or loss of the privilege.

Library

Library hours: 8:45 AM to 4:15 PM • Librarian: Ms. Kelley Mitchell

- Use the library for reading, study, research, or assigned work. Sign in and present a pass when required.
- Keep food and open drinks outside; water in a closed container may be permitted.
- Use an appropriate volume and care for materials, furnishings, and technology.
- Standard loan period: 21 days. Renewals are available unless an item is in demand.
- No additional loans are permitted until overdue materials are returned.

Printing/copy charge: \$0.10 per page • Overdue-fine procedure: Notice of Overdue Fees will be provided at the end of each quarter.

Student Organizations

CSAS offers athletic teams, clubs, and student organizations. Participation details, eligibility rules, meeting information, and tryout dates are communicated during the year.

Paideia Society

The Paideia Society recognizes students whose scholarship, service, leadership, and character reflect CSAS ideals. Students in grades 10–11 may apply when they meet the published criteria and local procedures.

PILLAR	EVIDENCE
Scholarship	Cumulative GPA of at least 3.0 on a 4.0 scale.
Service	Positive voluntary contributions to school or community without compensation.
Leadership	Resourcefulness, dependability, problem-solving, idea contribution, and promotion of school activities.
Character	Honesty, reliability, cooperation, courtesy, ethical conduct, and respect for others.

Paideia Society adviser: Ms. April Wyatt

Student Government

Student government provides a structured vehicle for student voice in school life and decision-making. The high school Student Government operates under its constitution and bylaws and works with other organizations to promote a positive school culture. Ms. Linka Pace is the Student Government Sponsor for our high school.

8 | Reference

School Fees & Materials

Requested school fees help offset consumable instructional materials. Some courses, grade levels, trips, and athletics may have additional costs. Families may pay through cash, check, or online (<https://csas.givebacks.com/shop>). Required individual supplies remain the family's responsibility. A TI-84 calculator is recommended for Algebra I and higher mathematics.

Magnet fee: \$75 • Arts/Science/Technology fee: \$25 • eLab fee: \$25 •
 Due date: August 5th
 Payment link: <https://csas.givebacks.com/shop>

Required Educational Field Experiences

The eighth-grade Washington, D.C. experience and eleventh-grade college experience are integral CSAS learning opportunities. Families needing financial support should contact the office early to discuss available options or a payment schedule. Participation requires the current HCS permission form and advance approval; phone permission or informal notes are not accepted. School and district expectations apply throughout each trip.

School Contact Information

ITEM	INFORMATION
Main phone	423-498-6845
Website	csasupper.hcde.org
Street address	865 E. 3rd Street, Chattanooga, TN 37403
Attendance email / phone	Ashley Swafford swafford_ashley@hcde.org 423-498-6845
Main office hours	8:45 AM – 4:15 PM
Door for visitors	Door 2

Policy Priority

This handbook summarizes CSAS procedures. Current federal and state law, Hamilton County Board of Education policy, the HCS Code of Acceptable Behavior, and current district guidance take priority when a conflict exists. School administration may adjust procedures when necessary for safety, legal compliance, or school operations and will communicate material changes.

CSAS Alma Mater

*By the banks of the Tennessee,
On a hilltop shining bright,
Stands a school we love and cherish
That's glorious at the sight.*

*O, CSAS Patriots, in our hearts you'll be!
Everything in reverence,
We give it all to thee.*

*Here at Arts and Sciences,
We always will love you.
Where we strive for truth and excellence
In everything we do!*

*O, CSAS Patriots, in our hearts you'll be!
Everything in reverence,
We give it all to thee.*

Written and composed by: Wilson Yang, Class of 2006

CHATTANOOGA SCHOOL FOR THE ARTS AND SCIENCES UPPER

STUDENT & FAMILY AGREEMENT

2026–2027

Commitments for Attending CSAS

- Participate fully in schoolwide and content seminars.
- Complete a minimum of 18 parent/family volunteer hours each academic year by **May 14, 2027**.
- Attend and participate in the required student-led conference each semester with a parent/guardian. Attend a parent/student conference each semester. Student-led conferences are scheduled for **October 22 & 23, 2026** and **April 1 & 2, 2027**. Times will be provided closer to the dates
- Maintain good attendance, arrive on time, complete assigned work, and demonstrate behavior consistent with C.L.A.S.S.: Character, Leadership, Academics, Seminar, and Service.
- Earn the required academic grades or credits to be promoted to the next grade level for the next school year by:
 - passing current coursework during the regular school year,
 - attending summer school,
 - attending any institution awarding credit for the relevant course(s) and approved by Hamilton County Schools,
 - or, successfully completing a recovery session at CSAS Upper.
- Follow all school and district expectations, including the dress code and cell phone/electronic-device policy.

School Policies

- By signing this agreement, the student and family acknowledge their commitment to CSAS for the full school year in accordance with Hamilton County Schools magnet-school policy.
- Except for approved after-school activities, clubs, athletics, tutoring, or other direct staff supervision, students must leave campus by 4:30 p.m.
- The student and family have reviewed the 2026–2027 CSAS Student & Family Handbook and understand that current law, Hamilton County Board of Education policy, the HCS Code of Acceptable Behavior, and district guidance govern if a conflict exists.
- The student and family understand that questions or concerns should be communicated promptly so the school can provide appropriate academic, attendance, behavioral, or financial support.

ACKNOWLEDGMENT

Our signatures confirm that we have reviewed and understand the commitments and policies above and agree to support the student's success at CSAS.

Parent/guardian signature

Date

Parent/guardian email address

Parent/guardian phone

Student signature

Date

Faculty member signature

Date
