Cherokee Christian

PRIMARY SCHOOL

Student / Parent Handbook



Welcome to Cherokee Christian Primary School, where we are dedicated to fostering a Christ-centered learning environment rooted in biblical principles. This handbook outlines the policies, standards, and expectations that guide our community, thoughtfully crafted to promote fairness, harmony, and spiritual growth. We encourage students and parents to read it carefully, as these guidelines are designed to create a safe and nurturing environment for all members of our school family—students, faculty, and staff. Adherence to these policies reflects our shared commitment to honoring God in all we do.

This handbook does not encompass the entirety of our beliefs and practices. The Bible, as the inspired and infallible Word of God, serves as the ultimate authority on truth, morality, and conduct. It is the foundation of all we believe and practice at Cherokee Christian Primary School. The school's Board of Directors serves as the final interpretive authority on the Bible's meaning and application regarding our faith, doctrine, policies, and discipline.

While this handbook provides clear expectations, it cannot address every situation. Therefore, the administration reserves the right to exercise discretion in interpreting and applying these policies to uphold our mission, meet the standards of our accrediting body, the Georgia Association of Christian Schools, comply with Georgia state laws, and ensure educational excellence for all students. This handbook is not a legally binding contract, but a guiding framework intended to direct our community with clarity and grace.

TABLE OF CONTENTS

GENERAL INFORMATION FOR PARENTS 1

Accreditation 1
Asbestos-Free Environment 1
Admissions Policy and Procedure 1
Calendar 1
Chaperones 1
Communication 2
Drop-Off / Pick-Up 2
Divorce, Separation, and Family Discord 3
Financial Information 3
School Hours 4
Parental Support 5
Parent-Teacher Conferences 5
School Board of Directors 5
Visitor Parking 5

GENERAL SCHOOL POLICIES 6

Conflict Resolution 6
Academic Support and Academic Counseling 6
Leaving School and Class 6
Book Fees and Use Policy 7
Supplies 7
Visitor Policy 7

ACADEMIC POLICIES 10

Classical Christian Education 10
College Preparation 10
Distinctives of Classical Christian Education 10
Content and Curriculum 11
The Great Books 12
Grading 13
Academic Watch 13
Homework 14
Student Records 15
Testing Program 15
Textbook Usage 15
Transcripts (Registrar) 16
Tutors 16

STUDENT CONDUCT AND DISCIPLINE 17

Attendance 17
CCS Attendance Policy 17
Backpacks 19
Cellphones, Tablets, Laptops, and Other Devices 20
Academic Dishonesty 20
Conduct and Discipline 22
Dress Code 29
Behavioral Probation 30
Student Relationships 31

STUDENT ACTIVITIES **32**

Chapel 32
End of Year Awards 32
Field Trips 32
Transportation 32
Lunches and Food 33

HEALTH AND SAFETY **34**

Immunization and Medical Exam Certificates 34
Health and Medical Issues 34
Fire, Tornado, and Hazardous Weather Drills 36
School Closing, Severe Weather 36

TECHNOLOGY **37**

Device-Free Campus 37
School Web Site 37
Online Social Media 37

FACILITIES **38**

Care of Building and Grounds 38
Cleaning 38
Lost and Found 38
Office Use by Students 38
Telephones 38

GENERAL INFORMATION FOR PARENTS

Accreditation

Cherokee Christian Schools is fully accredited by the Georgia Association of Christian Schools (GACS) and holds provisional membership with the Association of Classical Christian Schools (ACCS).

Asbestos-Free Environment

All school buildings were constructed without asbestos-containing materials. A contractor's affidavit confirming this is on file in the school office. In compliance with the law, we notify all employees and families annually.

Admissions Policy and Procedure

Enrollment at Cherokee Christian Schools is a privilege, not a right. This privilege may be revoked if a student's conduct, attitude, or academic progress is deemed unsatisfactory by the administration. Enrollment may also be terminated if families fail to cooperate with the school in ensuring student attendance, cooperating with teachers and administrators regarding disciplinary matters involving their students, engaging in actions or advancing viewpoints contrary to the school's Statement of Faith or Doctrinal Statement, or otherwise failing to work courteously and collaboratively with school faculty and staff. Reenrollment begins in December. Many classes fill quickly, so we encourage early action. Current families in good standing receive enrollment priority through the end of January, after which all applicants are treated as new.

Calendar

The school maintains two calendars: the Academic Calendar and the Events Calendar. Both are available on our website. Please refer to them for important dates. Any important updates will be communicated via email.

Chaperones

Class field trips rely on the support of our chaperones. Only Qualified Adults may serve in this role. Qualified Adults are defined as an adult who has been approved to serve as a volunteer and has met the following requirements: (1) is at least 18 years of age; (2) has cleared a Level 2 background check for school volunteers; (3) has completed a safe environment and youth protection training program approved by the school; and, (4) has been added to the roster of trained and approved volunteers who have qualified to supervise students. All chaperones must review and sign CCS's Policies and Procedures Regarding Sexual Misconduct prior to chaperoning any CCS field trip or event and must agree to comply fully with all policies and guidelines stated therein.

Chaperones are expressly prohibited from bringing non-CCS siblings or guests on field trips or other school sponsored activities.

Chaperones are expected to model Christ-like behavior in speech, attitude, and appearance, understanding their role as spiritual leaders. Some may be asked to drive for off-campus events. Drivers must be at least 21 years old and have a completed Driver Authorization Form. In addition, CCS must have a copy of their driver's license and proof of insurance on file. All chaperones must follow school policies and the guidelines below:

Driver Guidelines:

- Be on time.
- Arrange care for siblings so you can focus on assigned students.
- Be accompanied by another Qualified Adult in the vehicle.
- Complete a Driver Authorization Form before the trip.
- Ensure all students are in seat belts.
- Refrain from being alone in the vehicle with a student other than their own student.
- Obey all traffic laws and speed limits.
- Drive directly to and from the trip—no detours or extra stops.
- Supervise the students assigned to you at all times.

If a driver is unable to return to campus, due to illness or vehicle issues, they should coordinate with another approved driver to ensure all students return safely to school.

Communication

We are committed to keeping parents informed. The Warrior Weekly is your primary source for important school updates—please read it regularly. If your email address changes, notify us at admin.support@cherokeechristian.org.

For routine messages, please email or write to your student's teacher or the administration when appropriate.

CCS is a device-free campus. Students are not permitted to possess electronic devices, specifically cell phones, smart phones, tablets, smart watches, AirPods or other earpieces, laptops, and the like, on campus during school hours. If you need to reach your child during the school day, please call the school office and ask to speak with the student. The student will be called to the office and provided access to a landline telephone to take your call.

Drop-Off / Pick-Up

- Drop – Off: 8:00 a.m. to 8:25 a.m.
- Pick–Up: 3:00 p.m. to 3:25 p.m.

Students who are not picked up by 3:30 p.m. will be placed into GrowthCare. Parents wishing to pick up after this time will need to come to the front office.

Divorce, Separation, and Family Discord

Divorce, separation, and family discord can adversely impact a student's experience at school. CCS will not get involved or enmeshed in custody or family disputes arising from separation, divorce, or family discord. CCS will comply with the clearly documented terms of lawful custody orders but will not engage in interpreting or applying ambiguous or contested provisions of such orders. If the terms of custody orders are either ambiguous or disputed, the student's parents must either reach a mutually acceptable resolution of the ambiguity or dispute and notify CCS in writing, signed by both parents, regarding such resolution or, in the alternative, provide a court order from the court issuing the initial custody order that either clarifies the ambiguity or resolves the dispute. In the event that separated or divorced parents cannot agree on school-related issues pertaining to their students enrolled at CCS, and their disagreements become disruptive due to an inability to cooperate with CCS, CCS reserves the right to terminate enrollment.

The following policies help clarify our procedures regarding non-custodial parent involvement:

- The school allows non-custodial parents access to school activities and student records unless a court order or legal document states otherwise. CCS shall maintain complete neutrality in all such disputes between divorced or separated parents or parents in other custody disputes.
- A non-custodial parent may not remove a student from campus without a court order or written permission from the custodial parent.
- If any parent's behavior disrupts school operations, access may be restricted. If the problem persists, enrollment will be terminated and permission to enter onto the CCS campus will be withdrawn.
- Only the custodial parent may grant permission for activities, unless legal documentation assigns that authority to the non-custodial parent.
- All official school documents (report cards, awards, etc.) will be sent only to the primary custodial parent. If custody is shared, a single point of contact must be identified to receive materials. The school cannot manage separate distributions for each parent.

We will provide access to student grades, encourage joint parent-teacher meetings, and include both parents in school email communications when appropriate.

Financial Information

Specific information about tuition, fees, and payment arrangements can be found at http://www.cherokeechristian.org/admission/tuition/.

Tuition Assistance

Students who receive tuition assistance or any type of scholarship assistance 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 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 student and parent(s) 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.

Tuition Accounts

- **Payment in Full:** For families not receiving tuition assistance, a 3% discount will be given for tuition accounts paid in full on or before June 1.
- **Semester, Quarterly or Monthly Payments:** For those choosing to pay by semester, quarterly, or monthly, the total tuition will be divided by the appropriate number of months. An EFT (Electronic Funds Transfer) payment plan is mandated. Each payment will follow in accordance with the outside tuition management agency used by Cherokee Christian Schools (FACTS Management).

If at any time a tuition account becomes delinquent by 60 days, parents will be notified that their student(s) will not be allowed to return to school until all financial responsibilities have been met or satisfactory arrangements have been made with the Business Office.

Early Withdrawal

If a student is withdrawn after 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.**

School Hours

8:00-8:25 a.m.	**Morning carpool**
8:30 a.m.	**Classes begin**
12:10 p.m.	**Lunch**
3:00 p.m.	**Dismissal of students**
3:00 – 3:25 p.m.	**Afternoon carpool**

GrowthCare

Cherokee Christian Schools offer a before/after school program called GrowthCare to assist those parents who need to drop off their children early (7:00am - 8:00am) or pick up their children late (3:30pm - 6:00pm).

For specific information about GrowthCare, including hours and fees, see http://www.cherokeechristian.org/admission/growthcare/.

Parental Support

Parental support is an essential part of the educational process. If, in the sole discretion of CCS, a parent has failed to collaborate cooperatively with the school, has breached 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, CCS 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.

Parent-Teacher Conferences

Should parents desire a conference with an individual teacher, parents should contact that teacher directly. If parents wish to meet with several or all the student's teachers, they should arrange this through the Primary School Principal. Parent-Teacher conferences are an important and vital part of our school. Parents and teachers are viewed as 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.

School Board of Directors

The School Board of Directors meets regularly throughout the year. Because CCS is a private nonprofit corporation, meetings of the Board are not open to the public. News of significant decisions will be announced by letter, email, or through the Head of School. Any parent concerns regarding school governance or policies should be addressed to the Head of School.

Visitor Parking

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

GENERAL SCHOOL POLICIES

Conflict Resolution

Good communication and positive relationships between parents, teachers, and administrators are essential to the health and well-being of the CCS school community. 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 steps:

1. Parents should first go to the involved teacher to discuss the concern. 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. The administration will not become involved until the parents and the involved teachers have first had an opportunity to discuss the concerns and attempt to resolve them.
2. If the concern remains unresolved, the parents should contact the Primary School Principal.
3. If after these interventions, and only if they have not satisfactorily resolved the concern, then the parents may seek the intervention of the Head of School. The Head of School will not intervene or become involved until the involved parents have first tried to resolve the concern through the ordinary administrative process described above.

Please note that the School's Board of Directors does not become involved in resolving parent concerns and issues. The Board will refer all complaints and concerns received back to the Head of School for further consideration and action.

Academic Support and Academic Counseling

CCS operates a very proactive program of academic counseling, which is overseen by the Primary School Principal and the Director of Academic Support. Student progress and performance are reviewed by both the classroom teacher and the principal. They will determine when Academic Support may be needed. The teacher will conference with the parents, the Primary School Principal, and Director of Academic Support to determine if a student should receive academic support during the school day. If warranted, the Director of Academic Support may refer the student for after-school tutoring, which is available, at an additional cost, to students in specific subject areas.

Students facing personal challenges may reach out to the Primary School Principal for initial guidance. Further support from school staff may be provided as needed. In certain cases, external counsel from a pastor or trained biblical counselor may be suggested. CCS does not provide or refer to psychological or psychiatric counseling. For such services, please consult your pastor or physician.

Leaving School and Class

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

Please be mindful that removing a student from class does impact instructional hours and Georgia state compulsory attendance requirements, unless the reason for withdrawing a student from class constitutes an "excused absence." Please contact the Primary School Principal if you have questions regarding attendance issues.

Book Fees and Use Policy

Textbook fees are included in the tuition. All hardback 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.

Supplies

Student supply lists will be published on the school website prior to each school year. All students are expected to supply their own materials in accordance with the supply list, and supplies must fit in the student desks.

Visitor Policy

Cherokee Christian Schools is committed to ensuring the safety and security of our students, faculty, and staff. As a private Christian PreK-12 institution, we operate as a closed campus, meaning access is restricted to authorized individuals to maintain a secure and focused learning environment. To support this commitment, we have established clear guidelines for visitors and volunteers to ensure all campus interactions align with our mission and prioritize the well-being of our school community.

Definitions

Visitor: An authorized individual who visits the campus for a short period for a specific purpose, such as attending a meeting with a CCS faculty or staff member, attending lunch, chapel, or a student performance. Visitors interact only with CCS faculty and staff, their own child, or observe in a public setting.

- **Requirements**: Visitors must check in at the front office, present a valid photo ID, and wear a visitor badge while on campus in addition to other specific requirements described below. No background check is required.

Volunteer: An authorized individual who serves in a capacity involving regular presence, direct interaction with students, or support for school programs (e.g., classroom helpers, field trip chaperones, event workers, lunch or recess monitors, coaches, or club sponsors).

- **Requirements**: Volunteers must complete a background check and adhere to the school's volunteer policies and procedures.

Lunch Visitors

CCS values the engagement between parents/guardians, and the school and welcomes them to join their child(ren) for lunch. To ensure a safe and orderly environment, the following guidelines apply:

- Parents/guardians may eat lunch only with their own child(ren) in the designated lunch area and must always be in the line of sight of designated CCS personnel.
- Parents/guardians who wish to bring siblings (school age of 5 years and above) of a CCS student to lunch, must have prior approval from the Primary School Principal.
- All parents/guardians must check in at the front office, present a valid photo ID (if asked), and wear a visitor badge while on campus.
- Parents/guardians may not accompany students to classrooms or other campus areas.
- Lunch visits are intended to be brief and occasional, typically lasting no longer than the scheduled lunch period.

Parents/guardians may not:

- Interact with students other than their own child beyond normal courtesy.
- Share food with students other than their own child.
- Take photos or videos of students other than their own child during the lunch period.
- Use the visit to conduct school-related business with teachers or staff.

Grandparent Visitors

Cherokee Christian Schools welcomes grandparents to visit their grandchildren on campus to foster family connections, provided they either have express permission from or are accompanied by a parent or legal guardian of the child. To ensure a safe and orderly environment, the following guidelines apply:

- All grandparents must check in at the front office, present a valid photo ID, and wear a visitor badge while on campus.
- Grandparent visits are limited to the designated lunch area or public events (e.g., chapel, performances, or athletic events) and require prior approval from school administration for any other campus areas.
- The accompanying parent or legal guardian is responsible for ensuring the grandparent adheres to all visitor policies.

Grandparents may not:

- Interact with students other than their own grandchild beyond normal courtesy.
- Share food with students other than their own grandchild.
- Take photos or videos of students other than their own grandchild.
- Visit classrooms or other student spaces without prior approval and supervision by school staff.

Alumni Visitors

Cherokee Christian Schools welcomes alumni to visit the campus to reconnect with the school community and share their experiences. To ensure a safe and orderly environment, the following guidelines apply to alumni visits:

- Alumni must schedule their visit in advance with the school office and receive approval from school administration.
- All alumni visitors must check in at the front office, present a valid photo ID, wear a visitor badge while on campus, and always be accompanied by designated CCS personnel.
- Alumni visits are generally limited to public events (e.g., chapel, performances, or athletic events) or pre-approved activities such as guest speaking or mentoring.
- Alumni may not interact with students beyond normal courtesy unless participating in a school-approved activity (e.g., speaking engagement or alumni event).

Alumni may not:

- Visit classrooms, lunch areas, or other student spaces without prior approval and supervision by school staff.
- Take photos or videos during their visit without permission from school administration.
- Engage in activities that disrupt the school environment or instructional time.

Custody and Safety Considerations

- Any custody restrictions or legal limitations must be documented and on file with the school office. These will be strictly enforced.
- The school reserves the right to limit or deny lunch visits if there are concerns related to student safety, legal issues, or disruptions to the school environment.
- The school reserves the right to require a background check for alumni participating in activities involving direct student interaction.
- The school may limit or deny alumni visits if there are concerns related to student safety, legal issues, or disruptions to the school environment.

ACADEMIC POLICIES

Classical Christian Education

In 2024, Cherokee Christian Schools ("CCS") began the process of implementing a classical Christian educational curriculum and becoming a classical Christian school. Classical Christian Education ("CCE") is a resurgent movement that strives to recapture the essence of, and successful outcomes related to, the methods of Christian education that were used in the West for nearly a thousand years. It is a move sharply away from Progressive educational practices, which prioritize standardized, skills-based learning, measurable outcomes, and student-centered approaches often detached from historical and moral frameworks. CCE instead is a return to the materials and methods that successfully educated countless generations of Christians prior to the mid-20th century.

CCE is not merely an alternative method of instruction, but rather it seeks an inner transformation of the student. It cultivates the students' habits of thought and action enabling them to view the world with certain foundational truths and thereby align their desires with God's ideal. CCE's objective, then, is to shape virtue and reason so that they will be in line with God's will.

College Preparation

College is a natural outworking of CCE because graduates are eager to learn and have excellent faculties in language and reasoning. However, the chief end of CCE goes beyond college admissions and seeks to prepare students to worship and glorify God in every endeavor.

Graduates of a classical Christian school should be marked by a noticeable refinement of manner and intellect. They will be first and foremost committed to their Christian purpose in life and will love and exemplify Christian virtues. The ideal graduate will also be competent in language, mathematics, science, philosophy, and theology, and be prepared and interested in studying them further. He or she will think well, with Christian presuppositions, and desire to cultivate a life marked by wisdom, humility, service, and lifelong learning.

Distinctives of Classical Christian Education

Classical Christian Education ("CCE") differs quite significantly from education found in most public schools and many private Christian schools. Its distinctives are as follows:

- **The Trivium & Quadrivium:** The Trivium and Quadrivium are designed to cultivate critical thinking, eloquence, and intellectual rigor and form the foundation of classical education at our school. The Trivium comprises three disciplines: Grammar, teaching the structure and mechanics of language; Logic, fostering clear reasoning and argumentation; and Rhetoric, developing persuasive communication skills. The Quadrivium includes four disciplines: Arithmetic, exploring numbers and their properties; Geometry, studying shapes and spatial relationships; Music, understanding harmony and proportion; and Astronomy, examining celestial phenomena. Together, these seven

liberal arts equip students with the tools to think deeply, communicate effectively, and engage with the world thoughtfully.

- **Integration of Content**: Integration reflects the unity of God's world, and CCE emphasizes integrating subjects such as history, literature, science, math, composition, and language. Our Primary School courses, especially in the Humanities, engage in dialogue with one another, exploring shared themes and weaving instruction across multiple disciplines.
- **Focus:** Classical schools prioritize depth over breadth. This is sometimes referred to as the Scholé method, also described as restful learning. The term "restful" does not mean easier or less challenging, rather it refers to contemplative learning where students are taught to think more carefully, more intentionally, and more deeply to gain insight and mastery. Rather that learn ten things in a haphazard and shallow manner, students in a classical Christian school learn to think deeply, reason more precisely, and reflect more carefully upon the material that they are studying. They eventually become equipped with the skills and tools to handle other, more complex subjects with ease and mastery.
- **Good Teachers:** A good teacher is first a Christian, then a scholar, then a teacher. Some have formal graduate degrees in traditional scholarly fields. Others gained their scholarship informally. Since we know that a student, when fully trained, will become like his teacher (Luke 6:40), those who teach artistry in some form must be masters of their craft if they are to be effective. Training in education or teaching, while valuable, is of secondary importance to that of subject mastery and giftedness.
- **Socratic Discussion:** Students are trained in the art of reason and argument through dialog, often around a table. Students challenge ideas and work from the greatest literary sources under the guidance and mediation of the teacher. In this, we train students to internalize, harmonize, and align with God's truth rather than individual, subjective "truths."
- **Assessment:** Our school respects the integrity of academic performance in grading. CCE assessments, however, prioritize ideas, understanding, and critical thinking over mere information retention, while also valuing exemplified Christian virtues such as diligence and humility alongside subject mastery. Persuasive speaking and writing are fostered through diverse methods, including oral exams, discussion rubrics, one-on-one engagements, and presentations.

Content and Curriculum

In CCE, students study our physical universe and then reach beyond it into transcendent truth about the Creator through philosophy and theology. Rather than viewing subjects as an end in themselves, CCE approaches all learning with a love of knowledge (philosophy) and the love and study of God (theology). Elements of the CCE curriculum include:

- **Latin:** Latin enhances understanding of English grammar, vocabulary, and syntax. Many English words derive from Latin roots, so studying Latin improves vocabulary and aids in deciphering unfamiliar words. It also provides a foundation for learning Romance languages like Spanish, French, and Italian. Studying Latin sharpens critical thinking and problem solving while also helping students to think deeply about what their own words mean.

- **Persuasive writing & thesis:** CCE bases its writing and speaking curriculum in the ancient Greek and Roman training in rhetoric. Rhetoric is the art of persuasion, not to be confused with speech, debate, composition, or any other subcomponents of it. The defense of a rhetorical thesis before graduation in the Senior Seminar course is required of all CCS graduates and typically completes the K-12 classical experience.
- **Great Books:** The Western canon from Homer to C.S. Lewis, read as close to the original as possible, is the core of our Primary School education. *Ad fontes* ("to the source") is a principle in CCE that values original sources over knowledge digested from textbooks. Students encounter each work of art as an expression of some truth, goodness, and beauty and evaluate each work in light of Christian truth.
- **Great art, music, literature:** One becomes what one beholds. Consistent exposure to the greatness of Western culture (and some others) has a profound impact on the student's holistic formation of character, intellect, and faith. Regular exposure to and appreciation of great music and art in the classroom helps develop the student's aesthetic sensibility. Classical and great church music are emphasized. Other, more recent forms, like jazz, may also be studied.
- **History:** CCE immerses students in the whole sweep of Western history, integrated with biblical and Christian history. Human history and culture, not just geopolitical information, is emphasized. Integration with literature helps achieve this goal.
- **Logic, science, and math:** The second phase of the Trivium, logic, is also a core subject. It is a bridge between language and subjects like math, philosophy, and science. Science is the study of God's revelation in the natural world. Math reflects the language of God's order in creation and trains the student in logical thinking and attention to detail.
- **The Seven Virtues:** CCE begins with the seven virtues (Justice, Prudence, Temperance, Fortitude, Faith, Hope, and Love) that should mark a Christian community. To these is added the many virtues taught in history and the Scriptures. This is accomplished also through habit, recitation, and community standards.
- **Scripture:** The Bible is not limited to a Bible class but is integrated into all subjects as a tool to be memorized, studied, and understood. CCE views the Bible as God-breathed and inerrant. It is also literature and interpreted as such.

The Great Books

Great Books are a central and critical feature of CCE. CCE leans heavily on those books which have proven themselves by their beauty, profundity, and shaping influence. Reading the classics also has the advantage of challenging the student's modern perspective, as C.S. Lewis aptly points out:

> It is a good rule, after reading a new book, never to allow yourself a new one till you have read an old one in between. If that is too much for you, you should at least read one old one to every three new ones. Every age has its own outlook. It is especially good at seeing certain truths and especially liable to make certain mistakes. We all, therefore, need books that will correct the characteristic mistakes of our period. And that means the old books.

The literature that students will study will be selected from the classics: Homer, Augustine, Dante, Shakespeare, Dostoyevsky, Dickens, Austen, Twain, O'Connor, Fitzgerald, and others. In the 1950s, the philosopher, Dr. Mortimer Adler, assembled a collection of classics based on the Western tradition which he called the "Great Books." The term "Western Canon" includes much of the same corpus, but it highlights Western works, whereas Great Books are not necessarily so. The Great Books deal with age-old questions that all human experience

shares. Through Great Books, students learn to engage with arguments and assumptions from times very different from their own. And, they develop deeply rooted moral imaginations and perspectives on life.

Grading

Students will be evaluated by the teacher, and a report will be sent to parents at the end of each grading period concerning their student's competency and performance. Notice of final grades will be emailed after all grades have been reported by the teachers and reviewed by the Primary School Principal. Grade information is also available through FACTS.

For all Primary School courses, a letter grading system will be used as follows (with numeric grades rounded to the nearest whole number):

Grades K-2 grading scale:

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

Grades 3-5 grading scale:

Grade	Definition	%
A+	Superior	99% – 100%
A	Outstanding	92% – 98%
A-	Excellent	90% – 91%
B+	Above Average	88% – 89%
B		82% – 87%
B-		80% – 81%
C+	Average	78% – 79%
C		72% – 77%
C-		70% – 71%
D+	Below Average	68 – 69%
D		67%
D-		65% – 66%
F	Unsatisfactory	Below 65%

Academic Watch

At Cherokee Christian Schools, we believe that strong academic progress is essential to a student's overall development. To support this, we closely monitor academic performance throughout the year and are committed to working collaboratively with students and parents to ensure that all students have an opportunity to progress academically and achieve success.

If a student evidences academic struggle, exhibits a lack of progress, or is consistently failing to meet the expected level of academic proficiency (e.g., the student has a core subject average below 70), they may be placed on Academic Watch. During this time, the student will be notified and encouraged to seek help through their teachers or academic support resources. Parents will also be notified by the classroom teacher that the student has been placed on Academic Watch.

If improvement is not shown in a reasonable amount of time, administration will initiate a collaboration and dialogue with the student's parents regarding strategies for formulating a path forward. The student's learning needs will be discussed, and a plan of action will be put in place. If the strategies put in place to address the learning needs of the student is not successful, a recommendation may be made for to have the student professionally evaluated outside the school. Students who consistently are unable to meet expected academic standards, or achieve expected academic proficiencies, may be placed on enrollment review, which will involve assessing collaboratively with the student's parents whether another school might better serve the student's learning needs.

Homework

Homework is assigned as needed in each of the student's classes to accomplish one of the following purposes:

- To practice what was learned in class and provide students an opportunity to acquire experience in what they learned earlier that day.
- To provide additional context or depth of information regarding matters studied or discussed in class that day.
- To require students to reflect upon, and contemplate, what was discussed and covered in class and organize their thoughts on the material and work through specific issues identified by the teacher.
- To prepare for class discussion in the class that is upcoming and be capable of engaging in dialogue and discussion with the teacher, having carefully read and considered the material to be discussed in advance.

Some days, students will have work that advances one of these purposes to complete after school and will be due in class the next day. Some days, however, that will not be the case. The assignment of "busy work" or "homework for homework's sake" is not consistent with classical Christian educational methods and is something teachers will not do.

Parents can help with homework in these ways:

- Check to see if your student(s) has homework each night. Check the student's Communicator Folder for the most recent assignments.
- Ask your student(s) what they learned in class that day and what they anticipate is going to be covered in the next class period.
- Encourage your student(s) to think deeply about what was covered in class and to formulate questions for the teacher that might be asked in the next class period.
- Hold your student(s) accountable to finish his or her work on time and to do it to the best of his or her ability.

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

Students are responsible for doing their homework and will be subject to discipline for repeated lack of responsibility.

Student Records

Student records shall consist of the following:

- Attendance records.
- Ongoing grade records for current students.
- Transcripts for former students (graduated or withdrawn) showing credit and/or grades earned. (CCS must hold student transcripts as permanent records).
- Student financial account records.
- Previous education records from other schools for transferring students to CCS.
- Student applications for admission.
- Student Enrollment Agreements.

All student records shall be maintained in one or more of the following environments:

- In secure storage, protected against pilferage, fire, and tampering.
- On a secure digital cloud storage with industry-standard security and authorized access.
- In a secure, fire-proof off-site document storage facility.

All student records shall be maintained for a minimum period of three (3) years after a student either withdraws or graduates from CCS. Student transcripts shall be maintained and archived permanently. Should CCS cease operation, it shall, prior to the cessation of operations, file with GNPEC (or a third party acting on behalf of GNPEC) all transcripts for all former students and the academic records of students that were active at the time of closure.

Testing Program

In addition to tests in courses, students in Grades 3 through 6 will take the Classical Learning Test in the fall and in the spring. These tests will provide both parents and the school with an objective metric regarding a student's level of existing proficiency and their academic progress over the course of the school year.

Textbook Usage

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

Transcripts (Registrar)

Unofficial Transcripts: Parents may request unofficial copies of their student's transcript from the school office. Please allow at least 48 hours to process the request.

Official Transcripts: Only graduated alumni of CCS may request sealed, official transcripts be sent to colleges using the link found on our website: (https://www.cherokeechristian.org/transcript-request). All other requests for official transcripts must come directly from another school.

CCS 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 aligned with our curriculum. For more information about Focal Point, including contact information, please see: https://www.cherokeechristian.org/academic-support/ - focal-point.

STUDENT CONDUCT AND DISCIPLINE

Attendance

The State of Georgia leads the nation in enforcing school attendance and combatting truancy. Georgia law is very strict regarding unexcused absences and tardies for minor students. Violation of Georgia truancy laws can result in a myriad of legal consequences involving State intervention, including criminal prosecution. As a condition of its accreditation, CCS is obligated to comply with Georgia school attendance laws and regulations. The school's failure to comply with such laws and regulations could result in its accreditation by the State of Georgia being withdrawn.

The State of 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.

CCS Attendance Policy

A parent/guardian must submit an online Student Absence Form for any type of absence.

Students may not accumulate more than **five (5)** days of **unexcused** absences per school year. Once this threshold is reached, parents will be notified that further absences may adversely impact the student's academic standing and parents will be required to meet with administration to cooperatively work out a plan for ensuring that the student does not miss additional school days without a valid excuse. If a student accumulates **ten (10) unexcused** absences in a semester, the student is subject to retention (i.e., "being held back" in the student's current grade) during the next school year.

Under Georgia law and regulations, specifically the Georgia Compulsory Attendance Law (O.C.G.A. § 20-2-690.1) and State Board of Education Rule 160-5-1-.10, school absences are categorized as **excused** or **unexcused** based on specific criteria. Below are the definitions and conditions for each:

Excused Absences

Excused absences are those absences from school that are permitted under Georgia law. Excused absences include, but are not limited to, the following circumstances:

1. **Personal Illness or Serious Injury**: When a student is ill, is seriously injured, or their attendance would endanger their health or the health of others. The school may require medical documentation to validate the absence.
2. **Serious Illness or Death in the Family**: Absences due to a serious illness or death in the student's immediate family (defined as mother, father, siblings, grandparents, stepparents, or legal guardian). Students may be absent from school for up to 4 school days for immediate family deaths and 2 school days for non-immediate family deaths.

3. **Religious Holidays**: Absences for observing religious holidays that necessitate absence from school.

4. **Court or Legal Obligations**: Absences due to compliance with a court order or governmental agency mandate, such as court appearances related to a student's custody status or adoption proceedings.
5. **Military-Related Absences**: Up to five days per school year (not exceeding two school years) for students whose parent or legal guardian is serving in the armed forces, Reserves, or National Guard, to attend military-affiliated events, provided documentation is submitted.
6. **Disciplinary Suspension:** Students who are serving a disciplinary suspension are not charged with an unexcused absence.

Excused absences typically require documentation (e.g., physician's note from a licensed physician, physician's assistant, or nurse practitioner, a court summons, or parent note within three school days of the absence). It should be noted that family vacations, days off for family events, and the like do not constitute excused absences and will be counted as unexcused absences unless an exception is granted by the CCS administration.

Unexcused Absences

Unexcused absences are those that do not meet the criteria for excused absences as mentioned above or lack proper documentation. They are considered unlawful under Georgia's compulsory school attendance law and can lead to truancy consequences. Any absence not accompanied by a valid excuse or appropriate documentation (e.g., a parent note, physician's note, or court order) is considered unexcused. Examples include skipping school, oversleeping, or absences without a provided reason. A student with more than five unexcused absences in a school year is classified as truant under Georgia law. (See O.C.G.A. § 20-2-690.1.)

Once a student exceeds the five (5) unexcused absence threshold, a range of consequences may be imposed by administration and will be convened to determine what consequences will result from the student's excessive unexcused absences.
The classroom teacher may assign additional remedial work, in addition to any missed assignments. Additionally, if the number of unexcused absences imperils or inhibits a student's academic process, the student may be required to repeat their current grade during the next school year (i.e., the student will be "held back").

Make-Up Work for Missed Classes

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

For unplanned, excused absences, the student must complete any work assigned during an absence in the same number of days he/she was absent (for example, if a student misses two days for sickness, he/she will have two school days after he/she returns to make up the work). At the same time, the student must find a way to catch up to the rest of the class

during these days. However, assignments and tests which were announced and scheduled *before* the absence will be due on the assigned date, or, with the teacher's permission, on the first day the student is back in school after the absence, unless alternative arrangements are made with the teacher.

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

Attendance and Late to School

At Cherokee Christian Schools, teachers plan lessons around the full class period. Late arrivals and early checkouts disrupt learning. Students must be present, on time, and stay through the day to support academic excellence and spiritual formation.

Late to School: A student is considered Late to School if they arrive on campus after the start of the school day. A parent must accompany these students to be checked in at the front office upon arrival.

Arriving to school on time is essential to a student's academic success and overall formation. Cherokee Christian Primary School holds all students to a high standard of punctuality as part of our commitment to discipline and personal responsibility.

School begins promptly each day at 8:30 a.m. Morning traffic can be unpredictable, so students and families should plan accordingly. A tardy arrival due to a known and widely reported traffic incident which results in major and unavoidable delays, will be considered excused.

If a student is late due to a valid reason, such as returning from a medical appointment, family emergency or legal obligation, a parent must sign them in at the front office upon arrival and the student will receive a Late to School slip. Documentation must be provided to support the reason for being late which will allow the student to submit assignments without penalty, make up missed assessments, and avoid any academic consequences.

To support this expectation, the following guidelines apply per quarter (9 weeks):

1. **(3-4) Late to School**: A verbal reminder will be given to the student, and an email will be sent to the parent or guardian noting the pattern.
2. **(5 or more) Late to School**: The parents will be asked to come in for a conference with administration.

Backpacks

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

Backpacks may not display any offensive or advertising graphics, pictures, stickers, or accessories. Modern trends in entertainment may often offend certain segments of the

Christian community. Please be sensitive to those who refrain from supporting characters or themes from the entertainment industry. Such displays on backpacks may be innocent to some but a stumbling block to others. Also, students shall limit backpack attachments (such as key chains, clips, electronic devices, ties, etc.) to two items only. Excessive attachments cause safety, noise, and storage problems.

Cellphones, Tablets, Laptops, and Other Devices

Cherokee Christian Schools operates a “device free” campus, meaning that students may not be in possession of cellphones, smartphones, smart watches, tablet computers, laptops, AirPods, and other devices during the school day on campus. CCS, as a classical Christian school, seeks to cultivate an environment where students can focus on their studies, build positive healthy social relationships with their schoolmates, and a restful environment for serious thought and contemplative learning. Cellphones, smartphones, smart watches, and other electronic devices are distractions and do not contribute to a serious learning environment. Hence, they are not permitted to be carried by students during the school day. To be found in possession of such a device on campus during school hours is a serious disciplinary offense and will subject the student to disciplinary action.

Academic Dishonesty

CCS students are required to uphold honesty, integrity, and truthfulness in all areas of school life. Students are not to lie, cheat or steal nor tolerate those who do.

Policy of Academic Honesty

As a community of Christian scholars and learners, the school expects its students to develop and display a strong sense of academic integrity. Our community has zero tolerance for acts of academic dishonesty. Students are expected to exhibit Christian virtue at all times and in all things, living their lives with honesty, integrity, and moral virtue. As in any community, this school must be governed by regulations; and like the laws of any community, these rules function best when they are fully understood, accepted, and cherished by each and every individual member of the community. Therefore, all students and faculty members are expected to be familiar with and to base their actions upon the following statements regarding academic honesty.

Student Responsibilities

1. Students should recognize that the regulations governing academic integrity exist for the protection of the honest and that dishonesty in an academic setting must not be tolerated, much less condoned.
2. Students are responsible for their own work. Any assignment turned in by a student is assumed to be the work of the student whose name appears on the assignment.
3. Students are ultimately responsible for understanding a teacher’s instructions for any assignment. If instructions are not clear, students must seek clarification from the teacher.
4. Students must understand the definitions of plagiarism and academic dishonesty.
5. Students should familiarize themselves with the proper use of citations and quotations in order to avoid accidentally passing someone else’s work off as their own.
6. Students are expected to report incidents of academic dishonesty to their teacher(s).

7. Any student who threatens or coerces another student for reporting an Honor Code violation will face severe disciplinary action.

Teacher Responsibilities

1. Teachers must explain all assignments thoroughly and should address any extraordinary limitations on outside assistance.
2. Teachers should take reasonable precautions in giving tests to ensure that violations do not occur. The fact that a teacher did not take a specific precaution does not, however, constitute an excuse for any form of academic dishonesty.
3. Faculty must be willing to investigate and, if circumstances warrant, report students suspected of academic dishonesty.
4. Teachers must inform the administration any time if a student is charged with an infraction.
5. Teachers must seek to be fair in their dealings with students, particularly regarding cases of academic dishonesty, and must realize that no student can receive an infraction on suspicion alone.

Academic Dishonesty and Plagiarism

Academic Dishonesty is the deliberate and knowing misrepresentation of one's academic work. A student is dishonest when two circumstances occur: (1) The student could reasonably be expected to know that his/her teacher would disapprove of some aspect or circumstance of the student's academic work and (2) the student submits work to the teacher for evaluation while hiding that particular aspect or circumstance from the teacher. To do so is clearly dishonest because the teacher will evaluate the work as what he/she understands it to be. The student has deceived the instructor by misrepresenting the work, and the evaluation has not been rightly earned.

From another perspective, academic dishonesty may be viewed as the use of unauthorized assistance in any work that is to be evaluated. "Unauthorized" means that the teacher would not approve of the form of assistance received and is unaware of its use. The student is being dishonest if he/she deliberately hides this assistance from the teacher while knowing the instructor would not approve of this assistance. If the teacher is unaware of the assistance that has been received, he/she will evaluate the work as being entirely the student's own. Thus, the evaluation has not been fairly earned by the student. Furthermore, any student who knowingly gives unauthorized assistance is also guilty of academic dishonesty.

On tests and examinations, academic dishonesty occurs when a student receives any assistance that the teacher has not expressly permitted. It may take the form of looking on another student's test paper or bringing into the test site any information or materials not expressly permitted by the teacher. Both of the above definitions of academic dishonesty apply: the student has misrepresented the test as being entirely his/her own work. Furthermore, the student has received unauthorized assistance.

On research papers, reports and other written assignments a form of academic dishonesty is plagiarism, which is the use of someone else's information or exact words without properly "documenting" or identifying that source. Whenever someone else's exact words are used those words must be properly punctuated as a quotation and the source fully identified. Also, any information or ideas that have been taken from a source other than the student's own personal knowledge "book, article, interview, etc.," must be properly documented, even

though the student may be rephrasing the information in his/her own words. A student should not hesitate to consult the teacher about any question or uncertainty regarding proper documentation or research information.

A teacher may often allow and even encourage students to work together on assignments or receive assistance from other students, other faculty members, other staff members, friends, family or others. However, if the teacher has not expressly allowed such assistance and expects the assignment to be done entirely by the student, to do otherwise would be dishonest. The student should consult the teacher if there is any doubt about outside assistance being permitted.

Ultimately, academic dishonesty amounts to deliberately hiding something from the teacher. So, the best advice is this: whenever in any doubt, consult the teacher.

Violations

Instances of academic dishonesty will be referred by the classroom teacher to the Primary School Principal for an appropriate disciplinary response.

Conduct and Discipline

Honor Code

All CCS students, as a condition of enrollment, must subscribe to the school's Honor Code, which states:

In living out the Honor Code, I will ...

- Honor Christ with my attitude, words, and deeds (Matthew 22:37-40, Philippians 2:1-11);
- Obey and honor my parents (Exodus 20:12, Ephesians 6:1-3);
- Obey and respect my teachers and authorities over me (Hebrews 13:17, Romans 13:1-5);
- Do my best in every task appointed to me (Proverbs 12:14, 2 Corinthians 9:8, Ephesians 2:10);
- Never lie, cheat or steal, nor accept such behavior in others (Exodus 20:15-17);
- Follow the school's dress code, and seek to honor Christ in my appearance (1 Peter 5:6, Romans 12:1);
- Be honest, trustworthy, kind and compassionate, always striving to edify others (Ephesians 4:29-32, Colossians 3:12-17);
- Refrain from dissension, gossip, arguing and complaining (Exodus 20:16, Philippians 2:14-15);
- Cooperate, and be honest at all times, with teachers, administrators, and those in authority in the enforcement of School policies and rules and will not undertake efforts to protect others who have violated the Honor Code.

Standards of Conduct

As a classical Christian school, the practice and instilling of virtue and the development of sound discipleship, including the formation of a healthy moral and spiritual foundation, are integral components of the school's mission and program. Thus, the standards of conduct set forth below apply at all times to all students, whether on campus, at school activities off campus, or elsewhere.

1 Timothy 4:12 exhorts, "Let no man despise your youth; but be an example of the believers in word, in conduct, in love, in spirit, in faith, in purity." Cherokee Christian Schools believe that conduct is the visible testimony given by each student. Being a part of the CCS community is a privilege, and with this privilege comes certain responsibilities. All students must be treated with dignity and respect, free of threats or harassment. Those policies which are based on moral issues are applicable to our students at all times, whether on or off campus, both during the school year and holidays/summer vacation. This is essential because the testimony of Cherokee Christian Schools is a compilation of moral and biblical standards actively supported by the student body, staff, administrators, and school board. Disciplinary consequences for violations of such standards may be the same as those imposed for on-campus violations.

To educate students to discipline their own lives, rules and guidelines have been established. Students are expected to conduct themselves in accord with these established standards and guidelines and exhibit a positive attitude that is in harmony with the spirit and purposes of the school. The following general standards of personal conduct are expected of each and every CCS student:

1. **Students shall defer and obey the godly authorities placed over them.** This means that students shall respectfully obey and comply with all directions made by the authorities (e.g., parents, teachers, coaches, school administrators, staff members, etc.) who have been placed over them. To defy such authorities is insubordination and will subject the student to disciplinary action.

2. **Students should comply with the Honor Code at all times.** This means behaving honorably themselves and holding their friends and fellow students accountable under the Honor Code as well.

3. **Students shall take personal responsibility for their studies, their conduct on campus, and at all school events, sports practices, fine arts rehearsals, and other activities.** When students fail to meet expectations, they should take responsibility for their actions and work with their teachers and administrators to develop strategies for growth and improvement in the future.

4. **Conversations and discussions, whether in the classroom or between students elsewhere on campus or at School events, must be respectful, appropriate, and reflect Christian principles relative to modesty, humility, proper choice of language, and respect and courtesy for others.** In class, students may speak when invited to do so or called upon by the teacher to contribute to the class discussion. At all other times, students should remain quiet, attentive, and respectfully listen both to the teacher and to the contributions of other students to class discussions. Conversations, private or public, are expected to be positive, constructive, and respectful. No note passing between students (whether on paper, via email, or electronic device) is permitted during class.

Foul, obscene, or sexually suggestive language, drawings, or stories; gossip about others; abuse of God's name or other spiritually meaningful terms; suggestive or obscene gestures or bodily postures; the use of degrading names or racial epithets to identify others; and disrespectful treatment of others are all unacceptable at Cherokee Christian Schools and are causes for immediate disciplinary action.

5. **All property—school property, personal property, or otherwise—is to be treated with due respect.** Damaged or destroyed property belonging to the school or to others is to be replaced by the student responsible for the damage. If school property is damaged, the responsible student's parents may be invoiced for the repair or replacement of the damaged property. Every student is personally responsible for cleaning up after using his or her desk in a classroom, a table in the gym, or a table in a 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.

6. **Student internet use on campus during student hours, unless it constitutes part of an instructional activity directed and overseen by a faculty member, is not permitted.** CCS is a "device free" campus during school hours. Any student caught trying to access the internet, or to use text messaging or cell phone service, will be subject to disciplinary action. Unauthorized electronic devices brought into the school building will be confiscated, held for pickup by the student's parents, and discipline will be imposed upon the offending student.

7. **Weapons are prohibited at all times on school grounds, or at any school-sponsored events.** The term "weapons" includes, but is not limited to rifles, shotguns, handguns, pellet guns, BB guns, paintball guns, airsoft guns, bow and arrows, stun-guns, blank pistols, knives (including Bowie, switchblade, pocket, hunting), razors, chemical defensive devices, martial arts devices, or other items which school staff could reasonably conclude as being a violation of the intent of this restriction. Students shall not have any explosive device, including bullets, other ammunition, fireworks, smoke bombs, paint bombs, paint balls, or any item which gives the appearance of these. Possession of weapons is grounds for immediate suspension and/or expulsion.

8. **Sexual activity, sexualized behaviors, and sexual banter of any type on the part of CCS students is expressly prohibited at all times.** In accordance with the CCS Statement of Faith, all sexual activity is restricted to one man and one woman united in the covenant of Christian marriage. Any sexual activity or sexual behavior of any type outside the context of a Christian marriage between one man and one woman is gravely sinful and unbiblical. 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 serious disciplinary action, including expulsion. In addition, no unnecessary bodily contact is acceptable while at school, except in the regular course of school-sanctioned athletic activities. 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 promotion of, or intent to engage in, an immoral act. Homosexual behavior, "gender fluidity," transgenderism, transvestitism, and other sexual identity issues incompatible with divinely ordained creation are incompatible with enrollment at Cherokee Christian Schools and provide the basis for immediate expulsion.

In keeping with the school's responsibility to promote chastity amongst unmarried people, and to provide a safe learning environment for all students, the school has established the following policy regarding the practice of sexually oriented texting, often referred to as "sexting."

- Sexually oriented texting involves the sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital devices. Students engaged in such activities are subject to prosecution under state and federal laws regarding the dissemination of sexually explicit material depicting minors, as well as school discipline including immediate expulsion. The sending, sharing, possessing, or viewing of pictures, text messages, or e-mails that contain a sexual message or image by a student will result in the imposition of discipline, up to and including expulsion, and, where circumstances warrant, in notification to local law enforcement authorities. Students are required to immediately report any such activities to a teacher or a school administrator.

9. **Alcohol, drugs (including marijuana and its derivatives such as CBD), and tobacco are expressly prohibited at all times on campus and at any CCS event or activity.** CCS is an alcohol, drug, and tobacco free campus and has adopted a zero-tolerance policy regarding the presence or use of these items on campus by students, faculty, and staff. Tobacco in any form, including tobacco substitutes such as "e-cigs/vaping" or alcoholic beverages are not allowed at school or school functions. The following is an outline of the school's policy concerning tobacco, alcohol, and drugs:

10. **While on school property, at an official school function, or in route to or from a school function in school-provided transportation, a student shall not:**

- Possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages, including "near beer" and/or tobacco, vaping paraphernalia, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana (or any of its derivatives including CBD products), or any other substance listed under the Georgia Controlled Substances Act. Legal intoxication is not required for violation of this policy.
- Possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.
- Falsely identify a substance to be tobacco, alcohol, or an illegal drug.
- Buy, sell, distribute, possess with intent to distribute, or attempt to do so with tobacco, alcohol, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, any substance listed under the Georgia Controlled Substances Act, or any substance falsely represented or believed by the purchaser to be such.
- Sniff or be under the influence of inhalants and/or other substances.
- Possession of these on campus or at school functions may be cause for immediate suspension and/or expulsion.

- Additionally, since students represent Cherokee Christian Schools both on and off campus, including during vacations and summer breaks, a violation of these policies in off-campus settings may also subject the student to immediate suspension and/or expulsion.
- Student abuse of alcohol or illicit drugs is incompatible with the purposes and objectives of the school, as well as being detrimental to the health and well-being of the student. Such substance abuse will result in a lengthy suspension or expulsion. Should the student be allowed to remain, the school reserves the right to require both random drug testing and appropriate biblically based counseling by a qualified individual affiliated with or recommended by the school.
- Voluntary disclosure of personal drug abuse will be taken into consideration in discipline; however, it does not guarantee that disciplinary procedures will be mediated. (Voluntary disclosure does not mean coming forward after the administration, faculty, or student council has knowledge of the incident.)
- The school reserves the right to question students about suspected drug/alcohol/tobacco involvement. The administration retains the right to request a parent's or guardian's approval for an immediate urinalysis and/or breath test at the parent's or guardian's expense if a student is reasonably suspected of drug or alcohol abuse.
- The school is under legal obligation to report to local law enforcement authorities all cases of substance abuse.

Harassment

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

- Harassment will not be tolerated and is not acceptable. The school has a detailed harassment policy applicable to faculty and staff that is set forth in detail in the CCS Employee Handbook. The procedures applicable to the prevention and investigation of incidents of harassment by CCS employees are likewise set forth in detail in the CCS Employee Handbook.
- Any CCS student who engages in paying unwanted attention to another student, makes repeated inappropriate or derogatory comments directed at another student in order to embarrass or intimidate that student, bullying another student, or engaging in inappropriate actions because of race, national origin, age, sex, physical characteristics, or disability may be subject to discipline for harassment.
- Any student who believes he or she has been subjected to harassment should report it immediately to the Primary School Principal.
- Reports of harassment and subsequent investigations will be handled confidentially by the Primary School Principal in order to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Any student who is determined to have violated this policy will be subject to discipline, including expulsion.

Discipline

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

Discipline is primarily a *parental* responsibility. It is up to the *parents* to see to it that the students behave properly. Parents do not relinquish their responsibility while their children are at school. The school strives to provide a standard of discipline based on biblical principles and classical virtues, which are deemed broadly applicable. It is impossible for the school to accommodate individual parenting styles or standards regarding discipline. If the school and the home are not working together on discipline, whatever the school does will be ineffective. While we employ various methods, the responsibility for student compliance finally rests with the students and the parents, not with the school.

Types of Discipline

The primary types of discipline available for the school to use are as follows:

- **Verbal discipline** – Admonition, correction, warnings, and rebukes. Students will be lovingly reproved for their actions, guided to biblical texts that clearly identify their sinful actions, and encouraged to repent, seek forgiveness, and align their hearts, minds, and actions with Christ-like virtue.
- **Denial of privileges** – Misbehavior or conduct violations may result in students losing recess, lunch with others, Spirit Day, athletic team or fine arts participation, or other school privileges.
- **Removal from class** – Students may be removed from the classroom (e.g., placed in the hall) for conduct violations or behavioral issues. This is often done for disruptive or inattentive students who distract others from learning or work.
- **Restitution** – This is used in cases of theft or destruction of property.
- **Suspension** – This is done in cases in which the student has engaged in serious disciplinary misconduct or is showing himself to be persistent regarding his or her refusal to comply with school disciplinary standards and has not responded positively 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. Students may receive a full *off-campus suspension*, where they are prohibited from entering on to campus for any purpose for fixed period of time and may not submit any assignments for credit in their courses nor sit for any examinations during that time (and will not be permitted to take a make-up test); or an *on-campus suspension*, where the student is isolated from the student population and assigned tasks to complete during the school day. In on-campus suspensions, students are expected to complete all assigned homework during the period of their suspension, make-up any missed in-class assignments or tests, and keep up with their reading and studies.
- **Expulsion** – Expulsion is imposed by the Head of School upon the recommendation from administration in the case of severe and/or repeated incidents of student misconduct, or incidents of academic dishonesty. See below for additional details regarding Expulsion.
- **Probation** – 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.

- **Reenrollment Review** – Where a student has demonstrated an ongoing proclivity to engage in misconduct such that his or her future membership in the school community may imperil a positive school environment or does not further the common good of the school community in the judgment of the school administration, the student may be placed on reenrollment review. Certain specific benchmarks for improvement over the remainder of the school year will be provided to the student and his or her family.

  On or immediately after May 1 of that school year, administration will meet with the student and his or her parents, review the student's performance relative to the benchmarks that have been set, and will inform the student and his or her parents whether or not the student will be permitted to reenroll at the school for the next school year. If reenrollment is denied, the parents will receive a 50% refund of the reenrollment fee and the student's enrollment at CCS will be terminated at the end of the semester. The student's academic record will be annotated to reflect that the student was dismissed from the school for disciplinary reasons. Seniors subject to this sanction will be prohibited from participating in any graduation activities, including the commencement exercises, in lieu of being denied reenrollment. Their final transcripts will include a disciplinary notation to this effect prior to being sent off to their future college or employer.

Primary School Discipling Program

The goal of the school's discipline program is to partner with parents in discipling their child's heart towards godly obedience and the formation of virtue. It is relational and restorative. Teachers encourage, instruct, and admonish students with the end goal of restoration through repentance and forgiveness. It is the direct application of the Gospel in the daily life of a student. Its aim is to restore horizontal and vertical relationships with love, respect, grace, wisdom, and fairness. The process utilizes a demerit system divided into four relational levels. It is important to note, however, that certain behaviors or infractions may lead to an acceleration of this process:

Level 1: Corrective Conversation with the Classroom Teacher or Principal

- The classroom teacher or principal follows procedures and policies that foster a positive learning environment for all students. The climate and culture of the classroom and campus are managed using various relational methods and techniques. Rebellious, disruptive, or disrespectful behaviors are dealt with on an individual basis. The end goal is repentance, forgiveness, and restoration. The teacher/monitor may or may not contact parents at this level of discipline. Often, the student's relationship with the teacher or the principal is sufficient for effective mentoring and growth. In the event of repeated infractions, teachers are encouraged to contact parents. Discipline may be imposed by the teacher or the Primary School Principal. When either the teacher or the Primary School Principal believes that these efforts are not sufficient, the situation is escalated to Level 2.

Level 2: Formal Meeting with Student and the Primary School Principal

- The Primary School Principal will meet with the student to discuss the behavioral infractions. Depending on the issue, parents will either be notified beforehand and included in the meeting or notified afterwards. Detentions and other more serious consequences, such as suspension and/or restitution, may be issued as a result of the severity of the infraction or the repeated nature of the issue. These meetings may, but do not necessarily, become a part of the student's permanent record.

Level 3: Probation

- The Primary School Principal will schedule a formal conference with the student and parents. The student will normally be placed on behavioral probation, and a remedial plan will be agreed upon by all parties. As always, the end goal will be repentance, forgiveness, and restoration. Additional conferences may be held for additional infractions. Disciplinary action will become part of the student's permanent record. The probation process is a time to monitor attitude, character, and behavior. The Primary School Principal maintains a record of behavioral improvements as well as infractions. Probation should be rightly understood as a time to demonstrate improvements, not simply avoid infractions.

Level 4: Expulsion or Reenrollment Review

- Students who have progressed through the first three levels of the discipline program and continue to receive disciplinary referrals will be considered for reenrollment review or expulsion. Administration will review the documentation and meet once again with the student, and parents. Courses of action may range from two or more days of suspension, reenrollment review, and expulsion. Students who have reached this level and remain defiant and unrepentant will be expelled for the good of the school community.

The school reserves the right to accelerate the process for any unrepentant student who tries to abuse the disciplinary system or establishes a pattern of behavior that is destructive to the welfare of the school community. Additionally, dangerous, threatening, destructive, immoral, or illegal activities may result in immediate disciplinary action ranging from suspension to expulsion.

Expulsion

The student will be officially dismissed from the school by the Head of School. Students who have been so dismissed from the school will not be allowed on campus in the future without the specific written permission of the Head of School. Should an expelled student attempt to enter on to campus they will be immediately escorted off campus by campus security and, if necessary, local law enforcement will be summoned. Expelled students will not be allowed to take exams or turn in course work for credit. Expulsion for any reason, including failure to meet terms of academic or disciplinary probation, is not contingent on the family's being able to enroll the student in another school.

Dress Code

Cherokee Christian Schools has chosen to adopt a uniform-based dress code for all grade levels. Students are to be in uniform at all times while on campus during the normal school day. At Cherokee Christian Schools, uniforms are an important part of educational life. While

the school strives to align our overall policies with the biblical standard, 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.

Specific uniform standards are available at the school website at http://www.cherokeechristian.org/parents/forms-policies/.

Spirit Day

Each Friday is designated as Spirit Day. Students may wear any school sponsored/issued tee shirt, school polo shirt, or school sweatshirt, with jeans or jean shorts. The specific guidelines are found alongside the school's Dress Code.

Uniform Violations

Students may receive a "Uniform Violation Notice (UVN)" if they fail to comply with the uniform standards. The following are the two reasons students incur Uniform Violations:

Out of Uniform

Students will receive a UVN for wearing clothing that is not part of the uniform, forgetting specific parts of the uniform, or wearing uniform clothing that is ripped, torn or in disrepair.

Uniform Worn Incorrectly

Students will receive a **UVN** if they fail to wear their uniform properly during the day. Such instances normally include sitting inappropriately in a skirt or shorts and putting on non-CCS outerwear. This is considered less disruptive to the school day, but it is possible for a student to accrue more than one of these during the day. Students are encouraged to develop the habits required to ensure their appearance is correct.

Students who receive a UVN for wearing the wrong type of clothing will be issued a replacement article of clothing from the Primary School front desk. On the first infraction, you will be given two days to wash and return the article in question. Failure to return the issued clothing, or multiple infractions for being out of uniform, will result in the appropriate articles being issued to the student and a balance will be added to the tuition statement.

Specific uniform standards are available at https://www.cherokeechristian.org/parents/forms-policies/.

Behavioral Probation

A student may be placed on behavioral probation for any instance of behavior which is deemed detrimental, or for a pattern of irresponsible behavior which reflects an attitude of hardheartedness and unrepentance. The time period of behavioral probation will be up to the discretion of administration and will be commensurate with the seriousness of the offense. Further offenses during probation will result in a recommendation for expulsion or encouragement to seek education elsewhere. At the end of the probationary period, administration, after counsel with the student, his/her teachers, and his/her parents, may

take further action including the following options: an additional probationary period if some promising change is evident, expulsion from school, or lifting of probation and restoration to full responsible membership in the student body.

Behavioral probation serves as a tool to provide additional assistance and motivation to misbehaving students. Administration will work closely with the student, teacher(s), and parents to develop a behavioral improvement plan. The Primary School Principal will monitor this plan and keep in constant contact with the parents. The goal is to restore the student to “good standing” as soon as possible. A student on behavioral probation may be prohibited from representing the school in any public contact, contests, meetings, activities with other schools or the general public, extracurricular activities, or public events such as sports or drama performances. The student may, however, continue to participate in athletic practice sessions at the discretion of the Athletic Director.

Student Relationships

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

STUDENT ACTIVITIES

Chapel

The school conducts Primary School Chapel weekly. There are two chapel sessions based on grade level: K-2nd grade and 3rd – 5th grade.

End of Year Awards

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

- **Character Certificates** – Given to each Primary School student for a consistently observed behavioral trait that demonstrated a fruit of the Spirit.
- **Completion Certificates** – Given to each student who successfully completed their current grade level's academic requirements.
- **Physical Fitness Award** – Given to students who meet defined standards for physical fitness and performance.

Field Trips

Costs for most field trips in Primary School are generally covered by the activity fee, although depending upon the activity involved, an additional fee may be assessed. All students will be required to stay until the end of the school day after returning from a field trip. Field trip days are considered full academic school days and students will depart promptly at the appointed time. Students who are late and miss the field trip departure will be given an unexcused absence for the day. For all field trips, students will wear standard uniforms unless an exception is approved by the administration. No electronic devices are allowed on field trips.

Transportation

All students are required to ride the bus for field trips. An administrator must authorize any exception. The student must have permission from the teacher to ride home with his/her parents at the conclusion of the field trip. Students should keep in mind that the use of school vehicles includes the responsibility of keeping them clean. Food and drink in the vehicles are at the discretion of the driver.

Bus Regulations

1. Remain seated, facing forward while the bus is in motion.
2. Students may only sit with other students of the same gender (unless a family member).
3. Keep head, hands, feet, and all objects to yourself and inside the bus.
4. Aisle and emergency exits must not be blocked.
5. Do not distract the bus driver.
6. Discard all trash.

Lunches and Food

Each full-time student is expected to bring a sack lunch daily or purchase a lunch from the school. There will be a snack break mid-morning whenever the teacher deems appropriate in the classroom schedule. Please pack younger children's snacks and lunches so that they can manage without the teacher's help. Students will eat lunch in the gym. No refrigeration is available for student lunches. Students in 4th and 5th grade may use the microwaves. Food that is already cooked and only needs to be re-heated is allowed. Please do not send in food that needs to be cooked in the microwave. (This includes macaroni cups, frozen entrees, etc.)

If ordering lunch from the school, parents must order through FACTS.

HEALTH AND SAFETY

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. All students admitted to, or reenrolling in, Cherokee Christian Schools must present an updated immunization form upon enrollment. Parents are required to keep their student's immunizations current. Parents who object to immunizations must provide a notarized "Affidavit of Religious Objection to Immunization" (Form 2208). CCS has a notary onsite.

Health and Medical Issues

Illness

Please keep your student home if he or she appears ill and could spread illness to others. We also ask that you keep your student home from school for at least 24 hours after running a fever, vomiting, or having diarrhea. If they run a fever during the school day, they will not be permitted to return to class the next day. If a student has been diagnosed with strep (streptococcus virus), the student must take his or her antibiotic for at least 24 hours before returning to school. If a student becomes ill while at school, he or she should report the illness immediately to a teacher. Students who are ill will be sent to the front office and may be seen by the school nurse. If the student is ill to a degree that they cannot complete the school day, the student's parents will be contacted to pick up their student from school or, if the student drives to school, to be released to go home. Under no conditions should a student leave the building because of illness without the permission of the teacher or administrator. In cases of emergency, transportation will be provided, if necessary, to take the student to the hospital. If you receive a call that your student has a fever, stomachache, has vomited, or simply feels ill, we ask that you pick up your student as soon as possible. The school nurse will decide whether a student needs to be sent home and her decision in this regard will be implemented by administrators.

First Aid

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

Communicable Disease Policy

Students enrolled in Cherokee Christian Schools, who seek to enroll in Cherokee Christian Schools, and 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 a 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 in writing as non-contagious, by a licensed physician (i.e. a Medical Doctor) before returning to classes. A nurse's note will not suffice; a doctor's note is required. Written permission from a licensed physician is required for a student to be permitted to return to school if they have been suffering from any of the following illnesses:

- Chicken Pox
- Diphtheria
- Impetigo
- Measles
- German Measles
- Meningitis
- Mononucleosis
- Mumps
- Ringworm
- Streptococcal infections (e.g., Strep Throat, Scarlet Fever, etc.)
- Staph Infections
- Tuberculosis
- Whooping Cough

With regard to the following conditions, the following guidelines apply:

- **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.
- **Pink Eye** - Have doctor's permit to reenter school, or until eyes are clear.

Medications

When at all possible, we encourage all parents to schedule the administration of medication to their students so that it may be given at home under parental supervision. However, this is not always possible. Prescription medicine may be administered at school upon written parental request, provided it is in a prescription bottle with a prescription label accompanied by instructions regarding a specific time for administration. The administration of medications is overseen and supervised by the school nurse, who may, as needed, direct staff members to administer medication per time and dosing instructions received from the student's parents. Over-the-counter medication may be administered at parental request provided that 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 school office. Students may not have prescription or over-the-counter medications in their possession.

A completed authorization for self-administration must be on file in the nurse's clinic and updated annually.

CCS maintains a strict drug-free environment policy, and any students who distribute prescription or over-the-counter medications, including Tylenol, vitamin supplements, or similar medications, to other students are subject to immediate expulsion.

Fire, Tornado, and Hazardous Weather Drills

The school's primary concern in the case of an emergency is for the safety of the students and staff. The school has developed detailed emergency, and evacuation plans and procedures and conducts regular drills, both announced and unannounced, throughout the school year.

School Closing, Severe Weather

In the event of inclement or severe weather, the school may cancel or delay operations depending upon weather conditions on campus. ***CCS does not always follow the Cherokee County School System when making weather-related closure decisions. In the event of a closure, the school will send a text message alert, an email blast, place a message on our web site, and post on social media platforms once the decision has been made.***

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 get them, unless school is being dismissed. CCS has standard tornado procedures in place to provide as much safety as possible for the students while on campus, and they are generally safer remaining at the school than being picked up and transported in a car. Please refrain from calling the school during severe weather situations, as phone lines need to remain open in case of an emergency and all staff are generally occupied during emergency situations attending to student safety.

TECHNOLOGY

Device-Free Campus

CCS is a "device free" campus. This means that students are prohibited from bringing electronic devices into the school building during regular school hours. This includes the following:

- Cell phones
- Smart phones
- Tablet computers
- iPods
- AirPods or other earphones
- Smart watches
- Laptops
- Game devices
- Digital recorders
- Digital cameras

If you believe you have a special circumstance that warrants an exception to this policy, please email the Primary School Principal directly.

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 the school online store. The CCS web site, and its linked resources, like FACTS, 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.

Online Social Media

The school recognizes that many of its students participate in one or more varieties of Internet-based social media. While students may participate in social media if permitted to do so by their parents, they must nevertheless recognize the potential for their personal expression to have an adverse effect upon their fellow students, teachers, and the school. With regard to any material published or posted on any social media by students, the following guidelines apply:

- Students may not post obscene, harassing, offensive, derogatory, or defamatory comments and images regarding other CCS students or CCS faculty or employees.
- Students should be ethical and responsible participants in social media. Attempt to always be accurate and respectful in any postings.
- Students should never disclose in social media any information regarding the academic performance or conduct related to other students.
- Students may not use CCS logos without written permission of CCS.
- Students violating these guidelines will be subject to disciplinary action.

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 repair or replacement at the parents' 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.

Cleaning

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

Lost and Found

Students are encouraged to mark all personal items brought to school. Items misplaced (lost) at school are placed in the Lost and Found area in the Front Office. Lost and found materials will be disposed of, sent to the clothes closet, or donated to charity on a weekly basis.

Office Use by Students

Students are not permitted to be in the Front Office or Teacher Work Room at any time unless given permission by the administration or accompanied by a faculty or staff member. Office equipment is for school business only and may not be used by students. Students are also not permitted to enter the offices of the Principal or Academic Support Director unless invited to enter.

Telephones

The telephone system in the school is reserved for official school business. Students who must call home can use a landline telephone located in the front office dedicated to that purpose. Classroom telephones are not to be used by students. Parents are kindly requested to refrain from calling the school office to contact student(s) during school hours unless there is an emergency or an urgent matter that cannot wait until the end of the school day.