



# CHEROKEE CHRISTIAN SCHOOLS

*A Premier Scholastic Experience: Solid Biblical Worldview, Superior Academics*

## **Elementary School Student/Parent Handbook**

**Issue 2016.2 (9/27/2016)**

Cherokee Christian Schools have been known for their Christ-centered learning environment. This has been due in part to a system of policies, standards, and rules intended to be fair and equitable. **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. Continued enrollment at Cherokee Christian Schools 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.

***This handbook does not exhaust the extent of our beliefs and practices. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe and practice. For purposes of Cherokee Christian School's faith, doctrine, practice, policy, and discipline, the school's Board of Directors is our final interpretive authority on the Bible's meaning and application.***

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## GENERAL INFORMATION FOR PARENTS

### 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>

### 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.

### 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.

Reenrollment each year occurs during the month of January. The process is paperless via an online reenrollment form. Once the reenrollment period is over (end of January) open enrollment begins and priority can no longer be given to returning families.

## Calendar

The school maintains two calendars for your use - the Master Calendar and the Google 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 posted to the web site.

## Chaperones

Class field trips would not be possible if not for the commitment of our parent chaperones. It is important that each chaperone clearly understand their roles and responsibilities. Parents shall not bring non-CCS siblings and/or guests while serving as a chaperone.

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 to ensure appropriate levels of supervision and safety.
- Submit to the authority of the trip leader.
- Receive a safety and responsibility briefing from the trip leader prior to departure.

Parents may be asked 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. 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:

- Be on time!
- Make other arrangements for siblings. This will allow you to give your full attention to your assigned students.
- Complete a driver authorization form well prior to the trip.
- Ask for specific written directions or utilize a GPS; do not assume you know where you are going. Use the driver buddy system.
- Be certain that all students in the car are buckled up individually in seat belts. Additionally, we follow the recommendations of The National Highway Traffic Safety Administration (NHTSA), the Governor's Office of Highway Safety (GOHS), and Safe Kids of Georgia to keep child passengers in booster seats until age eight or when their height reaches 4-feet-9 inches tall.
- Observe posted speed limits at all times.
- Drive directly to and from the field trip. No detours should be taken to run errands or purchase treats.

- 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.

## Communication

It is our practice and pleasure to keep parents informed. We do that not only by word of mouth, but also in writing. If you have a new email address or have changed your email address, please send that information to the school by emailing [admin.support@cherokeechristian.org](mailto:admin.support@cherokeechristian.org).

Paper-based communication is also used throughout the school. Teachers may prepare flyers, signup sheets, and other pieces that are sent home with the students.

Please *write* or *email* any messages to the teacher or the administration. 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.

## Conferences

Should parents desire a conference with an individual teacher, parents should contact that teacher directly. 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.

## Contact Information

Throughout the year, parents and students will have various reasons to contact the school about questions, concerns, suggestions, etc.

In order for us to help you most efficiently, here are some of the different roles at our school and the reasons you might contact them.

- *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 Headmaster, the Dean of Students, 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
- *The Department Chair* - This person oversees administrative policies and procedures related to academic life and ensures that operational goals are accomplished in the delivery of our educational programs and a quality learning experience. Areas of responsibility include the internal coordination of departmental activities and events, class schedules and daily class operations, and coordination of staff and faculty involvement in these matters (but not including specifically building and facility issues). There are two departments in the Elementary School. One is grades K through 2<sup>nd</sup>. The other is grades 3 and 4.
- *The Dean/ Associate Dean of Students* - The Dean of Students oversees all instances of student life and student discipline. He tracks student behavior, plans and schedules events, and meets with students individually concerning multiple issues. All demerits and other violations will be issued by him. **Please note:** the Dean of Students 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 Dean) is a licensed counselor. Here are some issues which should be addressed first to the Dean of Students:
  - Questions about uniform violations
  - "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."
- *Admin Support* (located in the main office in the lower building) - The Admin Support staff 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 Office* - They can help you with any questions involving financial issues - tuition payments, fees, etc.
- *The Athletic Director* - The Athletic Director deals 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.
- *The Director of Facility Operations* - He oversees all operations of all school facilities. He handles all issues regarding the physical school plant and other operational matters.
- *The Headmaster* - The Headmaster oversees the general operations of the school, including curriculum development and design, staff development, supervision of faculty, and scheduling. If you have questions or concerns about your school (not individual classes), see the Headmaster. The Headmaster also serves as an "appeals court" when issues are not satisfactorily resolved by others in your school. Please note that, if you have a question or concern about a particular teacher or class, the Headmaster will require that you first address those with the specific teacher; the Headmaster will only become involved if the issue is not resolved at that level, and he will also involve the teacher in the discussion.
- *The Superintendent* - The Superintendent 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 Headmaster, the Superintendent is still accountable to the Board for all school actions. However, he specifically works on the areas of school development, promotion, and funding. He works with the Headmaster and 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 that 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.

## Drop-Off / Pick-Up

Drop-off and Pick-up is a complex process as we move over 300 children in and out of their vehicles in the safest and most efficient manner possible. Detailed instructions are distributed prior to the school year and then reviewed during parent orientation. Parents are encouraged to carpool with other families. Drop-offs and Pick-ups are divided into two groups as follows:

Grades	Drop-Off	Pick-Up
K - 4 <sup>th</sup>	8:00 am to 8:25 am	3:00 pm to 3:20 pm

Elementary school students who are not picked-up by 3:20 are placed into the sibling room (if they have siblings in middle school) or in GrowthCare (if they do not have siblings). See the school website at <http://www.cherokeechristian.org/admission/growthcare/> for specific information about GrowthCare, including fees. CCS cannot be responsible to supervise elementary students after car pool that are not either in GrowthCare or in a formal after school activity.

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.

## Divorce and Separation

Divorced and separated families are realities of contemporary life that 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.

- 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.
- 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.



- 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.
- Concerning student activities that 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.
- Copies of schoolwork, 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.

## Financial Information

Specific information about tuition, fees, and payment arrangements, can be found at

<http://www.cherokeechristian.org/admission/tuition-and-fees/>.

## Financial Assistance

Students who receive financial assistance or any type of scholarship must consistently uphold the highest standards of character, conduct, and academic commitment. Students who no longer meet the standards below may lose their financial assistance after any quarterly review:

- The school must continue to receive parental support and cooperation.
- The student must show consistent and willing observance of school rules.
- The student must be engaged in the classroom and respect the teacher's direction.
- The high school service hour requirement must be current for the year the student is in attendance.
- The student must agree that his/her education (and all that is required to succeed in that education) takes precedence over extracurricular activities or work outside of school.

## Early Withdrawal

If a student is withdrawn after June 1, but before the start 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.**

## Growthcare

Cherokee Christian Schools offer a before/after school program called "GrowthCare" to assist those parents who need to drop off their children early (7:15 a.m.) or pick up their children late (up to 6:00 p.m.). GrowthCare personnel provide a well supervised, protected, and nurturing environment. The morning session begins in the

gymnasium, where students may socialize, read, or engage in mild physical activity such as basketball. We breakout to the playground from about 8:00 a.m. until 8:25 a.m. when we line up to go into the classrooms. The afternoon session will meet in a designated area for periods of structured homework and unstructured recreation. A snack is also provided in the afternoon.

For specific information about GrowthCare, including hours and fees, see

<http://www.cherokeechristian.org/admission/growthcare/>.

The following policies apply:

- Elementary grade students (K-4th grade) who arrive between 7:15 a.m. and 8:00 a.m. are automatically entered into the morning GrowthCare program. A parent or Guardian must escort their student into the building and check them into the program. Students are not allowed to walk into the building unescorted nor are they allowed to enter the building with an older sibling. A parent or guardian must accompany their child into the building. Note: Elementary/middle school students who have a sibling in middle/high school will not be charged for morning GrowthCare.
- Elementary school students not picked up by 3:40 p.m. will be sent to GrowthCare and charged as above. Note: Siblings of middle/high school students will be sent to GrowthCare at 3:40 p.m.
- Younger siblings of middle/high school students cannot “hang out” with their older brother/sister.
- GrowthCare students may be scheduled into the tech lab for computer usage. However, students may not bring their own applications (games) into the lab nor access online sites or games that are deemed inappropriate by GrowthCare personnel.

## School Hours

7:15 am	Morning GrowthCare begins
8:00 am	Elementary school car pool begins. Kindergarten and Elementary students begin arriving for classes.*
8:25 am	Kindergarten and Elementary students are escorted from the playground areas and Gymnasium to their classrooms
8:30 am	Kindergarten and Elementary classes begin
1:00 pm	Dismissal of half-day Kindergarten students
3:00 pm	Dismissal of Elementary School students. Afternoon car pool begins.
3:20 pm	Afternoon GrowthCare begins.
3:25 pm	Elementary school car pool ends. Elementary school siblings of middle school students are escorted to the sibling room.
6:00 pm	Afternoon GrowthCare ends. Students not picked up will begin incurring late fees.

\*Students who arrive earlier than the appropriate times above will be placed in GrowthCare until normal car pool times arrive. Normal Growthcare fees will be incurred.

All kindergarten and elementary school children will remain in the playground areas or in the gym until 8:25 when they will be taken to their classroom.

Late pickup is *not* allowed. Children not picked up by the end of their car pool will be sent to GrowthCare and parents will be charged the appropriate fees. Students are not allowed to reenter the building after dismissal without adult supervision.

## **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, has broken the Family/School Covenant, or has falsified information on the student application or a financial assistance application, the administration reserves the right to deny the 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 to the front, side, and rear of the building. If these lots are full, additional parking is available in the overflow gravel parking area. Please do not park at the Baptist or Catholic Churches across from the school. We do not have permission to use their parking lots.

## **Room Mothers and Fathers**

Each elementary grade classroom will have a Room Mom/Dad who volunteers to be a communication link between the parents of the class and the teacher. Room Moms/Dads will help coordinate parties, field trips, and special events for their classes.

## **School Board**

The CCS Board of Directors fulfills its oversight responsibilities by providing guidance to the Superintendent on strategic goals, development and fundraising. The Superintendent is accountable to the Board and provides reports to the Board at regularly scheduled meetings. The Board does not oversee the day-to-day operations of the school as these responsibilities are delegated to the Superintendent and his staff.

## **Visitors**

We are always happy to have parent/guardian visitors at the school. For security reasons, only parents/guardians, authorized adult family members, and fully supervised siblings of current CCS students may visit, including during

lunch. All visitors are allowed on campus only at the discretion of the administration. Please check in at the administration office before going to lunch or to the classrooms. Visitors will be required to sign in and wear a badge. We ask that before visiting classes you check with the teacher at least 24 hours in advance to minimize any potential disruption. 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.

## FACILITIES

### Care of 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 could potentially require 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.

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.

### 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 Lost and Found cabinet. After a period of time, lost and found materials are disposed of in appropriate ways.

### Office Use by Students

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

### Telephones

The telephone system in the school is reserved for official school business. Students who must call home can use a guest telephone located in the front office. Classroom telephones are not to be used by students.

## HEALTH AND SAFETY

### Closed Campus

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. All students are to be in their assigned places at all times. Students are not permitted to leave campus during the day. Immediately after car pool, all students must either be in GrowthCare, or in a supervised after school activity. No students (including children of staff members) are allowed to be on campus unsupervised. The school has no provision to “watch” students who may be waiting for an afterschool activity to begin.

### Communicable Disease Policy

Also see below under “Illness.” 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 after all lesions have crusted over.
- Diphtheria – Have doctor’s permit to reenter school after 2 negative cultures are obtained.
- Impetigo – Have doctor’s permit to reenter school after at least 24 hours of antibiotics.
- Head Lice – Exclude for at least 24 hours, and until the child’s hair has been treated so there are no longer lice or eggs (nits) present, *or* the parents provide a written statement from a physician verifying that the child is no longer contagious. All treated students will be rechecked upon their return; if any live lice are found, the exclusion procedure will begin again.
- Measles – Have doctor’s permit to reenter school, or until rash is gone (at least five days after start of rash)
- German Measles – Exclude 7 days after the rash appears.
- 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 and is no longer too fatigued to participate in school activities.
- 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. Bacterial conjunctivitis requires antibiotic treatment for 24 hours.

- Ringworm of the Scalp – May attend school with doctor’s permit following prescribed treatment and must have ringworm covered by cap. Once treatment begins, ringworm on scalp requires oral medications.
- 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 after at least 24 hours of antibiotic treatment and no more fever for 24 hours without medication.
- Staph Infections – Have medical doctor’s permit to reenter school until free of symptoms. Exclude from high-risk activities, such as contact sports, until completely healed.
- Tuberculosis – Have doctor’s permit to reenter school.
- Whooping Cough – Have doctor’s permit to reenter school after appropriate antibiotic treatment for 5 days.

## Contact with Students Outside of School

It is the policy of Cherokee Christian Schools that all school employees exercise prudence in how they interact with students outside of school. In accordance with our mission statement, the role of our employees is to assist parents in the education of their students. We are therefore careful to avoid situations and perceptions that may exceed that role.

## 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.

## First Aid and Illness

The school is blessed to have a school nurse on duty each day. The nurse maintains sufficient first aid medical supplies to treat most minor injuries. However, 911 is called for any injuries that go beyond simple cuts, scrapes, 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.

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 school nurse for an assessment. The student’s parents will then be contacted to provide transportation or release the student from school if determined necessary by the nursing staff. Under no conditions should a student leave the building because of illness without the permission of the teacher. 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, stomachache, has vomited, diarrhea, 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. Student’s 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 until fever free for a 24-hour period without the use of medication. If they have been diagnosed with strep, then they must take their antibiotic for 24 hours before returning.

## Immunization and Medical Exam Certificates

All students must have a Certificate of Immunization (DHR Form 3231) on file in accordance with Georgia Department of Human Resources regulations. Students entering Cherokee Christian Schools for the first time must present this form upon enrollment. Students in 6<sup>th</sup> grade and above must also provide an updated Form 3231. Students who are transferring from another school have 30 calendar days to submit the forms.

Parents are expected to keep their children'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.

A Certificate of Eye, Ear, and Dental Examination (DHR Form 3300) is also 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.

## Medication

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.

## 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) 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). Also, please do not call your students' cell phones during severe weather events, as we need students to be alert at all times to respond to instructions from faculty and staff.

# STUDENT CONDUCT AND DISCIPLINE

## 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.

## Absences

Absences are either “authorized” or “unauthorized.” “Authorized” absences are those for which the school receives official notification from the parents through the online Authorized Absence Form at <http://www.cherokeechristian.org/parents/attendance-form/>. This includes medical appointments, illnesses, conferences and retreats, and absences requested by a parent with prior notification to the administration. When considering absences, students and parents need to realize that absences will have natural effects on student grades. Much 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.

It is the student/parent’s responsibility to arrange with his/her teachers for making up missed assignments. 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 have two school days after he/she returns to make up the work). However, projects that 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.

“Unauthorized” absences are those that are not authorized by the parents through official contact with the school (through submission of the online “Authorized Absence Form”). These are considered absences that the parents have not authorized, and are treated as truancy. Students will receive zeros (0) for all assignments and tests due on the dates of unauthorized absences. Such missed work may be redone at the discretion of the teacher, but the zero grades will remain.

Parents are asked to submit the Authorized Absence Form, or contact the school office, at least two days prior to a planned absence or by the morning after an unplanned absence. If the school has not received prior notification of an absence, any missed work will be recorded as a zero (0) unless the Authorized Absence Form is submitted within two days following the absence, at which time the grade will be updated.

## Tardiness

Our teachers have planned their classroom teaching around an entire school day 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 are tardy at the beginning of the day (8:30 a.m. for elementary school students) must sign in at the front counter. Excessive tardiness will result in administrative action which may include parent counseling, probation, suspension, and if continued, expulsion.

## Backpacks

Students are encouraged to use backpacks, with or without wheels, to transport their school materials to and from school. 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.

Note: Kindergarten children entering CCA will be given a school tote bag to carry items back and forth to school. It is often difficult for kindergarten students to maneuver the many zippers and pockets that are in most backpacks.

## Cheating and Plagiarism

Cheating is defined as any unauthorized communication before or during a graded event or any attempt to receive unauthorized assistance before or during a test, quiz, homework assignment, or project. 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. Cheating results in a zero on the assignment/test and communication with the parents.

Passing off someone's work as your own is known as plagiarism. Individuals who plagiarize material deliberately are committing an illegal act. More common is the failure of an individual to cite the sources of their information. It's ok to use pictures and paraphrase text but be sure to cite the source of your information. Even when permission to use the material is granted, the author or source should be cited. This includes not only text but pictures, graphics, animations, movies, and even sounds. Failure to do so is unethical at best and could be illegal under the author's fair use terms.

In elementary school, teachers do not allow plagiarism but consider it a training issue. Students who are writing papers for the first time may not fully understand the issues involved. Although we cannot allow plagiarism to take place, the consequence may vary, depending on the maturity of the student and the instruction and training received to date. In all cases, the student will be asked to repeat the assignment and/or receive a zero.

## Conduct and Discipline

Students are expected to conduct themselves in accord with established standards and guidelines, and exhibit a positive attitude that is in harmony with the spirit and purposes of the school. 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 (ie., 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. Tobacco or alcohol in any form is not allowed at school or school functions. Possession of these or of illegal drugs on campus or at school functions is cause for immediate suspension and/or expulsion. In addition, misusing legal substances like nail polish, paint, or any other substance in an attempt to "get high" is grounds for expulsion.
6. No note passing between students (whether on paper, by email, or any other electronic device) is permitted during class.
7. 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.
8. Weapons are not allowed on school grounds or at school-sponsored events. 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.

9. Cheating in any form is not tolerated at CCS. This includes plagiarism. See above under “Cheating and Plagiarism.”
10. 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, 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.
11. 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. Unless coordinated with the teacher, late assignments will normally result in a score reduction.
12. In accordance with the CCS Statement of Faith and in recognition of Biblical principles, no “immoral act” or “identifying statements” concerning fornication, adultery, homosexuality, lesbianism, bisexuality, transgender desires, or pornography, will be tolerated. Such behavior will constitute grounds for expulsion. In addition, no unnecessary bodily contact, except in the regular course of school-sanctioned athletic activities, will be tolerated. This includes hugging and handholding. See below under “Student Relationships.” For the purposes of this handbook, the following definitions apply:
  - 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 lesbian, homosexual, bisexual, transgendered, 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 act.
  - Homosexual behavior, whether an “immoral act” or “identifying statement,” is incompatible with enrollment at Cherokee Christian Schools and is a basis for dismissal.

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 CCS 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.

## Discipline

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 student, 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. Any

student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purposes of the school will face dismissal.

## Types of Discipline

There are five primary types of discipline available for the school to use:

**Verbal discipline** – admonition, correction, warnings, and rebukes. Students will be reprovved for their actions, shown Scriptural data relating to their misdeeds, and asked to repent.

**Denial of privileges** – Students may lose the privilege of recess, or other privileges, because of misbehavior.

**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 distracting other students from doing their work.

**Restitution** – This is used in cases of theft or destruction of property.

**Suspension and 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.

## Elementary Classroom Management

Discipline at Cherokee Christian Elementary School is an ongoing process of discipleship. Knowing, loving, and obeying God from the heart is the goal. Teachers know how to shepherd the child's heart to Christ. They also know that apart from the Holy Spirit their instruction is powerless to bring change. Positive training in righteousness and negative reproof occur seamlessly as an ordinary part of discipleship (2 Tim. 3:16). Teachers will use the Bible and reflective questions to direct the child to consider the "why" of their behavior and point them to Jesus, who knows their heart and alone can change their heart.

Certain expectations are assumed of each student to maintain an orderly effective classroom. Every student should be able to:

- Quietly give attention wherever the teacher directs.
- Listen to instructions and follow them correctly the first time.
- Do everything the teacher asks.
- Complete work accurately on time.
- Obey the teacher quickly and cheerfully at all times.

- Participate with classmates without drawing undue attention to self.
- Treat fellow students with respect.
- Control self and think before acting.

When a child's behavior keeps their teacher or the other students in the classroom from accomplishing their spiritual and educational responsibilities, consequences will be imposed according to a system established by the classroom teacher and will be communicated to the parents.

Regardless of the motives of the child's behavior, when a pattern of disruptive behavior is identified, positive creative steps will be taken to restore and maintain classroom order. These steps will progress from (1) counseling with the classroom teacher, (2) structural rearrangement within the classroom environment, schedule, and supervision, (3) removal from the classroom and counseling with Administration, (4) suspension, (5) expulsion.

## Dress Code

Cherokee Christian Schools has chosen to adopt a uniform-based dress code for all grade levels. At Cherokee Christian Schools, uniforms are an important part of educational life. While we strive to align our overall policies with the Biblical standard, we understand that there is often room for interpretation. In order to serve as broad a community as possible, the school determines the dress code. Disagreement with the particulars of the dress code is not a valid reason for disobeying it. It is the responsibility of the parent to see that each child is dressed appropriately and in full accordance with the school's policies.

## General Standards

- Students are to be in uniform at all times while on campus, unless returning for an evening event. "Being in uniform" includes having shirttails tucked in and shoes tied.
- All uniform clothing shall be neat, clean and in good repair. All clothing is to fit properly. Tight clothing or overly loose/baggy clothing is not allowed. Undergarments shall not be visible.

Specific uniform standards are available at <http://www.cherokeechristian.org/parents/school-policies/dress-code/>

## Physical Education and Athletics Requirements

Guidelines for physical education clothing shall reflect a desire for modesty and safety in all areas. Elementary students do not change for PE classes. The following policies shall be observed for all athletic practice, competition, or PE activities:

- Bracelets, chains, jewelry, and watches will not be worn.
- Shorts must be at least fingertip in length when standing completely erect.
- Shorts may not be longer than the bottom of the kneecap.
- Shirts must be loose fitting.

## Uniform Violations

Students who are observed in violation of our dress code will be verbally counseled and their parents will be notified. Violations can range from wearing the wrong shoes to clothes not fitting correctly. It is expected that parents take the initiative on correcting uniform issues. This includes purchasing the correct uniforms items, replacing worn or soiled items, or instructing their child in the proper wear of the uniform. Students who continue to disrespect or ignore uniform policies will be referred to the Dean of Students and may lose Spirit Day dress privileges.

## 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. The specific guidelines are found at <http://www.cherokeechristian.org/parents/school-policies/dress-code/>.

## Harassment

Also see above under “Conduct and Discipline.” 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. 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).

## Probation

### Academic

Any student whose GPA falls below a 2.00, or receives one or more “Fs” in any subject on a report card, will be placed on Academic Probation for the following quarter.

Students on Academic Probation will meet weekly with an administrator or designated teacher. That person will



- speak with the student about any spiritual and heart issues that might be involved.
- help him/her understand the need for change.
- help the student develop a schedule to keep up with assignments.
- pray for and with the student.

Students on Academic Probation may be ineligible for extracurricular activities, at the discretion of the Athletic Director and Headmaster.

If it becomes evident that a student will not, or cannot, become successful in this educational setting a meeting will be held with the parents, the student, and the Headmaster to discuss other options.

## Behavioral

A student may be placed on Behavioral Probation for any instance of behavior that is detrimental to any other person while under school control, or for a pattern of irresponsible behavior which reflects an attitude of hardheartedness and unrepentance. Behavioral Probation will normally last for a nine-week period but may be shortened or lengthened at the discretion of the Dean of Students. Further offenses during the probationary period will result in an escalation of consequences from suspensions to expulsions.

Students on Behavioral Probation will be required to meet weekly with the Dean of Students to discuss the spiritual issues involved. The Dean of Students will ...

- speak with the student about the heart issues involved.
- help him/her understand the need for change.
- assign spiritual homework to reinforce Scriptural applications.
- come up with practical methods to help the student put off his behavioral issues and put on holiness. (This will need to be tailored to the specific issues of each student, and will provide a basis for improvement).
- pray for and with the student.

## Student Relationships

Students should be above reproach in their relationships in and out of school. This is particularly important between 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.

## GENERAL SCHOOL POLICIES

### Conflict Resolution

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, parents and school personnel are expected to follow these guidelines derived from Matthew 18:15-17. This process involves the following:

1. First go to the teacher to discuss the issue. The teacher is the person who is closest to the situation, and the person who can most readily answer questions and help resolve the situation.
2. If the problem continues, an appropriate member of the school administration may be involved (the Headmaster, the Dean of Students, the Academic Dean, etc.).
3. If there is still no resolution, the school administration will make the final determination of the issue.

Cherokee Christian Schools operate under the following principles in order to redeem the relationship (not just to settle the dispute):

- *Keep the matter confidential.* (Proverbs 11:9)
- *Keep the circle small.* (Matthew 18:15-17)
- *Be straightforward.* (Proverbs 27:6)
- *Be forgiving.* (Galatians 6:1)

### 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 counsel with a teacher, the Headmaster, the Dean of Students, or the Superintendent, please make an appointment for such a meeting. Staff members are always willing to help.

### Facebook

CCS maintains a closed Facebook for the purposes of sharing CCS related information regarding policies, events, opportunities and more. It is a helpful way to build community and celebrate what God is doing in the CCS children and the school as a whole. Parents are asked to refrain from posting personal interests, fundraising or ministry opportunities outside of CCS, or frustrations about the school or other parents (CCS encourages parents to handle conflict in a God honoring way- see section in handbook "Conflict Resolution"). Parents can request to be added as a member of the CCS Facebook on the site or by making a request at the front office.

## 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 child out of class must sign them out in the front office. Office personnel will then call the teacher to have the student released.

Students will not be allowed to leave the school grounds without parent approval and without an adult escort.

## Non-CCS Ministry and Fundraising Opportunities

Because CCS is a community of members from dozens of churches, the school receives many requests to participate in and promote important and helpful ministry and fundraising opportunities. Unfortunately, the number of requests received far exceeds the practical ability of the school to organize, approve, track, and successfully represent these many opportunities. This creates a situation where CCS would be compelled to agree to some requests while denying others, thereby giving room for potential conflict. Additionally, non-CCS ministry and fundraising opportunities can distract from approved CCS ministry and fundraising and the efforts may be counterproductive to the school's mission and focus. For these reasons, the school's policy is to support only CCS ministries and fundraising opportunities.

## Student Pictures

Individual student pictures are taken in the fall of each school year. Pictures are used to update student records, create student ID cards, and are sold to families in predefined packages. A retake session will be scheduled for the fall pictures. In the spring, the elementary school takes class pictures that are also available for purchase. No retakes are offered in the spring.

## STUDENT SUPPLIES

### Book Use Policy

Books designated as consumable materials are the property of the student. All hardback books (except for the elementary student Bible) and many soft cover books 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.

### Student Planners

Custom made student planners are provided for all students from 2<sup>nd</sup> Grade through 4<sup>th</sup> grade. These planners help us achieve our goal of assisting you with the education of your child. They provide a single, consistent place where student assignment, teacher/parent communication, and specific school information is documented and maintained. They train the students in solid organizational and time management practices that will serve them a lifetime. Your teacher will explain how he/she will use the planners to manage assignments and activities. For the younger grades, daily parent initials/signatures may be required to ensure timely two-way communication.

### Supplies

Supply kits for elementary students are provided by the school. Elementary school teachers will also notify parents if any supplies need replenishing throughout the year.

## ACADEMIC POLICIES

### Biblical Instruction

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

- 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 with Truth and Grace.
- 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.
- Memorization of a set of questions and answers, termed the “Building Blocks of the Faith,” which systematically teaches sound doctrine. This was the primary way that parents, schools and churches taught their children the faith in the early years of the Protestant churches. CCS uses 139 questions divided into grade groups of 15-20 questions each which are completed in 6th grade.
- 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 a love and joy!
- Weekly Chapel. See below under “Chapel and Devotions.”

The New International Version of the Bible is used for students in kindergarten through fourth grade. Student Bibles are issued to all new elementary students. 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

- Parents are ultimately responsible to the Lord for determining what their students do and do not read.
- 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.
- 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:
  - 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.

- 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.
- All materials selected for use in the library or the classrooms must meet a majority of the criteria implied in the following questions:
  - **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?

### Selection Policy for CCS Media Center

The Media Center staff attempts to select books that support the curriculum and contain appropriate language and content that captures the interest of the students while adhering to the CCS philosophy of education.

Sources for selection include, but are not limited to, the following:

- Teacher Recommendations
- School Library Journal
- ALA Booklist
- Horn Book Guide
- Award Winners, i.e. Caldecott, Newbery, etc.
- Titles Supported By Accelerated Reader Program
- Mackin Compendium Titles (Compendium is a professionally compiled collection of the most recent, highly reviewed PK-12 titles.

In the event we conclude the content of certain books to be more appropriate for older students, the titles are labeled as such, i.e. Grades 5 & Up, Middle School Checkout Only, etc. However, students of any grade level may check out the aforementioned books with written parental permission. In addition, a parent may request in

writing that certain titles be restricted from check out by his/her children. The Media Center staff will flag the student account accordingly and honor the parent request.

### 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 Headmaster.

### Textbook Selection

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 vital, and we teach reading by the phonics method. Handwriting is taught, to insure legible, neat work. 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 6-day, 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.

### 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 child’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 through the school’s eLearning system. Parents will receive an individual login account upon enrollment to access the system. As grades will be immediately available to students/parents, no mid-term progress reports will be issued. See below under “Schoology and

PowerSchool” for more information. Numeric grades are rounded to the nearest whole number in eLearning, on report cards, and on transcripts.

Kindergarten students and students in special subjects (art, music, etc.) receive grades as follows:

Grade	Definition	%
E	Excellent	90%-100%
G	Good	80%-89%
S	Satisfactory	70%-79%
N	Needs Improvement	Below 70%

In all other grade levels, a letter grading system will be used as follows:

Grade	Definition	%	GPA
A+	Superior	99% - 100%	4.33
A	Outstanding	92% - 98%	4.00
A-	Excellent	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

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.



## Homework

### Philosophy

Cherokee Christian Schools strive 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. This becomes increasingly the case as the students move from elementary school to middle school to high school.

### Daily Assignments

Generally, daily homework is reduced on Wednesdays and Fridays. This is to avoid forcing the students to study on the Lord's Day or interfering with Wednesday night church activities. However, exceptions are made for math due to the repetitive practice necessary for mastery.

Elementary school teachers post daily homework assignments in Schoology. In addition, students are expected to record homework assignments in their student planners. The Schoology system provides parents with a method to verify the student's use of the planner.

### Recommendations

Parents can help with homework in these ways:

- Check to see if your child has homework each night. Check the student planner and check the Schoology site.
- Provide a quiet, well-lit location for homework, free from distractions.
- The hours reserved for study should be planned, written out, and observed as rigidly as possible to be effective.
- Be sure all necessary tools and materials for work are available, including paper, pen or pencil, rulers, books, compasses, protractors, crayons, and other helps.
- Plan for regular 5-minute breaks in the study time to do something stimulating every 30 to 60 minutes.
- Emphasize learning and appreciation, not marks or grades. Reading and studying are as important as written assignments.
- Go over the child's homework after he/she has done it, and help him/her to correct mistakes.
- If you think the homework load is excessive, please contact the teacher.
- If something unforeseen arises, and your child is not able to finish his/her homework, send a signed note explaining the situation to the teacher the next day. This may or may not be excused, at the discretion of the teacher.

## Honor Roll

An Honor Roll is compiled at the end of the 1st, 2nd, and 3rd quarters to recognize those students who have achieved high academic standards. The CCA Honor Roll consists of two lists as follows:

Headmaster’s all A List	All “A”s
Headmaster’s all A/B List	All “A”s and “B”s

Students will receive an Honor Roll certificate signed by the school Headmaster. Note: 4<sup>th</sup> Quarter certificates are not issued due to the end-of-year awards given for academic excellence.

## Library

The library is very important to a good education, and is there to be used. A complete education cannot be obtained today unless one utilizes a wide variety of books and other printed and electronic materials. The libraries’ catalog is available online through our Destiny Library System. The Libraries’ (or Media Center’s) home page is located at <https://cherokeechristian.follettdestiny.com>. Library policies are as follows:

- Operating Hours: 8:30-3:30 p.m., Monday, Wednesday, Thursday and Friday. The library opens at 9:00 a.m on Tuesdays to accommodate the Chapel Schedule. Open library time, when students may come to the library individually with the teacher’s permission, is from 8:30-9:00 and from 2:30-3:00. Other times, the students will be brought to the library by their classroom teacher.
- Checkout Policy: Students may checkout up to 1 books during any two-week period (exceptions made for special assignments and book reports). Students will only be allowed to visit the library once per day. Students Books must be returned within two weeks.
- Overdue Books: Overdue books will be assessed a fine of \$0.10 per day per book (weekends excluded). Fines will accrue over Thanksgiving and Christmas holidays and other breaks. Fines will continue to accrue until book is returned. Overdue books and accrued fines are listed on the student’s library account that is accessed from the Media Center Home Page.
- Overdue and fine notices will be emailed to parents weekly.
- Students will not be able to checkout further books until all overdue books are returned and all fines are paid.
- Lost or Damaged Books: Minimum charge is \$10. All books will be ordered via the internet by the Librarian. Responsible parties will be charged “Book Replacement Cost” plus shipping (if applicable). Do not try to repair books yourself. Our librarians use special products to repair books.
- NOTE: Final report cards, transcripts or other school records will not be released until all outstanding library fines, overdue books and/or lost or damaged fees are resolved.

## Physical Education

Physical education classes are conducted two times weekly for elementary school students.

Students in first through fourth grade will wear regular school clothing for physical education, as there are no changing facilities in the school. If girls wear jumpers, they must wear shorts as well for the sake of modesty.

All students will participate in PE, unless they have a written excuse from home 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 and dress your children warmly in cold weather, as they may go outside unless the temperature is below freezing.

## Promotion

In kindergarten through fourth grade, students will be promoted to the next grade level if, in the judgment of the school, they will be able to handle the work and have reached the maturity level expected for the next grade. Parents who believe their child is unready for promotion may request that the child repeat the grade level. This will require administrative approval.

## 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. We administer the Stanford Achievement Test Series to all students (K-4<sup>th</sup>) in April.

## Textbooks

See Books.

## Transcripts

Official transcripts are available at the main school office. Please submit the Transcript Request Form found at <http://www.cherokeechristian.org/wp-content/uploads/2010/12/Transcript-request.pdf> to the Administrative Office *at least 24 hours* in advance, to allow time to process the request. Transcripts are normally sent directly to the institution which requires the transcript. The school may withhold sending transcripts if the family has unpaid financial obligations to the school.

## Tutors

CCS has a formal tutoring service called *Focal Point*, which provides qualified tutoring that is cost effective and is better aligned with our curriculum. For more information about Focal Point, including contact information, please see <http://www.cherokeechristian.org/academics/focal-point/>.

# TECHNOLOGY

## Computers, Electronic Devices

### Overview

Cherokee Christian Schools provide Information Technology (IT) tools for the benefit of its staff, students, and guests. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Put simply, access to network services and support of those services will be provided to students who agree to act in a considerate manner.

These IT tools are to be used primarily to support teaching and learning, in accordance with the policies and guidelines contained in the “Acceptable Use Policy” (AUP), which addresses acceptable and unacceptable ways in which the students in our community may use our IT tools, and it addresses specific user responsibilities, rights, and expectations. This Handbook contains only a summary of that policy; parents and students should refer to the AUP for more detail.

However, given the rapidly changing nature of IT systems and services, the policies defined in the AUP cannot cover every possible situation. Therefore, in addition to the specific acceptable and unacceptable uses presented, the AUP provides general principles that shall direct the use of the school’s IT tools. Students and adults are expected to use good judgment when working in gray areas not covered explicitly by the rules.

Adherence to this policy shall be the joint responsibility of the students, parents, and employees of Cherokee Christian Schools. Before an IT tools account will be assigned, a student must submit the AUP signed by the student and the student’s parent or guardian.

### Elementary School

In elementary school no electronic devices are allowed. This includes cell/smart phones, DVD players, MP3 Players, electronic games, tablet computers, slate computers, eReaders (except with specific permission of the teacher), and laptop computers. If any of the above items are found on school premises, the school will confiscate the item and return it to the parents at the end of the day.

### 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, the AUP must be signed by student and parent and returned to the school prior to any student's access to the Internet.

### **Rules for Use of the Internet**

The following rules for Internet usage will be enforced:

- Internet access is provided to students for educational purposes. Private usage should be arranged elsewhere.
- 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.
- Students must avoid inappropriate content, especially materials that are illegal, dangerous, or offensive including those that may be racially offensive or gender biased.
- Students should also report to teachers any offensive content or abusive behavior directed at them.
- Students should not reveal personal information about themselves or others including addresses, telephone numbers, and credit card numbers.
- Students should respect the privacy of others.
- Appropriate consequences such as withdrawal of computer privileges will arise from inappropriate usage of the Internet.
- The school-assigned email account is only for internal use among students and teachers, and is used for internal communications.

See the AUP for complete information on acceptable and unacceptable use of the internet.

### **Schoology and Powerschool**

CCS uses two secure web services for student information. These are accessible 24 hours a day, seven days a week, from any computer with internet access. Access to the services is via a link on our website (Parent Tools). Parents will be assigned login credentials and access instructions before the first day of classes.

Schoology provides information on all student grades and assignments. Teachers use this to post class information, upcoming assignments, class documents, and graded work.

The PowerSchool portal is used for student and parent information (such as address and phone), as well as historical grades and transcripts. Student attendance is also tracked in PowerSchool.

## School Web Site

The CCS Web Site at <http://www.cherokeechristian.org> is the main source of information and communication for students, parents, alumni, and the community at large. It provides links to all school resources and allows parents to pay for various fees, events, and products via a credit card purchasing gateway. The CCS Web Site, and its linked resources (Schoolology, Powerschool, etc) are the best way for parents to keep up with the myriad of activities, programs, and general information necessary for active participation in the life of the school. Frequent visits to the site are critical as we partner with you in the education of your child.

## STUDENT ACTIVITIES

### Birthday Celebrations

Birthday celebrations may be conducted during the lunch period for the birthday student. Parents may bring individual cupcakes or cookies for the class on the day of their child's birthday. These treats will be distributed to the class after they have eaten lunch to celebrate the child's birthday. Children whose birthdays fall on a non-school day may celebrate during lunch on the next school day. Teachers will arrange specific lunch times to celebrate summer time birthdays. Please coordinate directly with your student's teacher to ensure scheduling and avoid overlap. Sweets should be limited to one cookie or cupcake per child to prevent excessive sugar consumption that affects learning.

### Chapel and Devotions

The school conducts chapel weekly. All students are to bring their Bible to chapel. The other days of the week are started by a short homeroom/classroom 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.

### Eating

Each full time student is expected to bring a sack lunch daily or purchase a lunch from the school. We encourage parents to give the child 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 snack break in the mid-morning for elementary grade students. Please pack younger children's snacks and lunches so that they can manage without the teacher's help.

Hot lunches are available Monday thru Friday. Parents must order hot lunches through Schoolhouse Fare.

Students eat in the gymnasium. There will be no eating or drinking in classrooms. Candy, mints, and chewing gum are also not allowed in classrooms. Students will be given sufficient time to eat before their next class.

Due to the number of students, we are not able to provide refrigeration facilities for students, nor are we able to heat food brought from home.

### End of Year Awards

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

- **Character Certificates** - Given to each elementary grade student for a behavioral trait that was observed throughout the year that demonstrated a fruit of the Spirit that warrants praise.
- **Academic Excellence Award** - Given to students who earned all A's & B's for the first three quarters of the year and had a cumulative GPA of 3.67 (A-) for the first three quarters.

- **Presidential Award for Academic Excellence** - Given to graduates of our elementary school (4<sup>th</sup> grade) whose cumulative career GPA equaled or exceeded 3.67 (A-) and whose behavioral conduct was noteworthy.
- **Physical Fitness Award** - Given to students who meet defined standards for physical fitness and performance.
- **Warrior Award** - Given to a single student in each elementary school class whose overall character, performance, conduct and attitude was exemplary. This student best exemplifies the servant-leader character of Jesus.

## Field Trips

Costs for field trips in kindergarten and elementary school are moderated through the normal tuition. Depending on the trip, however, other fees are sometimes collected. These fees cover student admission and other miscellaneous costs. All students will be required to stay a full 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, elementary students will wear their normal school uniform with the maroon shirt, unless otherwise instructed by the classroom teacher. No electronic devices are allowed on field trips.

CCS relies on parent volunteers for chaperones and transportation. Parents who serve in these capacities must make other arrangements for their non-CCS children. It is important that our chaperones and drivers are not distracted by the needs of other siblings. See above under “Drivers.”

## Parties

Also see above under “Birthday Celebrations.” There are generally four parties a year allowed in the classroom (Christmas, Valentine’s Day, Resurrection Day, and End of Year).

At holidays, please be sensitive to the diversity of views about such things as Santa Claus, the Easter Bunny, or Cupid. A number of parents do not teach their children about these traditions, and so we would ask that parents refrain from sending refreshments or classroom decorations with these themes. Also, we do not celebrate Halloween. Please do not send refreshments or decorations with a Halloween theme. In addition, we do not celebrate Valentine’s Day with an emphasis on romance or boy-girl relationships. The emphasis here is on appropriate friendship between believers.

All parties must be coordinated with the teacher.