



CHEROKEE CHRISTIAN SCHOOLS

A Premier Scholastic Experience: Solid Biblical Worldview, Superior Academics

Student/Parent Handbook (CCHS)

2011/2012 Issue 1.1 (11/2/2011)

Cherokee Christian High School has been known for its Christ-centered learning environment. This has been due in part to a system of policies, standards, and rules intended not only to be fair and equitable, but also to be Christian. **Please take the time to carefully read this handbook.** The guidelines found in this handbook have been deliberately designed to permit certain liberties and set specific boundaries that will best allow us to work together in harmony. For returning families, text has been colored blue to help easily identify new, modified, or emphasized policies. Continued enrollment at Cherokee Christian High School is dependent on compliance with the policies herein. These policies reflect years of experience and careful interpretation of the principles given to us in the Bible. They help maintain a safe, Christian learning environment for all students, faculty, and staff.

This handbook gives guidelines to be observed by students and parents. However, since the school cannot possibly address all situations and circumstances in this book, the administration reserves the right to exercise its administrative prerogative in responding to new situations or circumstances. The administration also reserves the right to interpret the written policies of this handbook as it sees fit, and to revise these policies when necessary. This handbook is not to be considered as a legal contract in terms of contract law theory.

CONTENTS

ACCREDITATION.....	1	COUNSELING.....	22
ADMISSIONS POLICY AND PROCEDURE	1	CURRICULUM	22
ASBESTOS FREE ENVIRONMENT	1	DIVORCE AND SEPARATION.....	23
ATHLETICS	1	DRESS CODE, UNIFORMS	23
ATTENDANCE	3	General	23
Tardiness	3	Uniforms	24
Absences.....	3	Spirit Day	25
Parental Notification of Absences.....	4	General High School Dress Policies	25
Make-Up Work for Missed Classes.....	4	Athletic and Physical Education Dress Standards	26
College Visits for Juniors and Seniors.....	5	Uniform Violations	26
Certificate of Attendance	5	DRIVERS-PARENTS	26
BACKPACKS	5	DRIVERS-STUDENT	27
BIBLE STUDIES.....	6	DROP-OFF / PICK-UP	27
BOOK AND LITERATURE SELECTION	6	ELECTRONIC DEVICES	28
Principles of Selection	6	END OF YEAR AWARDS	28
Parental Questions or Concerns	7	EXAMS	29
BOOK FEES AND USE POLICY	7	FIELD TRIPS.....	29
BUILDING AND GROUNDS	7	FINANCIAL INFORMATION.....	30
CALCULATORS.....	8	Tuition Accounts.....	30
CALENDAR	8	Early Withdrawal	30
CHAPEL AND DEVOTIONS	9	Returned Checks	30
CHAPERONES	9	FIRE, TORNADO DRILLS	30
CLASS TRIPS	9	GRADING	31
CLEANING	10	GRADUATION REQUIREMENTS.....	32
CLOSED CAMPUS AND VISITORS.....	10	HEALTH AND MEDICAL ISSUES.....	34
COMMUNICATION	11	Illness	34
COMPUTERS	11	First Aid.....	35
CONDUCT AND DISCIPLINE.....	11	Communicable Disease Policy.....	35
Honor Code.....	11	Medications.....	36
Standards of Conduct.....	12	HOMEROOM.....	36
Harassment	15	HOMEWORK.....	36
Disciplinary Consequences.....	16	HONOR ROLL	37
Types of Discipline.....	16	HOURS, SCHOOL	37
High School Shepherding Program.....	17	IMMUNIZATION AND MEDICAL EXAM CERTIFICATES.....	37
Out-of-School Suspension (OSS).....	18	Immunization	37
Expulsion	18	Certificate of Eye, Ear, and Dental Examination.....	38
CONTACT INFORMATION.....	19	JOINT ENROLLMENT	38

LEAVING SCHOOL AND CLASS	40	TRANSCRIPTS	54
LOCKER ROOMS	40	TUTORS	54
LOCKERS	41	WEB SITE	54
LOST AND FOUND	41	WORLD STUDIES TRIP	54
LUNCHESS AND FOOD	42	CHANGE HISTORY	56
MESSAGES	42		
MLA FORMAT	43		
OFFICE USE BY STUDENTS	43		
PARENT-TEACHER RELATIONSHIPS	43		
PARENT-TEACHER CONFERENCES	44		
PARENTAL SUPPORT	44		
PARKING - VISITORS	45		
PHYSICAL EDUCATION	45		
PICTURES, STUDENTS	45		
PLAGIARISM AND CHEATING	45		
POWERSCHOOL	47		
PROBATION, ACADEMIC	48		
PROBATION, BEHAVIORAL	48		
RE-ENROLLMENT	49		
REPORT CARDS	49		
SCHOOL BOARD	49		
SCHOOL CLOSING, SEVERE WEATHER	49		
SERVICE HOURS	49		
SPORTS BANQUET	50		
STUDENT MAILBOXES	50		
STUDENT ORGANIZATIONS	50		
STUDENT RELATIONSHIPS	51		
STUDENTS WHO BECOME EXPECTANT PARENTS ...	51		
STUDY HALLS	51		
SUMMER SCHOOL	51		
SUPPLIES	51		
TECHNOLOGY	52		
Overview	52		
General Usage Guidelines for the Internet	52		
Rules	53		
TELEPHONES	53		
TESTING PROGRAM	53		
TEXTBOOKS	54		

ACCREDITATION

Cherokee Christian Schools is fully accredited by the Southern Association of Colleges and Schools (SACS). Founded in 1895, SACS accredits over 13,000 schools and school systems throughout the United States and overseas. SACS is an accreditation division of AdvancED. AdvancED is also the parent organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the National Study of School Evaluation (NSSE). SACS-accredited schools are recognized and approved by the Georgia Department of Education for purposes of transferring credits to public schools on the same basis as students from one public school to another. According to Rule 160-5-1-.15 of the Department of Education in relation to transfer of credits, no additional testing or any type of requirements over and above those for students from public schools will be made for students from SACS-accredited schools. Also, the Georgia Board of Regents recognizes graduates of SACS-accredited schools for college entrance to any institution of the University System of Georgia on the same basis as graduates from public schools. The HOPE Scholarship Program of the Georgia Student Finance Authority recognizes graduates of all schools accredited under SACS to be eligible for HOPE Scholarships on the same basis as graduates of Georgia public schools. You may visit the SACS web site at <http://www.sacscasi.org>

ADMISSIONS POLICY AND PROCEDURE

It is understood that being a student at Cherokee Christian Schools is a privilege and not a right. This privilege may be forfeited by any student whose conduct, attitudes, or lack of progress, in the opinion of the administration, make it inadvisable for that student to remain in the school.

Since all people are created in the image of God, Cherokee Christian Schools admit students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of color, race, national ethnic origin in administration or its educational and admission policies. However, students must meet academic, moral, and personal standards as deemed appropriate by the school.

ASBESTOS FREE ENVIRONMENT

The original school building and its extensions were constructed without the use of asbestos-containing materials. The school maintains a contractor's affidavit in the school office verifying that no asbestos containing material was included in the school construction materials. In accord with the law, we are hereby notifying all employees and school families of this fact, as we are required to do annually.

ATHLETICS

All students who participate in extra-curricular athletics are first and foremost student athletes. Maintaining academic excellence is required and expected of all CCHS students.

CCHS has the following athletic eligibility requirements. A student will lose athletic eligibility if he/she falls into *either one* of these categories, based on the quarterly report card grades:

- If the student's grade average is less than 70 in the five core subjects (Bible, math, science, history, and English), he/she is ineligible.
- If the student receives one or more failing grades ("F") in any subjects, regardless of the overall average, he/she is ineligible.

Students who fall below the academic requirements will be ineligible, as of the date report cards are mailed, as listed on the school calendar, for participation in any athletic competition or performance until the next athletic eligibility checkpoint (listed on the school calendar), at which time eligibility will be restored if the student's grades are not in one of the categories listed above. Ineligible students will not have eligibility reinstated before the next eligibility checkpoint, unless the grades are changed as a result of a mistake on the part of the teacher. Ineligible students may be allowed to continue to attend practices, at the discretion of the coach or Athletic Director. Ineligible students will not be allowed to dress out for games, travel with the team to away games, or be dismissed early from classes.

Eligibility checkpoint dates are noted on the school calendar, and occur approximately every 3 weeks. It is our hope that student academic performance would be enhanced during the sport season rather than hindered. Academic grades received during the fourth quarter (spring) will determine athletic eligibility for the next year's fall sports. If a student is declared ineligible in the fourth quarter or second semester and wants to regain eligibility for the fall by going to summer school, the following guidelines apply:

- Approval must be secured from the principal.
- Only the course(s) receiving failing grades may be made up in summer school.
- Students whose grade average is below 70, but did not fail two or more classes, must contact the principal for course selection.
- The summer school course must be the same in content, and must be taken through an accredited school or accredited correspondence program. Regular home school work will not be counted for this reinstatement of eligibility.
- The final summer school grade will be averaged with the 4th quarter grade or semester grade (whichever is appropriate), for the purposes of eligibility only. (Both grades will be recorded on permanent transcripts.)
- The recomputed 4th quarter grade average must still be 70 or above for eligibility.

Athletes who leave school early for competition are responsible for contacting in advance the teachers whose classes they will miss, and making arrangements for missed work. All assignments are to be turned in before the students leave school. Tests are to be taken no later than the next school day, unless other arrangements have been made with the teacher ahead of time. It is not the teacher's responsibility to go to the student athlete, either to arrange make-up work or to collect assignments; it is the student athlete's responsibility to initiate these arrangements. Students arriving to school late or leaving school early may not participate in any athletic activity that day if they have missed four or more full class periods. Seniors who do not have a full day of classes must be present for at least half of their classes.

ATTENDANCE

Georgia Compulsory Attendance Law requires students to attend a public school, private school, or home study program, for a minimum of 180 educational days per year. Within 30 days of the start of school, the school is required to provide a list of enrolled students to local school districts for the purpose of establishing enrollment compliance.

Students will grow most effectively if they faithfully participate in the full school program. The teacher, the student, and the class are penalized by the absence of any student. It is simply a fact that students suffer when they miss school. Even if make-up work is arranged, students miss class discussions and explanations, and these cannot be made up. It is our experience that the students who achieve the best are generally those who miss school only on rare occasions.

Students who are absent for homeroom in the morning will be marked unexcused unless prior notification has been given. These parents will be called each morning to verify the student's status. The unexcused absence will stand until the school is properly notified.

Tardiness

Arriving late or signing a student out of school early is equally damaging to the student's academic welfare and the welfare of the class as a whole. Our teachers have planned their classroom teaching around an entire period and late arrival or early check out interrupts and distracts the entire class. Students must make every effort to be in school on time.

Students who arrive after 8:00 must check in at the high school office. [Students will earn a silent lunch for the third and each subsequent homeroom tardy accumulated during a quarter. Additionally, high school students are expected to be on time for each class. High school students will earn a silent lunch period for the third and each subsequent tardy to a particular class. Students who have more than 5 tardies in a quarter in either category will receive a demerit for the sixth tardy and an additional demerit for each additional tardy thereafter.](#)

Absences

Attendance is recorded for each class period. Students will be considered absent from any class in which they miss more than half the class period. If a student is absent from any class more than ten (10) times per semester (6 times for health or physical education classes), he/she will lose credit for the class, with a grade of 50 (F) being recorded on the transcript. Parents will be notified in writing after the 7th, 9th, and 10th absences (3rd, 5th, and 6th for health or physical education classes). Absences for which a doctor's excuse is submitted will *not* count against the 10-absence limit. Also, school-initiated absences (participation in official school athletic competition, field trips, etc.) will not be part of the cumulative total of absences for a student.

Parental Notification of Absences

Absences are either “authorized” or “unauthorized.” “Authorized” absences are those for which the school receives official notification from the parents or guardians, primarily through the online [Authorized Absence Form](#). If contact is not made with the school within two days following an absence, the absence will be counted as “unauthorized.” “Unauthorized” absences are those which are not authorized by the parents through official contact with the school, either through submission of the online [Authorized Absence Form](#) or through direct contact with the front office. “Unauthorized” absences are treated as truancy, and students will receive zeros (0) for all assignments and tests due on the days of the unauthorized absences. Such missed work may be redone at the discretion of the teacher, but the zero grades will remain.

For planned absences, parents are asked to submit the [Authorized Absence Form](#) or contact the school office *at least three days* prior to the day the student will be absent, and the school will then notify the teachers about the planned absence. Such absences may include medical appointments, attendance at conferences and retreats, and other absences requested by a parent with prior notification. When considering planned absences, students and parents need to realize that absences will have natural effects on student grades. Work missed in class (such as lectures, discussions, question/answer sessions, etc.) *cannot* be made up, and repeated student absences will have an impact on the student’s achievement and grades.

Unplanned absences include those resulting from illness, family emergencies, and other unplanned incidents which make missing school unavoidable. In these cases, parents are asked to submit the [Authorized Absence Form](#) or contact the school office as soon as possible, but no more than two days after the absence. When the nature of the absence requires more days to be missed (as in the case of a lingering illness), parents are asked to notify the school so that teachers can be better prepared to help the student catch up with his/her work upon returning to class. Parents who wish to pick up work when students are not able to return to school right away are asked to notify the school as early as possible so that teachers can collect missed work.

Make-Up Work for Missed Classes

Regardless of the nature of the absence and parental communication about the absence, it is the student’s responsibility to arrange with his/her teachers for making up missed work. For *planned absences*, students should make arrangements with teachers in advance of the missed class in order to minimize the potential impact of missed class time. Since various teachers use differing approaches for helping students deal with these missed assignments, any specific policies for making up missed work for planned absences will be communicated at the beginning of the course via the class syllabus. If a student does not contact a teacher in advance of a planned absence, any assignment due or to be completed in class on that day is subject to earning a grade of zero (0).

For unplanned absences, any work *assigned* during an absence must be completed by the student in the same number of days he/she was absent (for example, if a student misses two days for sickness, he/she will have two school days after he/she returns to make up the work). At the same time, the student must find a way to catch up to the rest of the class during these days. However, assignments and tests which were announced and scheduled *before* the absence will be due on the assigned date, or on the first day the student is back in school after the absence, unless alternative arrangements are made with the teacher.

Teachers, with specific approval from the Principal, may designate individual major assignments (term papers, projects, etc.) as being "time critical," meaning the assignment is due on the assigned due date, whether or not the student is absent that day for whatever reason. Such assignments will be clearly indicated as "time critical" in PowerSchool, as well as through class announcement. If a student is absent on the due date of "time critical" assignments, the parent or another student must bring it to the teacher no later than 8:00 a.m. the morning of the due date, or it must be emailed to the teacher no later than 8:00 a.m. that morning.

Regardless of the nature of the absence, teachers may enter zeros (0) in PowerSchool for missed assignments, in order to clarify that students have not yet completed required work. Grades will be updated when work is satisfactorily completed in accord with these attendance requirements.

College Visits for Juniors and Seniors

Juniors and seniors are allowed 2 days for college visits. These are not included in the 10-absence limit if the following conditions are met: (1) the student or parent clears the visit with the Academic Counselor at least 2 school days prior to the absence; (2) the student makes suitable arrangements with each of his/her teachers regarding missed work, tests, and other assignments at least 2 school days prior to the absence; and (3) the student brings a letter or note from the college admissions department or similar note, and turns it in to the front office no more than 2 days following the absence. If all three of these conditions are not met, the absence will be counted as a regular absence.

Students with more than 5 absences in a class in a semester (not including absences with a doctor's note, approved college visits, or attendance at educational programs which require a CCHS nomination) are not allowed to exempt the final exam for that class.

Certificate of Attendance

Students who need a certificate of attendance to obtain a driver's permit/license may obtain the certificate from the registrar in the main school office. The registrar requires 48 hours' notice or 2 school days to supply the form.

BACKPACKS

Students are encouraged to use backpacks to transport their school materials to and from school. Students who take their backpacks to class are to store them in such a way as to avoid blocking aisles or exits. Backpacks are not to be kept on the tops of desks/tables.

Backpacks may not display any offensive or advertising graphics, pictures, stickers, or accessories. Modern trends in entertainment may often offend certain segments of the Christian community. Please be sensitive to those who refrain from supporting characters or themes from the entertainment industry. Such displays on backpacks may be innocent to some but a stumbling block to others. Also, students shall limit backpack attachments (such as key chains, clips, electronic devices, ties, etc.) to two items only. Excessive attachments cause safety, noise, and storage problems.

BIBLE STUDIES

Our purpose in all that we teach is to ultimately lead a student into a growing relationship with Christ, being prepared to serve Him in the community with a mind that has a Biblical world and life view. There are four means of accomplishing that goal:

1. The use of a Bible curriculum that thoroughly reviews the Old and New Testaments and teaches an understanding of God's character, commandments, and how He deals with His people.
2. Memorization of Scripture that tracks along with the particular part of the Bible that is being studied. This is the way that we pray the students will "hide God's Word in their hearts," later to be brought to mind by the Holy Spirit in order to live faithfully to God. CCS uses the NIV translation for memorization.
3. Observation of the living curriculum-*the teachers*. Our teachers model Christ to the students on a daily basis. We ensure that our teachers are of great Christian character so the students can see that the Christian life is not just a duty and responsibility but love and joy!
4. Weekly Chapel. See "[CHAPEL AND DEVOTIONS](#)."

The New International Version of the Bible is used within Cherokee Christian Schools. Student Bibles are issued to all new students as part of the book fee. Returning students are expected to bring their student Bible back to school each year. Parents who wish to purchase a replacement Bible may do so from the school office.

BOOK AND LITERATURE SELECTION

Principles of Selection

1. Parents are ultimately responsible to the Lord for determining what their students do and do not read.
2. Teachers are responsible to the Lord and to parents and their students for the materials they select for use in reaching the goals and objectives of the school's curriculum, but must have freedom to use their mature Christian judgment within the guidelines of this document.
3. The search for useful books includes those books written by persons who are not Christian, or who write things that may be judged to be false when tested with the touchstone of God's Word. Our use of such books is based on the following assumptions:
4. God in His grace reveals truth to all men, Christian and non-Christian, through general revelation. Thus, a non-Christian author may have much truth to share with the reader, whether that reader is a Christian or not.
5. One of the goals of a Christian Education is to prepare students to be discerning observers and participants in their culture. This can be achieved by a careful analysis of selected products of the culture, including films, books, speeches, events, and people.
6. All materials selected for use in the library or the classrooms must meet a majority of the criteria implied in the following questions:
 - o *Appropriateness* - Is the work appropriate to the general objectives of the curriculum? Is the work appropriate to the specific objectives of the unit or section under study? Is the work appropriate to the mental, emotional, and spiritual level of maturity, interests, and needs of the reader?

- *Potentiality* - Does the work have the potential of engaging and exercising the reader's power of imagination? Does the work have the potential of providing the reader with a significant and/or enjoyable experience? Does the work have the potential of leading the reader to a greater understanding of his/her culture and society? Does the work have the potential of leading the reader to reinforce familiar and/or discover new aspects of truth? Does the work have the potential of providing the reader with a significant occasion for exercising and/or redefining his/her Christian faith and commitment? Does the work have the potential of sharpening the reader's sensitivity and increasing his/her concern and compassion for man's social, moral, and spiritual predicament and needs?
- *Worth* - Does the work achieve a fusion of technical excellence and moral power? Does the moral and/or social significance of the work exceed in value the possible offensiveness of any of its parts? Does the work as a whole achieve a moral impact, and does it reflect an honest penetrating view of human life that is valid in its perception and non-didactic in its stance?

Parental Questions or Concerns

Questions or concerns about any book should be directed to the teacher or other person who is responsible for the selection and/or use of the book.

If the questions cannot be resolved by a conference, the issue will be referred to the Principal, Superintendent, and/or the School Board. The decision of the School Board will be considered final.

BOOK FEES AND USE POLICY

Textbook fees are included in the tuition. All hardback books (except for the student Bible) are designated as rental books and are to be turned in at the end of the school year. Damage beyond normal use, or lost books, will result in the assessment of a fee to replace the book; such fees must be paid before final report cards or records will be released. Extra fees may apply for specific courses.

BUILDING AND GROUNDS

All students are expected to use the buildings as carefully as they would any other public or private facility. Abuses of any building, its equipment, or its fixtures will demand immediate correction at the parent's expense. This includes both deliberate damage as well as damages resulting from carelessness. No bicycles, roller blades, skates, or scooters are allowed inside the building.

Desks and chairs are to be used for the proper task for which they were intended. Students are not allowed to sit on top of desks. Damages beyond normal wear and tear, such as drilling holes in the desk top or breaking of chairs will demand immediate correction at the parent's expense. Students are expected to respect the fact that the desks and chairs are to be used by all students and therefore must not be damaged.

CALCULATORS

Calculators are *required* for all high school math classes, and students should bring their calculators to class with them every day.

For students in Algebra 1, Geometry, Conceptual Physics, Biology, and Chemistry: Scientific calculator. Recommended calculator is the TI-30X. Other scientific (non-graphing) calculators allowed as long as they include keys for pi, square roots and exponents, and trig functions.

For students in Algebra 2, Pre-Calculus, Algebra 3/Trig, and Advanced Physics: Graphing calculator. Recommended graphing calculator is the TI-83+. Other graphing calculators allowed *except* TI 89, 92, 99 or comparable calculators.

Please note: The recommended calculators above are those for which the teacher will provide help as needed. Since there is a great multitude of calculators, each with different key sequences and combinations, the teacher cannot be expected to provide support for all models. Therefore, students using allowed, but non-recommended, calculators will be on their own to figure out how to use them.

Students should not use graphing calculators in the math courses which specify scientific calculators. There are several reasons for this.

- The teacher cannot provide support in the use of these calculators, and they are rather complex to use.
- Graphing calculators can do certain math functions which must be done by hand in lower math courses (for example, finding roots of quadratic equations). That will mean that students in these courses might not be allowed to use their graphing calculator for some tests, but would be allowed to use a scientific calculator.

Note: the following calculators are *not* allowed: TI 89, 92, 99, or comparable calculators. When you purchase a graphing calculator, you are strongly urged to get a TI 83+ calculator rather than investing money in a calculator which may not be allowed, or which may be too difficult for the student to use properly. On-line auction sites are often a good source for discounted graphing calculators.

CALENDAR

The school maintains two calendars for your use - the Master Calendar and the Event Calendar. These calendars are maintained and posted on our web site. Please note significant dates for future reference. Revisions to these calendars will be announced in the *Warrior* and the high school *WarriorsWord*, and will be posted to the web site. Please make a note of these, as the *Warrior*, the *WarriorsWord*, and the web site are your official sources of information for the school.

CHAPEL AND DEVOTIONS

The school conducts High School Chapel from 8:10 to 8:45 on Tuesday mornings. All students [are encouraged to](#) bring their Bible to chapel. Students will wear their dress uniforms for the entire day. The other days of the week are started by a short homeroom devotion. These devotional times are important for the students, as they draw near to God at the beginning of the day. Parents must ensure that their student(s) arrive on time. Students arriving late miss valuable worship/devotional time and disrupt the other students as they focus on the Lord.

CHAPERONES

Class field trips would not be possible if not for the commitment of our parent chaperones. Being a chaperone is an awesome responsibility as well as a joyful blessing. It is important that all chaperones clearly understand their roles and responsibilities. We are committed to the safe-care of every student, physically, mentally, and spiritually. As a result, parents shall not bring non-CCS siblings and/or guests while serving as a chaperone.

Chaperones are to take responsibility for the students assigned to them. The word "responsibility" can mean many things, but Scripture makes it clear that though we have freedom in all things, not all actions are profitable and those who are strong in faith must be willing to sacrifice so that others may not stumble (1 Corinthians 8:7-12). Each chaperone represents the school and must agree to a behavior and conduct that will be governed in such a way as to bring credit to the school and glory to our Lord (Isaiah 49:5, 1 Corinthians 6:20; 1 Peter 4:14-19). The following guidelines are to be followed:

As a chaperone you shall ...

- Emulate a spirit of glorifying God in your speech, attitude, and attire, realizing that you are a spiritual leader and example to our students.
- Agree to forsake behavior that does not emulate our Lord's or cause a brother/sister to stumble.
- Be safety conscious at all times, and ensure appropriate levels of supervision and safety.
- Submit to the authority of the designated leader.
- Receive a safety and responsibility briefing from the Administration prior to departure.

CLASS TRIPS

Also see [FIELD TRIPS](#) and [WORLD STUDIES TRIP](#). Each year the graduating class from CCHS (twelfth grade students) will go on a class retreat. The Principal will be responsible for coordinating the twelfth grade class retreat. Other class trips may be coordinated by individual teachers to support their curriculum. These trips are usually smaller in scope and are limited to one overnight stay.

Funding for class trips is outside the normal tuition and book fees. Parents normally organize class projects/fundraisers to help defray costs. Parents are strongly encouraged to support these trips. They have proven to be an excellent learning experience and growth opportunity for our students. As advanced planning is required, parents will be asked to commit early. Initial payments are usually collected well in advance of the trip. We encourage all parents to participate as chaperones, group leaders, or guests. See [CHAPERONES](#).

CLEANING

We have custodians who clean the school on a regular basis. However, it is up to the students to help maintain the school in a proper manner. We expect all students to do their part in keeping the buildings and grounds clean and neat, and in not littering or creating unnecessary trash. Unless pre-approved, no food and drink are allowed anywhere in the building except in the designated eating areas in the high school cafeteria.

CLOSED CAMPUS AND VISITORS

Cherokee Christian Schools operate on the "closed campus" principle. Attendance is required from the regular start of the instructional day through the normal dismissal times (8:00 a.m. - 3:20 p.m.). Seniors may leave after their last scheduled class. Seniors who choose to stay after their last scheduled class must be in a study hall; they may not simply wander the campus. Students may not leave campus for lunch or order "take out" food but are expected to either bring their lunch or purchase lunch through the school. As a privilege, seniors are allowed to leave campus for lunch on Wednesdays and Fridays. All students are to be in their assigned places at all times. Students are not permitted to leave campus during the day except as noted above. A staff member cannot give a student permission to leave campus. [After school, high school students may remain on campus and utilize the school's common use areas until 4:00 p.m. After 4:00 p.m. all high school students \(except those under the direct and personal supervision of a teacher engaged in a specific activity\) are to leave the building and either go outside on the patio or go to the lower building to await pickup.](#)

We are always happy to have visitors at the school. Please check in at the high school office before going to the classrooms. Visitors will be required to sign in and wear a badge unless being escorted. We ask that before visiting classes you check with the teacher to minimize any potential disruption. Parents are encouraged to visit their student's class often.

For security reasons, only graduates of CCHS (those who received a CCHS diploma) will be allowed to visit during the school day without an escort. Students who have attended CCS, but were not graduates, may visit during non-academic periods (such as lunch) providing they are escorted by an adult. They must remain with their escort at all times. No other students may enter the student areas during the day. In addition, any student who has been expelled from CCHS will not be allowed on campus during regular school hours but may return for evening events at the discretion of the administration.

Please remember, when you are in the school building during school hours, that the faculty and staff have classes to teach and other work to do. Please do not engage the teachers or staff in unnecessary conversation, especially when they are supervising or teaching students.

The entire administrative staff is here to help you. We look forward to seeing you.

COMMUNICATION

It is our practice and pleasure to keep parents informed. We do that not only by word of mouth, but also in writing. Look for the *Warrior* to be posted on our web site every month. We will also send (by email) the *WarriorsWord* every other week on Friday, which will contain news and announcements specifically for the high school. Please read these carefully, as they contain important information about the school. *These are your only official sources of information about school events and policies.* If we post something in these sources, we consider that to be proper notification of important events and policies, so please read them. It is our intention to use both PowerSchool and the school web site to communicate with everyone associated with the school. Please check the web site frequently so you may keep up to date on the school's use of the site. If you have a new email address or have changed your email address, please send that information to the school by mailing to admin@cherokeechristian.org.

COMPUTERS

Students are allowed to bring their personal laptop computers to school if they wish, subject to the following guidelines:

- The school may not be held responsible for the safety of the computer.
- School personnel will not be able to provide technical support for personal computers.
- Students may access the school network wirelessly, but are still subject to normal school regulations regarding accessing inappropriate material.
- Students are to use their computers in class only for class work, not for accessing the internet, playing games, or other non-class-related activities. If a student violates this, the teacher may revoke his/her privilege of using the computer in class.
- The school or the teachers cannot be responsible for storing the computer during the school day. If the computer will not fit in the student lockers, it may be left in the study room at the back of the tech lab/media center. Students should provide their own locking cable and may lock the computer to the table in that room.

CONDUCT AND DISCIPLINE

Honor Code

The Honor Code is a summary of the Christ-Like behavior expected of all students. It serves as a reminder and method of commitment for everyday student conduct.

I will ...

- Honor Christ with my attitude, words, and deeds; Matthew 22:37-40, Philippians 2:1-11
- Obey and honor my parents; Exodus 20:12, Ephesians 6:1-3
- Obey and respect my teachers and authorities over me; Hebrews 13:17, Romans 13:1-5
- Do my best in every task appointed to me; Proverbs 12:14, 2 Corinthians 9:8, Ephesians 2:10

- Never cheat, lie, or steal, nor accept such behavior in others; Exodus 20:15-17
- Follow the school's dress code, and seek to honor Christ in my appearance; 1 Peter 5:6, Romans 12:1
- Be honest, trustworthy, kind and compassionate, always striving to edify others; Ephesians 4:29-32, Colossians 3:12-17
- Refrain from dissension, gossip, arguing and complaining; Exodus 20:16, Philippians 2:14-15

Standards of Conduct

1 Timothy 4:12 exhorts, "Let no man despise your youth; but be an example of the believers in word, in conduct, in love, in spirit, in faith, in purity." Cherokee Christian Schools believe that conduct is the visible testimony given by each student. Being a part of the CCS family is a privilege, and with this privilege comes certain responsibilities. All students must be treated with dignity and respect, free of threats or harassment.

Those policies which are based on moral issues are applicable to our students at all times, whether on or off campus, both during the school year and holidays/summer vacation. This is essential because the testimony of Cherokee Christian Schools is a compilation of moral and biblical standards actively supported by the student body, staff, administrator, and school board. Punishments for violations of such standards may be the same as those imposed for on-campus violations.

To educate students to discipline their own lives, rules and guidelines have been established. Students are expected to conduct themselves in accord with these established standards and guidelines, and exhibit a positive attitude which is in harmony with the spirit and purposes of the school. Any organized, functioning group in society must operate within some system of rules if it is to function in an orderly manner. An orderly, disciplined, and wholesome environment is a great aid to learning and enables the student to develop good character and to be happy and content.

A student's general responsibility in his/her own personal behavior will be expected and worked toward as follows:

1. Students must exhibit cheerful obedience to authority (parents, teachers, etc.) and school regulations, even when the person in authority is not immediately present. Such obedience should be willing and immediate, and is to extend to any member of the school staff, even if that person is not the student's own teacher.
2. Students should develop responsibility in doing assigned or expected tasks, such as homework.
3. Conversations held within the classroom and on the campus are not to infringe on the rights of others, and they are to relate constructively to the time and place. Within class discussion a student may speak when he/she has been properly recognized and has the floor. At other times he/she should remain quiet, attentively and respectfully listening to the contributions of others. Conversations, private or public, are expected to be positive, constructive, and respectful. Foul, dirty, or suggestive language, drawing, or stories, gossip, misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, putting others down by telling them to "shut up," "get lost," etc., even if done in fun, are examples of conduct which are unacceptable at Cherokee Christian Schools and are causes for immediate disciplinary action. This includes electronic and digital communications (e.g., blog sites, email, etc.)

4. All property, personal or other, is to be treated with due respect. Damaged or destroyed property belonging to others is to be replaced by the student or students responsible. Each student is personally responsible for cleaning up after using a table or study area. Any books or other materials left behind in classrooms may be discarded and it will be the student's responsibility to replace any lost items.
5. No note passing between students (whether on paper, via email, or electronic device) is permitted during class.
6. Internet usage is a privilege that will be removed if abused. Any student caught trying to access websites with inappropriate material will be subject to loss of all internet privileges and suspension from school.
7. Weapons are not allowed on school grounds or at school-sponsored events, [except when under the direct, personal instruction and supervision of a faculty member. For example, if a class is planning an after-school outing to a paintball facility, students may bring their paintball guns to school. In all these cases, all such weapons shall be given to the teacher for secure storage during the school day and shall not be returned to the students until they are leaving campus.](#) The term "weapons" includes, but is not limited to rifles, shotguns, handguns, pellet guns, BB guns, paintball guns, bow and arrows, stun-guns, blank pistols, knives (including Bowie, switchblade, pocket, hunting), razors, chemical defensive devices, martial arts devices, or other items which school staff could reasonably conclude as being a violation of the intent of this restriction. Students shall not have any explosive device, including bullets, other ammunition, fireworks, smoke bombs, paint bombs, paint balls, or any item which gives the appearance of these. Possession of weapons is grounds for immediate suspension and/or expulsion.
8. Cheating in any form is not tolerated at CCS. [In high school, cheating and plagiarism have significant disciplinary consequences.](#) See [PLAGIARISM AND CHEATING](#).
9. In order to best promote the goals and purposes of the school, students are asked to leave all games, non-educational magazines, questionable books, matches, lighters, water balloons, and squirt guns at home. If the above items are found on school premises, the school reserves the right to keep the item until the end of the school year. Also see [ELECTRONIC DEVICES](#).
10. Each student is expected to come to class prepared. This includes bringing the correct books and materials to school/class, completing assigned homework and projects on time, and participating in class discussions.
11. In accordance with the Statement of Faith and in recognition of Biblical principles, no "immoral act" or "identifying statements" concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography, will be tolerated. Such behavior will constitute grounds for expulsion. In addition, no unnecessary bodily contact, whether it is affectionate, playful, or hostile, is acceptable while at school. Such bodily contact, which may seem harmless, often expands rapidly and tends to detract from the development of proper relationships and a constructive educational atmosphere. This includes hugging and handholding. See [STUDENT RELATIONSHIPS](#). For the purposes of this handbook, the following definitions apply:
 - o [Immoral Act](#) - Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral sexual act.

- Identifying Statement - A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey a propensity or intent to engage in an immoral and/or homosexual act.
12. Homosexual behavior, whether an "immoral act" or "identifying statement," is incompatible with enrollment at Cherokee Christian Schools and is a basis for dismissal.
13. In keeping with the school's responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of *sexting*. "Sexting" is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.
14. Tobacco in any form or alcoholic beverages are not allowed at school or school functions. The following is an outline of the school's policy concerning tobacco, alcohol, and drugs:
- While on school property, at an official school function, or in route to or from a school function in school-provided transportation, a student shall not:
 - Possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages, including "near beer" and/or tobacco, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act. Legal intoxication is not required for violation of this policy.
 - Possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.
 - Falsely identify a substance to be tobacco, alcohol, or an illegal drug.
 - Buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute tobacco, alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be tobacco, an alcoholic beverage, or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.
 - Sniff or be under the influence of inhalants and/or other substances.
 - Possession of these on campus or at school functions may be cause for immediate suspension and/or expulsion.
 - Additionally, since students represent Cherokee Christian Schools both on and off campus, including during vacations and summer breaks, a violation of these policies in off-campus settings may also subject the student to immediate suspension and/or expulsion.
 - Student abuse of alcohol or illicit drugs is incompatible with the purposes and objectives of the school, as well as being detrimental to the health and well-being of the student. Such substance abuse will result in a lengthy suspension or expulsion. Should the student be allowed to remain,

the school reserves the right to require both random drug testing and appropriate biblically-based counseling by a professional affiliated with or recommended by the school. The school's discipline procedure may include legal action.

- Voluntary disclosure of personal drug abuse will be taken into consideration in discipline; however, it does not guarantee that disciplinary procedures will be mediated. (Voluntary disclosure does not mean coming forward after the administration, faculty, or student council has knowledge of the incident.)
- The school reserves the right to question students about suspected drug/alcohol involvement. The administration retains the right to request a parent's or guardian's approval for an immediate urinalysis and/or breath test at the parent's or guardian's expense if a student is reasonably suspected of drug or alcohol abuse.
- The school is under legal obligation to report to the police and the district attorney all cases of substance abuse.

It should be remembered that the school not only hopes to contribute much to the student, but the student is expected to contribute much towards the school. A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off campus as determined in the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

Harassment

Cherokee Christian Schools intend to provide teachers and students an environment that is free of offensive kinds of social behavior. Harassment, whether intentional or unintentional, that subjects another person to unwanted attention, comments, bullying, or actions because of race, national origin, age, sex, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made in the image of God and have a common heritage in Jesus. These are the features of the policy:

- We do not condone or allow harassment of others by teachers, administrators, support staff, students, or other persons present in our facilities.
- Any student who believes he or she has been subjected to harassment should report it immediately to an appropriate teacher or administrator. Each report will be given serious consideration and investigated thoroughly.
- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of immediate termination of employment (for employees) or immediate expulsion (for students).

Disciplinary Consequences

Often, our society regards “discipline” as a word that means “punishment.” However, the Bible uses the words “discipline” and “training” interchangeably. Training a child so he will be a godly and productive citizen is very important (1 Timothy 4:7). The goals of disciplinary measures are that the student would stop inappropriate behavior, uphold the honor Christ, grow in Christ-likeness, and build up the spiritual well-being of others around him.

Discipline is primarily a *parental* responsibility. It is up to the *parents* to see to it that the students behave properly. Parents do not relinquish their responsibility to the school. Rather, the school is here to *support* the parents in their discipline. If the school and the home are not working together on discipline, whatever the school does will be ineffective. While we employ various methods, the responsibility for student compliance finally rests with the students and the parents, not with the school.

To avoid confusion, when the parents are visiting the classroom, or participating on a field trip, the teacher is still in charge of discipline.

Remember, attendance at Cherokee Christian Schools is a *privilege*, not a right. If, after numerous attempts to correct a student’s behavior, there is little or no change, the student may face dismissal.

Types of Discipline

There are six types of discipline given to parents in Scripture, and, by extension, available for the school to use:

1. *Verbal discipline* – admonition, correction, warnings, and rebukes. Students will be reprimanded for their actions, shown Scriptural data relating to their misdeeds, and asked to repent ([turn away from those actions](#)).
2. *Denial of privileges* – Students may lose various privileges because of misbehavior.
3. *Withdrawal* – The student may be sent out of the classroom (placed in the hall, for example), or otherwise removed from the rest of the class, for certain misdeeds. This is often done for students who are seeking to gain attention by misbehavior, or who are distracted from doing their work by the presence of other students.
4. *Restitution* – This is used in cases of theft or destruction of property, following the Scriptural guidelines for restitution.
5. *Corporal punishment* – Spanking is not practiced in our high school. However, when appropriate, students may be assigned some type of physical exercise (calisthenics, etc.) as punishment.
6. *Disinheritance* – While this is specifically a family punishment, it may be applied in the school situation by expulsion. This is done in cases in which the student is showing himself to be antagonistic to school standards, and in which the student has not responded to other forms of discipline. It also will be done in cases in which the student is having a decidedly negative influence on other students. *Probation* may be invoked when a student has serious academic, attitude, or behavior problems, to give the student an opportunity to correct his/her problem. It is instituted only after consultation and counseling with the student and parents, and lasts for up to nine weeks. If there is not improvement to a satisfactory level,

the student will be dismissed or asked to withdraw from the school. Student activities may be limited during the probation period, and the student may be asked to relinquish all positions of trust and responsibility for the remainder of the year.

Within the above guidelines, individual teachers will handle discipline cases in their own way in harmony with their own methods and abilities. This could be any one of the different ways outlined above, as the teacher believes would be appropriate under the circumstances. [An example of a method that might be used in the process of training/discipline would be a demerit given to a student, with numerous demerits resulting in detention or other consequences.](#) We instruct teachers to use the corrective measure fit for the offense.

High School Shepherding Program

The goal of our discipline program is to partner with parents in shepherding their child's heart towards Godly obedience. It is relational and restorative. Teachers encourage, instruct, and admonish students with the end goal of restoration through repentance and forgiveness. It is the direct application of the Gospel in the daily life of a student. Its aim is to restore horizontal and vertical relationships with love, respect, grace, wisdom, and fairness. The process utilizes a demerit system divided into four relational levels:

Level 1: Mentoring by the Classroom Teacher or Monitor

The classroom teacher or monitor establishes procedures and policies which foster a positive learning environment for all students. The teacher/monitor manages the climate and culture of the classroom (or common areas) using various relational methods and techniques. Rebellious, disruptive, or disrespectful behaviors are dealt with on an individual basis. The end goal is repentance, forgiveness, and restoration. The teacher/monitor may or may not contact parents at this level of discipline. Often, the student's relationship with the teacher/monitor is sufficient for effective mentoring and growth. Teachers/monitors do not issue demerits. When they feel that their individual efforts are not reaching the student's heart, they will refer the student to the school superintendent for level 2 counseling.

Level 2: Referral to the School Superintendent

The school superintendent will meet with the student to discern the "heart of the matter" and the "matter of the heart." Parents will be verbally contacted concerning the referral and a demerit may or may not be issued by the superintendent based on the student's attitude and response to counseling. Counseling sessions will be recorded in Powerschool but do not become part of the student's permanent record. The superintendent may schedule a parent conference if warranted. Repeated referrals will result in additional demerits and parent consultations/conferences. Students who accrue three demerits within a single quarter will result in a one hour detention and be placed on behavioral probation (Level 3). One hour detentions will be scheduled by the school superintendent before or after school.

Level 3: Behavioral Probation

The school superintendent will schedule a formal conference with the student, parents, and principal following the third demerit. The student will normally be placed on behavioral probation and a "get well" plan will be agreed upon by all parties. As always, the end goal will be repentance, forgiveness, and restoration. Additional conferences may be held for each demerit issued over three. Students who accrue six demerits within a single quarter will receive a one day suspension. Probations and suspensions will become part of the student's permanent record.

Level 4: Expulsion Review

Students who have progressed through the first three levels of the discipline program and continue to receive demerits will be considered for expulsion. The superintendent will review the documentation and meet once again with the principal, superintendent, student, and parents. Courses of action may range from two or more days of suspension to actual expulsion. Students who have reached this level, and remain firm in their unrepentance will be expelled for the sake of the student body. Even after expulsion, our prayer for the student will be eventual repentance, forgiveness, and restoration.

Demerits are "zeroed out" each quarter or every nine weeks. However, the school reserves the right to accelerate the process for any unrepentant student who tries to "game" the system or establishes a pattern of behavior which is destructive to the student body. Additionally, dangerous, threatening, destructive, immoral, or illegal activities may result in immediate disciplinary action ranging from suspension to expulsion.

Out-of-School Suspension (OSS)

The student will not be allowed to attend school or any school related activity, either during school hours or afterwards. This includes participation in or attendance at sporting events, extracurricular activities, and evening activities. Failure to comply with this policy will compound the period of suspension. Students serving OSS shall be responsible for making up any work missed, turning in assignments, procuring class notes from other students, etc. There shall be no additional grade penalty for an OSS. However, it is to be emphasized that it is the *student's* responsibility, not the teacher's responsibility, to see that all work is turned in on time. Work that was due during the time of OSS shall be due the first day the student returns to class. Work assigned during the OSS shall be due when the student returns to class, or the normal due date of the assignment, whichever is later. Tests that were to be taken during the time of OSS shall be made up at a time to be arranged with the individual teachers involved. Failure to arrange such make-up tests shall result in a zero on the test. OSS is not to be seen as a day of "vacation" for the student. The student has every opportunity to make up work and avoid any further penalties for missed work, but it is the responsibility of the student to make up this work.

Expulsion

The student will be officially dismissed from the school by the Principal, with approval of the Superintendent. Students who have been so dismissed from the school will not be allowed on campus (during school hours or for after-school events) without the specific permission of the school administration. They will lose all credit for all

courses in that semester, and will not be allowed to take final exams or turn in course work for credit. Any student expelled from school may have the privilege of reapplying after a minimum of two full academic quarters has lapsed. Expulsion for any reason, including failure to meet terms of academic or disciplinary probation, is not contingent on the family's being able to enroll the student in another school. This is especially important with the prevalence of "block scheduling" in other local public schools, which may make it impossible to enroll a student in the public school in the middle of the semester. Such circumstances will not be a reason for CCHS to keep a student enrolled, if he/she is asked to leave the school. Seniors who are expelled will not graduate or receive a diploma from CCHS, unless they apply for re-admission the next school year and repeat their senior year course work.

CONTACT INFORMATION

Throughout the year, parents and students will have various reasons to contact the school about questions, concerns, suggestions, etc. In general, our principle of operations in this area is based on Matthew 18 - that questions, concerns, or suggestions should *first* be addressed to the individual who is closest to the issue. If the issue can be resolved at that level, there is no need to involve others. It is only when concerns cannot be satisfactorily handled at that level that the matter should be taken to a "higher level."

In order for us to help you most efficiently, here are your primary contact points at the school.

- *Your student's classroom teacher* - The teacher is the *first* and *primary* point of contact for any questions about class-specific issues. Since the teacher is the person most directly involved with these areas, the teacher is the person who can answer questions and solve problems in these areas. Various members of the administration (the Academic Counselor, the Principal, the student's mentor, the Director of Operations, the Superintendent) simply are not in the best position to deal with class-specific issues; the classroom teacher can address concerns most directly. Some examples of things to address with the teacher might be the following:
 - How to get extra help on a difficult concept
 - Questions about a grade on a paper or test
 - Questions about homework assignments
 - Concerns about particular material taught in class
 - Suggestions for improving the student's grade
- *Your student's house leader* - When each student begins high school, he/she is assigned to a house with a faculty house leader who provides general oversight of the student for both academic and personal issues, and maintains regular contact with the student throughout the year as needed. If a student is experiencing difficulty in several classes, or is showing consistent behavioral problems, the house leader will seek to address these with the student. The house leader also supervises the homeroom time at the beginning of each morning. The house leader or another teacher leads a daily devotional and prayer time and gives general school announcements. Morning attendance and uniform compliance is also checked during homeroom. **Please note:** the house leader is *not* a tutor for the student's academic difficulties - the house leader will simply help the student get the help he/she needs. The house leader should *not* be approached about problems in an individual teacher's class - those issues should be addressed to that teacher directly. Some examples of questions to ask the house leader would be the following:

- “My student has low grades in all his classes. Can we meet with all his/her teachers?” (The house leader can arrange for this meeting.)
- “My student is having an interpersonal problem with another student.”
- “My student is having spiritual struggles.”
- “There are some difficult situations going on at home which may affect my student’s work in school, and I want his/her teachers to know about it.”
- Questions about your student being counted absent or tardy for the day (*not* tardiness to individual classes - those questions should be addressed to the classroom teacher)
- Questions about uniform violations
- *The Academic Counselor (Mrs. Lee)* - Mrs. Lee oversees the areas of course selection (to make sure students are on track to graduate on time) and college preparation. She schedules students into classes, checks on their progress toward graduation, and gives advice about selection of elective courses. She also oversees and maintains the student’s transcript records. The Academic Counselor also helps students with the college admissions and preparation process. She provides advice about college selection, helps students select elective courses which will be most beneficial for college admissions, arranges for college representatives to visit the school, gives the student advice on filling out college applications, provides information about college scholarships and other financial aid, fills out counselor recommendation forms for college applications, and oversees sending official transcripts to colleges. She also gives advice about possible career paths for students, and coordinates the school’s PSAT and Stanford testing programs. **Please note:** the Academic Counselor is *not* a personal counselor any more than any of our faculty members are. While all our faculty and administration are willing to provide personal spiritual counsel to students, none of us (including the Academic Counselor) is a licensed counselor. Also note that the Academic Counselor does *not* have oversight of general academic issues such as curriculum and teaching methods, nor does she oversee disciplinary issues. Here are some issues which should be addressed first to the Academic Counselor:
 - Which courses the student will take during high school
 - Which electives the student should take during a particular year
 - Credits transferred from another high school
 - Advice about selecting a college
 - Help with filling out college and financial aid applications
 - Letting her know about sending a transcript to a college
 - Questions about HOPE Scholarship eligibility
 - Dropping or adding a course during the first two weeks of each semester
 - Questions about the service hour requirement
 - Questions about PSAT, SAT, ACT, or Stanford tests
- *The Principal (Dr. Kirby)* - Dr. Kirby oversees the general operations of the high school, including curriculum development and design, staff development, supervision of faculty, master class scheduling, student discipline, the mentor program, and academic probation. If you have questions or concerns about the high school as a whole (*not* individual classes), see Dr. Kirby. The Principal also serves as an “appeals court” when issues are not satisfactorily resolved by others in the high school. Please note that, if you have a question or concern about a particular teacher or class, the Principal will require that you first address those with the specific teacher; the Principal will only become involved if the issue is not

resolved at that level, and he will also involve the teacher in the discussion. These are possible questions you might address to the Principal:

- "What plans do you have for advanced course offerings?"
 - "Why do you teach XYZ course in the freshman year?"
 - "Why does my student have detention?"
 - "I have talked with the teacher about a concern, and I would like to meet with you and the teacher to discuss it further."
- *The Registrar (Mrs. Edwards)* - Mrs. Edwards maintains student records and cumulative folders and also oversees attendance records. When you send in notes about absences, take them either to the main desk or to the high school receptionist.
 - *The Business Manager (Mrs. VanderLinden)* - Mrs. VanderLinden can help you with any questions involving financial issues - tuition payments, fees, etc.
 - *The Athletic Director* - Contact the Athletic Director with questions about any area of the extra-curricular athletics program (*not* the physical education class - those questions should be addressed to the PE teacher). He can help you with questions about sports offered, coaching, student eligibility, etc. **Please note:** If you believe your student is the next Michael Jordan and is not getting enough playing time, talk with the coach directly, not with the Athletic Director.
 - *The Director of Operations (Mr. Scripka)* - Mr. Scripka oversees all operations of the entire school, including CCA (grades K-8) and CCHS (grades 9-12). He handles all issues regarding the physical school plant, the general curriculum development and design, staff hiring and overall evaluation, and general academic issues. Mr. Scripka also serves as the Middle School Principal. He is the "appeals court" when issues are not satisfactorily resolved by the individual school principals (Elementary Principal and High School Principal). However, any questions or concerns you might have about the high school should first be addressed to the proper person in the high school.
 - *The Superintendent (Mr. Lee)* - Mr. Lee has been given the overall responsibility of the entire school, and reports directly to the School Board. While he delegates much specific responsibility to the Director of Operations, the Superintendent is still accountable to the Board for all school actions. However, Mr. Lee specifically works on the areas of school development, promotion, and funding. He works with the Director of Operations in developing annual school budgets and in long-range fiscal planning. He also is primarily responsible for seeking outside funding sources for the school, and for long-range planning of school growth and expansion. The Superintendent also makes all decisions regarding student admissions and faculty/staff hiring. Any issues which cannot be satisfactorily resolved by others may be addressed to the Superintendent, but *only* after those issues have been discussed with the appropriate individuals first.

Please note that one group has been omitted from this list of people to contact if you have questions, concerns, suggestions, etc. - *other parents*. This is not an oversight on our part! If you have a question about a particular teacher's class, about a disciplinary policy, or about the school's work on college admissions, other parents are not in a position to solve the problem. Even if you think you may have misunderstood something, and don't want to "bother" the teacher or the principal, contact the proper person at the school first anyway. Other parents, as well-meaning and sincere as they are, are simply not able to take care of issues or give authoritative answers to questions. On the other hand, if you contact the appropriate individuals at the school, you can be assured that your questions will be answered and your input will be valued.

COUNSELING

The faculty and staff of Cherokee Christian Schools are here to help you as much as possible. If a student or parent wishes to confer with a teacher, the Principal, or the Superintendent, please make an appointment for such a meeting. Faculty members will try to help whenever help is needed. If you have some need which cannot be dealt with either in a note or a brief comment to the teacher, please schedule a conference. Our teachers are glad to talk with parents about their student's education, but they also have other responsibilities as well. **The teachers are responsible for the safety of the students, so please do not engage the teachers in conversation when they need to be supervising their students.**

CURRICULUM

The textbooks used at Cherokee Christian Schools are chosen carefully from various publishers, based on quality, content, and results.

Cherokee Christian Schools have a strong academic emphasis. We do not believe that development of spiritual character, as important as it is, is a substitute for academic excellence. When proper emphasis is given to character development, we believe that academic performance goes hand in hand. Therefore, in striving for the former, we see results in the latter. Though we will maintain a high standard of academic achievement, we recognize that all students have been given different gifts and talents. We will provide instruction for those needing special attention in certain subjects, to the degree that we can adequately meet their needs. Though we believe the quality of the faculty is more important than the size of the class, we will keep a teacher-pupil ratio in relation to our philosophy.

Cherokee Christian Schools also stand unashamedly upon the Scriptures of the Old and New Testaments as the inspired and inerrant Word of God. This Word of God is the foundation for all our activities, including our curriculum design. As the "light to our path," study of the Scriptures in *Bible* class is of utmost importance. *Reading* is a vital and basic skill re-enforced in all of our classes. *Language* study emphasizes that students must learn and use proper rules of grammar, in order to be able to communicate their thoughts effectively. *Mathematics* is taught in order that the students may understand more of God's orderly world. *Science* (which is openly creationist) teaches students to analyze and appreciate God's creation. *History* presents our society and the institutions in it as the work of God and as under His control. *Foreign Language* is taught so students can appreciate other cultures along with their own in order to proclaim the Gospel of Christ. *Physical Education and Health* are taught so students can learn to glorify God with their bodies. *Fine Arts* are taught so that students can explore their creative talents and use them for the glory of God. *Technology* classes are taught so that students can effectively impact our modern world for Christ.

For more information about our courses, you may view our complete course catalog [here](#).

DIVORCE AND SEPARATION

Divorced and separated families are realities of contemporary life which affect the school's responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the student's records, unless the school is presented with a court order or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. In such cases, the non-custodial parent may not take custody of a student or remove the student from school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent, which permits such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s), and to take other reasonably necessary action.
4. Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
5. Copies of school work, certificates, awards, progress reports, and report cards will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. The school cannot bear the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their own arrangements for the distribution of school materials.
6. In an effort to provide information, the school will provide access to PowerSchool (student grades), encourage parent-teacher meetings, and include school email communications to both custodial parent and non-custodial parent.

DRESS CODE, UNIFORMS

General

"So whether you eat or drink or whatever you do, do it all for the glory of God" (1 Corinthians 10:31); "Follow my example, as I follow the example of Christ" (1 Corinthians 11:1); "But everything should be done in a fitting and orderly way" (1 Corinthians 14:40); "I also want women to dress modestly, with decency and propriety, not with braided hair or gold or pearls or expensive clothes" (1 Timothy 2:9).

Henry Scudder, a writer from the seventeenth century, gave some suggestions for "How to Awake With God," in his book *The Christian's Daily Walk in Holy Security and Peace* (reprinted by Sprinkle Publications, 1984). This very helpful chapter includes suggestions regarding clothing [with our annotations and explanations].

When you arise, and dress yourself,...call to mind what rules are to be observed, that you may dress yourself as becometh one that professeth godliness: namely,

1. That your apparel, for matter and fashion, do suit with your general and special calling, 1 Timothy 2:9,10, and with your estate, sex, and age, Deuteronomy 22:5. [Our clothing needs to reflect the fact that we are Christians, and be suitable for our particular calling — in this case, to be students. It also needs to be appropriate for our sex and age.]
2. That your apparel be consistent with health and comeliness, 1 Corinthians 11:14, 15; 1 Corinthians 12:23. [Our clothing needs to be such as will keep us healthy, and will show true beauty.]
3. That you rather go with the lowest, than with the highest of your state and place. [We should not “overdress,” or try to pretend we are better than others through clothes.]
4. That the fashion be neither strange, immodest, singular, nor ridiculous, Zephaniah 1:8. [Our clothing should not be that which draws attention to itself because of its oddity or shock value.]
5. That you be not over curious, or over long, taking up too much time in putting it on. [Don’t spend all your time thinking about clothing.]
6. Neither the making nor wearing of your apparel, must savour of pride, lightness, curiosity, lasciviousness, prodigality, or base covetousness, Isaiah 3:18-24. But it must be such as becometh holiness, wisdom, and honesty, and such as is well report of, Philippians 4:8, 1 Corinthians 11. [Clothing must not become a mark of pride, a symbol of rebelliousness, or worn simply to be different. It also must not be immodest, or provoke impure thoughts in others. Rather, it should be clothing which exemplifies true godliness, and which is generally considered to be “proper” clothing.]
7. Follow the example of those of your rank and means, who are most sober, most frugal, and most discreet. [Take as examples for clothing those who are recognized for godliness and seriousness of life, those who use money wisely, and those who do not want to make a show of themselves.]

Uniforms

School is a place of learning, a place to prepare oneself for adult life. How one dresses says something about him/her. In adult life, we expect lawyers, doctors, preachers, businessmen, teachers, and laborers to dress in keeping with their occupations. Likewise, we want our students to see their “calling” in life at this time to be *students*. The wearing of appropriate uniforms in school reinforces this concept.

At Cherokee Christian Schools, uniforms are an important part of educational life. Christ has said “Whoever can be trusted with very little can also be trusted with much, and whoever is dishonest with very little will also be dishonest with much.” (Luke 16:10). Thus, we are “picky” about the “little things” like clothing. Therefore, CCHS has implemented the following uniform policy.

Students wear a Standard Uniform 4 days per week. Students wear a Dress Uniform on Chapel day (Tuesdays), field trips, and other special events.

[Download the current uniform standards](#)

Spirit Day

One day each month (usually the last Friday of the month) is designated as Spirit Day. Students may wear any school sponsored/issued tee shirt, school polo shirt, school sweatshirt, or school sleeved athletic jersey with jeans. More specific guidelines are listed below:

PANTS	Any uniform pant or non-uniform jean. Jeans shall fit properly (not too tight or too loose) and have no visible holes and patches, nor reflect extreme fashions.
CAPRIS	Normal waisted (not too low), normal fitting (not too tight) Capris.
SHORTS	Any standard uniform short (fingertip length ¹). Jeans shorts are <i>not</i> allowed.
SHIRTS ²	Any uniform shirt or sweatshirt with the school logo/patch. Any school tee shirt sold at school functions or issued to students. Any sleeved school athletic jersey issued to team participants (sleeveless jerseys may be worn over sleeved shirts).
SHOES	Conservative footwear. No flip flops. For the ladies, any everyday style shoe or boot but no sandals or beach type footwear and no "strappy, stiletto types" allowed.
OUTERWEAR	Any school outerwear.

¹ Finger length is measured with arms held straight down at sides

² All shirts (except school sweatshirts) must be tucked in at all times.

General High School Dress Policies

Students are to observe the appropriate dress and appearance standards as defined in our Uniform Policies above. In addition, the following policies apply:

1. Students are to be in uniform at all times while on campus, unless returning for an evening event. "Being in uniform" includes having shirt tails tucked in and shoes tied. Students may change into spirit day attire after 3:20 p.m.
2. All uniform clothing shall be neat, clean and in good repair (no rips, holes, markings, or stains; pants should be properly hemmed and not frayed at the bottom; shirts and blazers should have all their buttons). All clothing is to fit properly. Tight clothing or overly loose/baggy clothing is not allowed. Undergarments are not to be visible.
3. Swimwear is not allowed on school grounds. If students are planning to swim after school, they should change into swimwear at the pool. A t-shirt alone is not considered appropriate cover-up clothing on school grounds.
4. Skirts should be no shorter than the middle of the student's kneecap. Shorts are to be no shorter than the student's fingertips, when he/she is standing with hands straight down by his/her side. We realize that students will grow during the year, and so we do not go around with a rulers measuring skirt or shorts

length. However, please be aware of your student's growth, and keep an eye on the length of these items, to avoid embarrassing situations (for the student, the teacher, and the parents).

5. No "cheerleader" style shorts or pajama type pants are to be worn on campus.
6. On chapel days, students are expected to wear their blazer at all times during the day, with the exceptions that they may remove their blazer at lunch, and they may remove their blazer during class with the teacher's permission, as long as the blazer is put back on before leaving the classroom.

Athletic and Physical Education Dress Standards

Guidelines for athletic and physical education clothing shall reflect a desire for modesty and safety in all areas. The PE uniform is available at our uniform outlets, and shall be worn for all formal physical education classes:

- **Shirt:** Ash grey PE t-shirt with or without school logo
- **Shorts:** Navy mesh PE shorts with or without school logo
- **Sweat Pants (optional):** Navy sweat pants with or without school logo
- **Shoes** as listed below

The following policies shall be observed for all athletic practice, competition, or PE activities:

- Bracelets, chains, jewelry, and watches will not be worn.
- Underwear lines shall not show through the shorts.
- P.E. shorts must be fingertip length when standing erect and must fit at the waist.
- Any conservative sneaker is allowed for footwear and socks must be worn. No backless shoes are permitted.
- No "cheerleader" style shorts or pajama type pants are allowed.

Uniform Violations

Students will receive a "Uniform Violation Notice" if they fail to comply with the uniform standards and the student will be counseled in private. The Uniform Violation Notice will be sent home for signature by a parent. [If a student accumulates three UVNs in a semester, he/she will receive one demerit. Each additional UVN in the same semester will also result in an additional demerit.](#) First-semester freshmen who fail to wear dress uniforms on Chapel Days will be required to wear their dress uniforms the following day of school. Second-semester freshmen, and all sophomores, juniors, and seniors for the entire year, who fail to wear proper dress uniforms on Chapel Days will be required to wear their dress uniforms for five consecutive days.

DRIVERS-PARENTS

Parents are encouraged to volunteer as drivers for off-site student activities. Drivers must be at least 21 years of age and have a Driver's Authorization form on file with the school. A copy of the parent's driver's license and proof of insurance will also be required. Parent drivers must submit to a Motor Vehicle Record check, and consider safety as paramount. A safety briefing will be provided by the administration prior to each trip. While driving, parents are acting as agents of the school and therefore must comply with all school policy.

We require all volunteer drivers to observe the following guidelines:

1. Be on time!
2. Make other arrangements for siblings. This will allow you to give your full attention to CCHS students.
3. Complete a driver authorization form well prior to the trip.
4. Ask for a map or specific written directions to the destination; do not assume you know where you are going. Arrange a driver buddy system.
5. Be certain that all students in the car are buckled up individually in seat belts.
6. Observe posted speed limits at all times.
7. While on the field trip, take responsibility for the students assigned to you.

On rare occasions, driving back to CCS may become impossible, due to illness or an auto breakdown. Use the driver buddy system to be sure all drivers leave the field trip location and return to the school safely. If necessary, enlist someone else with available seat belts to return and to transport the students to the school.

DRIVERS-STUDENT

High school students with a valid Georgia driver's license and parental permission are eligible to drive to school. A student driver authorization form must be on file in the school office, and must be re-filed each year. Students must park only in the area designated for student drivers. Any student that demonstrates careless or reckless driving habits will forfeit the privilege of driving on campus. In accord with Georgia state law, students are not to use their cell phones while driving on campus; this will be considered "reckless driving" and will result in loss of campus driving privileges. Under no circumstances are students to transport anyone other than those assigned by parents to ride in their cars. All student drivers and their passengers are to leave their vehicle and enter the school building immediately upon arrival. There will be no loitering in automobiles before or after school.

DROP-OFF / PICK-UP

Drop-off and Pick-up is a complex process as we move over 400 students in and out of their vehicles in the safest and most efficient manner possible. High school students must be respectful and aware of the carpool procedures being followed for non-high school students. The following drop off and pick up times have been established for high school students:

- Drop-off: 7:30 a.m. to 7:55 a.m.
- Pick-Up: 3:20 p.m. to 4:00 p.m.

High school parents/students riding with younger siblings or carpooling with academy students should follow these procedures:

- **Morning Drop-off - High school student and elementary or middle school student:** Drop off the high school student *first* between 7:45 and 7:55, then circle around to the main building to drop off the elementary/middle school student.

- **Afternoon Pick-Up**
 - *High school student and elementary school student:* Pick up the elementary student *first*, but get in the elementary carpool lane between 3:10-3:15. After you pick up the elementary student, circle up to the high school to pick up after 3:20.
 - *High school student and middle school student:* Pick up the middle school student *first* at 3:20, then circle up to the high school for pickup.

It is extremely important that parents do not circumvent the car pool process by using other entrances. All parents must follow the drop-off and pick-up procedures as established by the school. Those that disrupt the process slow things down for everyone.

ELECTRONIC DEVICES

Students may use PDAs and laptop computers while at school, only if approved by the teacher, but may not use them for unauthorized communication, entertainment, or gaming. Use of tape players, CD/DVD players, radios, electronic games, and iPods (or their equivalent) are not allowed during school hours. Students who are caught engaging in prohibited activity will have their device confiscated for the day. Repeat offenders will lose their privilege to use such devices on school property. [Students are not to take pictures or video, or use audio recording devices, without permission. This includes pictures in the classroom, the hallways, locker rooms, etc.](#)

It is also recognized that parents may provide their students with cell phones for safety and coordination issues after school. However, cell phones must remain turned off ([not simply "silent" or "vibrate"](#)) during regular school hours and must be kept [in the student's locker](#). Seniors who have early dismissal are not to use their cell phones on campus during regular school hours. If a cell phone is seen or heard it will be confiscated and turned in to the administration until the end of the day. Confiscated phones may be examined, including phone numbers called, pictures stored, and text messages sent and received. Inappropriate materials found may result in further punishment. At a minimum a discipline log entry will be recorded in the student's PowerSchool record. For repeat offenders, the parents must retrieve the cell phone from the High School Principal. Under no circumstances may a student use a cell phone ([whether making calls or texting](#)) during school hours. Repeated cell phone rule violations will result in further disciplinary action from the administration. In addition, violation of this policy during any student assessment (text, quiz, exam, etc.) is considered cheating and will result in the appropriate disciplinary action.

END OF YEAR AWARDS

At the end of each school year the following awards and certificates are given:

- **Academic Excellence Award** - Given to students who made the Principal's List for the first three quarters of the year.
- **Presidential Award for Academic Excellence** – Given to high school graduates whose cumulative career average equaled or exceeded a 3.5 GPA and who scored at the 75th percentile or above on either the math or reading section of a standardized test (Stanford, SAT, ACT).

- **Scholar Awards** - These are given to the student in each class who exemplified the attributes of a scholar in each subject.
- **Warrior Award** - Given to a single student in each high school grade whose overall character, performance, conduct and attitude were exemplary. This student best symbolizes the servant-leader character of Jesus.
- **Senior Awards** - to be presented at the Junior/Senior Banquet to seniors who exemplify the following characteristics (*note*: not all awards will necessarily be presented each year):
 - *The Joshua Award* (Joshua 23:6-8) -to the senior whose faith has been consistently demonstrated in the face of cultural adversity.
 - *The Augustine Award* (Ecclesiastes 12:9-11) -to the senior who has demonstrated excellence in scholarship and depth of thought over the years.
 - *The Jonathan/Ruth Award* (Romans 12:4-8) -to the senior who has consistently and lovingly supported both school and peers.
 - *The Paul Award* (2 Timothy 4:7) - to the senior whose diligence best mirrors that of the apostle.

In addition to the above awards, a valedictorian and salutatorian are selected from the graduating twelfth grade class. Selection is based on the cumulative grade point average of all their courses taken in high school, calculated at the end of the second semester of the senior year. In case of a tie for valedictorian or salutatorian, the SAT scores will be used (the highest subscores from individual tests). Only students who attended CCHS for all four semesters of 11th and 12th grade are eligible. The valedictorian will be asked to present the "valedictorian address" during the graduation ceremony.

EXAMS

Semester exams will be administered in the high school for the following courses: Bible, math, English, science, social science, and foreign language. Exams will occur during a formally scheduled exam week. High school students who have an "A" (92%) in a course for their semester grade prior to the exam *and* who have no more than 5 absences in the class for the semester (not counting absences with doctor's excuses or college visits) will be exempt from taking the semester exam. (Note: High school students with an "A-" are not exempt). All students in AP classes are required to take the first semester exam and the AP exam in the spring.

FIELD TRIPS

Costs for field trips in high school are not covered in the book/activity fee and a fee may be required. All students will be required to stay until the end of the school day after returning from a field trip. Field trip days are considered full academic school days and students will depart promptly at the appointed time. Students who are late and miss the field trip departure will be given an unexcused absence for the day. For all field trips, students will wear their dress uniforms unless an exception is approved by the administration. Unless approved by the teacher, no electronic devices are allowed on field trips.

CCHS relies on parent volunteers for chaperones and transportation. Parents who serve in these capacities must make other arrangements for their non-CCS students. It is important that our chaperones and drivers are not

distracted by the needs of other siblings. Students will not be allowed to drive on field trips. See [DRIVERS-PARENTS](#).

FINANCIAL INFORMATION

Tuition Accounts

- **Payment in full:** A 3% discount will be given for tuition accounts that are paid in full on or before July 1.
- **Semester Payments:** The first of two payments is due on or before July 1. The second of two payments is due on or before December 1. If payment is not received by the due dates a 1-1/2% service charge will be imposed each month until paid.
- **Monthly Payments:** For those choosing to pay monthly, the total tuition will be divided by 10 months (July - April). Each monthly payment will follow in accordance with the outside tuition management agency used by Cherokee Christian Schools (FACTS). Please contact the business office for sign-up information.

If at any time a tuition account becomes delinquent by 45 days, parents will be notified that their student(s) will not be allowed to return to school until all financial responsibilities have been met or satisfactory arrangements have been made with the business office.

Early Withdrawal

If a student is withdrawn after July 1, but before the beginning of the school year, an amount equal to one tenth of the annual tuition will be due. If a student is withdrawn before the school year is completed, tuition will be due through the end of the current semester. Tuition payments are not prorated for illness or suspension. Students are considered officially withdrawn from classes only when a CCS withdrawal form is completed and received by the school office.

Returned Checks

There will be a \$25 charge for all checks returned by the bank for insufficient funds.

FIRE, TORNADO DRILLS

Our primary concern in the case of an emergency is for the safety of the students. Evacuation plans and procedures have been established. We hold regular drills, both announced and unannounced.

GRADING

Students will be evaluated by the teacher and a report will be sent to parents at the end of each grading period concerning their student’s competency and performance. Final report cards will be mailed home the week after school is out. Grade information is also available via the internet over a system called PowerSchool. Parents wishing to use this service will receive an individual log-in account to access the system. As grades will be immediately available to students/parents, no mid-term progress reports will be issued. See [POWERSCHOOL](#) for more information.

For all high school courses a letter grading system will be used as follows:

Grade	Definition	%	GPA
A+	Superior	99% - 100%	4.33
A		92% - 98%	4.00
A-		90% - 91%	3.67
B+	Above Average	88% - 89%	3.33
B		82% - 87%	3.00
B-		80% - 81%	2.67
C+	Average	78% - 79%	2.33
C		72% - 77%	2.00
C-		70% - 71%	1.67
D+	Below Average	68 - 69%	1.33
D		67%	1.00
D-		65% - 66%	0.67
F	Unsatisfactory	Below 65%	0

Additional GPA value points are added to advanced courses as follows:

Type of Course	Value Points
Advanced Placement (AP)	1
Joint Enrollment (online course)	0.4
Joint Enrollment (on the college campus)	1

Cumulative (career) GPAs are calculated from all high school courses taken in grades 9 through 12. For any repeated course, the two grades are averaged together and are only listed once on the transcript, except in the case of failed courses, in which case the failing grade remains on the transcript and is calculated in the GPA along with the passing grade.

Credit for courses which are taken elsewhere than CCHS is granted according to these guidelines:

1. Courses taken prior to entering the ninth grade are not granted high school credit, except for Algebra 1 (or higher) and foreign language (for which we will grant credit for the first year, with the student needing to take the second year of the language at CCHS). For these classes, credit is given on the high school transcript, but grades are not recorded on the transcript and the courses are not factored into the overall high school GPA. (This is in accord with the practice of the Georgia Student Finance Commission in the calculation of HOPE scholarship GPAs.)
2. Courses taken in accredited high school programs will be accepted for credit. The administration of CCHS will determine how those credits apply toward CCHS graduation requirements. Grades will be recorded and will factor into the student's overall high school GPA. Those grades will be transferred exactly the way they are recorded on the previous high school's transcript, with the same grade scale and GPA factors as are listed on that transcript. (For example, if the previous high school grade scale lists a 95 as a B+, with a 3.00 GPA, then we will record it on our own transcript as a 95 and B+ with 3.00 GPA. If the previous high school course is an "honors" course, and a GPA weighting is listed, we will record the same GPA weighting; if there is no such weighting listed, we will not add a weight to it.)
3. Courses taken in non-accredited high school programs (including home school work) will be accepted for credit, at the discretion of the administration of CCHS, which will determine how those credits apply toward CCHS graduation requirements. (Exception: music, fine arts, and physical education credits will not normally be transferred from home school work unless those courses have been taken in a traditional school setting.) Grades will not be recorded on the transcript and will not be factored into the overall high school GPA.

Evaluation is a necessary part of life. God constantly evaluates our work. Among men, superiors evaluate those under them. In the context of education, evaluation has several purposes:

- It acts as an incentive against our sinful nature to be lazy.
- It is a measure of how much material has been mastered.
- It is a measure of the effectiveness of the teacher in communicating the material.

GRADUATION REQUIREMENTS

All high school courses are given credit by semester. Most courses earn a half credit per semester. A student who receives a failing grade for the semester will receive zero credit for that semester and will have to repeat the entire semester to receive credit.

Graduation requirements for the CCHS diplomas are as follows:

Subject	Standard Diploma Credits	STEM Diploma Credits	Comments
Bible	4.0	4.0	Bible is required each semester a student is enrolled at CCHS. The number of required units will be adjusted for students who transfer to CCHS after the freshman year.
English	4.0	4.0	
Social Studies	4.0 (3.0 for classes graduating 2014 and before)	3.0	Must include at least 1 unit of world history, 1 unit of U.S. history, and 1 unit of government/economics.
Mathematics	4.0	6.0	Standard diploma: must include 1 unit each of Algebra 1, Geometry, and Algebra 2, and 1 additional math course more advanced than Algebra 2. STEM diploma: must include Algebra 1, Geometry, Algebra 2, Pre-Calculus, AP Calculus, and another advanced math elective (such as AP Statistics, Linear Algebra, or Numerical Analysis)
Science	4.0	4.0	Standard diploma: must include at least 1 unit of Biology and 1 unit of a physical science. STEM diploma: Chemistry, Biology, AP Physics C, and another science or engineering elective.
Engineering		2.5	
Foreign Language	2.0	2.0	Must be two units in the same foreign language.
Fine Arts	0.5	1.0	
Technology	0.5	1.5	
Health	0.5	0.5	
Physical Education	0.5	0.5	

Subject	Standard Diploma Credits	STEM Diploma Credits	Comments
Electives	1.0		Any courses beyond the requirements listed above.
Total Credits Needed for Graduation	25 (24 for class of 2014 and earlier)	29	

For more information, please download our complete course catalog [here](#).

In addition, students are required to complete 10 service hours for every year they attend Cherokee Christian High School.

Our curriculum is designed for college preparation for students who enter CCHS as freshmen and who graduate from CCHS. Transfer students are certainly welcome, we accept credits from other accredited high schools, and accredited high schools accept our credits on transfer. However, we can make no guarantees concerning scheduling and sequencing issues for transfer students. Students who have taken courses elsewhere in a sequence different than what we offer may find it difficult or impossible to schedule the needed courses for graduation, and students who transfer from CCHS to other high schools may find similar scheduling difficulties. We make every reasonable effort to work through those issues, but we can offer no guarantees that we can accommodate every situation.

In order to participate in the graduation ceremony, students must meet the credit requirement and service hour requirement for graduation. This means that seniors who do not pass all required classes their second semester of the senior year or who do not complete their service hour requirement *will not participate* in the graduation program. They may make up the failed class during the summer immediately after their senior year and may then receive their diploma from Cherokee Christian High School; however, if they do not make up the class prior to the first day of CCHS classes in the fall, they will not be given a CCHS diploma.

HEALTH AND MEDICAL ISSUES

Illness

If a student should become ill during the day, he/she should report such illness to a teacher. The teacher will take the student to the office. The student's parents will then be contacted to provide transportation or release the student from school. Under no conditions should a student leave the building because of illness without the permission of the teacher or administrator. In cases of emergency, transportation will be provided, if necessary, to take the student to the hospital.

Please keep your student home if he or she appears ill. If you receive a call that your student has a temperature, stomach ache, has vomited, or simply feels ill, we ask that you pick up your student as soon as possible. Although

we take the student's temperature, we do not use a particular temperature as a decision point. Students' reactions to fevers vary. We normally err on the conservative side and call the parents to come get the student.

We also ask that you keep your student home from school for at least 24 hours after running a temperature, vomiting, or having diarrhea. If they run a fever during the school day, they will not be permitted to return to class the next day. If they have been diagnosed with strep, then they must take their antibiotic for 48 hours before returning.

First Aid

The School maintains sufficient first aid medical supplies to treat most minor injuries. However, 911 is called for any injuries that go beyond simple cuts and bruises. A Medical Emergency Authorization Form for each student is kept within easy reach in the front office. It lists emergency phone numbers, medical preferences, and any treatment precautions or restrictions. The parental guidance on this form is reviewed prior to any treatment. Parents are immediately contacted when a medical related incident occurs, and the event documented.

Communicable Disease Policy

Students enrolled in Cherokee Christian Schools or who seek to enroll in Cherokee Christian Schools, who are diagnosed to be carrying any serious and continuing communicable or potentially lethal disease, shall be denied admission, dismissed from the School, or excluded indefinitely from classes. They will not be permitted to enroll or reenroll until they have been diagnosed by a Medical Doctor (MD) as no longer carrying the communicable disease. This policy is to apply to diseases such as, but not limited to, Acquired Immunodeficiency Syndrome (AIDS). Students who test positive for antibodies of Human Immunodeficiency Virus (HIV) or who are infected with AIDS Related Complex (ARC) are included in this policy.

A student absent due to a contagious disease must be confirmed non-contagious before returning to classes. The following guidelines apply:

- *Chicken Pox* – Exclude 7 days, or have a doctor's permit to reenter school.
- *Diphtheria* – Have doctor's permit to reenter school.
- *Impetigo* – Have doctor's permit to reenter school, or wait until all sores are well.
- *Head Lice* – Exclude until free of lice and nits.
- *Measles* – Have doctor's permit to reenter school, or until rash is gone.
- *German Measles* – No restrictions.
- *Meningitis (Epidemic Type)* – Have doctor's permit to reenter school. Family contacts are not to return to school without doctor's permit.
- *Mononucleosis* – Have doctor's permit to reenter school, or exclude until free of symptoms.
- *Mumps* – Have doctor's permit to reenter school, or wait until all swelling is gone.
- *Pink Eye* – Have doctor's permit to reenter school, or until eyes are clear.
- *Ringworm of the Scalp* – May attend school with doctor's permit following prescribed treatment and must have ringworm covered by cap.

- *Ringworm of the Skin* – May attend school with doctor’s permit following prescribed treatment and must have area covered.
- *Streptococcal* infections (Strep Throat and Scarlet Fever) – Have doctor’s permit to reenter school or exclude until free of symptoms.
- *Staph* Infections - Have medical doctor’s permit to reenter school or exclude until free of symptoms.
- *Tuberculosis* – Have doctor’s permit to reenter school.
- *Whooping Cough* – Have doctor’s permit to reenter school, or exclude until free of cough (usually 3 to 5 weeks).

Medications

When at all possible, we encourage you to schedule your student’s medication so that it may be given at home under your direct supervision. However, we realize that this is not always possible. Prescription medicine is given at parental request if it is in a prescription bottle with a prescription label accompanied by a specific time for administration. Over-the-counter medication is given at parental request if it is in a sealed container and accompanied by the name of the medication and a specific time for administration. All such requests must be made in writing, signed by a parent. All medications will be kept locked in a medical cabinet within the administration area. Students are not to have prescription or over-the-counter medications in their possession, with the exception of asthma or similar inhalers. Students who distribute to other students prescription or over-the-counter medications, including Tylenol, vitamin supplements, or similar medications, may be subject to immediate suspension or expulsion.

HOMEROOM

All students will be assigned a homeroom teacher who will be responsible for morning attendance and taking care of various administrative tasks. Students will turn all signed demerits, uniform violations, permission slips, absence forms, etc. to the homeroom teacher as soon as possible or as required.

HOMEWORK

Cherokee Christian High School strives to reach a reasonable balance between class work and homework. On the one hand, we know that our role is one of assisting parents, and so we do not desire to jeopardize family time. On the other hand, our desire for academic excellence means that a certain amount of homework is inevitable. In order to maintain high academic standards, students will simply have to spend more time on studies than is available in class.

Parents can help with homework in these ways:

- Check to see if your student has homework each night. Check PowerSchool for the most recent assignments.
- Remember the goal is to prepare each student for college and that cannot be accomplished without hard work and discipline on the part of each student.
- Hold your student accountable to finish his/her work on time and to do it to the best of his ability.

- Check PowerSchool frequently to ensure work is being completed and turned in on time.

We hold the students responsible for doing their homework, getting papers signed, etc. We may discipline students for repeated lack of responsibility. We believe that students today are often not held responsible for their actions, nor are they expected to do what they are told to do. In most schools, if homework is assigned, and the student does not bring it back in, nothing at all is done about it. If a student is to get a paper signed and return it to school, and forgets it repeatedly, nothing is ever done about it. The Bible teaches us “he who is faithful in little is faithful also in much” (Luke 16:10). If the students are not responsible for such little things as homework and getting papers signed, will they somehow instantly learn responsibility for major things such as research papers? Not according to Scripture.

HONOR ROLL

An Honor Roll is compiled at the end of each quarter to recognize those students who have achieved high academic standards. The high school Honor roll is based on the quarterly GPA as follows:

Superintendent’s List	GPA >= 3.50
Principal’s List	GPA >= 3.00

HOURS, SCHOOL

- 7:30 am High School students begin arriving for classes.
- 8:00 am Classes begin.
- 10:00 am Brunch (10:25 on Tuesdays)
- 12:00 pm Lunch (12:15 on Tuesdays)
- 3:20 pm Dismissal of students
- 4:00 pm [Students not picked up are required to leave the high school building and wait on the patio or in the lower building for pickup](#)

IMMUNIZATION AND MEDICAL EXAM CERTIFICATES

Immunization

All students must have a Certificate of Immunization (DHR Form 3231) on file in accordance with Georgia Department of Human Resources regulations. All students entering Cherokee Christian High School must present an updated form upon enrollment. Students who are transferring from another school have 30 calendar days to submit the form.

Parents are expected to keep their student’s immunizations current. Parents who object to immunizations must provide one of the following:

- A medical exemption letter authorized by a medical doctor

- A religious exemption letter verified by a parents' /legal guardians' sworn affidavit.

Certificate of Eye, Ear, and Dental Examination

A Certificate of Eye, Ear, and Dental Examination (DHR Form 3300) is required for all students upon enrollment. Students entering Cherokee Christian Schools for the first time must present this form upon enrollment. Students who are transferring from another school have 30 calendar days to submit the form.

JOINT ENROLLMENT

Joint enrollment is an educational opportunity that allows academically qualified students to complete certain high school credits while earning college credit and experiencing the college classroom.

Various institutions have differing minimum requirements so the student is responsible to confirm with the college regarding his or her eligibility to participate. The Accel program (HOPE) will only pay for core classes, meaning English, Math, Science, and Social Science. Please refer to the information on the Accel application found at www.gacollege411.org

Participation in the program is by student choice with parental consent and approval of school advisement. Because this choice exists for students, it is the responsibility of the student and the parent/guardian to be knowledgeable about these programs and their positive and negative effects upon high school graduation. *Courses taken by joint enrollment must be approved by the CCHS Principal and Academic Counselor.* Also, please give considerable thought to your students' spiritual and emotional maturity as they will be exposed to worldly view points and teaching at the schools that are locally available. We at Cherokee Christian High School know the importance of having a solid biblical foundation prior to going off to college. For this reason the following senior level courses are required to be taken at CCHS, as they are uniquely taught from a biblical perspective.

- Bible (Philosophy & Ethics)
- Government and Economics
- British Literature

Additionally, students desiring to participate in joint enrollment must meet the following minimum requirements to include, but not be limited to:

- Be in their senior year except in the rare case of students exhausting the highest level of coursework in a subject by their junior year, in which case they would be eligible as juniors.
- Have a minimum HOPE GPA of 3.0 (some individual colleges require this to be higher)
- Have demonstrated self discipline in academic studies in *past coursework*
- Be enrolled as full time student at CCHS paying the tuition based on the number of classes the student takes here at CCHS:

Number of classes at CCHS	Tuition Rate
4 or more classes at CCHS	Full tuition
3 classes at CCHS	75% of tuition
2 classes at CCHS	50% of tuition
1 class at CCHS	25% of tuition

- Students and parents must first go through a process of advisement here at CCHS and be approved for the courses for which they plan to joint enroll. This will be determined by interviewing the teacher of the specific subject in which the student desires to be joint enrolled. (I.e. if desiring to take an English class, the English teacher would be asked for a recommendation.)
- Students must apply and be accepted to the college for which they desire joint enrollment - which means completing an application, possible interview, submitting SAT scores, etc.
- Student must complete the Accel application on line through www.gacollege411.org in order for the HOPE funds to cover it.

The completion of the paperwork by the college’s deadline (varying by institution), payment of tuition, payment for books, etc. are the responsibility of the student/parent. If utilizing HOPE funds via the Accel program the student must notify the Academic Counselor of the application being completed allowing adequate time for the Counselor to complete her part.

Grades for joint enrollment classes will be recorded on the CCHS transcript and will be calculated into the overall GPA. Note that this will be the case whether those grades are “good” grades or not. Students must pass the course they enroll in for it to count as college level work and toward their graduation which means the grade stays on their transcript (even if they fail it.)

Joint Enrolled courses will receive GPA weight as follows:

- College-level courses which are taken online - those approved by Georgia’s Accel program as college work - will receive an additional GPA weight of 0.4 quality points.
- College-level courses which are taken on the college campus - with the student physically attending college classes - will receive an additional GPA weight of 1.0 quality points. The reason for the difference is we believe there is more benefit to those who attend the courses on the college campus, since the student then has to learn the skills involving class lectures and discussions in addition to the basic course content.
- Joint enrollment courses will *not* count toward the valedictorian or salutatorian GPA as this is based only on courses taken at CCHS (in residency).

LEAVING SCHOOL AND CLASS

Any student who wishes to be dismissed from class for any reason must receive permission from the teacher. Parents who wish to take their student out of class must sign them out at the office. Office personnel will then call the teacher to have the student released.

For students who drive themselves, they must go through the high school office to get permission from their parents. Students will not be allowed to leave the school grounds without parent approval. Seniors who leave school early each day must have an authorization form on file and must sign out in the Open Campus log before leaving. All other students must sign out at the front counter before leaving the building prior to the end of seventh period.

LOCKER ROOMS

CCHS provides athletics locker rooms for boys and girls adjacent to the downstairs PE rooms. Students may use these facilities to change clothes for physical education classes and for athletic events. In order to maintain order and cleanliness, students are to follow these policies regarding the locker rooms:

- Lockers in the locker rooms are for the storage of athletic and physical education items **only**, and not for other items. In particular, students are not to store books or food (snacks, lunches) in the locker room lockers. This creates unsanitary conditions.
- Non-athletic or non-PE items are not to be kept out in the open in the locker rooms.
- In particular, students are not to keep valuables in the locker rooms, even during PE class or during athletic events. This includes boys' wallets (even in their pants pockets), girls' pocketbooks (if there are valuables inside), iPods, cameras, computers, etc. For obvious reasons, the school does not have security cameras monitoring the locker rooms. Students who keep valuables in the locker rooms are placing unnecessary temptation before their classmates. **All** such valuables should be kept in the student's secure locker upstairs.
- Students enrolled in PE classes or on a school athletic team (during that team's season) may bring locks from home to place on PE lockers in order to secure clothes during PE class. Even with locks, however, students are only to use these lockers for the above-mentioned purposes. Students who bring locks **must** provide either the combination or a copy of the key to the office.
- Cherokee Christian High School is not responsible for the loss, damage, or theft of students' personal items which are kept in the locker rooms.

LOCKERS

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without the permission of the student at any time when, at the sole discretion of the school authorities, they deem it necessary to do so. Students must understand clearly the following guidelines:

1. Students should not switch lockers with another student. If a student uses a locker, it must be the one to which that student was assigned. Students who violate this rule will be subject to discipline.
2. Students must not share their own locker combination with any other student. This combination is given to them in confidence. What they do with it is their responsibility. Allowing others - even friends - to know a locker combination is the greatest cause for loss of personal items from lockers.
3. Lockers will not be propped open with any object to circumvent the combination lock.
4. Lockers may be inspected and searched at any time by the administration.
5. Lockers must be kept clean inside and out.
6. Stickers are not allowed on any part of the lockers, inside or outside.
7. Magnetic items are not allowed on exterior surfaces.
8. Students must not place anything on the lockers that they cannot easily remove without affecting the surface of the locker.
9. Writing or painting on any part of the lockers is not allowed.
10. [Students should keep any items of value in their main lockers upstairs which are to be kept locked. Students are not to keep items of value \(money, iPods, etc.\) out in the classrooms or in the downstairs locker rooms.](#)
11. Students should not enter anyone else's locker without permission from the student who is assigned to that locker. A staff member with a locker key must be present to open the locker.
12. Students participating in school athletic teams will be provided a locker for their athletic uniforms. Students may not use them during normal school hours.
13. Students in physical education classes have lockers available to store their clothes during class.
14. Students are responsible to pay for any locker damage they do in violation of the above rules.
15. Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
16. Any problems with a locker should be reported to the office or to a designated staff member.

The school is not responsible for lost, stolen, or damaged goods belonging to students.

LOST AND FOUND

Students are encouraged to mark all personal items brought to school. Students also should put their names in their textbooks. [Items misplaced \(lost\) at school are placed in a designated room for such items.](#) After a period of time, lost and found materials are disposed of in appropriate ways. Students are not to leave bookbags, lunches, books, etc. in the hallways, restrooms, cafeteria, etc. Such items will regularly be collected and placed in storage, and students may be assessed a "redemption fee" to reclaim them.

LUNCHES AND FOOD

Each full time student is expected to bring a sack lunch or purchase a lunch from the school. We encourage parents to give the student a wholesome variety of foods in his/her lunchbox and plan so that he/she will receive the necessary diet for proper growth.

There will be a fifteen minute brunch time in the mid-morning for high school students. Snacks will occasionally be available for purchase at Brunch, sold by the Student Council. Food should be kept in lockers until Brunch or Lunch.

Snacks for high school students are available for purchase at lunch time. Lunches may be brought from home or ordered online through the link on the school website. Lunch orders are made for a week at a time, and are due no later than the Thursday prior to the following week. For example, lunch orders for the week of August 16-20 are due no later than Thursday, August 12. All lunches must be ordered in advance. We need to order the food from our vendors ahead of time, so we cannot handle "extras."

Students will eat in the lunchroom or on the patio and will have access to microwaves. No refrigeration facilities are available. Eating or drinking during class is not allowed (except for [clear liquids](#), gum, and breath mints/hard candies). Students will be given sufficient time to eat before their next class. Students are responsible for cleaning up and throwing away all trash.

MESSAGES

Please *write* or *email* any messages to the teacher or the administration (remember, your student's homeroom teacher is your primary contact in the high school). Do not trust your student to carry a verbal message; he/she either forgets it, or gets it confused. Writing notes is the most effective way to be sure your message is received properly and is remembered.

Please do not call the office to get a message to your student unless it is a *true* emergency. The office staff simply has too much work to do to be regularly going out to your student's classroom to give a message for you. Let your student know in the morning if someone else will be picking him/her up, if he/she will be going to someone else's house, etc.

[Remember that our policy is for students with cell phones to have those phones turned off and in their lockers during the school day. If you call your student's cell phone or send a text message during the day, your student will not receive it before the end of the school day. If he/she does check the phone during the school day, the school will consider that a violation of the cell phone policy. The result is that the student has to choose between following school policy and getting your message, and students should not be placed in that moral dilemma. Therefore, if you must get a message to your student before the end of the school day, you should call the school office with the information rather than calling the student's cell phone.](#)

MLA FORMAT

The MLA (Modern Language Association) format is most commonly used to write papers and cite sources within educational institutions. As such all formal written work (research papers, essays, reports, etc.) will normally be submitted in accordance with the Modern Language Association (MLA) format, based on the *MLA Handbook for Writers of Research Papers* (6th ed.). Students are expected to follow the [CCHS Writing Style Guide](#) for all formal papers.

OFFICE USE BY STUDENTS

Students are not permitted in the School Office or Teacher Work Room at any time unless given permission by the administration. The office telephones, copier, and fax machine are for school business only. Students may use the telephones only if they receive permission from a teacher.

PARENT-TEACHER RELATIONSHIPS

We pray for continued good communication and relationships between parents and teachers. However, if an occasion should arise where there may be an apparent conflict, the parent should carry out the following principles of Biblical conflict resolution.

The “me generation” philosophy of “I’ll do it my way” sometimes spills over into the Christian community. Even within a Christian school we have the potential for misunderstanding, disagreement, and even sin. Conflicts sometimes surface in the relationships between students, parents, teachers, and the administration. Because of our sinful nature we may not always approach conflict from a Biblical perspective. Jesus, therefore, gave us a principle to solve person-to-person conflict. “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector” (Matt. 18:15-17)

There are several clear principles that Jesus commands and Cherokee Christian Schools expect:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. “With his mouth the godless destroys his neighbor, but through knowledge the righteous escape” (Proverbs 11:9).

Two: Keep the circle small. “If your brother sins against you, go and show him his fault, just between the two of you.” The only step usually needed to solve a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two person level.

Three: Be straightforward. “... show him his fault.” Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and

improvement can only come when issues are lovingly yet clearly presented. The Scripture says, "Wounds from a friend can be trusted, but an enemy multiplies kisses." (Proverbs 27:6).

Four: Be Forgiving. "If he listens to you, you have won your brother over." This implies that once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, "Brothers, if someone is caught in a sin, you who are spiritual should restore him gently. But watch yourself, or you also may be tempted."

In the small number of cases that resolution is not achieved through the above steps, then Jesus commands, "take one or two others along, so that every matter may be established by the testimony of two or three witnesses." The two in conflict should agree to share the matter with an individual in a supervisory position. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord. In the rare instance that the third party cannot facilitate a resolution, then the conflict should be elevated to the school administration or School Board, as appropriate.

Satan would like to destroy relationships and good fellowship in any Christian school. The principles of Matthew 18 provide a strong shield against such attacks.

PARENT-TEACHER CONFERENCES

Parent Teacher conferences are scheduled in the fall. Most parents have ongoing and frequent communication with the teachers and may have no need for a conference. Therefore, teachers will determine which parents they need to meet with and ask the parents to sign the appointment book at the front office counter for an appropriate time. In this way, we hope to avoid unnecessary or redundant communication. However, all parents are free to sign up for a conference if they would like to meet with a teacher for any reason.

Should parents desire a conference, we request that parents schedule the conference by individual teacher. As it would be impractical for all parents to meet with all teachers, parents should carefully select conferences where the need is most warranted. Parent-Teacher conferences are considered to be an important and vital part of our school. Parents and teachers are viewed as being partners in the education process. Each should feel free to seek an appointment with the other at any time during the year if there are any questions or problems.

PARENTAL SUPPORT

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the school or the standards articulated in the Statement of Faith, the administration reserves the right to deny their student continued enrollment at the school.

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and staff.

PARKING - VISITORS

Parking is normally available in the parking lots in front and to the side of the building. Occasionally, during school wide events, both these lots may be full. Additional parking may be created in elsewhere on the campus. Please read the *Warrior* for instructions prior to large events.

PHYSICAL EDUCATION

High school students participate in a fitness based physical education program which includes health during their freshman or sophomore years. Physical Education and Health classes are scheduled at the end of the day.

All students enrolled in PE must participate in PE, unless they have a written excuse from a physician for medical reasons. Students are not excused from PE simply because they say they don't "feel good," because they are sore, or because it is cold. Be sure your student dresses warmly in cold weather, as they do go outside unless the temperature is below freezing.

See above under [Athletic and Physical Education Dress Standards](#) for information on PE uniforms.

PICTURES, STUDENTS

Individual student pictures are taken in the fall of the year and are sold on a packet basis. A retake session will be scheduled for the fall pictures. Students wear dress uniform for all formal pictures.

PLAGIARISM AND CHEATING

Cheating is defined as any unauthorized communication before or during a grading event or any attempt to receive unauthorized assistance before or during a test, quiz, homework assignment, or project. In general, a good rule of thumb to determine if something is "cheating" is to ask yourself, "Do I want my parents and my teacher to know what I am doing?" If you would not want to voluntarily tell your parents or your teacher about the help you are receiving, then it is likely you are cheating. If you are considering getting or receiving help on your work, it is always a good idea to ask your teacher first. Cheating is a violation of the ninth commandment (against bearing false witness), in that the student is implicitly stating that the work is his/her own, when it actually is not.

Plagiarism is treated as a serious offense at CCHS, because it is a denial of two key purposes of the school:

1. Plagiarism is fundamentally a matter of dishonesty and a violation of integrity. Thus, it violates the distinctively Christian perspective upon which CCHS is based.
2. Plagiarism is an attack on academic integrity, in that the student is seeking to circumvent the learning process and receive grades which he/she has not earned. Thus, it violates the fundamental academic purpose of Cherokee Christian High School.

With easy Internet access, it is very easy for students to plagiarize. They need only copy information from Web sites, or access one of the various "cheat" sites that offer pre-written research papers. But ease of access does not justify violation of scholarly standards, nor does it legitimize violation of the ninth commandment.

Therefore, Cherokee Christian High School employs the services of *turnitin.com*, an online resource that helps educators and students take full advantage of the internet's educational potential for writing research papers and other major compositions. Turnitin encourages originality, discourages plagiarism, offers resources to help improve student writing, and assists teachers in grading papers.

Turnitin is an online service through which students submit their major papers. Each paper is then compared with billions of pages of online printed works and rated by the percentage of copied material. More than that, however, Turnitin offers resources for students, such as web links to sites that teach them how to make proper source citations. Of course, students will be instructed at school about how to use Turnitin. We believe that this resource will promote originality in student work, improve student writing, and save valuable instructor time.

Please note: we do *not* see this as a way to sit back and punish students ("Gotcha!"), although there are still academic and disciplinary penalties involved for plagiarism. Instead, we believe that this will be a significant educational and training tool for the students. Turnitin is used by multitudes of schools (middle and high schools, colleges and universities, and graduate schools), and the results have been very positive for students and teachers. Research done in schools which have used Turnitin have revealed these findings (taken from the *turnitin.com* website):

- Students become better writers and researchers. They create work with more original content and learn appropriate ways to use and cite source material.
- Teachers save time. With Turnitin's easy-to-read Originality Reports, hours once wasted searching for evidence of suspected plagiarism can be spent providing feedback to produce better writers.
- Institutions improve their overall levels of learning. Continued use of Turnitin helps ensure the integrity of an institution and its educational mission – and the diplomas it grants.

Here is how this will work:

1. Soon after the beginning of the school year, each student will receive an email at his/her *cherokeechristian.org* email account from *turnitin.com*. That message will have instructions on signing in to the website and a student password. Students may, if they wish, change that password to one that will be easier to remember.
2. **Note:** we do *not* have access to the student passwords; if a student forgets his/her password, it will have to be restored through *turnitin.com*.
3. Mr. Khan will go over the submission process with the students in English classes, and students will have the opportunity to submit a trial paper to make sure they know how to follow the process.
4. Teachers (all teachers, not just English teachers) will determine which written assignments will be submitted online through Turnitin.
5. These assignments will have a "start date" and a "due date." Students may submit papers at any time after the start date and before the due date.

6. Papers *must* be submitted electronically. (Teachers may, at their option, also ask for a paper copy.) Turnitin.com accepts papers in these formats: Microsoft Word, WordPerfect, RTF, PDF (if it contains text and not just graphics), PostScript, HTML, or plain text (.txt). If the student uses another file format, the paper may be submitted through a simple cut-and-paste process.
7. Within a short time (normally within 24 hours) students can view the Originality Report, which highlights sections which are considered to be plagiarized.
8. For most papers, students may (and are encouraged to) submit papers early, view the Originality Report, correct the papers, and resubmit them. They may do this as often as desired prior to the due date. *This alone is worth the program.* Students will get feedback highlighting any remaining copying and can learn how to avoid plagiarism, both on that paper and in the future.

We believe this service will enable us to do a better job at training our students to engage in original research and writing, to develop their own “voice” as a writer, and thus to be better prepared for written assignments in college work. If you want to find out more about the service, go to www.turnitin.com. If you have questions about our implementation of the program, see Dr. Kirby.

In addition, Cherokee Christian High School imposes stiff penalties for plagiarism. These penalties involve both academic and disciplinary consequences. These will apply for both minor plagiarism (use of non-attributed quotations occasionally in a paper), and more extensive plagiarism (such as copying an entire paper wholesale from another source, with only minor editing).

- Academic penalties: The penalty for cheating and/or plagiarism is a zero on the paper, and a requirement that the paper be re-written properly (with no grade).
- Disciplinary penalties: There will be a graduated system of penalties for cheating and/or plagiarism, based on the biblical teaching that “to whom much is given, much is required” (Luke 12:48). *Each* instance of cheating and/or plagiarism will result in the following penalties:
 - Freshmen: Two demerits
 - Sophomores: Four demerits
 - Juniors and Seniors: Six demerits, which would involve at the minimum a one-day out-of-school suspension and being placed on behavioral probation.

POWERSCHOOL

CCHS uses a secure web service called PowerSchool to post student assignments, scores, grades, discipline records, and school/teacher communication. The system is accessible 24 hours a day, seven days a week, from any computer with Internet access. Access to the system is via a link on our web site (on the “Parent Tools” page). Parents who elect to use this service will be assigned a log-in account during the first week of school. Teachers post grade and assignment information weekly.

PROBATION, ACADEMIC

We are persuaded, based on experience, that any student who truly desires to succeed will do so, if he/she is willing to work diligently. We believe that, as a general rule, students who fail in coursework are those who simply choose not to do what is necessary to succeed.

Thus, we have instituted a system of academic probation for those students whose grades are unsatisfactory. Any student whose GPA for the semester falls below a 2.00 will be placed on Academic Probation for the following semester. A note to this effect will be sent home to be signed by the parents and the student. If the student has not brought his or her GPA above 2.00 by the end of the next semester he/she will be subject to dismissal. We have found that students who repeatedly receive low grades are often wasting their own time, their parents' money, the time of their teachers, and the time of the other students in the class. We do not expect all of our students will be academic geniuses; however, we do expect them to be diligent workers. Students on academic probation will meet regularly with a faculty advisor to evaluate the student's progress in the areas of weakness with specific advice on how the student can improve. The time for meeting will be determined by the advisor and may be during brunch, lunch, study hall, or after school. The mentor will also be in regular communication with the student's parents and with the Principal.

Academic probation serves as a tool to provide additional assistance and motivation to struggling students. Students may be ineligible for extracurricular activities while on Academic Probation.

PROBATION, BEHAVIORAL

Also see [PROBATION, ACADEMIC](#). A student may be placed on behavioral probation for any instance of behavior which is dangerous to any other person while under school control, or for a pattern of irresponsible behavior which reflects an attitude of hardheartedness and unrepentance. The time period of behavioral probation will be up to the discretion of the Principal, and will be commensurate with the seriousness of the offense. Further offenses during probation will result in a recommendation for expulsion or encouragement to seek education elsewhere. At the end of the probationary period, the Principal, after counsel with the student, his/her teachers, and his/her parents, may take further action including the following options: an additional probationary period if some promising change is evident, expulsion from school, or lifting of probation and restoration to full responsible membership in the student body.

Behavioral probation serves as a tool to provide additional assistance and motivation to misbehaving students. The Principal will work closely with the student, teacher(s), and parents to develop a "get well" plan. The Principal will monitor this "get well" plan and keep in constant contact with the parents. The goal is to restore the student to "good standing" as soon as possible. A student on behavioral probation may not represent the school in any public contact, contests, meetings, activities with other schools or the general public, extracurricular activities, or public events such as sports or drama performances. The student may, however, continue to participate in athletic practice sessions.

RE-ENROLLMENT

Many of our classes fill up quickly. You will be given re-enrollment materials in January of each year, and we strongly encourage you to re-enroll for the next year quickly. Current school families have first priority for enrollment during the first two weeks of the enrollment season; after that time, they are simply handled as new students. Please re-enroll quickly. Seats for new students fill rapidly.

REPORT CARDS

Also see [GRADING](#). Report cards will be mailed home at the end of each quarter. Students whose parents have unpaid balances on their accounts, or students with any kind of lien on their report card such as library fines, book or other damage fines, etc. will not be issued a report card until the debt is paid.

SCHOOL BOARD

The School Board meets monthly throughout the year on the fourth Tuesday of each month. News of significant decisions will be announced in the *Warrior*.

SCHOOL CLOSING, SEVERE WEATHER

In the event of bad weather, the school will decide whether to cancel or delay operations. Please watch the local Atlanta television (channels 2, 5, 11, or 46), or listen to WGST Radio (640 AM, 105.7 FM) or WSB Radio (750 AM) for announcements. We will also record an announcement on our telephone system, and place a message on our web site, once the decision has been made. Please call the school and listen to the message if you have any doubt concerning our status.

In case of severe weather occurring during the school day, it is generally better to leave the students at school, rather than try to come out and get them, unless school is being dismissed. We have standard tornado procedures to provide as much safety as possible for the students, and they are generally safer remaining at the school than being picked up and transported in a car. Please do *not* call the school during severe weather, as we need to leave the phone lines open in case of an emergency, and answering the phones takes personnel away from their primary jobs (being with the students and watching the weather situation).

SERVICE HOURS

In order to promote godly leadership through service, Cherokee Christian High School has implemented a service requirement of forty hours for graduation. (This requirement is pro-rated for students who transfer to CCHS after the freshman year. For example, a student who transfers to CCHS at the beginning of the junior year will have a requirement of 20 hours.) The Academic Counselor is responsible for managing and promoting the service program as well as maintaining the student records of service completed. In order for service to count towards the forty hour graduation requirement it must meet the following criteria:

1. The forty hours of service must be completed prior to the graduation date.

2. While the forty hours do not have to be completed until graduation it is highly recommended that each student fulfill an average of ten hours per school year.
3. Service requirements may be completed at any time after acceptance into Cherokee Christian High School.
4. All service hours must be approved by the Academic Counselor to be considered valid and to receive credit towards the requirement.
5. At least 1/4 of the total [required](#) hours are to be completed through school-related service. Some examples would be serving or cleaning up at the annual "State of the School Banquet," helping with landscaping on school work days, or volunteering to tutor children in younger grades. See the Academic Counselor for more information.

Students are to complete the [Service Verification Form](#) after the work is completed, but no later than 6 months following the completion of the work. It is recommended that service hours be approved before they are completed to alleviate any confusion about what will be approved.

SPORTS BANQUET

CCHS holds one sports banquet every year after the spring sports are completed. All members of CCHS sports teams and their parents are invited to attend.

STUDENT MAILBOXES

Students are provided individual mailboxes for school communication. Students are required to check their mailboxes daily and are expected to remove out of date materials promptly.

STUDENT ORGANIZATIONS

Student Council: At the beginning of the school year, each house will select four representatives to Student Council from that house. Student Council officers are then selected from among that group, by the Student Council. This body will advise the administration on student matters and assist with planning special high school wide events.

All members of the student council must meet the following requirements:

- Students must maintain a minimum GPA of 3.0 during each grading period.
- Students must receive no failing grade (F) during a grading period.
- Students may not be on Behavioral Probation.

National Honor Society: CCHS sponsors a chapter of the National Honor Society, which is open to all sophomores, juniors, and seniors who have a cumulative GPA of 3.5 or higher. Students are invited to join the NHS in September of each year. Eligibility is calculated after the [end](#) of each school year, and only students who have completed a full semester of attendance at CCHS are eligible (in accordance with national membership

standards). As students are considered for invitation for membership, other factors besides GPA are taken into account, such as leadership, character, and service. The chapter bylaws are available here [[Chapter Bylaws](#)].

Special Interest Clubs: There is a variety of clubs for various interests available. Information about these, along with their meeting times, will be announced during the school year.

STUDENT RELATIONSHIPS

Students should be above reproach in their relationships in and out of school. This is particularly important in the area of boy-girl relationships. Holding hands, embracing, kissing, or any other form of physical contact is not allowed anywhere on campus. Couples are not permitted to be alone in an unobserved location. Any infraction of these policies will result in a conference with the students and parents involved. Appropriate disciplinary action will result, including suspension or expulsion.

STUDENTS WHO BECOME EXPECTANT PARENTS

A student who becomes an expectant parent (the mother and the father) while enrolled at Cherokee Christian Schools will be asked to leave the school. In addition to the serious moral issues raised, Cherokee Christian High School is not equipped to handle the special needs of a student who becomes pregnant.

STUDY HALLS

From time to time students at CCHS may be enrolled in a study hall (as their schedule permits or dictates). During study hall periods, students are expected to be on time to class and to use their time wisely. Students must report to the study hall teacher assigned and remain in their assigned room for the duration of the study hall. Students should bring all the materials they will need with them to Study Hall.

SUMMER SCHOOL

From time to time, a student may need to retake a course in the summer that was not passed, or may wish to take a summer course to further their educational objectives. To receive transfer credit, all summer school courses must be approved by the administration and must be part of an accredited program.

SUPPLIES

Student supply lists will be published and distributed to parents. All students are expected to supply their own materials in accordance with the supply list and supplies must fit in the student lockers. See also [CALCULATORS](#).

TECHNOLOGY

Overview

Cherokee Christian Schools offer its students and staff access to the Internet in all of its classrooms. While the Internet offers great opportunities for educational use, it also contains the possibility of misuse, and it is our mission to assist our students, parents, and staff in making correct and informed decisions regarding its usage and the value of the information they discover.

Two of the essential work-place competencies identified by the U.S. Department of Labor are the ability to use information and the ability to use technology. In striving to meet the needs of individual students to prepare them for their ever-changing technological environment, Cherokee Christian Schools encourage teachers and students to become active participants in their own learning process. Toward this end, CCS provides students and staff access to the Internet as a learning tool to support and enrich the instructional program.

Cherokee Christian Schools, therefore, dedicate this network and grant access to users as a privilege to be used only for authorized educational activities and under the specific guidelines and limitations contained below.

General Usage Guidelines for the Internet

Access to the Internet allows students to reach out to many other people, to share information, learn concepts and research subjects. With this educational opportunity comes responsibility. Cherokee Christian Schools view access to the Internet as a privilege and not a right. As such, inherent with this privilege, are responsibilities with which the school expects full and complete compliance. Breach of these responsibilities may result in loss of complete access privileges. The school has the right to review any material stored on its network and to edit or remove such material as well as to monitor all network activity.

Cherokee Christian Schools screen undesirable material from the web server. However, regardless of safety measures employed by the school, the ultimate responsibility for avoiding inappropriate material resides with the user.

Inasmuch as there is material available on the Internet that could potentially be harmful and/or offensive, parental consent must be provided prior to any student's access to the Internet. It is the student that specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards their students should follow. As such, it becomes each family's right to decide whether to allow their student(s) access.

Rules

The following rules for Internet usage will be enforced:

1. Internet access is provided to students for educational purposes. Private usage should be arranged elsewhere.
2. Students should focus on the task at hand to avoid wasting time and other resources by becoming distracted by the wide variety of materials available.
3. Students must avoid inappropriate content, especially materials that are illegal, dangerous, or offensive including those that may be racially offensive or gender biased.
4. Students should also report to teachers any offensive content or abusive behavior directed at them.
5. Students should not reveal personal information about themselves or others including addresses, telephone numbers, and credit card numbers.
6. Students should respect the privacy of others.
7. Students should respect the expensive equipment provided for their use by not vandalizing, disrupting, or harming equipment. They are not to change any configuration settings of any computer without prior approval.
8. Appropriate consequences such as withdrawal of computer privileges will arise from inappropriate usage of the Internet.
9. Students are assigned a school email account. This account is only for internal use among students and teachers, and is used for internal communications.

TELEPHONES

The telephone system in the school is reserved for official school business. Student use of the telephone will be limited only to calls of illness and unavoidable changes in plans made by school officials that affect student transportation. Students are not to use classroom telephones for outgoing calls. If a student needs to make a phone call, he/she must have permission from a teacher and must go to the front office to make the call.

Parents, unless your telephone call is a case of emergency, we ask that you not call the school office or the student's personal cell phone to talk during school hours. The call must be of an emergency nature before a student will be asked to come out of class.

TESTING PROGRAM

In addition to tests in courses, semester exams, etc., students will participate in other school-wide tests. Even though we attempt to teach more than standardized tests can measure (i.e., a world and life view, attitudes, etc.) and even though we recognize the limitations of standardized tests, we believe that the proper analysis of such tests can serve to benefit the student.

The PSAT is administered to all freshmen, sophomores, and juniors in October of each year. This test is designed to provide preparation for the SAT (which students generally take in their junior and senior years), and also provides the school with information on areas of our program which need further refinement. We also administer

the PEERS worldview test (Politics, Economics, Education, Religion, and Social issues) to all first-semester freshmen and all second-semester seniors in order to measure student growth in worldview understanding. Finally, for those students taking an AP course, the AP exam will be administered at CCHS in the late spring. All students in AP classes are required to take the first semester exam and the AP exam in the spring.

TEXTBOOKS

Most curriculum materials are considered consumable and are therefore owned by each student. However, in order to keep books fees as low as possible, many of the hard cover textbooks are issued as rental items for the year. Students who lose or severely damage one of the rental textbooks will be billed the total replacement cost for the book. Students who damage textbooks beyond normal wear and tear will be assessed a fee at the end of the year based on the amount of damage.

TRANSCRIPTS

Official transcripts are available at the main school office. Please submit the [Transcript Request Form](#) to the Registrar *at least 24 hours* in advance, to allow the Registrar time to process the request. Transcripts are normally sent directly to the institution which requires the transcript.

TUTORS

Many of our teachers may be available for after school tutoring programs. If regular tutoring is desired, parents can make arrangements directly with the teacher. Teachers will normally charge a fee for this type of service. Other than teachers, the school does not maintain a list of approved tutors.

WEB SITE

CCS maintains a website that is helpful to both CCS parents and visitors. Our primary communication to parents is through our website. For parents and students at CCS, the website contains such things as our monthly publication called "The Warrior," quick links to grades and homework assignments, and important daily announcements including emergency school closings. Please use the site often.

WORLD STUDIES TRIP

Each year CCHS sponsors an overseas trip as a "World Studies Trip." We believe such travel experiences provide outstanding opportunities for student learning and growth. The costs of the trip are paid for by the students. In addition, the school provides a subsidy to students for the World Studies trip, based on the following criteria:

- The subsidy is *only* for students going on the trip in their *senior* year at CCHS. Underclassmen may go on the trip, but they do not receive the school subsidy.
- The subsidy is in the amount of \$150 for each consecutive year the student has been enrolled at CCS. For example, if a senior began in kindergarten at CCS, and remained a student at CCS for the entire 13 years,

he/she would receive a subsidy for the trip in the amount of \$1,950. The amount is not to exceed the total cost of the trip plus airfare, and does not include spending money and incidentals.

- If a student has enrolled at CCS, left for a period of time, and then returns, the amount of the subsidy is based on the number of consecutive years the student has been enrolled most recently. For example, if a senior began in kindergarten at CCS and remained a student through the 5th grade, then transferred to another school, and then returned in his/her sophomore year of high school, the student would receive a subsidy for the most recent three years only ($\$150 \times 3 = \450).

The following are eligible to participate in the World Studies Trip:

- Current students at CCHS
- Parents of current CCHS students
- CCS faculty
- Previous CCS students (both graduates and other previous students) who left CCS in good standing. However, all previous students must complete an application and be approved by the trip sponsor and by the CCS Executive Team prior to enrolling in the trip.
- All World Studies trips will include at least one member of the school administration as a chaperone.

In case space on the trip is limited, priority for the trip will be given first to current CCHS seniors and their parents, then to juniors, sophomores, freshmen, and others.

Based on our experience, the World Studies Trip is not suitable for younger children, particularly elementary school students. The pace of the trip is rather quick and it is imperative that the entire group remain together at all times. Students (both current CCS students and previous students) are expected to follow all behavior guidelines for the trip and are, most of all, expected to conduct themselves in a way that supports their Christian testimony. Students who violate school policy or instructions from the chaperones will be disciplined accordingly, and may, in the judgment of the on-site administrator, be sent home early from the trip at parental expense.

CHANGE HISTORY

Paragraph	Date	Issue	Summary of Change
Introductory Statement	June 29, 2011	1.0	Clarified legal status of the Handbook
Attendance - Tardiness	June 29, 2011	1.0	Modified penalties for excessive tardiness
Attendance - Parental Notification	June 29, 2011	1.0	Clarified general policies
Attendance - Parental Notification	June 29, 2011	1.0	Clarified "planned" and "unplanned" absence policies
Attendance - Make-Up Work	June 29, 2011	1.0	Clarified policies
Backpacks	June 29, 2011	1.0	Removed requirement to store backpacks in lockers
Chapel and Devotions	June 29, 2011	1.0	Clarified policy
Closed Campus	June 29, 2011	1.0	Changed hours when students may remain in the building
Conduct and Discipline	June 29, 2011	1.0	Clarified policy regarding weapons
Conduct and Discipline	June 29, 2011	1.0	Consolidated various statements regarding cheating and plagiarism
Conduct and Discipline - Disciplinary Consequences	June 29, 2011	1.0	Clarified our understanding of discipline
Divorce and Separation	June 29, 2011	1.0	Clarified policy
Dress Code and Uniforms	June 29, 2011	1.0	Changed penalty for repeated uniform violations
Dress Code and Uniforms (separate PDF file)	June 29, 2011	1.0	Added khaki pants to stone pants as allowed standard uniform items
Electronic Devices	June 29, 2011	1.0	Prohibits unauthorized taking of pictures
Electronic Devices	June 29, 2011	1.0	Requires cell phones to be stored in lockers
Graduation Requirements	June 29, 2011	1.0	Added STEM requirements
Hours, School	June 29, 2011	1.0	Changed policy after 4:00
Locker Rooms	June 29, 2011	1.0	Added section
Lockers	June 29, 2011	1.0	Clarified student storage of valuable items

Paragraph	Date	Issue	Summary of Change
Lost and Found	June 29, 2011	1.0	Clarified location of lost and found items
Lunches and Food	June 29, 2011	1.0	Clarified allowable drinks in classrooms
Messages	June 29, 2011	1.0	Explained process for parents getting messages to students
Service Hours	June 29, 2011	1.0	Clarified policy regarding in-house service
Student Organizations - Student Council	June 29, 2011	1.0	Changed process for selecting members to Student Council
Student Organizations - National Honor Society	June 29, 2011	1.0	Clarified eligibility policy
Testing Program	June 29, 2011	1.0	Changed to include PSAT and drop Stanford
Overall Handbook Organization	June 29, 2011	1.0	<p>Consolidated various redundant sections as follows:</p> <ul style="list-style-type: none"> • Desks and Chairs -> Building and Grounds • Cheating -> Plagiarism and Cheating • Visitors -> Closed Campus and Visitors • Conduct, Student; Honor Code; Discipline; Harassment all moved to Conduct and Discipline • Course Credits, Promotion -> Graduation Requirements • Spirit Day -> Dress Code, Uniforms • Illness; First Aid; Communicable Disease; Medication all moved to Health and Medical Issues • Conflict Resolution -> Parent-Teacher Communications • Eating -> Lunches and Food
Discipline	November 2, 2011	1.1	Replaced section on demerits with section on shepherding