

# THE CREATE SCHOOL

## PARENT & STUDENT HANDBOOK 2025 - 2026 SCHOOL YEAR

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***Notice:*** It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at The Create School. Therefore, any situation not specifically referred to in this handbook will fall under the discretion of TCS administration and the Governing Board.

## Welcome Letter

Greetings,

We are so excited to have you at The Create School this year. TCS strives to provide a safe, hands-on, creative learning environment to students in grades Kindergarten through twelfth.

I first want to thank you for choosing to enroll your student(s) in our school. We don't take it lightly that you have entrusted us with your child/ren this school year. Family is very important to The Create School as the success of our school in its entirety is dependent upon the partnership created between students, parents, and staff. We consider ourselves an extended family and treat our students with the same care and respect we would our own.

The Create School provides every student with the opportunity to grow not only in all of the core academics but also in character development and individual talents, skills, and abilities. Our environment is structured to minimize distractions and stress, while optimizing work ethic, self-initiative, good character qualities, and well-developed social skills.

Our teachers and administration have high expectations and goals for our school, our students, and ourselves. We challenge ourselves and our students to always strive for what's best. However, this is only possible with a positive environment in addition to staff and families that supports, nurtures, and constantly fosters the abilities and strengths of the students.

We look forward to partnering with you and your student(s) as we grow in academics, enrichment programs, and extracurricular activities. We encourage you to get to know us and our school as you become an active participant in this journey.

On behalf of the entire Create School faculty and staff, we want to welcome you to the 2025-2026 school year and wish you the best!

Sincerely,  
Kristen Rose  
Head of School

## **Location and Phone Number**

**Physical Address:** 2207 Hickory Valley Road, Chattanooga, TN 37421

**Mailing Address:** 2327 Spring Place Road SE, Cleveland, TN 37323

**Phone Number:** (423) 718 - 6501

## **Mission and Vision**

### **Mission:**

To cultivate each student's individual creative expression by providing a learning environment that unleashes their talents academically, socially, and emotionally.

### **Vision:**

The Create School strives to provide an unparalleled educational experience for students by allowing room for academic growth through creative outlets, character education, and community involvement along with empowering educators through expanded resources and support

## **Belief Statements**

### **Regarding our students and learning environment, we believe:**

- Every student has the potential to be successful academically when provided the appropriate avenues
- Each student has talents, skills, and abilities that can be tapped into and cultivated at any age
- Each student should be held accountable for their actions and taught character development through well-developed social and emotional curriculum at all ages
- Every student should have access to a fun-filled, engaging academic environment that promotes creativity

### **Regarding our teachers and instruction, we believe:**

- Each teacher should have access to financial resources in order to appropriately equip them to teach at the highest level of achievement
- Every teacher should have access to instructional support by staff members and other professionals both in and out of the school building
- Every teacher should have access to a fun-filled, engaging academic environment that promotes creativity

### **Regarding our community, we believe:**

- It takes commitments from families to help navigate students through their academic career
- It takes partnerships from businesses and organizations outside of the school to provide authentic learning experiences for students

## Family Commitments

- I will help the school to make learning a primary occupation for my child.
- I will send my child to school on time, healthy, clean, and prepared to learn.
- I will abide by medication dispensing policies and procedures related in the policy and procedure handbook.
- I will ensure that my child is dressed and groomed according to the dress code of the school.
- I will supervise my child's homework to ensure that all assignments are completed on schedule.
- I will keep the school informed of a phone number and address where I can be reached during daytime hours.
- I will keep the school informed of any significant changes to student information that was provided at the time of enrollment, such as, numbers, work locations, emergency contacts, physicians, etc.
- I will encourage my child to participate in the school-organized in the school-organized volunteer activities since these kinds of activities are an important part of the learning experience.
- I will meet with my child's teacher(s) and/or the administration as requested.
- I will take responsibility for the behavior of my child in the school.
- I understand that The Create School has the authority to suspend, expel or withdraw the student from the school if the student's behavior violates the Code of Conduct and/or the parent(s)/guardian(s) fails to take responsibility for the conduct of the student and/or faults to cooperate with the school to help in correcting the student's behavior.
- I understand that it is my responsibility to stay informed of official announcements made through Class Dojo, the monthly calendar, the TCS website: [www.thecreateschool.org](http://www.thecreateschool.org), and/or TCS social media accounts.
- I understand that it is my responsibility to review my child's reports and/or reports issued by the school.
- I understand that this handbook is an agreement with all other parents in the school to support the faculty, staff, and the volunteers to help my child be a productive member of the community.

## **Schedule and Calendar**

The building will be open Monday-Thursday for in-person learning each week. The school will open at 8:30. Classes will start at 9:00 and students will be dismissed at 2:05. Before Care opens at 7:30am and After Care closes at 4:00pm.

Fridays will be asynchronous each week unless a field trip is planned for that day. This means students will have a Friday Folder with review activities to complete at home. The school building will be closed on these days and Friday Folders will be due the following school day.

### **TRANSPORTATION**

At present, TCS does not provide transportation to or from school or field trips.

### **DROP OFF**

All students should be dropped off in the designated area as directed by the school administration. Please refer to the diagram below to see the flow of traffic. Parents will need to drop off their child/ren no later than 8:50. The main doors used for The Create School are located at the corner of the gymnasium building. These doors are clearly labeled "The Create School Entrance". Please do NOT use any other door to access the school. We will have a teacher stationed at the TCS entrance door to monitor drop off. Once that door closes, students will need to be buzzed into the building. Please park in either the gravel lot in front of the gymnasium or the lower church parking lot and walk your student into the building ensuring a safe drop off. No student will be allowed to enter or leave the school without being escorted by the parent(s), person authorized by parent(s), or facility personnel.

If there is a Court Order keeping one parent or guardian away from the child, TCS must have a copy of the Court Order on file otherwise we cannot prevent the non-custodial parent from picking up the child.





**PICK UP**

For the safety of our students, parents will need to line up according to the diagram above and wait in their car for their child/ren. We will have a teacher monitoring the door and sending students out to cars. Students will remain with the teacher on duty until dismissed to their parent/guardian.

If someone picking up a child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up the child.

**EARLY CHECKOUTS**

Being removed from classes and leaving the school prior to the official end of the school with a parent or guardian is considered an early checkout. A photo ID is required to check a student out of school. Only those persons who have been previously approved by the parent(s)/guardian(s), and officially recorded on the student's records at school will be allowed to check out a student. Parent(s)/guardian(s) must park and walk inside to check out students early. No student will be permitted to leave the school building unattended or without being checked out by an approved adult.

**LATE PICK UP**

Every student who is not picked up by 2:15 pm will be sent to after care and charged a fee of \$10 per student. If after care is not available, the student will stay with administration and be charged a late fee of \$15 for every 15 minutes late. This late fee is not prorated or refundable.

## **HOLIDAYS AND BREAKS**

These days will be asynchronous meaning the school building will be closed but it is still considered a school day in order for us to complete the state required 180 school days.

Full-time students will mainly focus on life skills during Holidays and Breaks.

Labor Day: September 1, 2025

Fall Break: October 6-10, 2025

Thanksgiving Break: November 24-28, 2025

Winter Break: December 22, 2025 - January 5, 2026

MLK Day: January 19, 2026

President's Day: February 16, 2026

Spring Break: March 30, 2026 - April 6, 2026



## 2025 - 2026 School Year

First Day of School: August 18, 2025

Last Day of School: May 8, 2026

Fall Semester: 8/18 - 12/19  
(90 Academic Days)

Spring Semester: 1/5 - 5/8  
(90 Academic Days)

AUGUST (10)				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER (22)				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER (23)				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER (20)				
Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER (15)				
Mon	Tues	Wed	Thurs	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JANUARY (20)				
Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY (20)				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH (22)				
Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL (22)				
Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY (6)				
Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

### Key

Student Instructional Days: 180

Home Learning Day (building closed)

Building Closed // No School

Days outside of our 180 school days

## **ADMISSION, ENROLLMENT, AND TERMINATION POLICIES**

### **ENROLLMENT POLICY**

Before enrolling your child at TCS, you must complete the following steps:

1. Read through and become familiar with the policies and procedures in this handbook. You will be required to sign forms that indicate you have read, understand, and agree to **all** of the policies and procedures outlined.
2. An acquaintance visit must be made. TCS will not enroll a child unless a visit has been made to become familiar with TCS and its staff.
3. All appropriate forms must be filled out, signed, and on file prior to admission. All necessary forms will be given to you in your admission packet.

### **POTTY TRAINING REQUIREMENT**

A prerequisite for enrollment to TCS is that all students be satisfactorily potty trained prior to admittance.

### **NON-DISCRIMINATORY STATEMENT**

TCS does not discriminate on the basis of race, color, national and ethnic origin, sex, disability, or age in the administration of its educational policies or other school-administered programs.

### **REASONABLE ACCOMMODATIONS POLICY**

Reasonable accommodations can be made for students provided parents take financial responsibility for additional services and the accommodations made do not interfere with classroom instruction and/or require additional staffing. (For example, speech therapy, occupational therapy, etc.).

## **TERMINATION POLICY**

TCS reserves the right to immediately end school instruction and student care for nonpayment; failure to respect staff, teachers, directors, supplies, the building and its grounds; behavior of the child, which is harmful to physical or emotional well-being of the other children and/or staff; or failure to abide by TCS policies.

The Create School may revoke the enrollment of the student and dismiss the student from TCS if the student's progress is unsatisfactory or if TCS is unable to meet the needs of the student and determined in the sole judgment of the Administration and Governing Board.

The Create School has the right to terminate a contract without notice in the case of harm to other children and/or staff, or a dangerous situation due to an action that the child or parent/guardian has caused intentionally or otherwise.

Per the TCS contractual agreement, the full amount of the tuition is obligated and earned upon the enrollment of the student and no refund is due or payable upon the withdrawal, transfer, or dismissal of the student during the academic year.

## FINANCIAL AND PAYMENT POLICIES

### 2024-2025 School Year Tuition & Fees

**Application Fee:** \$115 per family (new students only)

**Re-Enrollment Fee:** \$50 per student with a \$150 family maximum

\*All fees are non-refundable

**Full-Time Tuition:** \$4,200.00 + \$120 supply fee & \$200 technology fee

**Tier 1 Discount Tuition (1 hour weekly volunteer requirement):** \$3,200 + \$120 supply fee & \$200 technology fee

**Tier 2 Discount Tuition (2 hour weekly volunteer requirement):** \$3,100 + \$120 supply fee & \$200 technology fee

**Tier 3 Discount Tuition (1 full day weekly volunteer requirement):** \$3,000 + \$120 supply fee & \$200 technology fee

**Tier 4 Discount Tuition (2 full days weekly volunteer requirement):** \$2,900 + \$120 supply fee & \$200 technology fee

**Tier 5 Discount Tuition (3 full days weekly volunteer requirement):** \$2,800 + \$120 supply fee & \$200 technology fee

**Tier 6 Discount Tuition (4 full days weekly volunteer requirement):** \$2,700 + \$120 supply fee & \$200 technology fee

### **Kindergarten - 10th Grade Full-Time**

Overview: This option provides parents with a full drop-off service Monday-Thursday. We will provide all core curriculum in addition to electives such as character education, STEM, computer, etc. Parents will **not** be required to complete weekly volunteer hours. Parents responsible for submitting intent to homeschool, submitting end of year attendance records, and submitting grades (if applicable).

### **Kindergarten - 10th Grade Discounted Full-Time**

Overview: This option provides parents with a drop-off service Monday-Thursday. We will provide all core curriculum in addition to electives such as character education, STEM, computer, etc. Parents will be obligated to volunteer weekly based on the chosen discount. Parents might teach a class, assist a lead teacher, monitor students at lunch and recess, help grade papers, and/or work in the office. Parents responsible for submitting intent to homeschool, submitting end of year attendance records, and submitting grades (if applicable), and completing volunteer hours.

## **PAYMENT PLANS**

**PLAN A:** Tuition balance is paid in full at enrollment.

**PLAN B:** Tuition balance is split into two payments.

**PLAN C:** Tuition balance is split into four payments.

**PLAN D:** Tuition balance is split into ten payments.

**PLAN E:** Tuition balance is split into twelve payments.

\*No payment plan will extend past the current school year. All balances need to be paid in full by May of the current school year. Example: All tuition balances for the 2025-2026 school year need to be paid in full by May of 2026.

School payments can be made in the following ways:

- Cash
- Check - Payable to The Create School
- Money order - Payable to The Create School

**Tuition obligations are non-refundable.** Parents understand and agree that the student is enrolled for the entire school year, and the parent(s) becomes liable for the entire year's tuition upon the signing of the Enrollment Contract. If thereafter the student is withdrawn, absent, or expelled, TCS will not refund any amounts paid and the parent remains responsible for the entire year's tuition and fees. The parent further agrees that the obligation to pay tuition, fees, assessments, and charges ("financial obligations") for the entire school year is unconditional and that the withdrawal of absences by the student from The Create School, for any reason, including illness, unsatisfactory academic progress, disciplinary suspension or expulsion, or failure to pay tuition in a timely manner, does not relieve the parent of the responsibility for payment of the entire year's financial obligations. Similarly, the parent remains solely responsible for payment of all financial obligations, regardless of whether the parent depends upon or anticipates other sources for funding. The student is expected to participate actively in all aspects of school life. If, in the sole discretion of the Head of the School, the Student persistently is absent from classes, neglects work, fails to meet academic standards, exercises poor citizenship, or fails to cooperate, the student may be asked to withdraw from the school. Cancellation under this paragraph will not relieve the parent of the responsibility for payment of the entire year's financial obligations.

#### **PAYMENT POLICY**

If on an incremental payment plan, all payments are due on or before the outlined due date written on your payment schedule.

Accounts with payments made after the due date will be assessed a \$75 late payment fee. If payment is not made within two weeks of the due date, your child/ren will not be able to attend class until payment, including all late fees, is made. You will be responsible for any costs related to collection of outstanding tuition and other school related-costs/fees. These costs will include late fees, collection cost fees, and other applicable fees. Cash, check, or money order will be accepted and a receipt will be given. Please make checks and money orders payable to The Create School.

#### **RETURNED CHECK POLICY**

Parents may take care of monetary obligations by cash, check or money order. Checks and money orders should be made payable to The Create School. There will be a minimum \$25 charge for any check returned to the school by the bank.



## **GENERAL MONEY MATTERS**

- School fees and tuition are due regardless of whether or not your child attends. You are paying for curriculum, materials, staff positions, as well as educational instruction. The Enrollment Contract is a legal document obligating TCS to provide a service for you and obligating you to pay TCS for those services. There are other requirements in the contract. TCS urges you to thoroughly read the contract and parent handbook and recognize that it is legally binding and you will be held liable for each item in the contract. By signing the contract, you are accepting it in all its terms.
- A non-refundable application fee of \$115.00/per family will be payable upon applying. A slot at TCS will be considered open until the application fees and enrollment fees (tuition) are received. After payment is received, TCS will hold a class spot for your child.
- A non-refundable re-enrollment fee of \$50/per student with a family maximum of \$150 will be payable upon enrollment at TCS. A slot at TCS will be considered open until the re-enrollment fee and tuition is received. After payment is received TCS will hold your class spot for your specified start date. Students must start within 2 weeks of the proposed start date to maintain a secured class spot.

## **ABSENTEE AND TARDY POLICY**

### **ATTENDANCE POLICY**

The Create School maintains that student attendance is necessary if the student is to benefit fully from the educational experience. Students are expected to complete their assigned tasks in order to consider moving up to the next grade level.

### **ABSENCES**

TCS will not recognize absences as excused or unexcused. Students who are absent from school regardless of the reason will still be responsible to complete the assigned tasks. TCS will keep records of attendance for reporting purposes. Parents are responsible for submitting attendance records at the end of the year or when required by your umbrella school.

**NOTE:** It is very important for students to have a good attendance record for re-enrollment consideration.

### **SCHOOL TARDY**

A student is tardy when he or she arrives at school after the beginning of the official school day. For carpools arriving late, the driver's responsible for the carpool that day must come into the school office and sign in each student as tardy and provide the reason for tardiness. Once the student(s) have been properly signed in, they will be permitted to class. All assignments missed due to tardiness will be assigned as homework, due the following school day. Any missing assignments will count as a zero (0) in the gradebook.

### **CLASS TARDY**

Students are given five minutes to transition to each class during the course of the school day. Students are expected to be in their designated seats when the class begins. Tardy students must report to the school front office to receive a Class Tardy Pass. If a student has checked in late through the Front Office, the student should have a "tardy slip" to class from the Front Office. A tardy is only excused when the student receives a written note/pass from a teacher that indicates why they were late to their next class.

## **CLASS CUTS/SKIPPING**

A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the office to do so. Students who become ill or need to see a counselor or administrator during class time should first report to class, obtain permission to be excused and a written pass from the teacher. If a student is too ill to report to the class, he/she should have another person notify their classroom teacher or the front office at once in order that appropriate attention may be given to the student.

## **MAKE-UP WORK FOR ABSENCES**

An absence from school, even for several days, does not remove any student from their classroom responsibilities on the day they return to school. Students who have been absent will be given the same number of days that they were absent to make up missed work.

Assignments and class handouts will be made available by the teacher(s) either online or in print. Students and parents/guardians should contact the teacher(s) to receive access to their missed assignments.

Failure to complete and turn in assignments will result in a zero in the gradebook for each missed assignment.

For students who have been absent, make-up tests will be scheduled at a time designated by the teacher. It is the student's responsibility to take the test at that time. If the student fails to do this, the teacher is not obligated to set another time for the make-up. If the student fails to make up a test without making other arrangements, the teacher is not required to give the student the test. This will result in the student receiving a zero for the missed assignment.

## **INCLEMENT WEATHER POLICY**

### **CLOSING OR DELAY OF OPENING DUE TO INCLEMENT WEATHER**

School may be canceled due to weather conditions. There are many factors that are taken into consideration when making the decision to close. First and foremost is safety. In the event that TCS is closed or delays its opening, the school will communicate with staff and families as soon as the decision is made.

If school is closed due to weather conditions, the decision will usually be made by administration before 6:30 am and communication to staff and families will be made immediately.

Our first concern is the safety of our students and staff. We understand that our students and staff live in a wide range of areas. Although TCS may be open during inclement weather, it may be unsafe for some of our students to attend. Please note that in these circumstances parents are encouraged to call the school and report their circumstances.

### **ASYNCHRONOUS LEARNING**

If school is closed due to inclement weather, we may implement an asynchronous learning day. This would require that the students have access to the internet for retrieving online school work and communication with their teacher(s). Participation in asynchronous learning days (due to inclement weather) are considered required and completion of schoolwork will be considered a day of attendance.

### **SCHOOL CLOSINGS ANNOUNCED DURING THE SCHOOL DAY:**

If TCS is closing due to weather conditions during the school day, TCS will call, send out messages, and/or e-mail all parents to pick up their students. TCS staff will remain at the school until all students are safely picked up or other arrangements are made with the parents.

**For all weather related conditions, call or speak with the front office. If possible, Class Dojo, the TCS website and/or social media accounts will also indicate the closing notice.**

## **LEAVE OF ABSENCE**

A leave of absence is a period of greater than one week that is not a regular school holiday or break per the school calendar. In the event of an extended leave of absence, families are still responsible for their student's tuition.

If you do not want to lose your child's classroom spot then you are responsible for paying tuition during any leave of absence whether your child is present for classroom instruction or not.

Administration will call you while you are on an extended leave of absence if your child is in danger of losing their enrollment place at TCS. You will then have the option of bringing your tuition balance current or losing your classroom spot to a student on the waitlist or anyone wishing to enroll. Occasionally special arrangements can be made. Please see the administration to do so.

Per the TCS Enrollment Contract, the full amount of the tuition is obligated and earned upon the enrollment of the student and no refund is due or payable upon the withdrawal, transfer, or dismissal of the student during the academic year.

## **DRESS CODE**

TCS has a relaxed, casual dress environment. Students are expected to use good judgment and to show courtesy by dressing in a fashion that is presentable and appropriate. Any attire that reveals the midriff or undergarments is strictly prohibited. For example, students should avoid spaghetti straps, low-cut tops, crop-tops, short shorts, and other revealing attire.

No clothing with suggestive wording, illustrations, logos, and/or advertisements for items which are illegal or prohibited for students (i.e. alcohol and tobacco products, etc.) should be worn.

Pants with holes are allowed with the exception that the holes aren't any higher than the mid-thigh and don't reveal any undergarments. Shoes must be worn at all times.

Shoes with wheels are not permitted.

## **HEALTH AND MEDICATION REQUIREMENTS AND POLICIES**

### **HEALTH AND INJURY POLICY**

Parents will be contacted immediately via phone regarding major injuries requiring professional medical attention.

Minor injuries such as bumps, scrapes, and bruises will be reported on the minor injury form (“Ouch Report”) sent home with the student for a parent signature.

Students will not be accepted nor allowed to remain at TCS if they have contagious symptoms such as, but not limited to, those listed below.

<b>Exclude if:</b>	<b>Readmit if:</b>
Temperature of 101 or higher	Free of fever for 24 without the aid of medication
Temperature of 101 orally or higher plus one of the following: severe cold with yellow-green nasal discharge, cough, sore throat, sneezing, swollen glands, and/or skin rash	Fever free for 24 hours without the aid of fever reducing medications
Red, watery or draining eye(s)	All discharge has ceased
Drainage from the ear(s)	All drainage from the ear(s) has ceased, or note is required from a physician or nurse practitioner stating that the child is not contagious
Lice	After treatment and free of lice and nits
Skin lesions (ex. Impetigo, ringworm, scabies, etc.)	Skin sores are healed, or a note is required from a physician or nurse practitioner stating that the child is not communicable
Vomiting	Free of upset stomach for 24 hours
Diarrhea (2 or more loose, watery stool per day)	Diarrhea free for 24 hours
Fainting, seizures, or general signs of illness, weakness, drowsiness, flushed face, headache or stiff neck	Free of symptoms or note is required from a physician or nurse practitioner stating that the child is not communicable
Fever with any signs and symptoms of a communicable disease to which the child has been exposed.	Fever free for 24 hours
Any combination of symptoms for consecutive days of attendance	Free of symptoms for 24 hours



Under no circumstance is a sick student to attend TCS. Students should be allowed to recover fully in the comfort of their own home. If you are unable to remain home with your student, it is your responsibility to make alternate childcare arrangements.

If a student becomes ill or displays potentially contagious symptoms while at school, parents will be notified by phone to come and pick up their child. Further, if the illness becomes a medical emergency, then 911 will be contacted and the student will be transported to the nearest emergency room.

We understand it is not possible to completely prevent the spread of all illnesses, however minimizing exposure and employing good hygiene practices at both school and home are a means by which we can limit the problem and the resulting inconvenience to everyone.

Please let the school know if your child has been diagnosed with a contagious illness. A notice will be shared with families of potentially affected students within the school. For confidentiality reasons, the name of the child with the confirmed illness will not be released.

## **HEAD LICE POLICY**

This policy outlines the roles and responsibilities of the TCS staff should a case of head lice occurs. All members of TCS will work in cooperative and collaborative manner to assist to manage head lice effectively.

At TCS there is a commitment to do this in the following ways:

- Where an active case is detected, the school encourages immediate treatment and students may return to school after appropriate treatment is commenced and the head lice issue is resolved.
- Administration will contact the family to ask that a student be checked and receive treatment if necessary.
- Parents/caregivers will notify the school if their child is found to have live lice or nits (eggs) and advise when appropriate treatment was commenced.
- The school will notify parents/caregivers of the children in a classroom when a case of head lice is detected, to alert the families in need to check their children.
- Once notified of the possibility of head lice exposure, all families will check at home the hair of all household members for live lice or nits. They will aim to use a head lice comb, for greater accuracy, and they will use an effective treatment if necessary.

- Families should notify the parents/caregivers of their child's friends where appropriate, so they have an early opportunity to detect and treat their children if necessary.
- Afflicted students will either bring a certificate or note from their doctor/head lice removal specialist stating that the condition has been resolved and/or the student's head may be checked by a TCS staff member prior to their returning to the classroom to ensure that the matter has been resolved.
- A sympathetic attitude will be maintained by the entire school community to avoid stigmatizing/blaming families who are experiencing difficulty with control measures.

NOTE: if multiple head lice cases are found in a short timeframe, an entire classroom may have a blanket head inspection or head lice screening by school staff. If this were to become necessary, TCS staff would take precautions to respect privacy and maintain confidentiality for each student.

## **MEDICATION POLICY**

Over-the-counter medications: Aspirin, Tylenol, Neosporin, or other patient over-the-counter drugs are not available through TCS. Should you wish for your child to have access to these medications, you must sign an Authorized to Administer Medication Form and leave a supply with the school clinic.

Prescription medications: the medication to be administered by designated school personnel must be sent directly from the pharmacy or physician's office or brought to school by the student's parent/guardian. The school must receive an Authorization to Administer Medication form signed by the student's physician and/or parent/guardian.

The following must be clearly printed on the medication container:

- Student's Name
- Name of the medication
- Dosage
- Time the medication must be taken

Bring in only the amount of medication that is needed for a school day. In the case of prolonged need, send in the amount for a clearly specified period. Written authorization to dispense medications shall be limited to two weeks unless otherwise prescribed by a physician. Medication shall only be dispensed out of its original container, which must be labeled with the child's name. Extra medication will not be sent home with a student. All medications will be kept in a secure location in the school.

## **SELF-ADMINISTRATION OF MEDICATION**

As a general rule, students are not allowed to carry any medication with them in school. However, students may carry and administered their medication if **both** of the following conditions are met:

- It is warranted by a potentially life-threatening condition and advised by their physician **AND**
- An Authorization to Self Carry inhaler, EpiPen, Insulin, or other approved medicine form is on file in the office signed by the student's parent, the student, and their physician.

## **MEDICATION STORAGE AND ADMINISTRATION**

Medication should not be brought to school unless it is essential to the health of the student. If a student must take medicine at school, these procedures must be followed:

- TCS requests that all medications be delivered directly to a staff member in the front office and that proper documentation is completed. TCS will not store nor administer any medication that has been delivered by the parent/guardian without properly completing accompanying documentation.
- Expired medication will not be kept on site. All expired medications will be returned directly to the parent/guardian. It is the responsibility of the parents/guardians to supply TCS with non-expired medication and properly completed accompanying documentation in order to administer any prescriptions or non-prescription medications on site.

## **MEDICATION LOG**

TCS has a designated medication binder for all children enrolled receiving medication. The information within the binder is kept confidential. For each child receiving medication there must be an "Authorization to Administer Medication" form completed in its entirety signed by the parent or guardian and healthcare provider. The log recording the administration of medication will be kept attached to this form. A notation on the log will be made if an adverse reaction to the over the counter medication and/or prescribed medication occurs. Parents will be contacted immediately via phone regarding a major adverse reaction to medication requiring professional medical attention. Minor adverse reactions, such as light redness will be reported on the Ouch Report form sent home with the student for a parent signature.

If a prescription medication is to be given on an "as needed" basis, a note from a licensed healthcare professional indicating that TCS can administer the medication on an "as needed" basis is required. Medication log forms are required to be updated with each medication (type, dose, route, and/or time of administration is modified).

## **MEDICATION STORAGE AND FIRST AID**

Medications are kept in an area that can be locked at all times. An additional locked box is provided for medications in the front office that may need to be refrigerated. First aid supplies are located both in the front office and in each classroom. The following first aid supplies are available at all times: scissors, tweezers, thermometer, bandages, sterile gauze pads, medical tape, insect sting preparation, antibacterial ointment, antiseptic cleaning solution, cold packs, and gloves.

## **EPIPEN**

If your child has an allergy that may require the use of an Epi-Pen, TCS will require their own Epi-Pen be kept on site, which will be provided by the parent or guardian. If your child will require the use of an Epi-Pen while in attendance the following steps will be taken:

- The epi-pen will be injected by a staff member
- 911 will be contacted after Epi-pen is injected
- The parent or guardian will then be contacted and given further instructions

## **EXAM GLOVES**

Exam gloves are worn by staff when administering first aid. Please inform the front office staff and your child's teacher and indicate on your child's registration form if your child has a latex allergy.

## **FOOD, BEVERAGE, AND TREAT POLICIES**

### **SCHOOL LUNCH**

Lunch is not provided by the school. Parents are responsible for sending lunch to school with their students every day. Microwaves and other means of reheating and/or cooking are **not** available for student use. Please keep that in mind when packing a lunch. Students are encouraged to bring a water bottle. A refill station will be made available throughout the day for fresh water.

If a student does not bring a packed lunch, school administration will provide a sack lunch for that student and a \$10 lunch charge will be added to their balance.

### **CAFETERIA RULES**

Students are expected to adhere to the following cafeteria rules at all times:

- Students should remain seated at all times unless they raise their hand and are given permission by an adult to leave their seat.
- Students should walk at all times, no running in the cafeteria.
- There will be baskets for napkins, spoons, forks, and cups (for water).
- Trash should be thrown away at the end of lunch.
- **Under no circumstances, are students ever allowed to share food.**
- Students are to keep their hands and feet to themselves at all times.
- Students are to be respectful to all classmates and adults.
- Students should not bring items such as toys, books, pencils, etc. to the cafeteria.
- When given permission by an adult to throw away trash, students are to make sure their area, including the floor, is free of all food and trash.
- Assigned table washers should begin their job five minutes before the end of lunch time. They should wait until all trash, food, and lunchboxes are cleared before beginning their job.
- Parents are welcome to join their child for lunch but they must sign in at the front office first.

### **ALLERGY-FREE TABLE**

A reserved table is available for all students with food allergies. In particular, no nuts or dairy items are allowed in this area. This table will be wiped down separately from other cafeteria areas, too. This area is provided for their safety. All food allergies should be noted on enrollment paperwork and all teachers should be made aware of the students with these food allergies.

## **BIRTHDAY TREATS & INVITATIONS**

Students will be recognized in their classrooms and celebrated on their special day! Birthday treats are welcome but they must come store bought and prepackaged due to allergy concerns. Edible items brought in must have a label showing all ingredients. We know that you will understand our request that invitations to birthday parties not be brought to school to be distributed unless every student in the class is invited. No invitations of any kind outside of birthday invites (with the understanding stated above) will be allowed to be passed out or shared either on school grounds or on school platforms including but not limited to Class Dojo, social media accounts, and school email accounts. TCS is not a place for marketing events not approved by school administration.

## **CLASSROOM AND/OR SCHOOL CELEBRATION FOODS**

At the end of difficult lesson units, quarters, semesters, and/or as a reward, teachers may organize and allow their students to participate in pizza, popcorn, a frozen treat party, etc. Occasionally students will be asked to bring in dishes to enrich a school lesson, such as German food for a German class. This is not mandatory, but it is fun for the students and greatly appreciated. If homemade dishes are brought to school for a class activity, please provide a COMPLETE list of ingredients with the dish. Teachers will apprise parents of the class if there are any student food allergies. If any, it is requested that you refrain from using those ingredients in donated dishes, so that all students may be able to participate and enjoy the class activity equally.

# INSTRUCTIONAL PROGRAM

## GRADING SYSTEM & REPORTING

Students receive progress reports throughout the semester. Final grades for courses are received at the end of each quarter. Parents should contact their child's teacher if there are any questions concerning grades recorded or information contained on the child's report card. Grades are reported numerically on all progress reports and report cards. Any grade below 70 is failing.

### GRADING SCALE 2ND GRADE – 12TH GRADE

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = 69 and below

I = Incomplete

W = Withdrawal

### GRADING SCALE KINDERGARTEN - 1ST GRADE

4 = Exceeds Standard

3 = Meets Standard

2 = Progressing

1 = Emerging

0 = Not Demonstrated

## HOMEWORK POLICY

Throughout the week students might have the occasional homework assignment. This might include but is not limited to, reading, spelling practice, projects and unfinished work. It is each student's responsibility to complete and turn in homework on time – if it is not, a grade of zero (0) will be given. In case of conflict regarding homework assignments the teacher's record is final. If students or their parents have questions about homework, immediately contact the teacher *who assigned it*.

## PROMOTION

At the end of each academic year students who have made satisfactory progress in academic subjects are promoted to the next grade level. In cases where promotion is questionable, the school notifies parents in advance and a cooperative/partnership approach is implemented to ensure student success. Any student who receives an average, for both semesters, of 69 and below, shall fail the subject for the year. In Kindergarten, promotion to first grade may be questioned when an average overall score of "2" is received for all subjects.

## **PERSONAL BELONGINGS**

It is important that you label all of your student's personal belongings. Further, it is VERY important that you label your student's jacket, backpack, water bottle and lunch box with both their first and last names in sharpie marker as these items frequently get misplaced. Property cannot be found or returned if TCS is unable to identify the owner.

We ask that your student not bring to school items that are not necessary to learning and/or what is requested by the front office and/or their teachers. TCS is not responsible for any lost, stolen, or broken items. If such items are brought in they will be sent to the office and must be picked up by a parent.

## **BOOKBAGS, PENCIL BAGS, ROLLER BAGS AND PURSES**

Students may use book bags to transport only school materials to and from school. Roller bags are NOT ALLOWED to be used in the building. Should a student have a purse or personal bag, they need to be kept inside their locker, cubby, or other area designated by the teacher. Students will be able to access their personal items throughout the day with permission from their teacher. The exception to this will be students who self-carry items like an EpiPen or other medical device or medication. These students may keep their purse or personal bag with them at all times.



## **CELL PHONES/ELECTRONIC DEVICES/OTHER ITEMS**

**Cell Phones:** Although students are permitted to bring cell phones to school, it is not encouraged. If a student brings a cell phone to school, it may not be used inside the school building. The cell phone must be turned off before entering the school building and immediately turned in to the front office personnel. At no time shall TCS be responsible for theft, loss or damage to cell phones or other electronic devices brought onto its property.

- Students should check their cell phone before entering the building and make sure that it is in the “off” position. Phones must not be in the “on” position during school hours and/or during school supervised activities.
- Students may not carry the phone with them on their person during school hours. Cell phones must be turned off and must be in backpacks during the school hours and/or activities within the school building and/or on school property unless specifically approved by an administrator or teacher.
- Students shall not use them or display them openly during regular school hours and/or school supervised activities unless specifically approved by an administrator or teacher. The policy applies to any type of use, including but not limited to making voice calls, video calls, taking pictures, emailing, listening to messages, listening to music, viewing information, and texting.
- If a student is scheduled for a school supervised after school activity, including but not limited to clubs, academic teams, and tutoring, cell phones shall be kept off and unused until such activity is over unless approved by an administrator or teacher.
- Students who are found in possession of cellular telephone shall have the item confiscated and given to the school administrator. The cell phone will only be returned directly to the parent/guardian. If a parent/guardian cannot pick up confiscated items, then the items may also be shipped to a home address provided that the shipping charges are prepaid by the parent.

**Other Electronic, Battery Operated, and/or Communication Devices** such as, but not limited to, smart watches, cameras, video/audio recorders, PDA's, blackberry, Mp3/Mp4 player, iPod, iTouch, etc. are to be kept at home. If a student brings such an item to school, it may not be used inside the school building, during school hours, and/or during school supervised activities. The devices/items must be turned off before entering the school building and immediately placed in the student's backpack. At no time shall TCS be responsible for theft, loss or damage to such a device/item brought onto its property.

- Students should check their devices/items before entering the building and make sure that it is in the "off" position. Devices/items must not be in the "on" position during school hours and/or during school supervised activities.
- Students may not carry these devices/items with them during school hours. Devices/items must be turned off and must be in lockers during the school hours and/or activities within the school building and/or on school property unless specifically approved by an administrator or teacher.
- Students shall not use them or display them openly during regular school hours and/or school supervised activities unless specifically approved by an administrator or teacher. The policy applies to any type of use or display, including but not limited to making voice calls, listening to, playing, taking pictures, emailing, downloading, etc. unless specifically approved by an administrator or teacher.
- If a student is scheduled for a school supervised after school activity, including but not limited to clubs, academic teams, and tutoring, all such devices/items shall be kept off and unused until such activity is over unless specifically approved by an administrator or teacher.
- Students who are found in possession of any type of device and/or item shall have the Item confiscated and given to the school administrator. The device/item will only be returned directly to the parent/guardian.

Should there be additional offense(s), the student also will be given a Disciplinary Referral Form for improper use or possession of cell phones or other unapproved device(s).

### **SPORTS EQUIPMENT & TOYS**

Personal sports equipment and toys are permitted on campus for student use during play/break time(s). At no time shall TCS be responsible for theft, loss or damage to such item(s) brought onto its property.

## **TEXTBOOKS**

Textbooks for students are furnished by TCS. Restitution for lost and/or damaged textbooks or related materials and supplies will be required BEFORE a second text or additional materials will be made available to a student. Students who owe money for lost or damaged texts or materials will be permitted to use a text during classroom instruction; however, they will not be permitted to take the text or materials home for homework purposes. Report cards may also be withheld until textbooks fees are collected.

Should the book(s) and/or material(s) be determined as lost, parents are expected to pay for the lost textbook/workbook the next day to avoid interruption of instruction.

## **CHROMEBOOKS**

Students at The Create School will have access to technology such as chromebooks and chromebook chargers. These items are property of TCS and are on loan to the student each time they use the technology. Chromebooks must be used in accordance with the [Student Laptop Borrower Policy](#), [Internet Safety and Technology Acceptable Use Policies](#) and any applicable laws. If these items are damaged or lost, you will be responsible for all replacement costs. Each chromebook will be inventoried and tagged for tracking purposes.

## **OUTSIDE RECESS & P.E. POLICY**

If the temperature or wind chill is:

Above +32 degrees Fahrenheit, children will be allowed to go outside.

Between +32 and +20 degrees Fahrenheit outside will be an option for children.

Below +20 degrees Fahrenheit, No option. All children will remain inside.

Staff must use good judgment on days when the temperature or wind chill is in this range (example: shortened outside time)

**Cold/Snow:** Children must be properly dressed to go outside in cold weather. Coats, hats, and mittens/gloves must be worn at all times when the temperature is below +32 degrees Fahrenheit.

**Heat:** If the heat index is excessively high, staff will shorten or eliminate outside time. This includes heat, humidity, and air quality factors. On these days, it is best for outside time to occur prior to 11:00 am.

**Lightning/Severe Weather:** At the first sign of threatening weather or lightning, staff will bring all children indoors into a safe area. Staff will monitor the situation.

## **LOST & FOUND**

Lost and Found is located inside the gymnasium. Personal items that are found are placed in the Lost and Found. Unclaimed items will be donated to charity every month after parents are informed about the deadlines to check lost and found items.

## **MISSING ITEMS**

When an item is missing, parents should report the missing item to the administration. At that time, the parent should complete a Missing Items Form, which will permit the item to be returned to the owner should it be found or located. Should the parents or student find the item themselves or it is returned directly to them, they should notify the administration as soon as the item has been located. [Missing Items Form](#)

## **SCHOOL SERVICES**

### **LIBRARY**

The Library is a resource center for all print and non-print materials. Library services offered to students include assistance with research assignments and book selections. Students must comply with all Library rules, including but not limited to, no games on the computers and computers need to be used for research assignments only. Repeated violations of Library rules may result in losing Library privileges.

### **SCHOOL PICTURES**

A photographer will photograph students in the school during the spring semester.

### **TUTORING**

TCS offers discounted tutoring sessions to students currently enrolled in a TCS program. Tutoring is offered to insure student success. Additionally, special test preparation, such as SAT prep, and/or specialized educational classes may be offered for an additional fee.

## **ENRICHMENT ACTIVITIES & PROGRAMS**

### **FIELD TRIPS**

Field Trips offer exciting ways to learn. TCS students will have the opportunity to go on field trips at various times throughout the school year. Grade level and/or team sponsored day field trips are offered to most students.

Students who have received an out-of-school suspension (OSS) during the school year, will not be eligible to participate in any overnight or small group field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable.

In addition, any student who has demonstrated the inability to follow rules may be prohibited from participating - this determination will be made by the administration on an individual basis. Any fees or deposits paid earlier are non-refundable. For all field trips, you will be expected to follow these rules:

- You must abide by the TCS Code of Conduct and Discipline Plan while on the field trip.
- You must follow the TCS Dress Code

## **BEFORE AND AFTER SCHOOL CARE PROGRAM**

### **BEFORE SCHOOL CARE**

The Before School Care Program is established to accommodate parents who need to drop their students off at school as early as 7:30 AM. Do not leave your student before 7:30 AM, as there will be no supervision. TCS Code of Conduct and Discipline Plan will govern student behavior at all times during Before School Care. Students will be hosted under the supervision of an adult and will be able to play, read, study, and do homework during this time. The fee for before school care is \$8.00/day/child. Students must be signed up for before care in order to participate in the program. A signup sheet will be made available each week via Class Dojo and our weekly newsletter. These forms are due by 6:00 pm on the Thursday before the next week. Example, if you need before care for the week of August 18th, please complete the before care sign up form no later than 6:00 pm on Thursday, August 14th. This will allow our staff time to make accommodations. If you do not fill out a form, before care is not guaranteed. A parent/guardian must walk in with their student and check them in. Checking in must include your name, signature, and time of sign-in on the student sign-in sheet. All balances are to be paid on a monthly basis. A late fee of \$75 will be assessed to any balances not paid by the due date. Students will not be allowed to attend before care if an unpaid balance remains.

## **AFTER SCHOOL CARE**

The After School Care Program is established to accommodate parents who cannot pick up their students by the end of the school day (2:05pm). The TCS Code of Conduct and Discipline Plan will govern student behavior at all times during After School Care. Students will be hosted under the supervision of an adult and will be able to read, study, play, and do homework during this time. The fee for after school care is \$10.00/day/student. After care begins at dismissal (2:05pm) and closes at 4:00pm. Any student remaining in after school care past 4:00 pm will be charged \$15 for every 15 minutes they remain in the care of a TCS leader. This fee is not prorated and must be paid before the student will be allowed back in after school care. Students must be signed up for after school care in order to participate in the extra program. At pickup, students must be signed out by an authorized adult. Check-out must include your name, signature, and time of check out on the student sign-out sheet. All balances are to be paid on a monthly basis. A late fee of \$75 will be assessed to any balances not paid by the due date. Students will not be allowed to attend after care if an unpaid balance remains.

## **BEFORE AND AFTER SCHOOL CARE DISCOUNTED RATES**

If a student attends before and after school care on the same day, their account will be assessed a discounted rate of \$15 instead of \$18. This only applies to days when the student attends both before and after care on the *same* day.

## **COMMUNICATION TOOLS**

Every effort will be made to ensure good communication between the home and the school. Parents may communicate directly with the school's staff members via e-mail, voice mail, written request, Class Dojo, or by accessing the school's web page. Digital copies of the monthly calendars, newsletters, and signups, forms, and announcements will be sent home via Class Dojo announcing upcoming school activities and events.

## **PARENT/TEACHER CONFERENCES**

Parents and teachers should maintain a good working relationship to help students get the best possible education. Conferences are good communication tools. Our most important form of communication is the parent-teacher conference. If you would like to have a conference with any staff member, please contact the school and arrangements will be made. Note that teachers might not be available for last minute conference requests. Please try to schedule parent/teacher conferences in advance.

## **ANNOUNCEMENTS**

Official announcements are provided on Class Dojo, our website, [www.thecreateschool.org](http://www.thecreateschool.org), and on our social media accounts. As a common practice, announcements made by the administration, which affect the school community, are made through these two communication devices. TCS encourages parent(s)/guardian(s) to check Class Dojo and our social media on a regular (daily) basis. The Governing Board, Administration, Teachers and Staff at TCS are dedicated to keeping our community informed.

## **TELEPHONE CALLS**

Students may not be called from class to talk on the telephone during school hours, nor are they allowed to make outgoing calls except in the most necessary circumstances. As part of an effort to teach responsibility, students are discouraged from calling home for forgotten items.

**Students may not use any phone at school other than an office phone.** The school does not have sufficient phone lines to accommodate student phone calls at the end of the school day. All arrangements regarding after school activities must be made before the student leaves home in the morning. Calls of an emergency nature, that may involve the interruption of a class to deliver a message to a child, must go through the office at (423) 718 - 6501

Students must have written permission from a staff member stating a reason in order to use the office phones. We ask that all students please come to school in the morning clearly knowing how they will get home. We also ask that parents please know whether or not their children are planning to stay for an after-school activity.

## **INTERNET USE**

The school cannot control the information available on the internet. Some of the information that can be accessed may be inaccurate, defamatory, obscene, profane, sexually explicit, threatening, racially offensive or otherwise objectionable. Parents should be aware that such material is on the internet and should caution their children not to access such material. The internet is to be used solely in support of The Create School's educational mission. All other uses are strictly prohibited. It shall not be used to publish or transmit any information that

1. Violates or infringes upon the rights of any other person;
2. Contains material that would be considered abusive, profane or sexually offensive to the average person;
3. Contains any advertisement or solicitation of goods or services that are not school-related;
4. Relates to the user's personal business or commercial activity;
5. Solicits the performance of any unlawful act;
6. Encourages the use of controlled substances; or
7. Violates any local, state or federal law, Board policy or school rules.

## **SCHOOL EMAILS**

All students enrolled at TCS are provided email addresses by The Create School. TCS K-8th grade students are not able to send or receive emails to addresses outside our school domain. Their school-assigned email address will only allow them to send electronic communications to students, faculty, or administrators who share a thecreateschool.org email address. High school students will be able to send or receive emails both inside and outside our school domain. High school students will use this privilege in line with The Create School Acceptable Technology Use Policy.

Parents are able (and even encouraged) to check your students' email address anytime they wish. Passwords can be provided by the school. You can also ask your student for his/her password. All students are required to share their passwords with their parents. Our school administration is always able to check student email accounts when asked, or if necessary.

Through these email addresses, students will be able to receive important school-related emails. Examples include our weekly school newsletter, daily announcements, and communication from their teachers and fellow students in a much faster and more efficient manner.



## **CHROMEBOOK PROGRAM DESCRIPTION & ACCEPTABLE USE POLICY**

Active teaching and learning with chromebooks integrates technology into the curriculum anytime, anyplace. The policies, procedures, and information within this document apply to all chromebooks used at The Create School. Teachers may set additional requirements for use in their respective classroom. Above all, the chromebook program at TCS is an academic program and the policies governing the use of them support its academic use.

## **CHROMEBOOK DISTRIBUTION AND CARE**

Students have access to chromebooks during school hours while on campus. The chromebooks are the property of The Create School and students are expected to use them in conformity with the school's Internet Safety and Acceptable Technology Use Policy. Students are responsible for the general care of the chromebooks they have been given access to by the school. Chromebooks that are broken or fail to work properly must be taken to the TCS administrator for an evaluation of the equipment. Loss or damage to chromebooks (outside of reasonable wear and tear), regardless of the cause, will be the strict financial responsibility of the students/parents. Students must immediately report damage or loss, including theft, to The Create School. Students/parents are not permitted to repair, alter, modify or replace chromebooks without express authorization from The Create School. Students will be charged for chromebook repairs or replacements based on the cost of repair or replacement to the school.

## **GENERAL PRECAUTIONS**

- Students must have a charged device (laptop or table) with them at school every day.
- Students are responsible for keeping their personal laptop and/or tablet batteries charged for school each day.
- Students may not remove or circumvent the management system installed on school chromebooks. This includes removing restrictions or "jailbreaking" the device.
- On school devices, only use a soft cloth to clean the screen, no cleansers of any type.
- TCS owned Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of TCS.
- TCS owned chromebooks should never leave the school campus.
- Chromebooks used by students must bear the student's username. No other name is acceptable. Students may not remove or alter the "asset tag" located on the back cover.

- Students may use the school chromebook and/or personal laptop/tablet only for academic purposes on campus.
- Students may not use other student's personal laptops and/or tablets nor have them in their possession.

### **SOUND, MUSIC, GAMES, PICTURES, OR PROGRAMS**

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Internet games and game apps are not allowed on the chromebooks.
- The software/apps originally installed by The Create School must remain on the chromebooks in usable condition and be easily accessible at all times.
- Students are not allowed to load extra software/apps on the chromebooks without teacher permission.
- Students are prohibited from storing their own photographs and music on the chromebooks.

### **GENERAL RULES FOR CHROMEBOOK USE**

In consideration for having access to the chromebooks from The Create School, each student and his or her parent or legal guardian agrees not to sue and hereby releases, waives, discharges, holds harmless, indemnifies, and defends Th Create School as well as their respective employees, personnel, staff, volunteers, agents, directors, affiliates, and representatives, from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, relating in any way to the use of the chromebook furnished by The Create School to the student.

This Chromebook Acceptable Use Policy applies to The Create School students at all times, whether or not the students are on campus, as The Create School students are school representatives at all times. Individual school chromebooks and accessories must be returned to The Create School at the request of the school.

## **FREQUENTLY ASKED QUESTIONS**

*Can students install their own apps?*

No, apps will be pushed out or installed to student chromebooks by the TCS administration in support of classroom instruction.

*Will students get to keep the chromebooks over the summer?*

No. We will use summer time for software updates and maintenance.

*My student already has a laptop or tablet. Will s/he be able to use that one?*

Yes. Students may bring their charged device to school with them every instructional day.

## **CYBER EDUCATION POLICY & PROCEDURES**

With our new hybrid instructional model, TCS has developed a full cyber school policy outlining Cyber Education, Technology Policy and Conditions of Use. See [Internet Safety and Technology Acceptable Use Policies](#)

## **PARENT PARTNERS INVOLVEMENT**

Parental involvement is an important part of our program. Parents and students working together with staff members is an important element in a quality school program. Visitation is encouraged by parents and other interested parties who wish to visit the site. A solid relationship with the TCS teachers and parent educators is built on mutual trust and respect and is key in making your student's school experience work well for everyone.

## **FULL PRICE PROGRAMS**

For each of our full price enrollment programs, parents are **not** required to complete volunteer hours each week.

## **DISCOUNTED ENROLLMENT PROGRAMS**

To get the discounted tuition cost, parents are offered the opportunity to volunteer a required set of hours each week. There are a number of opportunities and events at TCS where a parent can volunteer for those who are enrolled in one of our discounted programs. Please see the signup link for more information. Sign ups are on a first come, first serve basis. Sign up sheets will be made available on a monthly basis. Please sign up quickly in order to secure your spot. Failure to serve the required number of volunteer hours each month will result in a fee of \$100 added to your account. This will be assessed on a monthly basis.

Parent volunteers will need to complete a criminal background check and submit it to the school. Please note that this does not apply to attending school events. No one will be allowed to work with or around our students without passing a background check.

### **SCHOOL VISITATION AND SCHEDULED OBSERVATION**

TCS values the concept of parents as partners in education. Parent and community support and assistance are vital in all facets of the school program. Parents of currently enrolled students or prospective students may wish to observe the classroom setting or perhaps volunteer to serve as an instructional partner in the classroom (if applicable). While custodial parents of attending students are always permitted access to all student areas of our school as long as they have made their presence known to the administration, interruption of classroom instruction is prohibited.

Note: Impromptu conversations and/or discussions with teachers about students are prohibited in order to maintain school schedules and teacher planning times unless they are initiated by the teacher themselves. Parents should schedule conferences with the teacher to discuss issues and/or student concerns.

## **DUE PROCESS AND STUDENT RESPONSIBILITIES & RIGHTS**

All students at The Create School are entitled to the rights guaranteed by the United States Constitution and Bill of Rights, and their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student that exhibits any of the unacceptable student behaviors or Conduct Violations listed in this handbook, or added to this list at a later date, will suffer immediate consequences. These consequences range from notification of parents, isolation, detention, and emergency removal from a school activity, to suspension, expulsion, and criminal prosecution.

In all instances, The Create School's policies and procedures governing due process for suspensions and expulsions will follow Tennessee Education Law. All students at The Create School have the right to feel physically, emotionally, and intellectually safe. Therefore, if at any time you feel you are the subject of harassment, hazing, threats, or other intimidating behavior, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible. All reports like this will be kept completely confidential.

Similarly, if you are concerned about the safety of a student who seems to be the subject of harassment, hazing, or threats, you should immediately speak to an administrator about the problem. The situation will be investigated as soon as possible and reports will be kept completely confidential.

### **STUDENTS' RESPONSIBILITIES**

- To be caring and honest,
- To do his or her best to learn and master all he/she can,
- To respect school rules, regulations, and policies,
- To be sure that personal expression do not interfere with the rights of others,
- To follow state law and school policies concerning substance abuse,
- To respect and protect the personal and property rights of others and of the school,
- To treat all members of the community with full respect, fairness, and courtesy,
- To abide by all the expectations of the school and its community,
- To follow the prescribed guidelines for participation in school activities, AND
- To adhere to due process procedures

## **STUDENTS' RIGHTS**

- To feel safe in the school environment,
- To take full advantage of the learning opportunities,
- To work in an environment free from disruptions,
- To have a healthy environment that is smoke, alcohol, and drug free,
- To use school resources and facilities for self-betterment under appropriate supervision,
- To expect courtesy, fairness, and respect from all members of the community,
- To be informed of all expectations and responsibilities,
- To take part in a variety of school activities, AND
- To have the right to due process.

# **DISCIPLINE POLICIES**

## **GENERAL BEHAVIOR GUIDELINES**

It is the general expectation that students follow the rules set forth by school administration and teachers. All students will be held accountable for their actions regardless of circumstance and in accordance with school policy.

## **SCHOOL-WIDE EXPECTATIONS:**

- Respect yourself, others, and school property
- Follow directions the **first** time
- Take responsibility for your actions
- Be prepared for class

## **GROUP ASSEMBLIES**

Team or grade school assemblies are held for the benefit of the students and faculty. Courtesy will be shown to those in charge of, and participating in the program. Misbehaving students will be removed and may lose their privilege to attend assemblies in the future.

## **IN THE HALLS, RESTROOMS, AND OTHER COMMON AREAS**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized TCS leader. Students who are found in the halls without passes will be subject to disciplinary action. Hallways and restrooms are areas used by all members of TCS. Because everyone uses these areas, there are rules of conduct that all students must follow:

1. Do not roughhouse, push, or wrestle.
2. You may not eat or drink in halls or restrooms.
3. You may not run in the halls, restroom, or other common areas.
4. Do not leave belongings on the floor in the hall, restrooms, or other common areas.
5. You must do your part to keep these areas clean and safe.
6. You may not use any profane or vulgar language while in these areas.
7. You may not loiter in these areas.
8. Make sure you clean up after yourself and appropriately dispose of all trash.
9. Reports of leaks, spills, or other problems in the restroom to a TCS leader or the office.
10. You may not yell, scream, or make excessive noises while in these areas.

## **DURING AN EMERGENCY**

Safety, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run, or push. A signal bell or announcement will be given for returning to class.

## **DESCRIPTION OF DISCIPLINE OPTIONS**

Withholding of privileges – The student may be denied an opportunity to participate in school-related activities and/or events as deemed appropriate by an administrator and/or teacher. This will be communicated to the parent/guardian. This disciplinary action will not be documented on the student's permanent discipline record.

Administrative lunch detention – An administrator may assign this to a student who fails to comply with school rules. Parents will be sent a notification when administrative lunch detention is assigned. All administrative lunch detentions are documented on the student's permanent discipline record.

Out-of-school suspension – out-of-school suspension is a formal disciplinary action that can only be assigned by a TCS administrator and the governing board and requires written correspondence to the parents. Out-of-school suspension may increase on successive occasions where it becomes necessary for the same student to be suspended from school. **A meeting between a parent and an administrator is required prior to the return to TCS of any student serving an out-of-school suspension. All students under out-of-school suspension are prohibited from participating in on-campus school activities and therefore are not allowed to come on the school campus.** Students who receive an out-of-school suspension will not be able to participate in any overnight field trips for the rest of the school year and any fees or deposits paid earlier are non-refundable. Out-of-school suspension assignments will be notated on a student's discipline transcript.



## **ACADEMIC AND/OR BEHAVIORAL CONTRACT**

Students who have been given consequences based on Step 4 of the disciplinary cycle in any category will be asked to enter into an academic and behavioral agreement. Failure to sign the agreement by the parents and/or student will not hinder the school administrators and governing board from taking any further actions.

## **REWARD SYSTEM**

Students at TCS are always expected to exhibit appropriate behavior. However, in an effort to encourage students to go beyond the expected behavior, students will be recognized for “making good choices”. Some examples are, but not limited to: assisting someone in need; volunteering to do an unwanted task; cleaning up after others; consistently having a cooperative spirit; exceeding requirements on an assigned task or assignment.

## **SCHOOL-WIDE REWARDS**

A system of rewards to students who reach a documented level of a behavior has been put in place to recognize those students for their achievement. Types of school-wide rewards include, but are not limited to: extra recess, movie days, field trips, and special treats.

## **COMMENDATIONS**

A commendation will be awarded to students who are observed exhibiting behavior “above and beyond” expected behavior. Any TCS leader who observes a student engaged in this type of exceptional behavior can issue a Commendation. These Commendations will not be noted on a student’s permanent discipline transcript. However, the parent will be notified of such commendation.

## **CLASSROOM MANAGEMENT**

TCS uses a school-wide classroom management plan in which all faculty and staff work in a cooperative systematic effort to encourage a successful learning environment. This plan is designed to ensure an effective learning environment for all students and to curtail any minor inappropriate behaviors that disrupt the learning environment.

**The structure of the Classroom Management Plan consists of four main parts:**

- **Rules** – the expected behaviors for all students.
- **Consequences** – what the student chooses to accept if a rule is broken.
- **Rewards** – what the student receives for appropriate behavior.
- **Commendations** – what the student receives for exceptional behavior.

## TEACHER INTERVENTION PROCESS FOR CLASSROOM MISCONDUCT

The teacher, in response to **minor** disciplinary problems in the classroom, will utilize their classroom behavior management system to address classroom misbehavior.

These behavior management systems include opportunities for rewards as well as consequences/appropriate disciplinary actions.

The teacher, in response to **consistent minor** disciplinary problems in the classroom, will take the following steps when students fail to abide by the established behavioral expectations and reach multiple warnings using a classroom behavior management system:

1. **Verbal warning (information of the rule, non-verbal, verbal or written warnings)** – students who create classroom disruptions and/or fail to meet behavioral expectations will be given a verbal warning – they will be identified by name, told what they are/aren't doing properly, instructed how they need to correct the situation. Verbal Warnings will be noted via Class Dojo messaging for parental viewing and in student agendas for daily communication.
2. **Private Conference with the Student and Parent Contact** – Teachers will reach out to the student's parents via phone call or email to enlist the support of the student's parents.
3. **Intervention Referral Forms** – If misbehavior continues after the first two steps, the teacher will complete an Intervention Referral Form and send the student to the appropriate administrator for appropriate disciplinary actions. During the student's visit, the administrator will counsel the student with regard to the cited offense. If the administrator determines that additional counsel or parent contact is needed, he/she may do any or all of the following:
  1. Contact the parent(s)/guardian(s)
  2. Create a Success Plan regarding the student's behavior
  3. Refer the case to the Governing Board

***Intervention Referral Forms** will not be noted on a student's permanent discipline transcript. However, they will be entered in the student information system for parental viewing along with the appropriate conduct points/disciplinary action.*

## CODE OF CONDUCT

### CONDUCT INFORMATION

It is our belief that good discipline is one of the cornerstones of a good education, and that to ensure good discipline a close, cooperative relationship must exist between the home and the school. It is our goal to provide close communication with parents at the onset of discipline problems, so that together we can find alternatives for students and they can experience success in relationships at home and school.

For this discipline program to be successful, students must make choices for themselves and be responsible for their own behavior, as well as, for their academic performance. Students who make poor choices cannot, and should not, place blame on the environment, parents, the school, and/or peers. All persons, involved in committing, planning, participating, helping, advising, encouraging, or benefiting in the violation of a rule or code of conduct are parties to the violation. While the school will help students develop good decision-making skills, ultimately, the future is determined by each student's own actions. The procedures in the discipline program will be followed in a fair and consistent manner.

### RESPONSIBILITY FOR INDIVIDUAL ACTIONS OR CHOICES

It is expected that every individual will accept responsibility for his/her own actions, whether intentional or unintentional. Often harm caused to other persons or their possessions is unintentional, or the result of careless behavior. This, however, does not excuse or diminish the personal responsibility of the student (and/or his/her parent/guardian) to make appropriate restitution. When known and verified by an administrator, any harm caused to another will be reported to parents. **TCS, its employees, parent educators, and/or the Board of Directors do not assume any liability for the intentional or unintentional harm caused by any student to another individual or his/her possessions.**

TCS has a goal to help every student fulfill his/her intellectual, social, physical and emotional potential. Everything in and about the school has been designed to create an orderly and distraction-free environment in which all students can learn effectively and pleasantly. To foster this kind of learning environment, the TCS administrators, teachers, and parent educators shall not allow inappropriate, distracting, or disorderly behaviors to occur during school, on school property, or at any school-sponsored activities.

**Students who continuously disregard the code of conduct may be recommended to the Governing Board for expulsion.**

Our ultimate goal is to develop in students a sense of responsibility and self-discipline. Firm but fair is the basis for this system wide discipline program. Guidelines are provided in order to foster mutual respect and cooperation within the school setting. TCS takes seriously its responsibility to educate its students in a safe and drug free school where they are free from fear of harm or intimidation. Weapons, drugs and gang activity will not be tolerated. Students who violate TCS rules, or State laws related to these offenses, will be suspended or expelled from school. Violators will also be reported to police and may be arrested. These rules apply to all students at school or school-sponsored activities, including field trips and on buses, athletic fields, stadiums, parking lots, and other sites used for school-sponsored activities.

### **MINOR VIOLATIONS DISCIPLINE CYCLE**

Minor violations in or outside of the classroom will be handled by the issuance of Conduct Points. Students' violations will be recorded by the teachers or other staff with the help of a computerized Conduct Log system (Class Dojo). Conduct points can be given anywhere in the school by any school staff or parent educator. Parents and students will have online access to the recorded information in Class Dojo. Consequences are as follows:

1 - 5 Conduct points/week	Consequences might include loss of recess time, reflection writing, one-on-one conversations with teachers, and/or loss of classroom privileges.
6 - 10 Conduct points/week	Administrative Lunch Detention – students who earn a 2nd administrative lunch detention will be given a Disciplinary Referral Form instead.
More than 10 conduct points/week	Disciplinary Referral Form for not following school rules. (Additional consequences may apply)

Parents will be contacted with a letter sent home with the student or through Class Dojo regarding the assigned consequence for consequences including but limited to lunch detention, and disciplinary referrals.

## MINOR VIOLATIONS – (CLASS I OFFENSES)

Minor violations listed below are not exhaustive and subject to change at any time at the discretion of the Administration. Different violations carry different conduct points ranging from 1 to 3.

Class	Shortcuts	Description	Point
1.01	Chewing gum	Chewing gum	1
1.02	Dress code	Violation of the dress code	1
1.03	No Agenda	Not having an agenda signed by parent and/or not having an agenda during school hours	1
1.04	Refusing to participate in learning	Refusing to participate in learning; sleeping or not participating, etc.	1
1.05	Unprepared for class	Unprepared for class – not bringing the needed materials requested by teachers/parent educators	1
1.06	Behavior that puts safety at risk	Behavior that puts safety at risk	2
1.07	Lunch Misconduct	Cafeteria misconduct (loud talking, being out of seat, playing with/throwing food, cutting in line, failure to clean up after oneself, loitering, etc.)	2
1.08	Classroom Disruption	Any other minor act of misconduct which interferes with the orderly operation of the classroom including but not limited to excessive or disruptive talking, throwing objects, verbal exchanges, arguing, passing notes.	2
1.09	Hall Disruptions	Hall disruptions (including but not limited to yelling, shouting, screaming, and/or running)	2
1.10	Horseplay	Horseplay, roughhousing, wrestling, pushing, scuffling or acting out.	2
1.11	Failure to follow directions	Failure to follow directions:	3

		Insubordination, refusal or failure to comply with a direction or an order from a school employee and/or parent educator.	
1.12	Disrespectful or Rude Behavior	Disrespect: Conduct or behavior that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. This may include, but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student and/or teacher.	3
1.13	Inappropriate Language/Materials	Inappropriate Language/Materials: The use of oral, written or bodily language (including designations, abbreviations that connote offensive meaning), electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity.	3

Repetitive minor violations recorded in the Conduct Log will result in the student being classified as a student with Continuous Disciplinary Infractions. Appropriate support will be provided to resolve the behavior issues within the Student Support Team (SST) problem solving framework. However, the principal may refer the students with Continuous Disciplinary Infractions to the Board of Directors to be suspended or expelled from the school to protect the learning environment of other students at any time during the SST process.

## **MAJOR VIOLATIONS DISCIPLINE CYCLE – (Class II-IV Offenses)**

Major violations of the student code of conduct result in a Disciplinary Referral Form. The Disciplinary Referral Forms are investigated and consequences are assigned by the administrator and governing board if necessary. Parents are notified of the consequences by either phone call, e-mail, Class Dojo, notice letter sent by student, or US mail. Assignments of consequences are progressive. In general, each disciplinary referral advances the student to the next step in the Major Violation Discipline Cycle and violations may have higher consequences if committed at a higher cycle step. Consequence ranges on the Major Violation Discipline Cycle cover most major violations. However, it cannot cover all possible examples for violating the listed offenses. Therefore, the school administration may impose consequences that are not listed if warranted by individual circumstances. Any item that is deemed unsafe, inappropriate or hazardous to persons or property may be confiscated by school personnel. Offenses not covered by the Discipline Cycle are handled by the school administration and governing board in accordance with federal and state laws.

Also, at the discretion of administration and the governing board, heavier or lighter consequences may be assigned if warranted by individual circumstances.

The consequence may be one of the following, according to the seriousness of the misbehavior, and not necessarily in this order:

- Withholding of privileges
- Administrative Warning / Assign Conduct Point
- Student / Administrator Conference
- Student / Teacher / Administrator Conference
- Student / Teacher / Parent / Administrator Conference
- Administrative Lunch Detention
- Referral to Preliminary Student Support Team (PSST)
- Out of School Suspension
- Option to Withdraw
- Recommendation for Expulsion

**INTERMEDIATE VIOLATIONS – (Class II Offenses)**

Intermediate acts of misconduct are more serious or disruptive examples of the offenses in Class I. Class II also includes repeated acts of misconduct from Class I and acts directed against people or property that do not seriously endanger the health or safety of others. The misconduct must be reported to the appropriate school administrator for disciplinary action.



Class	Infractions	Administrative Warning / Lunch Detention	OSS (1-3 Days)	Expulsion
2.01	Repeated Misconduct of Class-I violation: Repeated misconduct which tends to disrupt an orderly school environment or extracurricular/co-curricular program or activity.	Step 1	Step 2	Step 3
2.02	Disrespect: Conduct or behavior toward a student, school employee or an adult that lacks regard, civility, politeness, and/or courteous consideration which goes beyond the bounds of acceptable student behavior. (More serious than Class I)	Step 1	Step 2	Step 3
2.03	Forgery: The making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.	Step 1	Step 2	Step 3
2.04	Gambling: Any unlawful participation in games (or activities) of chance for money and/or other things of value.	Step 1	Step 2	Step 3
2.05	Insubordination/Open Defiance: Either verbal or non-verbal refusal to comply with school rules or directions from school staff.	Step 1	Step 2	Step 3
2.06	Stealing (under \$50): Taking the property of another person or school without permission. <b>(M: Restitution)</b>	Step 1	Step 2	Step 3
2.07	Unauthorized Assembly, publications, etc.: Demonstrations and/or petitions by students or possession and/or distribution of unauthorized publications, including misuse of electronic messages or computers which interfere with the orderly process of the school environment, a school function, or extracurricular/co-curricular activity.	Step 1	Step 2	Step 3
2.08	Other Serious Misconduct: Any other intermediate act of misconduct or any more serious, harmful, or disruptive example of any of the offenses described in Class I.	Step 1	Step 2	Step 3

2.09	Bullying: Repeated unwanted aggressive, intimidating, insulting, dehumanizing or threatening verbal, electronic, or physical behavior or expression that is directed toward another person on school property or off school grounds if it adversely impacts the education at school for students or staff/volunteers. This may include, but is not limited to pushing, shoving, name calling with profanity, purposeful exclusion, slander, and verbal cruelty. (See Bullying Policy)	Step 1	Step 2	Step 3
2.10	Dangerous/Unsafe Acts: Behavior in such a manner as could reasonably cause physical harm to another person or property without intent to do such harm.	Step 1	Step 2	Step 3
2.11	Provoke/Attempt to cause fight: any action, comments, or written messages intended to cause others to fight or which might reasonably be expected to result in a fight.		Step 1	Step 2
2.12	Confrontation/Dispute: Lower level confrontations such as, mutual pushing and shoving or altercations which stop upon verbal command and are resolved without injury or need for physical restraint.		Step 1	Step 2
2.13	Leaving class without permission or not reporting to the designated area on time.	Step 1	Step 2	Step 3
2.14	Skipping or cutting class or activity: A class cut occurs when a student is absent from class for more than 5 minutes without permission from the teacher or authorization from the administration to do so.	Step 1	Step 2	Step 3
2.15	Providing False and/or Misleading Information: – Providing false information to a school employee and/or parent educator including giving false student information data and concealment of information directly relating to school business. This includes, but is not limited to, failure to provide correct name, correct phone number or other pertinent data, forgery of school notes, re-admit slips, tardy slips, excuse blanks, report cards, hall passes, field trip forms, scholarship warnings, notes to or from parents/guardians, or any other related materials.	Step 1	Step 2	Step 3
2.16	Use of opprobrious or abusive words, or obscene language, pictures or gestures.	Step 1	Step 2	Step 3

2.17	Possession of Firearm Facsimiles – Possession, sale, or discharge of any facsimile, toy-type replica of a firearm or empty shell.		Step 1	Step 2
2.18	Encouraging Major Violations of Code of Conduct. Consequences contingent upon rules violated.	Step 1	Step 2	Step 3
2.19	Lewd, Indecent, or Offensive Behavior – Any behavior offensive to common propriety or decency, including, but not limited to, possession, distribution, or display of obscene or “hate” material, possession/display of electronic images or text, or similar behavior.	Step 1	Step 2	Step 3
2.20	Public Display of Affection (PDA): Kissing, touching, inappropriate dancing , sitting on laps, prolonged hugging, close contact, or any suggestive contact that are in poor taste and show disrespect for others as interpreted by school personnel. <b>(M: Parent Contact)</b>	Step 1	Step 2	Step 3
2.21	Possession of Stolen and/or lost property with or without knowledge or not returning found items to the authorities.	Step 1	Step 2	Step 3
2.22	Cheating/Plagiarism: Willful or deliberate or unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material or any form of communication in the completion of an academic assignment or test. Also providing any other student with any information in the completion of an academic assignment. In addition to disciplinary responses, the student may receive no credit for the assignment, test or exam. This will result in an automatic zero “0” in the gradebook and no make up work will be accepted.	Step 1	Step 2	Step 3
2.23	Mistreatment / misuse of school, personal or others’ properties. The willful or malicious act of misuse or mistreatment of property such as littering, wasteful use or unauthorized possession. <b>(M: Restitution)</b>	Step 1	Step 2	Step 3
2.24	Fighting: Minor physical contact between two or more students which is harmful or disruptive. Self-defense is described as an action taken to block an attack by another person or to shield		Step 1	Step 2

	yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.			
2.25	Intimidation/Threats: The verbal or physical threat to do harm or violence towards another student(s) or to the property of another person. Any verbal, written, or printed communication maliciously threatening any injury to the person, property, or reputation of another, with or without the intent to extort money or any pecuniary advantage whatsoever; or with intent to compel the person so threatened, or any other person, to do any act or refrain from doing any act against his/her will.		Step 1	Step 2
2.26	Physical Contact: offensive, unwanted and/or inappropriate touch		Step 1	Step 2
2.27	Simple Battery: Any pushing or striking of another student against the will of the other student.		Step 1	Step 2
2.28	Vandalism (Less than \$50): The willful or malicious destruction, damage, or defacement of school property or property of others including act of defacing with graffiti, keying, or scratching a car or trashing a room resulting in damages. (M: Restitution)		Step 1	Step 2
2.29	Inciting or Participating in a Major Student Disorder - Leading, encouraging, and/or assisting in disruption which result in destruction or damage to property or cause personal injury.		Step 1	Step 2

**MAJOR VIOLATIONS (CLASS III OFFENSES)**

Class III infractions are major acts of misconduct. They include repeated misconduct acts from Class II; serious disruptions of school order; threats to the health, safety, and property of others; and other acts of serious misconduct. The misconduct must be reported right away to the school administrator, who may remove the student from the school or activity immediately.

### **Tolerance Violations (Class IV Offenses)**

Class IV acts of misconduct are the most serious. Students who have been found to have committed the following offenses on school grounds, school sponsored transportation, or during a school-sponsored function or activity shall be recommended for expulsion by the school principal or designee, receive the most severe consequences and be referred to the appropriate law enforcement agency. These are zero-tolerance offenses:

<b>Class</b>	<b>Infractions</b>
4.01	Homicide (murder or manslaughter)
4.02	Arson (Mandatory referral to an appropriate agency): The willful and/or malicious burning of or attempt to burn or destroy school system property, contents in or on the property, or personal property of others.
4.03	Battery of Employees, Volunteers, or Students: An actual or intentional touching or striking of a school employee, volunteer, or student against his/her will or intentionally causing bodily harm to an individual.
4.04	Sexual Battery: Any sexual act or attempt directed against another person, forcibly, and/or against the person's will. The category includes rape, indecent liberties, child molestation, and sodomy.
4.05	Weapon: Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle shotgun the frame or receiver of any weapon described above); any explosive, incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive charge, or similar device.
4.06	Other Weapons: The possession, use, or control of any instrument or object, other than a firearm, which could be used to inflict harm on another person or to intimidate any person. Included in this category are objects such as BB guns or pellet guns, airsoft guns, paintball guns and replicas of any gun or weapon, knives of any kind (including pocket knives), chains, pipes, razor blades, box cutter, machete, hypodermic needle(s), slingshot, spear, sword, ice picks, other pointed instruments, nunchucks, brass knuckles, explosives, Chinese stars, billy clubs, tear gas guns, electrical/chemical weapons or devices, ammunitions, incendiary device. Also included is anything represented to be a firearm if used in an intimidating manner toward another person.
4.07	Threats to Employees, Volunteers or Students: Any direct threat, by word or act, to do violence or harm to a school employee, volunteer or student which creates a fear that the threat could be carried out.
4.08	Bomb Threats/Explosions: Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or extracurricular/co-curricular activity, or to the person in or on that property or attending the function. This includes preparing, possessing, or

	igniting explosives, including unauthorized fireworks, on school property or at a school function or extracurricular/co-curricular activity.
4.09	Robbery/Extortion: The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or putting the victim in fear.
4.10	Drugs/Distribution/Selling/Buying: The transmission or distribution, buying or selling of any drug or contraband substance, or the selling or transmitting of any substance represented to be of said nature.
4.11	Other: Any other intentional or wanton act which significantly harms or poses a realistic threat of serious harm to oneself or another person and/or which is clearly beyond the bounds of acceptable and tolerable student conduct in the community. This may include, hazing, hate crimes, bullying and harassment or the possession of drug paraphernalia.

## **Biting Policy**

### **Explanations, policies, and procedures regarding biting at TCS are as follows:**

Children biting other children can be one of the most common and most difficult behaviors in young students. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the biter, the victim, the parents, and the TCS staff involved.

For many students, the biting stage is just a passing problem, usually corrected during the toddler years. For other students, biting is a persistent and chronic problem. They may bite for a variety of reasons: frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, biting in a group situation causes strong feelings among all parties involved. It does help, however, to be made aware of the potential problem before it happens, and to form a plan of action if it does occur. The staff of TCS, after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our classrooms.

### **When a student is bitten:**

#### **For the biter:**

1. The biter is immediately removed with no emotion, using words such as “biting is not okay – it hurts”. Avoid any immediate response that reinforces the biting or calls attention to the biter. The caring attention is focused on the victim.
2. The biter is not allowed to return to play and is talked to on a level that the student can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people.” or “That hurts Johnny when you bite him; he is sad.”
3. Redirect the child to other play.
4. Write an accident report and notify the parent of the biter.

#### **For the victim:**

1. Separate the victim from the biter.
2. Comfort the student.
3. Administer first aid.
4. Write an accident report and notify the parents of the victim in writing.

#### **If biting continues:**

1. Classroom staff meets with the administration on a routine basis for advice, support, and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.



3. Let all classroom parents know that there is a problem and the procedures that will be followed to deal with it.
4. Shadow students who indicate a tendency to bite: head off biting situations before they occur; teach non-biting responses to situations and reinforce appropriate behavior; adapt the program to better fit the individual student's needs.
5. Shadow students who have a tendency to be bitten: head off biting situations; teach potential responses to being bitten like "No" or "Don't hurt me!"
6. Work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change.
7. Prepare the parents of the biting student for the possibility that the child may have to be removed from TCS and help them make contingency plans.
8. If it is deemed in the best interest of the student, TCS, and other students, termination of the child from TCS enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before this action will be taken.

## **CHEATING AND PLAGIARISM**

Cheating and plagiarism are deceptive choices made by students to misrepresent the student's true knowledge of the subject material (cheating) or misrepresenting information as their own ideas/concepts/words by not giving proper credit to the original source (plagiarism).

**All papers or projects submitted at TCS are required to be in the student's own words** unless stated in writing by the teacher otherwise. Therefore, any copying of information from the Internet or any other source (i.e. "cutting & pasting", use of Artificial Intelligence, etc.) is considered plagiarism. However, drawings and/or pictures may be taken from an Internet or other source as long as they are properly cited in the document.

Cheating and plagiarism demonstrate a deliberate disregard for the educational program and are considered a serious matter. Students who cheat or plagiarize will immediately be given a zero (0) on the assignment/project and referred to the administration using an Disciplinary Referral Form for additional disciplinary consequences. Teachers are not required to give the student a second attempt on any assignment that was plagiarized.

## **BULLYING/HARASSMENT**

Bullying and/or harassment of any student, staff member, and/or parent educator will not be tolerated under any circumstances, whether the actions occur on school grounds, during school times, at school functions, or NOT. To clarify, actions taken outside of school times and off school property will still be subject to school disciplinary and/or lawful actions if they constitute bullying and/or harassment of any TCS student, staff member, and/or parent educator.

Bullying and/or Harassment in the Code of Conduct are defined as:

Any unwanted and/or repeated written, verbal, electronic, or physical behavior, including, but is not limited to, threatening, insulting, and/or dehumanizing acts by a student that is severe and pervasive enough as to create an intimidating, hostile or offensive educational environment, cause discomfort or humiliation, or unreasonably interfere with the individual's school performance or participation. Severe and pervasive behavior will be determined by the administration and governing board.

Prohibited acts include an act of violence, threat of violence, or harassment based on actual or perceived race, color, national origin, gender, disability, sexual orientation, religion or other distinguishing characteristics of a student that is directed at one or

more students and/or staff member; substantially interferes with educational opportunities or educational programs of the targeted student(s); or adversely affects the ability of a student(s) to participate in or benefit from the schools' educational programs or activities by placing that student(s) in reasonable fear of emotional or physical harm, or because the conduct as perceived by the student(s) is objectively offensive.

**REMEMBER:** This policy includes, but is not limited to, using social media and/or texting to harass, demean, and/or embarrass another student at ANY time as it interferes with their right to learn in a safe environment free from distractions. Name-calling, derogatory comments, and/or initiating or spreading rumors, which demean, embarrass, and/or question the personal choices of another student(s), staff member(s), and/or parent educator(s) are considered bullying and/or harassment.

It is a student's duty and responsibility to report any such bullying and/or harassment actions to the principal if they become aware of them and/or are witness to them. All reports will be kept confidential and investigated thoroughly.

## **SAFETY AND EMERGENCY POLICIES & PROCEDURES**

### **VISITORS**

TCS welcomes you to visit the school at any time and wants you to feel free to ask questions. All visitors **must** first report to and sign in at the main office and wear a visitor's badge before going to other parts of the building.

### **TEACHER & STUDENT ID**

All students and teachers will be required to wear identification when in the building. We will provide each student, teacher, and parent volunteer with a TCS ID badge and red lanyard or a volunteer ID sticker. This is to help identify who belongs to The Create School. Anyone not signed in with TCS will not be allowed in any classroom or around TCS students. This is for the safety of all students, staff, and volunteers.

### **STUDENT HALL PASSES**

All students in the hall, while classes are in session, must carry a hall pass with them. Teachers will issue hall passes to students who have justifiable reasons for leaving the

room. Regardless of the reason issued, hall passes are only valid for a maximum time period of five (5) minutes out of the room.

### **RECORDING DEVICES – AUDIO or VIDEO**

TCS prohibits the use of audio and/or video recording equipment by anyone other than TCS staff or personnel on the TCS campus, within the school building, or at school sponsored events (on or off campus) without express written permission from the TCS Administration. Students found in violation will have their recording device confiscated, and be given a Disciplinary Referral Form for unauthorized recording. Parents or non-TCS personnel found in violation will immediately be required to leave - if uncooperative, appropriate law enforcement authorities will be contacted to have them removed from the premises.

## **VIDEO OR AUDIO SURVEILLANCE**

TCS may use video and/or audio surveillance to monitor halls, classrooms and common areas, to ensure student, staff, and volunteer safety. Additionally, this video or audio surveillance may be used for evidence in disciplinary situations, as well as remote viewing or monitoring of various school activities, school entrances and school parking areas. All recorded images are the property of the school. The only personnel who may view the videotapes or digital files in the school are the principal and/or designee in the performance of their duties. Parents may request a viewing if any recording is used as evidence in a discipline case. Viewing requests by parents may be refused or limited where viewing would be an unreasonable invasion of a third party's personal privacy, would give rise to a concern for a third party's safety, or on any other grounds recognized in the Privacy Act. No other request of viewing may be honored. Approved viewings must be done in the presence of principal or designee.

## **MAINTAINING UPDATED FAMILY INFORMATION**

It is the responsibility of parents to notify the school of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding their child or family situation. All aforementioned informational changes must be completed in writing and submitted to the front office.

Please, also, consult with school personnel should any problems arise concerning your child, whether at home, school, or at TCS.

## **EMERGENCY DRILLS**

Regular emergency preparedness drills will be held throughout the school year so that students will be trained to act properly in an emergency. These drills will include fire, tornado, and other crisis emergency drills. A comprehensive emergency preparedness plan is on file in the office.

## **EMERGENCY POLICIES & PROCEDURES**

The Create School has a complete Emergency Preparedness Plan. Some of the more common emergency procedures and/or drills are outlined below.

### **During an Emergency**

Fire, intruder, and tornado drills are held at different intervals throughout the school year. Students must follow their teachers' instructions and go to designated areas as quickly as possible. Students must not talk, run or push. A signal bell or announcement will be given for returning to class.

**Fire:** There are multiple fire extinguishers located throughout the building. If there is a fire the children will be immediately evacuated from the building and 911 notified. We will practice monthly fire drills, so our students will be prepared in the event of a fire. The fire evacuation plan is posted throughout the building.

**Tornado:** In the event of a tornado warning, the children will exit their classrooms to the hallway. Students will take the appropriate position to protect their heads. Students and staff will remain there until the inclement weather has passed and it is safe to return to their classroom. Tornado drills will also be practiced annually so the children will be prepared in the event of a tornado. The tornado drill plan is posted throughout the building.

**Power Outage:** There are flashlights located in the office. If the weather is inclement, and the school is getting too cold or too hot for the children, parents will be called to pick-up their child. If power is out before opening the school, TCS reserves the right to close the school or delay its opening until power is restored. Evacuation for other utility or gas leaks will follow the same procedures as that for fire. If the school needs to be closed due to an emergency of this nature then the procedures for contacting parents will be the same as that for closing early due to inclement weather, while students are cared for at a safe location.

**Medical Emergencies:** Although supervision is constantly given, TCS staff and parent educators cannot prevent all falls, tripping, bumps, bruises, etc. If a student is injured in a non-threatening way, TCS staff and/or volunteers will assess the student's injury and provide necessary first aid. If the injury is more serious, the parent will be notified so that the student can be transported to the hospital or doctor's office (i.e. needs stitches, broken bone, dislocation, etc.). If a parent or emergency contact is not available, a student that needs medical attention will be transported via ambulance to the nearest hospital (along with their parent's signed consent to provide medical care form).

All costs associated with injuries to the student will be the responsibility of the parent. If immediate intervention is required, a staff member that is certified in Child CPR/First Aid, will take appropriate action, including calling 911, and having the student transported to the hospital if necessary. The student's insurance and/or their parents and/or guardian are responsible for the cost of medical help or treatment due to accidents or illness while in school. TCS does not provide health insurance for enrolled children.

***Intruder or Suspicious Person:*** A suspicious person is any unauthorized person on school premises. If an intruder is observed, staff members or volunteers should call or escort the stranger to the main office. If an intruder is in a classroom, send a student to the office for help or use the walkie talkies.

## **Procedures**

If a suspicious person is observed:

- Obtain as many details of the individual as possible to include specific location and description i.e. sex, race, height, clothing, location, etc.
- Contact the Principal.
- Call 911, if necessary.
- Activate the School Safety Team according to the instructions of the Principal.

## **CHILD ABUSE POLICY**

Everyone in Tennessee is a mandated reporter. Tennessee Code Annotated 37-1-403(i) (1) requires all persons to report suspected cases of child abuse or neglect. “Any person who has knowledge of or is called upon to render aid to any child who is suffering from or has sustained any wound, injury, disability, or physical or mental condition shall report such harm immediately if the harm is of such a nature as to reasonably indicate that it has been caused by brutality abuse, or neglect or that, on basis of available information, reasonably appears to have been caused by brutality, abuse, or neglect.”. Failure to report abuse is a violation of the law and a Class A misdemeanor, carrying a sentence of up to three months imprisonment, a fine or both. Those who report and “act in good faith” are immune from any civil or criminal charges, which may result. The reporter has the right to remain confidential and anonymous.

TCS will notify all school volunteers that they must report any suspected child abuse to the Department of Family and Children Services or face legal charges. TCS provides a code of conduct so that volunteers can read and understand best practices before they begin to volunteer. Regarding liability, the law clearly states that there are no legal consequences for any child abuse report made in “Good Faith;” however, failure to report when you suspect that a child is being abused can be considered a misdemeanor in Tennessee. Once a report is received, all allegations are thoroughly investigated by the appropriate agency or department.

## **GENERAL PARENT/GUARDIAN RESPONSIBILITIES:**

- Contact TCS if your child will not be attending class on any given day.
- Notify TCS in advance if anyone other than the parent or guardian will pick the student up. Note: These individuals must be listed on the emergency contact form.
- Honor TCS operating hours by not dropping your child off before 7:30 am and picking your child up by 4:00 pm (if signed up for before/after school care. Normal drop off begins at 8:30am and pick up begins at 2:05pm).
- Update your child's records and/or family information as changes occur. It is the responsibility of parents to notify the front office staff of any changes in employment, address, phone numbers, care and/or custody arrangements, and any other important information regarding their child or family situation. All aforementioned informational changes must be completed in writing and submitted to the front office.
- Notify and/or consult with the school personnel should any problems arise concerning your child, whether at home, school, or at TCS. We are here to help.
- Notify the school of any special needs your student may have. The information must, also, be listed on your child's enrollment form.
- Follow all TCS policies and procedures.
- Notify the administration in the event of questions or concerns with TCS staff or policies.
- Notify in writing any changes to your child's enrollment status or any intention to withdraw from TCS.
- Keep your tuition account current.
- Attend all general school meetings whenever possible.
- Read all communications sent by the school and/or teachers to stay informed of current up to the minute information.
- Volunteer (if applicable) and participate in school activities whenever possible. Get involved.

## **HANDBOOK CORRECTIONS AND/OR MODIFICATIONS**

TCS reserves the right to make changes or modifications to this handbook as needed throughout the school year. Changes or modifications made during the school year will be announced to parents.



## **HANDBOOK DEFINITIONS AND/OR INTERPRETATIONS**

For purposes of clarity, many terms and situations have been defined or explained in an effort to explicitly determine the exact meaning and/or context. The TCS administration will determine and apply specific definitions and interpretations where necessary to provide maximum security, safety and educational opportunities for TCS students. No other definition or interpretation, nor any other source may be used or applied to terms or situations described within this handbook.

## TCS Parent & Student Handbook Acknowledgement

To ensure that you, the parent or guardian, have read and agree to the policies and procedures of The Create School you must sign and return this page of the handbook no later than the first day of school. A copy for your records will be made available upon request. A virtual copy of this page is available [here](#)

I/We have read and understand all the Policies and Procedures of The Create School.

By signing, I/We agree to abide by all the policies and procedures stated in the Parent & Student Handbook. I/We understand that we will be notified, in writing, of any changes in these policies. Any complaints, concerns, or grievances against The Create School will be made in writing and/or telephone call and will be followed up in a timely manner.

I/We, also, understand that any breach of policies, procedures, and contracts may be grounds to terminate school enrollment. A two week notice will be given in such circumstances unless the infraction is severe enough to warrant termination without notice.

The Create School does not discriminate on the basis of race, color, or national origin in the administration of its educational policies or other school programs.

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Student Name(s) Printed

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Date

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Student Signature(s)

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Parent Name (Print)

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Date

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Parent Signature

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Parent Name (Print)

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Date

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Parent Signature