



CHEROKEE CHRISTIAN SCHOOLS

Instilling Conviction | Promoting Excellence | Cultivating Joy

Secondary School Student/Parent Handbook

Issue 2023.2

Cherokee Christian Secondary School has been known for its Christ-centered learning environment. This has been due in part to a system of policies, standards, and rules intended to be fair and equitable. **Please take the time to carefully read this handbook.** The guidelines found in this handbook have been deliberately designed to permit certain liberties and set specific boundaries that will best allow us to work together in harmony. Continued enrollment at Cherokee Christian Secondary School is dependent on compliance with the policies herein. These policies reflect years of experience and careful interpretation of the principles given to us in the Bible. They help maintain a safe, Christian learning environment for all students, faculty, and staff.

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

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

CONTENTS

General Information for Parents	1	Dress Code	23
Accreditation.....	1	Student Drivers.....	24
Asbestos Free Environment	1	Behavioral Probation	25
Admissions Policy and Procedure	1	Student Relationships	25
Calendar	1	Students Who Marry or Become Expectant Parents ..	25
Chaperones	2	General School Policies.....	25
Communication	3	Conflict Resolution	25
Contact Information.....	3	Counseling	26
Drop-Off / Pick-Up.	5	Secondary School Support Team.....	26
Divorce and Separation.....	5	Leaving School and Class	26
Financial Information	6	Student Pictures	26
Tuition Assistance	6	Book Fees and Use Policy.....	27
Tuition Accounts.....	6	Calculators.....	27
School Hours.....	7	Supplies.....	28
Parental Support.....	7	Academic Policies	28
Parent-Teacher Conferences	7	Biblical Instruction.....	28
Visitor Parking	7	Book and Literature Selection	28
School Board	7	Textbook Selection	29
Facilities	8	AP and Dual Enrollment.....	30
Care of Building and Grounds.....	8	Exams	31
Cleaning.....	8	Grading	31
Locker Rooms	8	Academic Probation	33
Lockers	8	Graduation Requirements	33
Lost and Found.....	9	Service Hours	34
Office Use by Students	9	Homework.....	34
Telephones	9	Honor Roll	35
Health and Safety	10	MLA Format	35
Closed Campus and Visitors.....	10	Physical Education	35
Immunization and Medical Exam Certificates.....	10	Study Halls	36
Health and Medical Issues.....	11	Summer School	36
Fire, Tornado Drills.....	12	Testing Program.....	36
School Closing, Severe Weather.....	12	Textbook Usage	36
Student Conduct and Discipline.....	13	Transcripts (Registrar)	36
Attendance	13	Tutors.....	37
Backpacks.....	15	Technology	37
Cellphones and Other Devices.....	15	Computers, Electronic Devices	37
Cheating and Plagiarism.....	16	School Web Site	38
Conduct and Discipline	16	Student Activities.....	38

Athletics 38
Chapel and Devotions 40
Class Trips 40
End of Year Awards 40
Field Trips 41
Lunches and Food 42
Student Organizations 42

GENERAL INFORMATION FOR PARENTS

Accreditation

Cherokee Christian Schools is fully accredited by Cognia formerly known as the Southern Association of Colleges and Schools (SACS). Since the founding of their original agencies, their accreditation and certification have represented high standards in education and provided a trustworthy mark of quality.

Founded in 1895, the accredits over 13,000 schools and school systems throughout the United States and overseas. Cognia-accredited schools are recognized and approved by the Georgia Department of Education for purposes of transferring credits to public schools on the same basis as students from one public school to another. Also, the Georgia Board of Regents recognizes graduates of Cognia-accredited schools for college entrance to any institution of the University System of Georgia on the same basis as graduates from public schools. The HOPE Scholarship Program of the Georgia Student Finance Authority recognizes graduates of all schools accredited under Cognia to be eligible for HOPE Scholarships on the same basis as graduates of Georgia public schools. You may visit the Cognia web site at <https://www.cognia.org/services/accreditation-certification/>

Asbestos Free Environment

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

Admissions Policy and Procedure

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

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

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

Calendar

The school maintains two calendars for your use - the Academic Calendar and the Event Calendar. These calendars are maintained and posted on our web site. Please note significant dates for future reference. Revisions to these calendars will be announced through email notifications.

Chaperones

Note: Field Trips for the 2022-2023 school year may require specific illness protocols. What follows below is the “normal” guidelines for field trips.

Class field trips would not be possible if not for the commitment of our chaperones. **Note:** Only parents, grandparents or legal guardians may serve as a chaperone. It is important that each chaperone clearly understand their roles and responsibilities. Chaperones shall not bring non-CCS siblings and/or guests while serving in this role.

The following guidelines are to be followed:

As a chaperone you shall ...

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

Chaperones may be asked to volunteer as drivers for off-site student activities. Drivers must be at least 21 years of age and have a Driver’s Authorization form on file with the school. A copy of the chaperone’s driver’s license and proof of insurance will also be required. Chaperone drivers must submit to a Motor Vehicle Record check and consider safety as paramount. While driving, chaperones are acting as agents of the school and therefore must comply with all school policy.

We require all volunteer drivers to observe the following guidelines:

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

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

Communication

It is our practice and pleasure to keep parents informed. We do that not only by word of mouth, but also in writing. Our *Warrior Weekly* is your best source of information. Please read these carefully, as they contain important information about the school. *Our daily homeroom announcements are also posted in Schoology as an official source of information about school events and policies.* If you have a new email address or have changed your email address, please send that information to the school by emailing admin.support@cherokeechristian.org.

Please *write* or *email* any messages to the teacher or the administration (remember, your student's first period teacher is your primary contact in the Secondary School).

Students are not permitted to make or receive calls or texts during class, so please refrain from trying to contact them in this way. If you must get a message to your student before the end of the school day, you should call the school office with the information rather than calling the student's cell phone.

Contact Information

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

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

- *Your student's classroom teacher* - The teacher is the *first* and *primary* point of contact for any questions about class-specific issues. Since the teacher is the person most directly involved with these areas, the teacher is the person who can answer questions and solve problems in these areas. Various members of the administration are simply not in the best position to deal with class-specific issues; the classroom teacher can address concerns most directly. Some examples of things to address with the teacher might be the following:
 - How to get extra help on a difficult concept
 - Questions about a grade on a paper or test
 - Questions about homework assignments
 - Concerns about particular material taught in class
 - Suggestions for improving the student's grade
- *Advisor* - Your student was assigned a Faculty Advisor. This person serves as a useful point of contact for general information and is intended to serve as an advocate for your student. Faculty Advisors provide a point of familiarity for any issue that students may be trying to navigate.
- *Dean of Students* - The Dean of Students is responsible for overseeing student discipline. He tracks teacher reporting of infractions, assigns administrators to discipline cases, and meets with students and parents of escalating cases. He is also responsible for assigning consequences for minor infractions, such as tardies and classroom disruptions, as well major instances of discipline.
- *Academic Counselor* - This office works with the Director of Academics and Instruction to ensure support is provided in areas related to study. Contact the Academic Counselor with questions about:
 - Academic hardship, worry about passing a class
 - Study Skills
 - Monitoring progress towards graduation

- Assisting students with the college admissions process
- Arranging visits by college representatives
- Providing information about scholarships and financial aid
- Advice about selecting a college
- Questions about HOPE Scholarship eligibility
- Dropping or adding a course during the first two weeks of each semester
- Questions about the service hour requirement
- Questions about PSAT, SAT or ACT
- Questions about transfer credits
- Completing counselor recommendations on College Applications
- *Director of Academics and Instruction* - This role oversees administrative policies and procedures related to academic life and ensures that operational goals are accomplished in the delivery of our education programs and a quality learning experience. This oversight includes all curricular, pedagogical, and material systems employed throughout the school. Additionally, he reviews the accreditation process and handles external organizational affiliations. He also oversees the Academic Counselor, who is responsible for course selection, college preparation, and college counseling.
- *Director of Admissions and School Culture* - In addition to overseeing the admissions process, the Director of School Culture also meets with students individually, plans and schedules events, and tracks short-term counseling and mentoring. This, however, is not a substitute for long-term personal counseling. Appointments and referrals for school counseling services may be made by parents, students, or teachers.

The Director of Admissions and School Culture can assist students in the following situations:

- Difficult situations going on at home
- Grief and loss
- Struggles with friendships or other relationships at school
- Feeling worried, anxious, sad, or hopeless
- Conflict resolution
- Conflict between a teacher and student
- Referral to a local counselor
- Questions about student leadership positions (House leadership)

Please note: Questions about your student being counted absent or tardy for the day (not tardiness to individual classes) should be addressed to the classroom teacher.

- *Admin Support* (located in the main office in the lower building) - The Admin Support staff maintains student records and cumulative folders and also oversees attendance records. When you send in notes about absences, take them either to the main desk or to the Secondary School receptionist. **Note:** Admin Support also acts as the *Office of Registrar* and will be responsible for sending transcripts to colleges. Please use the link on our webpage to request a transcript be sent to a college.
- *The Business Office* - They can help you with any questions involving financial issues - tuition payments, fees, etc.
- *The Athletic Director* - The Athletic Director deals with questions about any area of the extra-curricular athletics program (*not* the physical education class - those questions should be addressed to the PE teacher). He can help you with questions about sports offered, coaching, student eligibility, etc.
- *The Director of Operations* - He oversees all operations of all school facilities. He handles all issues regarding the physical school plant and other operational matters.

- *Head of School* - The Head of School has been given the overall responsibility of the entire school and reports directly to the School Board. While he delegates responsibility to those under him, he is still accountable to the Board for all school actions. However, he specifically works on the areas of school development, promotion, and funding. He works with the Board in developing annual school budgets and in long-range fiscal planning. He also is primarily responsible for seeking outside funding sources for the school, and for long-range planning of school growth and expansion. The Head of School also makes all decisions regarding student admissions and faculty/staff hiring. Any issues that cannot be satisfactorily resolved by others may be addressed to the Head of School, but *only* after those issues have been discussed with the appropriate individuals first.

Drop-Off / Pick-Up.

Drop-off and Pick-up is a complex process as we move over 200 students in and out of their vehicles in the safest and most efficient manner possible. Secondary School students must be respectful and aware of the carpool procedures being followed for non-Secondary School students. The following drop off and pick up times have been established for Secondary School students:

- Drop-off: 7:45 a.m. to 8:25 a.m.
- Pick-Up: 3:25 p.m. to 3:55 p.m.

Students who are not picked-up by 3:55 are placed into Growth Care. Parents wishing to pick up after this time, will need to head to the Primary School front desk.

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

Divorce and Separation

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

- Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school related affairs, or access to the student's records, unless the school is presented with a court order or comparable legal document, which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
- In such cases, the non-custodial parent may not take custody of a student or remove the student from school premises, unless the parent presents either a written court order, or a written authorization signed by the custodial parent, which permits such custody.
- If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s), and to take other reasonably necessary action.
- Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

- Copies of schoolwork, certificates, awards, progress reports, and report cards will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. The school cannot bear the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their own arrangements for the distribution of school materials.

In an effort to provide information, the school will provide access to Schoology for student grades, encourage parent-teacher meetings, and include school email communications to both custodial parent and non-custodial parent.

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 must consistently uphold the highest standards of character, conduct, and academic commitment. Students who no longer met the standards below may lose their financial assistance after any 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 9th-12th grade school service hour requirement must be current for the year the student is in attendance.
- The student must agree that his/her education (and all that is required to succeed in that education) takes precedence over extracurricular activities or work outside of school.

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. Semester the payments are due June 1 & November 1. An EFT (Electronic Funds Transfer) payment policy 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 a.m.	Secondary School students may begin arriving for classes
8:25 a.m.	Classes begin
9:55 a.m.	Brunch (9:00 on Flex Friday)
3:25 p.m.	Dismissal of students
3:25 - 3:55 p.m.	Secondary Carpool

Parental Support

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the school or the standards articulated in the Statement of Faith, has broken the Family/School Covenant, or has falsified information on the student application or a financial assistance application, the administration reserves the right to deny the student continued enrollment at the school.

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

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 of the student's teachers, they should arrange this through the Academic Counselor. Parent-Teacher conferences are considered to be an important and vital part of our school. Parents and teachers are viewed as being partners in the education process. Each should feel free to seek an appointment with the other at any time during the year if there are any questions or problems.

Visitor Parking

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

School Board

The School Board meets monthly throughout the year. News of significant decisions will be announced by letter, email, or through the Head of School.

FACILITIES

Care of Building and Grounds

All students are expected to use the buildings as carefully as they would any other public or private facility. Abuses of any building, its equipment, or its fixtures could potentially require correction at the parent's expense. This includes both deliberate damage as well as damages resulting from carelessness. No bicycles, roller blades, skates, or scooters are allowed inside the building. Desks and chairs are to be used for the proper task for which they were intended. Students are not allowed to sit on top of desks.

Cleaning

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

Locker Rooms

Students may use these facilities to change clothes for physical education classes and for athletic events. In order to maintain order and cleanliness, students are to follow these policies regarding the locker rooms:

- Lockers in the locker room are for the storage of athletic and physical education items **only**, and not for other items. In particular, students are not to store books or food (snacks, lunches) in the locker room lockers. This creates unsanitary conditions.
- Non-athletic or non-PE items are not to be kept out in the open in the locker rooms.
- In particular, students are not to keep valuables in the locker rooms, even during PE class or during athletic events. This includes boys' wallets (even in their pants pockets), girls' pocketbooks (if there are valuables inside), iPods, cameras, computers, etc. For obvious reasons, the school does not have security cameras monitoring the locker rooms. Students who keep valuables in the locker rooms are placing unnecessary temptation before their classmates. **All** such valuables should be kept in the student's secure locker.
- Students enrolled in PE classes or on a school athletic team (during that team's season) are using the lockers for short term storage. Lockers are provided for communal use. Students should never leave items in a locker overnight.
- Cherokee Christian Secondary School is not responsible for the loss, damage, or theft of students' personal items that are kept in the locker rooms.

Lockers

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

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

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

Lost and Found

Students are encouraged to mark all personal items brought to school. Students also should put their names in their textbooks. Items misplaced (lost) at school are placed in the Lost and Found area in the Front Office. After a period of time, lost and found materials are disposed of in appropriate ways.

Office Use by Students

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

Telephones

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

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

HEALTH AND SAFETY

Closed Campus and Visitors

Cherokee Christian Schools operate on the “closed campus” principle. Attendance is required from the regular start of the instructional day through the normal dismissal times (8:30 a.m. - 3:20 p.m.). Seniors may leave after their last scheduled class. Seniors who choose to stay after their last scheduled class must be in a study hall; they may not simply wander the campus. Students may not leave campus for lunch or order “take out” food but are expected to either bring their lunch or purchase lunch through the school. As a privilege, seniors are allowed to leave campus for lunch on days designated by the Administration. All students are to be in their assigned places at all times. Students are not permitted to leave campus during the day except as noted above.

All visitors must check in at the Secondary school office before going to the classroom areas. Visitors will be required to sign in and wear a badge. We ask that before visiting classes you check with the teacher at least 24 hours in advance to minimize any potential disruption.

Some churches and ministry teams seek to send staff members to have lunch with students. In order to ensure full cooperation between the families we serve and the churches they attend, the administration must confirm such ministry visits with the parents of the students in question.

For security reasons, all alumni visitors are allowed on campus only at the discretion of the administration. During school hours, only alumni (those who have graduated from 12th grade) may visit the school, and those visits are only allowed under the supervision of specific faculty members. Any who do so must receive approval from the administration at least one day prior to the visit and must be escorted by the faculty member during the visit.

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

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

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 entering Cherokee Christian Secondary School must present an updated form upon enrollment. Students who are transferring from another school have 30 calendar days to submit the form.

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

- A medical exemption letter authorized by a medical doctor
- A religious exemption letter verified by a parents’/legal guardians’ sworn affidavit.

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

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 temperature, vomiting, or having diarrhea. If they run a fever during the school day, they will not be permitted to return to class the next day. If they have been diagnosed with strep, then they must take their antibiotic for 24 hours before returning.

If a student should become ill during the day, he/she should report such illness to a teacher. The teacher will send the student to the Secondary School office. The student's parents will then be contacted to provide transportation or release the student from school. Under no conditions should a student leave the building because of illness without the permission of the teacher or administrator. In cases of emergency, transportation will be provided, if necessary, to take the student to the hospital. If you receive a call that your student has a temperature, stomach ache, has vomited, or simply feels ill, we ask that you pick up your student as soon as possible. Although we take the student's temperature, we do not use a particular temperature as a decision point. Students' reactions to fevers vary. We normally err on the conservative side and call the parents to come get the student.

First Aid

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

Communicable Disease Policy

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

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

- Chicken Pox – Exclude 7 days or have a doctor's permit to reenter school.
- Diphtheria – Have doctor's permit to reenter school.
- Impetigo – Have doctor's permit to reenter school, or wait until all sores are well.

- Head Lice – Exclude for at least 24 hours, and until the child’s hair has been treated so there are no longer lice or eggs (nits) present, or the parents provide a written statement from a physician verifying that the child is no longer contagious. All treated students will be rechecked upon their return; if any live lice are found, the exclusion procedure will begin again.
- Measles – Have doctor’s permit to reenter school, or until rash is gone.
- German Measles – No restrictions.
- Meningitis (Epidemic Type) – Have doctor’s permit to reenter school. Family contacts are not to return to school without doctor’s permit.
- Mononucleosis – Have doctor’s permit to reenter school, or exclude until free of symptoms.
- Mumps – Have doctor’s permit to reenter school, or wait until all swelling is gone.
- Pink Eye – Have doctor’s permit to reenter school, or until eyes are clear.
- Ringworm of the Scalp – May attend school with doctor’s permit following prescribed treatment and must have ringworm covered by cap.
- Ringworm of the Skin – May attend school with doctor’s permit following prescribed treatment and must have area covered.
- Streptococcal infections (Strep Throat and Scarlet Fever) – Have doctor’s permit to reenter school or exclude until free of symptoms.
- Staph Infections - Have medical doctor’s permit to reenter school or exclude until free of symptoms.
- Tuberculosis – Have doctor’s permit to reenter school.
- Whooping Cough – Have doctor’s permit to reenter school, or exclude until free of cough (usually 3 to 5 weeks).

Medications

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

Fire, Tornado Drills

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

School Closing, Severe Weather

In the event of bad weather, the school will decide whether to cancel or delay operations. *We do not always follow the County Public School System.* We will send 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 out and get them, unless school is being dismissed. We have standard tornado procedures

to provide as much safety as possible for the students, and they are generally safer remaining at the school than being picked up and transported in a car. Please do *not* call the school during severe weather, as we need to leave the phone lines open in case of an emergency, and answering the phones takes personnel away from their primary jobs (being with the students and watching the weather situation).

STUDENT CONDUCT AND DISCIPLINE

Attendance

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

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

Absences

Attendance is recorded for each class period. Students will be considered absent from any class in which they miss 30 minutes or more. If a student is absent from any class more than four times per semester, he/she may lose credit for the class, with a grade of 50 (F) being recorded on the transcript, subject to review by the Administration. In the event of excessive absences, parents will be notified by an administrator. Absences for which a doctor's excuse is submitted will *not* count against the 4-absence limit. Also, school-initiated absences (participation in official school athletic competition, field trips, etc.) will not be part of the cumulative total of absences for a student. There comes a point where too many absences, for any reason, become detrimental to the educational process and merit a review of the situation to determine whether or not credit should be revoked. Students who accrue more than 7 in absences in a given semester, for any reason, will be subject to a credit evaluation.

Parental Notification of Absences

Absences are either "authorized" or "unauthorized." "Authorized" absences are those for which the school receives official notification from the parents or guardians, primarily through the online [Authorized Absence Form](http://www.cherokeechristian.org/parents/forms-policies/) at <http://www.cherokeechristian.org/parents/forms-policies/>. If this is not submitted by midday of the day of the absence, parents will receive an email notification from the school. Parents must submit the Authorized Absence Form prior to the start of the next school day following the absence in order for the student to avoid possible negative grading consequences. "Unauthorized" absences are those which are not authorized by the parents through official contact with the school.

For planned absences, parents are asked to submit the Authorized Absence Form at least two days prior to the day the student will be absent, and the student will be responsible to notify the teachers about the planned absence. Such absences may include medical appointments, attendance at conferences and retreats, and other absences requested by a parent with prior notification. When considering planned absences, students and parents need to

realize that absences will have natural effects on student grades. Work missed in class (such as lectures, discussions, question/answer sessions, etc.) *cannot* be made up, and repeated student absences may have an impact on the student's achievement and grades.

Unplanned absences include those resulting from illness, family emergencies, and other unplanned incidents that make missing school unavoidable. When the nature of the absence requires more days to be missed (as in the case of a lingering illness), parents are asked to notify the school so that teachers can be better prepared to help the student catch up with his/her work upon returning to class. Parents who wish to pick up work when students are not able to return to school right away are asked to notify the school as early as possible so that teachers can collect missed work.

College Visits for Juniors and Seniors

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

Certificate of Attendance

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

Make-Up Work for Missed Classes

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

For unplanned absences, 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) in Schoology for missed assignments, in order to clarify that students have not yet completed required work. Grades will be updated when work is satisfactorily completed in accord with these attendance requirements.

Tardiness

Our teachers have planned their classroom teaching around an entire period and late arrival or early check out interrupts and distracts the entire class. Students must make every effort to be in school on time and avoid early check out.

Students who arrive after 8:25 must check in at the Secondary school office. Excessive tardiness will result in administrative action. For those who are absent from 1st Period, attendance will be marked “unauthorized” for all classes that day unless prior notification has been given and will be updated the next day to record the check-in time. However, an Authorized Absence Form must be submitted to have attendance for the missed class periods to be changed from “unauthorized” (see Parental Notification of Absences). Signing in a student who is checking in does not take the place of the Authorized Absence Form and the “unauthorized” absences will stand for missed classes until the school is properly notified. In order for such a tardy to be excused from the attendance count, a medical form is required.

Additionally, Secondary school students are expected to be on time for each class and are “tardy to class” when they are not in class before the period bell rings. Tardiness to class will be met with an automatic 50% penalty to the student’s Educational Citizenship grade for the day.

Tardiness is tracked during each month, with “tardiness to school” counted separately from “tardiness to class,” and “tardiness to class” is calculated for all classes (not for each class separately).

Discipline consequences for tardies to school will be determined by the school and be applied in accordance with the number of tardies and the frequency that a particular student repeats a cycle of tardies per semester. Examples of potential consequences for tardies are Detention, Campus Service Projects, and a change to Provisional Reenrollment.

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 and Other Devices

Cherokee Christian Schools seeks to cultivate an environment where students can focus and be mindful of their immediate surroundings. To this end, cellphones, smart watches, and other devices are considered a distraction and are not permitted to be carried by the student during the school day.

The Secondary School provides each student with a numbered pouch to store their cell phone during the school day. Phones are to be turned off, not silenced, before being put up. A reminder plays before the start of the school day to aid in student compliance. Students found using these devices during the school day will be subject to disciplinary action.

Cheating and Plagiarism

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

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

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

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

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

- Academic penalties: The penalty for cheating and/or plagiarism is a zero on the paper, and a requirement that the paper be re-written properly (with no grade).
- Disciplinary penalties: Disciplinary penalties will be administered by the administration and may include warnings, Saturday detention, or suspension.

Conduct and Discipline

Honor Code

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

I will ...

- Honor Christ with my attitude, words, and deeds; Matthew 22:37-40, Philippians 2:1-11

- Obey and honor my parents; Exodus 20:12, Ephesians 6:1-3
- Obey and respect my teachers and authorities over me; Hebrews 13:17, Romans 13:1-5
- Do my best in every task appointed to me; Proverbs 12:14, 2 Corinthians 9:8, Ephesians 2:10
- Never cheat, lie, or steal, nor accept such behavior in others; Exodus 20:15-17
- Follow the school's dress code, and seek to honor Christ in my appearance; 1 Peter 5:6, Romans 12:1
- Be honest, trustworthy, kind and compassionate, always striving to edify others; Ephesians 4:29-32, Colossians 3:12-17
- Refrain from dissension, gossip, arguing and complaining; Exodus 20:16, Philippians 2:14-15

Standards of Conduct

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

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

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

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

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

for cleaning up after using a table or study area. Any books or other materials left behind in classrooms may be discarded and it will be the student's responsibility to replace any lost items.

5. No note passing between students (whether on paper, via email, or electronic device) is permitted during class.
6. Internet usage is a privilege that will be removed if abused. Any student caught trying to access websites with inappropriate material will be subject to loss of all internet privileges and suspension from school.
7. Weapons are not allowed on school grounds or at school-sponsored events, except when under the direct, personal instruction and supervision of a faculty member. For example, if a class is planning an after-school outing to a paintball facility, students may bring their paintball guns to school. In all these cases, all such weapons shall be given to the teacher for secure storage during the school day and shall not be returned to the students until they are leaving campus. The term "weapons" includes, but is not limited to rifles, shotguns, handguns, pellet guns, BB guns, paintball guns, bow and arrows, stun-guns, blank pistols, knives (including Bowie, switchblade, pocket, hunting), razors, chemical defensive devices, martial arts devices, or other items which school staff could reasonably conclude as being a violation of the intent of this restriction. Students shall not have any explosive device, including bullets, other ammunition, fireworks, smoke bombs, paint bombs, paint balls, or any item which gives the appearance of these. Possession of weapons is grounds for immediate suspension and/or expulsion.
8. Cheating in any form is not tolerated at CCS. In Secondary School, cheating and plagiarism have significant disciplinary consequences. See "Cheating and Plagiarism."
9. In order to best promote the goals and purposes of the school, students are asked to leave all games, non-educational magazines, questionable books, matches, lighters, water balloons, and squirt guns at home. If the above items are found on school premises, the school reserves the right to keep the item until the end of the school year. Also see below under "Computers, Electronic Devices."
10. Each student is expected to come to class prepared. This includes bringing the correct books and materials to school/class, completing assigned homework and projects on time, and participating in class discussions.
11. In accordance with the CCS Statement of Faith and in recognition of Biblical principles, no "immoral act" or "identifying statements" concerning fornication, adultery, homosexuality, lesbianism, bisexuality, transgender desires, or pornography, will be tolerated. Such behavior will constitute grounds for expulsion. In addition, no unnecessary bodily contact is acceptable while at school, except in the regular course of school-sanctioned athletic activities. See below under "Student Relationships." For the purposes of this handbook, the following definitions apply:
 - Immoral Act - Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral sexual act.
 - Identifying Statement - A statement that a student is a lesbian, homosexual, bisexual, transgendered, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey promotion of, or intent to engage in, an immoral act.
12. Homosexual behavior, whether an "immoral act" or "identifying statement," is incompatible with enrollment at Cherokee Christian Schools and is a basis for dismissal.
13. In keeping with the school's responsibility to provide a safe learning environment for all students, the school has established the following policy regarding the issue of *sexting*. "Sexting" is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a

sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or a school administrator.

14. Tobacco in any form, 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:

- 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 other substance listed under the Georgia Controlled Substances Act. Legal intoxication is not required for violation of this policy.
 - Possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.
 - Falsely identify a substance to be tobacco, alcohol, or an illegal drug.
 - Buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute tobacco, alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be tobacco, an alcoholic beverage, or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.
 - Sniff or be under the influence of inhalants and/or other substances.
 - Possession of these on campus or at school functions may be cause for immediate suspension and/or expulsion.
- Additionally, since students represent Cherokee Christian Schools both on and off campus, including during vacations and summer breaks, a violation of these policies in off-campus settings may also subject the student to immediate suspension and/or expulsion.
- Student abuse of alcohol or illicit drugs is incompatible with the purposes and objectives of the school, as well as being detrimental to the health and well-being of the student. Such substance abuse will result in a lengthy suspension or expulsion. Should the student be allowed to remain, the school reserves the right to require both random drug testing and appropriate biblically-based counseling by a professional affiliated with or recommended by the school. The school’s discipline procedure may include legal action.
- Voluntary disclosure of personal drug abuse will be taken into consideration in discipline; however, it does not guarantee that disciplinary procedures will be mediated. (Voluntary disclosure does not mean coming forward after the administration, faculty, or student council has knowledge of the incident.)
- The school reserves the right to question students about suspected drug/alcohol involvement. The administration retains the right to request a parent’s or guardian’s approval for an immediate urinalysis and/or breath test at the parent’s or guardian’s expense if a student is reasonably suspected of drug or alcohol abuse.
- The school is under legal obligation to report to the police and the district attorney all cases of substance abuse.

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

Harassment

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

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

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 are that the student would stop inappropriate behavior, uphold the honor of Christ, grow in Christ-likeness, and build up the spiritual well-being of others around him.

Discipline is primarily a *parental* responsibility. It is up to the *parents* to see to it that the students behave properly. Parents do not relinquish their responsibility to the school. The school strives to provide a standard of discipline based on biblical principle and 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.

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

Remember, attendance at Cherokee Christian Schools is a *privilege*, not a right. If, after numerous attempts to correct a student’s behavior, there is little change or a lack of parental support, the student may face dismissal.

Types of Discipline

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

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

Denial of privileges – Students may lose the privilege of recess, lunch with others, Spirit Day, athletic team participation, or other fun school events, or other privileges, because of misbehavior.

Removal – The student may be sent out of the classroom (placed in the hall, for example), or otherwise removed from the rest of the class, for certain misdeeds. This is often done for students who are seeking to gain attention by misbehavior, or who are distracting other students from doing their work.

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

Suspension and Expulsion – This is done in cases in which the student is showing himself to be antagonistic to school standards, and in which the student has not responded to other forms of discipline. It also will be done in cases in which the student is having a decidedly negative influence on other students. Probation may be invoked when a student has serious academic, attitude, or behavior problems, to give the student an opportunity to correct his/her problem. It is instituted only after consultation and counseling with the student and parents, and lasts for up to nine weeks. If there is not improvement to a satisfactory level, the student will be dismissed or asked to withdraw from the school. Student activities may be limited during the probation period, and the student may be asked to relinquish all positions of trust and responsibility for the remainder of the year.

Secondary School Shepherding Program

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

The classroom teacher or monitor follows procedures and policies that foster a positive learning environment for all students. The climate and culture of the classroom 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/monitor is sufficient for effective mentoring and growth. In the event of repeated infractions, teachers are encouraged to contact parents. Though teachers do not issue demerits or any other formal written consequence, these conversations are reported to administration for tracking. When either the teacher or the administrator feels that these efforts are not sufficient, the situation is escalated to level 2

Level 2: Meeting with an Administrator

The Dean of Students 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 consequences may be issued as a result of the severity of the infraction or the repeated nature of the issue. These meetings do not necessarily become a part of the student's permanent record.

Level 3: Behavioral Probation

The Dean of Students will schedule a formal conference with the student, parents, and another member of the administration if necessary. The student will normally be placed on behavioral probation and a "get well" plan will be agreed upon by all parties. As always, the end goal will be repentance, forgiveness, and restoration. Additional conferences may be held for additional infractions. Students who persist in disobedience may be placed on suspension as assigned by the Dean of Students. Probations and suspensions will become part of the student's permanent record.

The probation process is a time to monitor attitude, character, and behavior. The Dean of Students 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 Review

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

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

Out-of-School Suspension (OSS)

The student will not be allowed to attend school or any school related activity, either during school hours or afterwards. This includes participation in or attendance at sporting events, extracurricular activities, and evening activities. Failure to comply with this policy will compound the period of suspension. Students serving OSS shall be responsible for making up any work missed, turning in assignments, procuring class notes from other students, etc. An OSS may be treated as an unauthorized absence, and any work (tests, homework, projects, etc.) which is missed or is turned in late as a result of the OSS will have the grade penalized in accordance with the teacher's standard policies for late or missing work. The Dean of Students may permit the student to submit missed work without penalty.

Expulsion

The student will be officially dismissed from the school by the Dean of Students. Students who have been so dismissed from the school will not be allowed on campus (during school hours or for after-school events) without the specific permission of the school administration. They will lose all credit for all courses in that semester and will not be allowed to take final exams or turn in course work for credit. Any student expelled from school may have the privilege of reapplying after a of one semester has lapsed. Expulsion for any reason, including failure to meet terms of academic or disciplinary probation, is not contingent on the family's being able to enroll the student in another school. This is especially important with the prevalence of "block scheduling" in local public schools, which may make it impossible to enroll a student in the public school in the middle of the semester. Such circumstances will not be a reason for CCS to keep a student enrolled, if he/she is asked to leave the school. Seniors who are expelled will not graduate or receive a diploma from CCS, unless they apply for re-admission the next school year and repeat their senior year course work.

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 we strive to align our overall policies with the Biblical standard, we understand that there is often room for interpretation. In order to serve as broad a community as possible, the school determines the dress code. Disagreement with the particulars of the dress code is not a valid reason for disobeying it. It is the responsibility of the parent to see that each child is dressed appropriately and in full accordance with the school's policies.

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. The specific guidelines are found alongside our Dress Code.

Athletic and Physical Education Dress Standards

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

- **Shirt:** Ash grey t-shirt with school PE logo
- **Shorts:** Navy mesh shorts with school PE logo
- **Shoes:** as listed below

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

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

Uniform Violations

Students 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 Secondary 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/>.

Student Drivers

9th-12th grade school students with a valid Georgia driver’s license and parental permission are eligible to drive to school. A student driver authorization form must be on file in the school office and must be re-filed each year. Students must park only in the area designated for student drivers. Any student that demonstrates careless or reckless driving habits will forfeit the privilege of driving on campus. In accord with Georgia state law, students are not to use their cell phones while driving on campus; this will be considered “reckless driving” and will result

in loss of campus driving privileges. Under no circumstances are students to transport anyone other than those assigned by parents to ride in their cars. All student drivers and their passengers are to leave their vehicle and enter the school building immediately upon arrival. There will be no loitering in automobiles before or after school.

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 the Dean of Students and will be commensurate with the seriousness of the offense. Further offenses during probation will result in a recommendation for expulsion or encouragement to seek education elsewhere. At the end of the probationary period, the Dean of Students, after counsel with the student, his/her teachers, and his/her parents, may take further action including the following options: an additional probationary period if some promising change is evident, expulsion from school, or lifting of probation and restoration to full responsible membership in the student body.

Behavioral probation serves as a tool to provide additional assistance and motivation to misbehaving students. The Dean of Students will work closely with the student, teacher(s), and parents to develop a “get well” plan. The Dean will monitor this “get well” plan and keep in constant contact with the parents. The goal is to restore the student to “good standing” as soon as possible. A student on behavioral probation may 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. Couples are not permitted to be alone in an unobserved location. Any infraction of these policies will result in a conference with the students and parents involved. Appropriate disciplinary action will result, up to and including suspension or expulsion.

Students Who Marry or Become Expectant Parents

Because the school’s mission is based on our “assisting parents,” and because those who are married are no longer under the authority of their parents, students who marry will be asked to withdraw from the school. An unmarried student who becomes an expectant parent (the mother or the father) while enrolled at Cherokee Christian Schools will be asked to leave the school. In addition to the serious moral issues raised, Cherokee Christian Secondary School is not equipped to handle the special needs of a student who becomes pregnant.

GENERAL SCHOOL POLICIES

Conflict Resolution

We pray for continued good communication and relationships between parents and teachers. However, if an occasion should arise where there may be an apparent conflict, parents and school personnel are expected to follow these guidelines derived from Matthew 18:15-17. This process involves the following:

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

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

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

Counseling

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

Secondary School Support Team

The school relies on the involvement of school parents to successfully execute various special events throughout the year. Parents may choose to join the Events Team who helps with the execution of various banquet and social events throughout the year.

Leaving School and Class

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

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

Student Pictures

Individual student pictures are taken in the fall of the year and are sold on a packet basis. A retake session will be scheduled for the fall pictures. Dress for the student pictures will be announced later.

Book Fees and Use Policy

Textbook fees are included in the tuition. All hardback books (except for the student Bible) are designated as rental books and are to be turned in at the end of the school year. Damage beyond normal use, or lost books, will result in the assessment of a fee to replace the book.

Calculators

Hand-held calculators are *required* for all Secondary School math and science classes. Calculators on mobile devices are not allowed to be used in class on graded assignments, so students should bring their calculators to class with them every day. Here are the calculators needed in the various courses:

Math Course	Required Calculator
Algebra 1	Scientific
Geometry	Scientific
All other math courses	Graphing

Recommended scientific calculator: TI-30X. Other scientific (non-graphing) calculators allowed as long as they include keys for pi, square roots and exponents, and trig functions.

Recommended graphing calculator: TI-83+. Other graphing calculators allowed *except* TI 89, 92, 99 or comparable calculators.

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

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

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

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

Supplies

Student supply lists will be published and distributed to parents. All students are expected to supply their own materials in accordance with the supply list and supplies must fit in the student lockers. See above under “Calculators.”

ACADEMIC POLICIES

Biblical Instruction

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

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

The English Standard Version (ESV) of the Bible is used in Cherokee Christian Secondary School. Students are required to bring a physical copy of an ESV Bible to school.

Book and Literature Selection

Principles of Selection

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

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

Parental Questions or Concerns

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

If the questions cannot be resolved by a conference, the issue will be referred to the Director of Academics and Instruction then to the Head of School. The decision of the Head of School is final.

Textbook Selection

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

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

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

learn to Glorify God with their bodies. *Fine Arts* are taught so that students can explore their creative talents and use them for the Glory of God.

AP and Dual Enrollment

At certain grade levels, students may qualify to take an Advanced Placement (AP) course at CCS. AP Courses are intended to provide advanced studies and college level rigor within the context of a Secondary School classroom. The following policies govern participation in AP classes:

- Students must have at least a 3.0 weighted GPA on previous course work at CCS.
- The cost of this examination must be paid by the student and is not part of tuition.

Qualifying Secondary School students may take college courses within the University System of Georgia through a *dual enrollment* program.

Dual enrollment is a program where 11th-12th grade students take courses from eligible post-secondary institutions while still enrolled at a Secondary School. Students receive credit both at the Secondary School and the post-secondary institution. Dual-enrolled students are eligible for funding through the state's *Dual Enrollment Program* for post-secondary coursework.

Dual enrollment courses are delivered primarily through a partnership between CCS and Toccoa Falls College. Toccoa Falls College is a SACS-accredited institution where several Secondary School teachers are also adjunct professors. Certain courses taught at Secondary School on a college level of rigor will also enable the student to earn college credit, which can be then transferred to other colleges and universities.

In some cases, select dual enrollment courses may also be taken through an online program offered by Toccoa Falls College. Students would receive both Secondary School credit and college credit at the same time. Students will pay out-of-pocket for textbooks only. Taking dual enrollment courses through this program requires special approval by the Academic Counselor.

Requirements:

- Students must have at least a 3.0 weighted GPA on previous course work at Secondary School.
- Students and their parents must schedule a meeting with the Academic Counselor to discuss the student's suitability for the Dual Enrollment program.
- In order to earn college credit, students must earn a grade of at least "C" in the dual enrollment course.

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

Dual enrolled courses will receive an additional GPA weight of 1 quality point.

In accordance with Georgia standards, students will earn one high school credit for each semester of a Dual Enrollment course, instead of the normal 0.5 credit per semester for non-Dual-Enrollment courses. However, in order to graduate from 12th grade, the following standards are followed:

- Students who have already completed four high school level math courses may take only one semester of Dual Enrollment College Algebra if they wish.
- Students who are taking College Algebra/Pre-Calculus as their fourth math course *must* take the entire year of the course.
- Students taking Dual Enrollment U.S. History in place of the regular U.S. History must take the entire year of the course.
- Students taking the Dual Enrollment English composition courses in place of a regular English course (such as British Literature) must take the entire year of the course.
- Students taking Dual Enrollment Chemistry as their fourth science course must take the entire year of the course.

Exams

Semester exams will be administered in the Secondary School for the following courses: Bible, math, English, science, foreign language, and history. Exams will occur during a formally scheduled exam week. All students in AP classes are required to take the first semester exam and either the AP exam in the spring or a cumulative final in that course, and all students in Dual Enrollment classes will take the exams both semesters.

Exemptions - For 9th-12th grade students who have an “A” (92%) *if* their courses offer exemptions, students may exempt a maximum of two exams per semester. Students may not exempt the same course’s exam in the 1st and 2nd semester. (Note: Secondary School students with an “A-” are not exempt).

Grading

Students will be evaluated by the teacher and a report will be sent to parents at the end of each grading period concerning their student’s competency and performance. Final report cards will be mailed home the week after school is out. Grade information for on-campus classes is also available via the internet through the CCS eLearning platform. Parents wishing to use this service will receive an individual log-in account to access the system. Parents of students taking on-line courses through CCS Online will need to view student progress through a separate website. See below under “Schoology and PowerSchool” for more information.

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

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

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

Type of Course	Value Points
Advanced Placement (AP) and Dual Enrollment (on-site)	1 (only added if the student completes the entire year’s course <i>and</i> takes the AP exam in the spring; the added point will be retroactively added at that time to the first semester grade as well as to the second semester grade)
Dual Enrollment (online course) and advanced courses in the STEM and Masterwork programs	0.4

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

Credit for courses that are taken elsewhere than CCS is granted according to these guidelines:

- Courses taken prior to entering the ninth grade are not granted Secondary School credit, except for Physical Science and Algebra 1 (or higher), Secondary School level science taken in 8th grade, and foreign language (for which we will grant credit for the first year, with the student needing to take the second year of the language at CCS). For these classes, credit is given on the Secondary School transcript, but grades are not recorded on the transcript and the courses are not factored into the overall Secondary School GPA. (This is in accord with the practice of the Georgia Student Finance Commission in the calculation of HOPE scholarship GPAs.)
- Courses taken in accredited Secondary School programs (for grades 9-12) will be accepted for credit. The administration of CCS will determine how those credits apply toward 12th grade graduation requirements. Grades will be recorded and will factor into the student’s overall high school GPA (calculated for grades 9-12 only). Those grades will be transferred exactly the way they are recorded on the previous school’s transcript, with the same grade scale and GPA factors as are listed on that transcript. (For example, if the previous Secondary School grade scale lists a 95 as a B+, with a 3.00 GPA, then we will record it on our own transcript as a 95 and B+ with 3.00 GPA. If the previous school course is an “honors” course, and a GPA weighting is listed, we will record the same GPA weighting; if there is no such weighting listed, we will not add a weight to it.)
- Courses taken in non-accredited Secondary School programs (including home schoolwork) will be accepted for credit, at the discretion of the administration, which will determine how those credits apply toward 12th grade graduation requirements. (Exception: music, fine arts, and physical education credits will not normally be transferred from home schoolwork unless those courses have been taken in a traditional school setting.) Grades will be recorded on the transcript but will not be factored into calculations of the overall GPA for purposes determination of the valedictorian/salutatorian.

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

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

Academic Probation

Any student whose GPA for the semester falls below a 2.00 will be placed on Academic Probation. A note to this effect will be sent home to be signed by the parents and the student. If the student has not brought his or her GPA above 2.00 by the end of the next semester, he/she will receive a formal warning letter; if the GPA is still below 2.00 at the end of the next semester, he/she will be subject to dismissal. Students on academic probation will meet regularly with a faculty advisor to evaluate the student’s progress in the areas of weakness with specific advice on how the student can improve. The time for meeting will be determined by the advisor and may be during brunch, lunch, study hall, or after school. The mentor will also be in regular communication with the student’s parents and with the Academic Counselor.

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

Graduation Requirements

All 9th-12th grade courses are given credit by semester. Most courses earn a half credit per semester. A student who receives a failing grade for the semester will receive zero credit for that semester and will have to repeat the entire semester to receive credit.

Graduation requirements for the 12th grade diplomas are summarized as follows:

Subject	Pillars Practicum	STEM	Masterwork Studios
Bible	4.0	4.0	4.0
English	4.0	4.0	4.0
Social Studies	4.0	3.0	4.0
Mathematics	4.0	6.0	4.0
Science	4.0	4.0	4.0
Humanities			2.0
STEM electives		2.0	
Foreign Language	2.0	2.0	2.0
Fine Arts	0.5	0.5	2.0
Technology	0.5	.5	
Health	0.5	0.5	0.5
Physical Education	0.5	0.5	0.5
Electives	1.0		
Total Credits Needed for Graduation	25	27	27

For a complete explanation, please see our complete course catalog at <http://www.cherokeechristian.org/academics/curriculum/> (scroll down to the bottom of the page for the link to the course catalog).

Our curriculum is designed for students who enter as freshmen and who graduate as seniors. Transfer students are certainly welcome, we accept credits from other accredited schools, and accredited schools accept our credits on

transfer. However, we can make no guarantees concerning scheduling and sequencing issues for transfer students. Students who have taken courses elsewhere in a sequence different than what we offer may find it difficult or impossible to schedule the needed courses for graduation, and students who transfer from our school to another school may find similar scheduling difficulties. We make every reasonable effort to work through those issues, but we can offer no guarantees that we can accommodate every situation.

In addition to the required credits to receive a diploma, students are required to complete 10 service hours for every year they attend Cherokee Christian Secondary School. See below.

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

Service Hours

In order to promote godly leadership through service, Cherokee Christian Secondary School has implemented a service requirement of forty hours to be earned from 9th-12th grades for graduation. (This requirement is pro-rated for students who transfer to as sophomores or later. For example, a student who transfers to our school at the beginning of the junior year will have a requirement of 20 hours.) The Academic Counselor is responsible for managing and promoting the service program as well as maintaining the student records of service completed. In order for service to count towards the forty-hour graduation requirement it must meet the following criteria:

- Seniors must have all service hours completed by the end of March of their graduating year.
- While the forty hours do not have to be completed until senior year, it is highly recommended that each student fulfill an average of ten hours per school year.
- Service requirements may be completed at any time after acceptance into Cherokee Christian Secondary School.
- All service hours must be approved by the Academic Counselor to be considered valid and to receive credit towards the requirement.
- At least one-half of the total required hours are to be completed through school-related service. Some examples would be serving or cleaning up at the annual “State of the School Banquet,” helping with landscaping on school work days, or volunteering to tutor children in younger grades.
- Students are to complete the Service Verification Form on Track It Forward: (<https://www.trackitforward.com>) no later than 4 months following the completion of the work. It is recommended that service hours be approved before they are completed to alleviate any confusion about what will be approved.

Homework

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

Parents can help with homework in these ways:

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

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

Honor Roll

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

Honor Roll	GPA \geq 3.40
------------	-----------------

MLA Format

The MLA (Modern Language Association) format is most commonly used to write papers and cite sources within educational institutions. As such all formal written work (research papers, essays, reports, etc.) will normally be submitted in accordance with the Modern Language Association (MLA) format, based on the *MLA Handbook for Writers of Research Papers*. History and Bible classes may require Chicago or Turabian, while some Math and Science courses may require APA.

Physical Education

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

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

See above under “Athletic and Physical Education Dress Standards” for information on PE uniforms.

Study Halls

All students have a study hall built into their block schedule. During study hall periods, students are expected to be on time to class and to use their time wisely. Students must report to the study hall teacher assigned and remain in their assigned room for the duration of the study hall. Students should bring all the materials they will need with them to Study Hall.

Summer School

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

Testing Program

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

The PSAT is administered to all freshmen, sophomores, and juniors in October of each year. This test is designed to provide preparation for the SAT (which students generally take in their junior and senior years), and also provides the school with information on areas of our program which need further refinement. Other standardized tests may be administered as appropriate. Finally, for those students taking an AP course, the AP exam will be administered at CCS in the late spring. All students in AP classes are required to take the first semester exam and the AP exam in the spring.

Textbook Usage

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

Transcripts (Registrar)

Unofficial Transcripts: Parents may request unofficial copies of their student's transcripts 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. All other requests for Official Transcripts must come directly from another school.

The school may withhold sending transcripts if the family has unpaid financial obligations to the school.

Tutors

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

TECHNOLOGY

Computers, Electronic Devices

Overview

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

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

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

Adherence to this policy shall be the joint responsibility of the students, parents, and employees of Cherokee Christian Schools. All use of CCS IT accounts and services is subject to the AUP.

“Bring Your Own Device” (BYOD)

Secondary School Juniors and Seniors are required to participate in the BYOD (Bring Your Own Device) program.

Typical BYOD Activities:

- Installing and Using the school-provided Microsoft Office suite
- Using our online learning platform, Schoology
- Web browsing, Email

Approved Devices:

- Windows 10¹ or Apple MacBook² laptops are the best experience

- Apple iPads are an acceptable choice. Students should get a keyboard³ case.

Devices Not Allowed For BYOD:

- Android-based tablets
- Google Chromebooks⁴
- Kindle, Kindle Fire
- Smartphones (Android/Google or iPhone)

Special Requirements for Students in Masterwork Studios

- There are not any additional BYOD requirements for Masterwork Studios.
- Students heading into their senior year should consult their program advisor to see if they would be better served with additional equipment.

Special Requirements for Students in STEM

- Students in the STEM program will need either a MacBook or Windows PC to run programming tools, analysis software, and web-based technologies.
- iPads are not acceptable devices for STEM.
- A laptop model with at least 8GB of RAM and an SSD (Solid State Drive) is highly suggested.

¹ Purchasing the cheapest Windows PCs (typically <\$300) can be regrettable. Look for a minimum of 8GB of RAM and 256 GB of Hard Drive space.

² Any newer MacBook will work well. bhphotovideo.com and Apple Education sales sometimes have deals. Used MacBooks can be an option.

³ Buy a quality keyboard case; Apple or Logitech brands are recommended

⁴ Chromebooks are temptingly inexpensive but are not allowed for CCS classwork, primarily for poor compatibility with Microsoft Office 365.

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 (Schoology, PowerSchool, etc.) are the best way for parents to keep up with the myriad of activities, programs, and general information necessary for active participation in the life of the school. Frequent visits to the site are critical as we partner with you in the education of your child.

STUDENT ACTIVITIES

Athletics

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

CCS has the following athletic eligibility requirements. A student will officially be declared ineligible for athletics if he/she falls into *either one* of these categories, based on the report card grades:

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

If the student is taking a course which only reports semester grades (such as an online course), the student will be ineligible if he/she receives a failing grade ("F") for the semester.

Students whose end of year grades fall into one of the above athletic ineligibility categories will be placed on "athletic eligibility watch" at the beginning of the next school year. Students will still be athletically eligible for fall sports, but they will lose that eligibility if their grades are in one of the above ineligibility categories at the 6-week point in the first semester. A student on "athletic eligibility watch" may be removed from that status prior to the beginning of the school year by going to summer school, according to the following guidelines:

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

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

The Administration reserves the right to make individual exceptions to this athletic eligibility policy in rare, extreme cases with clear extenuating circumstances.

In addition to this official athletic eligibility standard, individual coaches have the right to further restrict participation in games or practices based on interim grade reports. That is, if a student's grades are low, but he/she has not yet been officially declared ineligible, the coach has the right to 'bench' the player and/or have him/her not participate in practices until the grades improve satisfactorily.

Eligibility checkpoint dates occur approximately every 3 weeks. It is our hope that student academic performance would be enhanced during the sport season rather than hindered.

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

Cherokee Christian Schools is a member of GAPPS (Georgia Association of Private and Parochial Schools) and member schools are permitted the use of AES (alternatively educated students/home schooled) in all sanctioned athletic activities. The number of AES athletes appearing on a team's roster shall be restricted to 25% of a reasonable number of athletes necessary to field the team. If the team's roster includes AES athletes, the roster maximum shall be the same. The maximum roster limit varies by sport and those AES athletes who are currently (as of 8/1/18) on a GAPPS sectioned varsity roster are grandfathered to participate until the end of their Secondary School career. In conjunction with our leagues new AES policy, and in an effort to ensure fairness to current AES athletes, CCS students who choose to move from a full time student to an AES student between their junior & senior years will not be eligible to participate in CCS athletics (policy effective date: 8/1/2020).

Chapel and Devotions

The school conducts Secondary School Chapel weekly. All students are encouraged to bring their Bible to chapel.

Class Trips

Also see "Field Trips". Each year the senior and junior classes from CCS will go on a class retreat. The Administration will be responsible for coordinating the junior-senior retreat. Other class trips may be coordinated by individual teachers to support their curriculum. These trips are usually smaller in scope and are limited to one overnight stay.

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

End of Year Awards

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

- **Academic Excellence Award** - Given to students who made the Honor Roll for the first 27 weeks of the year.
- **Presidential Award for Academic Excellence** – Given to Secondary School graduates whose cumulative career average equaled or exceeded a 3.5 GPA and who scored at the 75th percentile or above on either the math or reading section of a standardized test (Stanford, SAT, ACT).
- **Scholar Awards** - These are given to the student in each class who exemplified the attributes of a scholar in each subject.

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

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

Field Trips

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

In addition to teachers, CCS relies on parent, grandparent, or legal guardian volunteers for chaperones. Chaperones who serve in this capacity must make other arrangements for their non-CCS children. It is important that our chaperones and drivers are not distracted by the needs of other siblings. Students are not allowed to drive 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. Boys and Girls will not sit side-by-side on bus trips. 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
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 or purchase a lunch from the school. We encourage parents to give the student a wholesome variety of foods in his/her lunchbox and plan so that he/she will receive the necessary diet for proper growth.

There will be a fifteen-minute brunch time in the mid-morning for Secondary School students. Snacks and drinks are available from the café during this time. Food should be kept in lockers until Brunch or Lunch.

Snacks for Secondary School students are available for purchase at lunch time. Lunches may be brought from home or ordered online through Schoolhouse Fare.

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

Student Organizations

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

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

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

National Honor Society: CCS sponsors a chapter of the National Honor Society, which is open to all sophomores, juniors, and seniors who have a cumulative GPA of 3.5 or higher. Students are invited to join the NHS in September of each year. Eligibility is calculated after the end of each school year, and only students who have completed a full semester of attendance at CCS are eligible (in accordance with national membership standards). As students are considered for invitation for membership, other factors besides GPA are taken into account, such as leadership, character, and service.

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