

# Chattanooga High School Center for Creative Arts

Student Handbook  
2023-2024



# Student Handbook

2023-2024

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## **CCA - 2023-2024 IMPORTANT DATES**

### **QUARTER 1**

#### **AUGUST**

- 4 Registration Day (9:00-12:00)
- 5 Parent Work Day
- 7 Overture for new students (4-6 p.m.)
- 9 Senior Sunrise (7:00-8:30 a.m.)
- 9 First Day of School
- 11 No School (Faculty PD Day)
- 21 Class Meetings during homeroom
- 25 Arts Community Meetings (3:00 p.m.)
- 25 Beach Ball
- 29 Principal/Parent Coffee (9:15 a.m.)
- 30-31 CCA Idol Auditions

#### **SEPTEMBER**

- 1 Finale! (3:00 p.m.)
- 4 Labor Day - No School
- 7 Open House/Seniors College Meeting
- 15 Retro Dance (7:00-9:30 p.m.)
- 16 All-East Auditions (Vocal)
- 20 Half Day for Students
- 21 Writer's Lounge (5:30 p.m.)
- 23 Homecoming
- 25 NJHS/NHS Induction
- 26 Art Opening (5:30 p.m.)
- 27 Picture Day
- 28 CCA Idol (7:00 p.m.)
- 30 Curb Appeal - Parking Lot Painting

#### **OCTOBER**

- 5 Choo Choo Kids Show
- 6 End of 1st Quarter & Finale (3:00 p.m.)
- 9-13 Fall Break
- 16 No School (Faculty PD Day)

## **QUARTER 2**

### **OCTOBER**

- 17 Students return
- 18 ACT Test for Seniors
- 20 Chattanooga Dances
- 21-22 TN Dance Festival
- 21 Strings Junior Clinic Auditions
- 23 Student Led Conferences (4:30-8:00 p.m.)
- 25 Fall Picture Retakes
- 26 Strings Concert
- 27 Masquerade Ball
- 30 HCS Choir Festival
- 31 Tri-M Induction

### **NOVEMBER**

- 3 Finale! (3:00 p.m.)
- 3-4 Fall Ballet
- 8 Half Day for Students
- 9-10 Strings Junior Clinic
- 10-12 Acting Fall Show
- 13-17 Spirit Week
- 13 Writer's Lounge (5:30 p.m.)
- 14 Principal/Parent Coffee (9:15 a.m.)
- 16-18 All-East (Vocal)
- 17 Roadshow
- 17-18 MS Musical
- 20-21 InformDance
- 22-24 Thanksgiving Break
- 30 Winds & Percussion Concert

### **DECEMBER**

- 1,4,6 Children's Show
- 2 Snow Ball (8-10 p.m.)
- 5 Art Gallery Opening
- 7 Holiday Vocal Concert
- 8 Intermediate Acting Showcase
- 8-9 HS Musical Auditions
- 11 Class Meetings during DS
- 12 Piano Recital
- 14 Jazz Band Concert
- 18-19 Literary Gala
- 20 End of 2nd Quarter, Whole School Holiday Concert (11:00 a.m.), Study Hall 12-4
- 21-29 Winter Break

## **QUARTER 3**

### **JANUARY**

- 8 Students Return
- 11 Parent/Teacher Conferences
- 12 Finale! (3:00 p.m.) & Report Cards
- 13 All-East Auditions (Instrumental)
- 15 MLK Day - No School
- 19 Dinner & the Arts
- 22-23 Talent Show Auditions
- 26 Arts Community Meetings (3:00 p.m.)
- 27 Auditions (9:00 a.m. - 4:00 p.m.)
- 29 Vocal Rep Recital (7 p.m.)
- 30 Auditions (4:30-7:30 p.m.)

### **FEBRUARY**

- 1-3 All-East (Instrumental)
- 3 Auditions (9:00 a.m. - 4:00 p.m.)
- 6 Auditions (4:30-7:30 p.m.)
- 7 Half Day for Students
- 8-9 Improv Show
- 10 Make-Up Auditions (9:00 a.m. - 4:00 p.m.)
- 12 Writer's Lounge (5:30 p.m.)
- 16 Talent Show
- 19 Presidents' Day - No School
- 22-23 Black History Month Concert
- 23 Finale! (3 p.m.)
- 29 Winds & Percussion Concert

### **MARCH**

- 5 Art Gallery Opening
- 5 JB Lyle Festival
- 6 Acting/Directing Showcase
- 7 Strings Concert
- 8 End of 3rd Quarter
- 11-15 Spring Break

## **QUARTER 4**

### **MARCH**

- 18 Students return
- 19 Beginning Acting Showcase
- 20 Piano Concert
- 21 ACT for Juniors
- 22 Report Cards & Finale! (3:00 p.m.)
- 22-23 Portraits
- 25 Visual Arts and Comms Showcase
- 29 No School

### **APRIL**

- 1 No School for Students - PD Day
- 3 Actor's Rep/Playwriting Showcase
- 5-6 HS Musical
- 10-13 All-State
- 12-14 Spring Acting Show
- 16 Piano Recital
- 18 Jazz Cafe (RISE Cafe)
- 19 Project Motion Concert
- 20 Senior Concert Dance
- 23 Senior Art Gallery Opening
- 25 Musical Theatre Showcase
- 26 Finale! (3 p.m.) & Acting Showcase
- 27 Prom
- 29-30 Vocal and Strings
- 29 Teacher Appreciation Week (April 29-May 3)

### **MAY**

- 1 College Commitment Day & Senior Finale
- 2 Writer's Lounge
- 3 Jazz Band
- 7 Juried Art Exhibition
- 8 Seniors' Last Day
- 8-9 Choo Choo Kids Musical
- 10-11 MS Acting Show
- 14 Piano Recital
- 15 Senior Banquet
- 20 Awards Day 9:30-MS 1:30-HS
- 21 Field Trip Day
- 22 Dynamo Day
- 23 Report Card Pickup/End of 4th Quarter

# CCA 2023-2024 Bell Schedule

A Days - Monday & Wednesday

B Days - Tuesday & Thursday

Alternating A/B - Fridays (If there is no school on a M or W, that Friday will be an A Day.)

<b>6th/7th Schedule (60 mins)</b> 8:30 - 8:55     Students Enter Building 8:55             Warning Bell to Block 1 9:00-10:05     Block 1 10:10-11:10    Block 2 11:15-11:45    6th & 7th Lunch 11:50-12:50    Block 3 12:55-1:55     Block 4 2:00-2:30       DS 2:35-4:00       Arts (85 mins)	<b>8th - 12th Schedule (85 mins)</b> 8:30-8:55       Students Enter Building 8:55             Warning Bell to Block 1 9:00-10:25     Block 1 10:30-11:55    Block 2 12:00-12:30    8th & 9th Lunch/10th-12th DS 12:30-1:00      10th-12th Lunch / 8th & 9th DS 1:05-2:30       Block 3 2:35-4:00       Block 4
<b>INTERMEZZO 6th/7th Schedule (50 mins)</b> 8:30-8:55       Students Enter Building 8:55             Warning Bell to Block 1 9:00-9:55       Block 1 10:00-10:50    Block 2 10:55-11:25    6th & 7th Lunch 11:30-12:30    Block 3 12:35-1:40      Block 4 1:45-2:50       Arts (65 mins) 2:55-4:00       Special Event (Finale)	<b>INTERMEZZO 8th - 12th Schedule</b> 8:30-8:55       Students Enter Building 8:55             Warning Bell to Block 1 9:00-10:10      Block 1 (70 mins) 10:15-11:25    Block 2 (70 mins) 11:30-12:00    8th & 9th Lunch/10th-12th DS 12:00-12:30    10th-12th Lunch / 8th & 9th DS 12:35-1:40      Block 3 (65 mins) 1:45-2:50       Block 4 (65 mins) 2:55-4:00       Special Event (Finale)

# CENTER FOR CREATIVE ARTS

## ENTRANCE AGREEMENT

### Requirements for Remaining at Center for Creative Arts:

- Maintain a B average grade in the student's major arts classes.
- Attend all required rehearsals, performances, and/or exhibits.
- Earn the required academic grades or credits to be promoted to the next grade level for the next school year by:
  - o passing current coursework during the regular school year,
  - o attending summer school,
  - o attending any institution awarding credit for the relevant course(s) and approved by Hamilton County Schools,
  - o or, successfully completing a recovery session at Center for Creative Arts.
- Complete a minimum of 18 parent/family volunteer hours each academic year by May 30, 2024.
- Attend a parent/student conference each semester. Student-led conferences are scheduled for October 23, 2023 and Parent /Teacher conferences are scheduled for January 11, 2024. Both will take place after school.
- Maintain good attendance and behavior.

### School policies:

- By signing this agreement, I am committing to remain at CCA for the full school year in accordance with the Magnet School policy.
- Except for after-school rehearsals and tutoring, the campus is closed at 4:30 p.m. 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 or counselor 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 (fee required), or by attending any institution awarding credit for the course(s) and be approved by Hamilton County Schools.

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

Parent email address: \_\_\_\_\_

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

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



# 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.*

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, 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. Kindness and respect for all members of our school community is essential. We want you to feel comfortable and confident that you are prepared 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. Students and staff from various races, ethnicities, religious beliefs, socioeconomic backgrounds, personal identities, abilities, disabilities, and value systems are included in our community. 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 Schools 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

A Beacon for the Arts: 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.

## CCA OPERATING PRINCIPLES

**COMMUNICATION** - We will communicate with honesty and listen for understanding while always presuming positive intentions.

**JOY**- We will foster a culture of joy with student success at the core.

**COLLABORATION** - Honoring our diversity, we will leverage our assets to share the work while remaining solutions-focused and student-focused.

**COMMITMENT** - We will be fiercely committed to excellence, productivity, balance, and each other.

## CENTER FOR CREATIVE ARTS FACULTY AND STAFF

**Dr. Jill Levine, Principal**

**Tracey Frazier, Assistant Principal (High School)**

**Jessica Ghazi, Assistant Principal (Middle School)**

Baker, Christina	Teacher	baker_christina@hcde.org
Black, Justin	Teacher	black_justin@hcde.org
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Hale, Vincent	Dean of Fine Arts	hale_vincent@hcde.org
Ham, Tyler	Teacher	ham_tyler@hcde.org
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Inman, Gordon	Teacher	inman_gordon@hcde.org
Julius, Johnson	Teacher	johnson_julius@hcde.org
Johnston, Darlene	Bookkeeper	johnston_d@hcde.org
Jorgensen, Matthew	Teacher	jorgensen_m@hcde.org
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Levine, Jill	Principal	levine_jill@hcde.org
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McCray, Freda	Counselor	mccray_freda@hcde.org
Moore, Aaron	Teacher	moore_a@hcde.org
Morris, Mary Ellis	Teacher	morris_mary@hcde.org
Murphy, Cody	Teacher	murphy_cody@hcde.org
Murphy, Jessica	Teacher	murphy_jessica@hcde.org
Newson, Crystal	Teacher	newson_crystal@hcde.org
Parton, Sydney	Teacher	parton_s@hcde.org
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Stansbury, Jessica	Teacher	stansbury_jessica@hcde.org
Stipelcovich, Grace	Teacher	stipelcovich_grace@hcde.org
Taber, Linden	Counselor	taber_linden@hcde.org
Uppal, Charundeep	Teacher	uppal_charundeep@hcde.org
Weaver, Kristen	Registrar/Attendance	weaver_kristen@hcde.org

## CONTACT INFORMATION

**Main Number: 423-498-7365.**

***Follow the automated instructions for specific offices.***

Regina Brantley, Secretary  
Melissa Sarabia, College and Career Advisor  
Kristen Weaver, Registrar (Attendance/Records)  
Darlene Johnston, Bookkeeper

## OFFICE AND FAX NUMBERS

Main Office	423-498-7365
Principal's Office	423-498-7366
Main Office Fax	423-209-5930

## COMMONLY USED HCS NUMBERS

School Nutrition	423-498-7275
Transportation	423-498-7320

## ADMISSION AND EXIT POLICIES/PROCEDURES

### Admission

Students gain admission to the Center for Creative Arts through filling out a magnet school application, auditioning as outlined by their chosen fine arts major, completing a faculty-led interview, and by signing our Entrance Agreement. Applications are available online at [www.hcde.org/school\\_choice/how\\_to\\_apply](http://www.hcde.org/school_choice/how_to_apply).

### 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 at 498-7365 or email her at [CCARegistrar@hcde.org](mailto:CCARegistrar@hcde.org). Contingent upon approval from the principal, a withdrawal form will be completed and 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 60 minutes. A copy of the withdrawal 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.

## ATTENDANCE POLICY 2023/24

By law students must attend school daily. District personnel will intervene to address habitual truancy using a Tiered Attendance Intervention support structure for students and their families.

### Excused Absences

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

- 1) **Personal Illness:** excused by a doctor's note or in certain cases at their parent's discretion\*, as noted below.
- 2) **Family Illness:** excused with documentation from the doctor concerning the

- necessity of the student's assistance.
- 3) **Recognized Religious Holidays:** regularly attended by persons of that faith
  - 4) **Court Appointment** with documentation provided or Medical Appointment: excused with a note from the doctor, not the appointment card.
  - 5) **Death in family** (with documentation): not to exceed three days.
  - 6) **Approved school-sponsored events** or outside activities/ programs.\*\*

\*Three parent excuse notes per year are normally allowed. We understand that students may have more extended illness and are sick beyond the three (3) parent excused absences but may not have visited a health care provider. *In this event, administrators have the ability to record absences as excused for illness by the school, if the parent proactively communicates the child's health status.* Parents should email our registrar, Kristen Weaver at [weaver\\_kristen@hcde.org](mailto:weaver_kristen@hcde.org) to make these arrangements.

\*\*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 must be turned in to the registrar within five days of the absence.**

### **Makeup Work (Related to Attendance)**

It is the student's responsibility to check the online course site (CANVAS) and/or 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 on 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 24-36 hours (depending on timing of their planning period) to gather the work. Parents can pick up the work in the main office. Students will be required to complete make-up work when they miss class for any reason. Work missed for school activities are due the next class day.

### **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. A student's driving privileges may be revoked for excessive unexcused tardies. 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 a student's seat at CCA). Parents will be notified through the magnet warning letter process if a student is close to having too many tardies.

**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 during this time. Students who arrive thirty minutes or more after the tardy bell rings will not be admitted to school without a parent and may receive a disciplinary consequence.

### **ATTENDANCE - PERFORMANCE/ GALLERY OPENINGS**

Performances/gallery openings are important parts of your school career at the Center for Creative Arts. Students may 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, they must stay in the location of the event for the entire performance.

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

When public performance/exhibit is part of the work required of any course, missing a performance is equivalent to earning a zero on an 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) on the day of the performance, rehearsal, or event in order to participate.

### **ATTENDANCE - REHEARSAL**

Rehearsal attendance is mandatory and should only be missed for extenuating circumstances as outlined in the school attendance policy. In such cases, 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**

#### ***Free and Reduced Lunch***

**Students must reapply each year for Free and Reduced meals.** You may apply online at <https://family.titank12.com>.

Students are asked to eat lunch and breakfast in the designated area.

#### **Meal Prices**

<b>Student prices</b>	<b>Full Pay</b>	<b>Reduced</b>	<b>Free</b>	<b>Second Meal</b>
<b>Breakfast</b>	\$2.00	\$0.30	\$0.00	\$2.75
<b>Lunch</b>	\$3.00	\$0.40	\$0.00	\$4.25
<b>Adult Prices</b>	<b>HCDE Employee</b>	<b>Visitor</b>		
<b>Breakfast</b>	\$2.75	\$3.00		
<b>Lunch</b>	\$4.25	\$5.00		

### **CELL PHONES**

Students may have a cell phone in their possession while at school. Until 8:50 a.m. any phone or electronic device may be used but should not be heard. **From 8:50 a.m. until 4:00 p.m. (30 minutes of lunch excluded), all electronics, earbuds, bluetooth earpieces, headphones and phones must be turned off and put away (out of sight).**

There will be **no cell phone use in the classroom** unless a teacher specifically gives permission to use a cell phone during a specific class period. Cell phones should be kept in lockers or bags. **If a student needs to leave class to use the restroom, go to the nurse, or for other reasons, the cell phone must be left in the classroom. Students may not take the cell phone with them to the bathroom or other locations during class time.**

No videos may be recorded or pictures taken without the express permission of the instructor or administrator. During lunch, students may use their device, but they may not post on social media, make video calls (facetime, zoom, etc.), take photos, or record videos. The use of cell phones, iWatches, and other electronic devices (except for Chromebooks) during study hall is prohibited. For the most current information regarding cell phone use within Hamilton County Schools, please read the most recent version of the Hamilton County Board of Education board policy.

In addition, the use of social media during the school day is prohibited. Students may use their cell phone once they have exited the building at the end of the school day (4:00 p.m.). Violation of the above will result in administrative confiscation of the misused electronic device.

- 1<sup>st</sup> violation – Phone/device confiscated for the remainder of the school day.
- 2<sup>nd</sup> violation – Phone confiscated for 5 school days and will be held in the main office.
- 3<sup>rd</sup> violation – Phone confiscated for 10 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.
- Academic dishonesty and/or inappropriate classroom behavior associated with an electronic device may result in consequences deemed appropriate by the administrator.

If a cell phone is taken for the day, the student may sign for it and pick it up in the front office after the 4:00 p.m. bell. The school is not responsible for any theft or loss of any electronic device whether it is confiscated or in the student's possession.

**Parents should refrain from texting and avoid calling a student's cell phone during school hours. Parents should call the main office at 498-7365 if they need to convey a message to their student.**

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

If you change your telephone number or address at any time during the school year, please call the registrar at 498-7365 ext. 3 or e-mail her at [CCARegistrar@hcde.org](mailto:CCARegistrar@hcde.org).

## **CHEATING OR PLAGIARISM**

**Cheating involves giving or receiving unauthorized assistance on an assignment.** 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, etc. from another person or a form of technology (internet), and claiming them 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 for cheating or plagiarism, a student may receive a zero for that assignment and/or may receive disciplinary consequences.

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

Good classroom behavior is essential for maximum learning to take place. 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.

### **Code of Conduct**

In most cases, parents will be contacted by the teacher prior to a disciplinary referral. When a teacher submits a disciplinary referral to an administrator, the administrator will determine the appropriate consequence and course of action. The Hamilton County Code of Acceptable Behavior and Conduct outlines possible consequences for various infractions and is available on the HCS website. As a reminder, **multiple referrals or inappropriate behavior may result in a student losing their seat at CCA.**



A student may be placed on the Administrative “**Hallway Supervision List**,” which means that a student may not leave class with a hall pass without administrative approval. Students may find themselves on this list if they are regularly tardy to class, in the halls, skipping class, etc.

### **Conflict**

Definition: Normal, natural disagreements between persons that can be resolved respectfully through effective communication and problem-solving strategies.

Solution: Report to counselor.

### **Harassment**

Definition: Verbal or physical conflict that may happen one or more times and is severe, pervasive, and persistent. Interferes with a person’s ability to participate in school.

Solution: Report to an administrator and get help.

### **Bullying**

Definition: Someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.

Solution: Bystanders should tell the bully to stop. The incident should also be reported to an adult (teacher or parent).

## **CONFERENCES AND PROGRESS REPORTS**

Student’s grades are available for continuous review by students and parents using PowerSchool. Parents who wish to have a conference regarding their child’s progress should schedule an appointment with the teacher by emailing that teacher. We encourage parents to contact the teacher with any concern or question regarding their child’s progress. Parents and students will be provided a password to access PowerSchool. 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.

## **COUNSELING SERVICES**

School Counselors are available to provide support and resources to students and families. Referrals may be made in-person, by email, or by phone call. Reasons for a referral include needing help with grades, scheduling classes, relationships, conflict resolution, or other concerns. Additionally, counselors provide assistance with college and career planning. Both high school and middle school counselors and our college and career advisor may be reached. Ms. McCray (mccray\_freda@hcde.org) serves our 10-12th grade students, and Ms. Taber (taber\_linden@hcde.org) serves our 6th-9th grade students.

## **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, they 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 specific individual(s) access to a student with legal proof of the parent’s or guardian’s right to deny such access. All students must be picked up by 4:30 p.m. unless they are in an after-school activity with a teacher.

Dismissals may not occur between 3:30-4:00 p.m. daily or during Finale (3:00-4:00 p.m. on select Fridays).

Students with their own vehicles may only be dismissed to drive to their own appointments with a written note from a parent or guardian.

## **DRESS CODE – Appropriate dress is required.**

Students are expected to dress appropriately at school. At the Center for Creative Arts, the dress code is as follows:

1. Cutoffs, beachwear, running shorts, spandex shorts, or mini-skirts are not allowed. Shorts and skirts worn with or without leggings should be no shorter than 4 inches above the knee (front and back). Leggings or jeggings (no holes above the knee) worn as pants must have a top that falls to mid-thigh front and back.
2. Shirts must cover cleavage, midriffs/stomachs, and backs. No “off the shoulder” tops
3. No pajamas.
4. No clothing with mesh or sheer material without proper undergarments.
5. Jeans must have NO holes above the knee.
6. Articles of clothing bearing a symbol, design or emblem that has racial overtones, having indecent or obscene words, slogans or weapon images, representing affiliation with unlawful organizations, advertising the use of drugs, tobacco or alcohol, or causing a disruption of any sort is not to be worn at any time.
7. Shoes must be worn at all times – no house shoes, flip flops/slides, or bedroom slippers.
8. No blankets.
9. No personal grooming in public – hair, makeup, etc.
10. Hooded outerwear is allowed, but hoods should not be worn over the student’s head while in the school building.

### **Dress Code Violations**

1<sup>st</sup> offense: office documentation and may need to borrow clothing from the office or call parents to bring clothes.

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

3<sup>rd</sup> offense: parents will be contacted and have a student-teacher or student-administrator conference and will bring a change of clothes

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 an administrator to sign. Please plan ahead and allow 2 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 is \$25.00. Permits must be purchased by the end of the second week of school or when the student starts driving to school. Students who choose their space pay \$10.00 extra.

Student drivers may paint their parking space on Saturday, September 30, 2023 upon completing a design sheet approved by administration. CCA will host “Curb Appeal” which is a fun opportunity to paint their parking space alongside other student drivers.

## **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, discipline, 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, failing grades, and excessive tardies or absences. ***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 the sounding of the regular fire alarm. Tornado and lockdown drills will be indicated by a public announcement and instructions will follow. Practice fire, tornado and emergency drills are to be taken seriously. No talking during a drill.

## GRADING SCALE

<u>Grading Scale</u>		<u>Grade Point Average</u>
90-100	A	4
80- 89	B	3
70-79	C	2
60-69	D	1
0-59	F	0

- Students who **complete** the AP exam as part of enrollment in AP courses will receive 5 quality points added to their final average for the year (Y1).
- **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.

## HALL PASSES

If a student is in the hall during class, he or she must have a valid pass. This pass may be in the agenda mate or it may be a specific pass from a teacher or administrator. Students may not have their cell phones with them in the hallways during class time. Phones must be left in the classroom.

## HEALTH ENTRANCE REQUIREMENTS

All new students seeking entrance into a Hamilton County School for the first time are required at the time of entry to present valid documentation that **they have** 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 498-7365 ext. 5.

## 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 not submitted by the due date and time as specified by the teacher. For work that is related to an absence, please see the attendance policy section above regarding makeup work related to attendance.
- No late work will be accepted unless there are extenuating circumstances that are discussed with the teacher related to the specific assignment. This should be discussed in a timely manner with the teacher at the time of the assignment
- Any late work that is unrelated to an excused absence or extenuating circumstance, may be accepted only at the teacher's discretion with possible reduced credit.
- Parents/guardians and students are encouraged to reach out to the Dean of Students at [scott\\_aseneth@hcde.org](mailto:scott_aseneth@hcde.org) if a circumstance may impact more than one class.

## LIBRARY MEDIA CENTER

### 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 or lost books. Students will be charged the replacement cost for lost or damaged books.

\*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 beginning at 8:45 a.m. except for when it is closed due to testing or school events.

If you would like to view the books the library offers, please visit [CCA's OPAC](#).

## LOCKS AND LOCKERS

Only locks issued by the school may be used on the lockers. Personal locks are not allowed. Students are not to share their combination or lockers with other students. Students may use only their assigned locker, and they may not change their locker without written permission from an assistant principal. 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. Students should use their locks to secure their lockers and should not leave the lockers unlocked. To replace a lost lock, students will need to pay \$6.50 to Ms. Brantley at the front desk.

## LOST AND FOUND

Clothing, glasses, keys, and other items found are to be taken to "lost and found" located near the main office. Articles not claimed by the end of each month will be donated. Lost phones, jewelry and electronic devices should be taken to the school secretary for safekeeping. Please label water bottles with the first initial of the first name and spell out the last name.

## MEDIA COVERAGE

Representatives of the news media frequently request access to our campus to cover school activities and events. In addition, there may be instances where video recording, pictures to advertise our school, or filming occurs in classes or for school-sponsored publications and our school website. **If parents object to having their child photographed, filmed, or interviewed by news media representatives, please send written notification to the school secretary by e-mail.** In addition, there may be instances where video recording, pictures to advertise our school, or filming occurs in classes.

## MEDICATION

Requests 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. Parents may not send medication to school with a student. The parent must hand the medication directly to the school nurse.

## NATIONAL HONOR SOCIETY AND NATIONAL JR. HONOR SOCIETY

At CCA, we are proud to have the merit and service-based chapters of the National Honor Society (NHS) for students in grades 10-12 and the National Junior Honor Society (NJHS) for students in grades 7-9. Before a student can apply, they must have been a student at CCA for one whole school year unless they were previously in that chapter and transferred from another school. If a student transferred from another school and would like to transfer their membership, they must contact the faculty sponsor(s). Students moving into tenth grade who are in NJHS must apply for membership in NHS. Students interested in joining must complete an application which includes teacher recommendations, GPA requirements, and a personal character statement. Students who meet the requirements will receive an invitation to join with information about the induction ceremony. Attending the induction ceremony is a requirement to establish membership. Students who do not qualify will be notified by a member of the faculty council. Students inducted into the National Honor Society and National Junior Honor Society are expected to maintain membership by attending required meetings, paying the annual dues, completing the required yearly service hours, participating and planning service projects, and upholding the four pillars of being a leader. The four pillars are: scholarship, service, leadership, and character. Students who have been

inducted at CCA do not need to reapply to remain in the respective NJHS or NHS. 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-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 conferences per year**. Student-led conferences are scheduled for [October 23, 2023](#) and Parent /Teacher conferences are scheduled for [January 11, 2023](#). Both will take place after school.

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.

Parents will receive a weekly parent update from the principal. This is typically sent out on Sunday afternoons. Parents are strongly encouraged to read the update thoroughly each week.

## **PERFORMANCE ETIQUETTE**

At CCA, we believe in the power of the arts to captivate audiences in the present moment and leave them inspired at the conclusion of thought provoking performances. Therefore, we request that you adhere to a few procedures and guidelines to create the courteous and peaceful environment necessary for the enjoyment of performances for all.

Below are some etiquette and conduct expectations for Center for Creative Arts students during performances. Please share these with your family and friends as well.

Be Punctual and Polite. Arrive on time and stay for the entire duration of the performance. It is unfair to artists and the audience when one is late or departs early. If you must leave, do so between acts or at the end of a song. If you arrive late, please only enter during applause. Please sit in the back of the auditorium and do not try to climb over other people to get to a seat. Do not enter the performance space while a piece is being performed.

Silence or turn off your phone and/or electronic devices. The light from devices is distracting to other guests and the network connection might interfere with the sound system.

Avoid making excessive noise. This includes talking, humming, singing, snapping, tapping, or opening wrappers, which may be distracting to performers and other audience members. Noisy children should be taken outside if they are disruptive.

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

Applaud. We invite you to clap at the appropriate times. Following along with the program page to notice if the piece has several movements is helpful. Wait until the end of the complete work to applaud. If you don't know when to applaud, wait for a cue from other members of the audience.

Enjoy! You are here to participate in and celebrate the talent and hard work of your fellow students. Be proud of what our school presents to the world.

## **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.

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 and Administration.**

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.

## **POSTERS/DECORATIONS**

Before hanging items in the halls, cafeteria, studios, or gym, students must have approval from administration and must use blue painter's tape that is not damaging to painted walls. Students will be responsible for taking down any items they hang up in a timely fashion. Fire marshal guidelines indicate that items may not be hung on the windows of the double doors in the hallways.

## **PROFESSIONAL OPPORTUNITIES AND AUDITIONS**

During the year, many professional opportunities arise. Often these requests are very specific as to the 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.

## **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 or 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 8 - 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 and show government issued photo ID upon arrival. No unauthorized person is allowed on the school grounds at any time. **Non-CCA students may not come to have lunch with CCA students.** Students must get permission from an administrator before a visitor is allowed to visit our school for the day. 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. Students may not provide entry for visitors at any of the other doors.

## **SENIOR PRIVILEGES (Starting in the 2nd Quarter of Senior Year)**

### **Free Directed Studies (DS):**

Students who have a B or better in all classes may have a free period during DS. Options include:

1. Tutoring in another DS (arrange with DS teacher).
2. Time in the Senior patio, Fish pond Courtyard, Sculpture Courtyard, Gym, or Library.  
Commons is okay if it is not too crowded with other students.

Procedure:

1. Grades will be reviewed at the beginning of each quarter and mid-quarter. A list of seniors with all Bs and above will be created.
2. At the start of DS, seniors must present a DS Senior Privilege pass to their DS teacher for approval. Seniors may then proceed to their location. They must stay in their agreed-upon location for the entire DS period (no switching locations).
3. Any poor behavior or violation of the procedures will result in revoked privileges for the remainder of the semester.
4. Students may not be excused from a DS that is required by a teacher or is a rehearsal.

### **DoorDash/UberEats on Fridays (Seniors only):**

Food must be delivered to the front door between 12:25 and 12:45 PM.

Food delivery services are **not** an option for students who are not seniors.

## **TECHNOLOGY IN THE CLASSROOM**

We reserve the right to limit the use of devices if not being used for school-intended purposes. All school assignments must be completed on a school Chromebook. All students will receive a school-issued Chromebook once parents and students complete the training and sign a contract.

All students are required to complete the Chromebook training, sign the contract, and use HCS Chromebooks for all classes.

## **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 to students if needed.

### **TRANSPORTATION (423-498-7320)**

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 them temporarily or permanently from riding the bus.

### **TRANSPORTATION – Alternate**

Students who want 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 yellow bus pass will then be issued. Students will not be allowed on a different bus without this yellow pass.

### **TRUANCY and SKIPPING**

Students who are truant or "skip" any class are subject to consequences as outlined in the HCS Code of Acceptable Behavior and Conduct. 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 late to a class 15 minutes or more, it may be treated as skipping. A student who arrives more than 5 minutes tardy to class must have a pass signed by an administrator or the teacher with whom they were working.

### **VALEDICTORIAN/ SALUTATORIAN**

To be eligible a student must attend the Center for Creative Arts for the entire junior and senior years. Computations will be figured at the conclusion of the Fall Semester of Senior 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 conferences each year. Failure to comply with either will result in your child not being able to attend the Center for Creative Arts the following year.

Eighteen (18) hours are required per family. If a family has children in more than one magnet school, the hours must be split equally among each school. For example, 2 schools = 9 hours each; 3 schools = 6 hours each.

The student's parents, grandparents, or guardians are the only family members who may earn volunteer hours. Volunteer opportunities are posted each week on the parent update email.

When volunteering, 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 by winter break.

**All hours must be completed and recorded by May 30, 2024.**

New in 2023! Volunteers will enter their hours on a google form. This will be using an honor system. The google form link will be on each week's parent update.



## **CCA SCHOOL SONG**

Here's to the Dreamers

-Allan A. Ledford

Here's to the dreamers, who help us see,  
beyond our blindness to what can be.  
Imagination to see beyond the wall,  
Here's to the dreamers, we need them all.

Every step by man that changed the world,  
a dreamer led the way,  
With strong vision and a firm belief  
of brighter better days.  
Though they worked and planned,  
And sometimes failed,  
the vision still came true.  
And when the scoffers cast their stones,  
the dreamers led us through.

Here's to the dreamers, who've come before,  
Unlocked the future, opened the door.  
Imagination to see how life could be,  
Here's to the dreamers, they hold the key.

Yes there are dreamers, who live with us today.  
Here's to the dreamers, our future dreamers,  
We are the dreamers, who'll lead beyond today.  
We'll show the world a brand new way.

## 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.
- I am trustworthy. I tell the truth and can be trusted with freedom and responsibility.

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 focusing 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 SCHOOLS 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>), Advanced math options: Honors/DE PreCal, AP Calculus, DE Statistics, College Algebra, etc.</i>
Science	3 – Chemistry/Physics, Biology plus 1 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	3- World History & Geography *(9 <sup>th</sup> or 10 <sup>th</sup> ) Honors US History & Geography *(11 <sup>th</sup> ) AP US History American Economics & Government (0.5 credits each) *(12 <sup>th</sup> ) <i>(New option in 2022-2023: AP Human Geography)</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 <b>or</b> Any dance class <i>*(11<sup>th</sup>)</i>
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.

### Grade Promotion:

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