

CHEROKEE TRAIL HIGH SCHOOL
25901 E. ARAPAHOE RD.
AURORA, CO 80016
TELEPHONE: 720.886.1900
WEBSITE: www.cherokeetrail.cherrycreekschools.org



CHEROKEE TRAIL HIGH SCHOOL MISSION STATEMENT

Our actions will ignite the genius and nurture the goodness within us all.

Cherokee Trail High School
Cornerstones

Caring
Communication
FUn & Celebration
Inte**G**rity
BalAnce
Responsibility
Systems

CTHS Fight Song

Oh We Will Fight! Fight!
Fight for Cherokee Trail
Fight on to Victory
Yes We Will Fight! Fight! Fight
and Take the Charge
To Lead us into History
And When We Strike With Might
Let Foes Beware
Cougars Will Always Prevail
And So We Stand and
Shout with Cougar Pride
And Cheer for Cherokee Trail!
FIGHT! FIGHT! FIGHT!

SCHOOL COLORS
BURGUNDY AND NAVY

MASCOT
COUGAR

**Cherokee Trail High School
Student/Parent Handbook
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2019 – 2020 SCHOOL CALENDAR / IMPORTANT DATES

<p><u>July 2019</u> Tuesday, July 30 Wednesday, July 31</p>	<p>Check in for 10th and 12th grade students Check in for 9th and 11th grade students</p>
<p><u>August, 2019</u> Thursday, August 8 Friday, August 9 Monday, August 12 Thursday, August 15</p>	<p>Cougar Family Night Freshman Orientation / Simulated School Day First Day of School - Classes start at 8:20 am Back to School Night 6:30-8:00</p>
<p><u>October, 2019</u> Monday-Friday, Sep 30-Oct 4 Saturday, October 5 Friday, October 11 Monday, October 14 Monday, October 21 Wednesday, October 30</p>	<p>Homecoming Week Homecoming Dance 7:30-10:30 pm End of First Quarter First Day of Fall Break Return from Fall Break ASPIRE, Pre-ACT, Practice SAT, Senior Post Secondary Planning Day</p>
<p><u>November, 2019</u> Wednesday, November 27 Thursday-Friday, November 28 – 29</p>	<p>No School - District Non-Contact Day No School - Thanksgiving Break</p>
<p><u>December, 2019</u> Monday, December 16 Tuesday-Thursday, Dec 17 - 19 Friday, December 20 Monday, December 23</p>	<p>Exam Review – All A and B day classes Final Exams (17th - 1A, 2A, 3A), (18th - 4A, 1B, 2B), (19th - 3B, 4B) Make-up Exams / Non-Contact Day First Day of Winter Break</p>
<p><u>January, 2020</u> Tuesday, January 7 Monday, January 20</p>	<p>Return from Winter Break, 2nd Semester Begins No School – Dr. Martin Luther King, Jr. Holiday</p>
<p><u>February, 2020</u> Monday, February 17 Tuesday, February 18 Thursday, February 20 Tuesday, February 25</p>	<p>No School - President’s Day No School - District Non-Contact Day Spring Parent / Teacher Conferences: 4:00-7:30 pm ACT Test</p>
<p><u>March, 2020</u> Friday, March 13 Monday, March 16 Monday, March 23</p>	<p>End of Third Quarter First Day of Spring Break Return from Spring Break</p>
<p><u>April, 2020</u> Tuesday, April 14</p>	<p>SAT and PSAT Testing</p>
<p><u>May, 2020</u> Friday, May 1-Friday, May 22 Friday, May 15 Monday–Wednesday, May 18, 19, 20 Thursday, May 21 Friday, May 22, 12:00 pm</p>	<p>AP & IB Exams Exam Review – All A and B day classes Final Exams (18th- 4B, 3B, 2B), (19th - 1B, 4A, 3A), (20th - 2A, 1A) Make-up Exams / Non-Contact Day Graduation</p>

CHEROKEE TRAIL HIGH SCHOOL BELL SCHEDULE

<u>PERIOD</u>	<u>TIMES</u>									
1A/1B	8:20-9:54									
2A/2B	10:01-11:35									
3A/3B <u>1st Lunch:</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">11:42-12:15</td> <td style="width: 20%;">LUNCH</td> <td style="width: 40%;">(33 min)</td> </tr> <tr> <td>12:15-1:49</td> <td>CLASS</td> <td>(94 min)</td> </tr> </table>	11:42-12:15	LUNCH	(33 min)	12:15-1:49	CLASS	(94 min)			
11:42-12:15	LUNCH	(33 min)								
12:15-1:49	CLASS	(94 min)								
<u>2nd Lunch:</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">11:42-12:43</td> <td style="width: 20%;">CLASS</td> <td style="width: 40%;">(61 min)</td> </tr> <tr> <td>12:43-1:16</td> <td>LUNCH</td> <td>(33 min)</td> </tr> <tr> <td>1:16-1:49</td> <td>CLASS</td> <td>(33 min)</td> </tr> </table>	11:42-12:43	CLASS	(61 min)	12:43-1:16	LUNCH	(33 min)	1:16-1:49	CLASS	(33 min)
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11:42-1:16	CLASS	(94 min)								
1:16-1:49	LUNCH	(33 min)								
4A/4B	1:56-3:30									

ATTENDANCE POLICIES

Attendance Phone Numbers: 720-886-2263 (A - Led) OR 720-886-2262 (Lee - Z)

For the protection of students and the accurate monitoring of attendance, please follow the procedures listed below:

1. Call the Attendance Office **prior to 9:30 a.m. on the day of the absence.** When calling, please leave:
 - a) Student's name, spelling the last name
 - b) Reason for the absence, otherwise student will not be excused. If not comfortable leaving the reason, you may call the dean's office to get student excused.
 - c) Parent/Guardian Name
 - d) Phone number where you can be reached

2. **For immediate or early dismissal**, you may call 720-886-1915 (A-Led) or 720-886-1912 (Lee-Z) **at least 1 hour prior to dismissal**, if possible, OR send a note with your student to the Attendance Office in the morning before school begins to obtain a pass for early dismissal. If the student is already at school, please call and leave a message on the voice mail.

3. In the event that a student becomes ill at school and needs to go home, he/she must either:
 - a) Report to the clinic, and the nurse will phone a parent/guardian and obtain permission.
 - b) Have a parent/guardian call and give permission to the Attendance Office with the time the student is leaving.
 - c) **Students who leave campus without following the above procedure may be marked "unexcused."**

4. Absences that are not excused within **48 hours will become unexcused and require a dean's approval.**

5. In the event of a situation in which the student is supervised temporarily by an adult other than the parents, the parent should notify the Attendance Office in writing, providing the name, address and phone number of the supervising adult.

6. **PLEASE NOTE: Parents may not excuse their students from class because they are not prepared or need to do work for another class. Students who are excused must be off school grounds during an excused absence.**

Attendance, grades and behavior can be reviewed at any time by our deans to determine if students have earned privileges such as attending any school dance, sporting event, theatrical performance or any school sponsored activity. Seniors are put on notice that poor attendance, poor grades and/or poor behavior can adversely affect participation in all senior activities which include, but are not limited to, prom, sporting events (home or away), the Senior Exit Assembly, Senior Celebration Day, and Graduation.

STUDENT ABSENCES AND EXCUSES (File: JH CCSD Board Policy)

Student Absences and Excuses

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absence; therefore, regular and punctual patterns of attendance shall be expected of each student. According to state law, it is the obligation of every parent/guardian to ensure that every child under his/her care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally achieve higher grades, enjoy school more and are more employable after leaving school. For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy. All students in grades kindergarten through 12 are expected to attend school for the academic year unless they fulfill all requirements for graduation at an earlier date.

Excused Absences

The following shall be considered excused absences:

1. A student who is temporarily ill or injured, or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. A student who is absent in observance of an established religious holiday.
6. A student whose absence is approved by the building principal at the request of the parent or guardian.
7. A student who is suspended or expelled.

The district may require suitable proof regarding the above exceptions, including written statements from medical sources. If a student in an out-of-home placement (as that term is defined by C.R.S. 22-32-138(1) (e)), is absent due to court appearances and participation in court-ordered activities, such absences shall be excused. The student's assigned social worker shall verify the student's absence was for a court appearance or court-ordered activity.

Teacher/School Sponsored Advance Notice of Absence:

Advisors, activity sponsors or classroom teachers who have had their field trip approved by their department coordinator and the administrator in charge will complete an Advanced Notice of Absence Form listing all students who will attend field trip activities. These school sponsored absences are considered an excused absence.

Unexcused Absences

An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Continued unexcused absences and/or repeated tardiness may be considered cause for disciplinary action. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension. Academic penalties, out of school suspensions and expulsions shall not be imposed for any unexcused absence. The administration shall develop procedures to implement appropriate penalties, and may consider the correlation between course failure, truancy and a student dropping out of school in developing procedures, and may implement relevant strategies to re-engage students with a high number of unexcused absences. Students and parents/guardians may petition the Board of Education for exceptions to this policy or the administrative procedures provided that no exception shall be sustained if the student fails to abide by all requirements imposed by the Board as conditions for granting any such exception. When a student returns to school after a period of absence, a note signed by one of his parents should be sent which indicates that the student was absent with their permission. The note must contain the parent's full name, the date and the number of days the student was absent. In schools where personal calls are made to check on absences, the note may not be required. A "dropout" is a person who leaves school for any reason before completion of a high school diploma, or its equivalent, and who does not transfer to another public or private school or enroll in a home-based education program (home school) pursuant to Colorado statute, and as evidenced by "adequate documentation" described in the Colorado Code of Regulations, 1 CCR2.01(1). The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days in a calendar or school year.

Unexcused Absences/Truancy

If a student is absent without a signed parental/guardian excuse or if the student leaves school or class without permission of the teacher or administrator in charge, the student shall be considered truant. Determination of an absence as excused or unexcused will be based upon the criteria stated in School Board Policy JH. A "habitual truant" shall be defined as a student of compulsory attendance

age who has four total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year. The determination of a “habitually truant” status for a student is calculated using the sum of unexcused absences converted to days and fractions of days. Said absences are cumulative, need not be consecutive, nor confined to one class. Absences due to suspension or expulsion shall not be counted in the total of unexcused absences for purposes of defining a student as a “habitual truant.” A plan shall be developed for a student who is declared habitually truant with the goal of assisting the child to remain in school. When possible, the child’s parent, guardian or legal custodian will be expected to participate with district personnel during the development of the plan unless extenuating circumstances prevent their participation. Appropriate school personnel shall make all reasonable efforts to meet with the parent, guardian or legal custodian to review and evaluate the reasons for the child’s truancy. In order to reduce the incidents of truancy, parents of all students shall be notified in writing at the beginning of each school year of their obligation to insure that all children of compulsory attendance age attend school. Parents/guardians shall be required to acknowledge in writing awareness of their obligations and to furnish the school with a telephone number or other means of contacting them during the school day. The school shall establish a system of monitoring individual excused and unexcused absences. When a student fails to report on a regularly scheduled school day and school personnel have received no indication that the parent/guardian is aware of the absence, school personnel or volunteers under the direction of school personnel shall make a reasonable effort to notify the parent/guardian by telephone. The school will attempt to determine the reason for a student’s unexcused absence, taking timely and appropriate corrective and/or disciplinary action relevant to the cause of the student’s absenteeism. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while truant. Penalties may include a warning, school detention, in-school suspension, or other alternative to suspension. Academic penalties, out-of-school suspensions or expulsion shall not be imposed for any truancy.

Tardiness

Tardiness is defined as the appearance of a student without proper excuse after the scheduled time that a class begins. Because of the disruptive nature of tardiness and the detrimental effect upon the rights of the non-tardy student to uninterrupted learning, appropriate penalties may be imposed for excessive tardiness. Parents/guardians shall be notified of all penalties regarding tardiness. In an unavoidable situation, a student detained by another teacher or administrator shall not be considered tardy provided that the teacher or administrator gives the student a pass to enter the next class. Teachers shall honor passes presented in accordance with this policy. The provisions of this policy shall be applicable to all students in the district, including those above and below the age for compulsory attendance as required by law.

Note: The law requires the local board of education to designate an attendance officer for the district to enforce the provisions of the compulsory attendance law, counsel students and parents, investigate the causes of nonattendance, and reports findings to the board.

BICYCLES / SKATEBOARDS / ROLLERBLADES

Bicycle racks are provided for safe and orderly storage of bikes while students are in class. Bicycles are not to be parked or secured to fences, poles or any other object on campus except racks specifically designed for that purpose. The chain or lock securing a bicycle to another object will be cut, and the bicycle will be impounded until the owner agrees to park his/her bike in the racks provided or agrees not to ride his/her bike to school. Under no circumstances are bicycles to be stored inside the school building during the school day or while participating in extracurricular activities. **Bicycles are not to be ridden on pedestrian walkways and crosswalks.** Skateboards, scooters and/or rollerblades can be dangerous to the students using them, and to others in the area, and may not be used in or around the building. Failure to comply may result in disciplinary consequences and involvement of the legal authorities. The Aurora City Municipal Code makes it illegal to rollerblade or skateboard on property where “No rollerblading or skate boarding” signs are posted.

BUILDING ACCESS

With the exception of the Main Entrance and the Student Entrance, all exterior doors are kept locked during the school day. All staff members and students must wear an ID at all times. Staff, community members and visitors are requested to enter Cherokee Trail High School through the upper level entrance by the Main Office during the day. Unless accompanied by a parent, students are requested to enter through the lower parking lot doors. **All visitors must report to the upper Security Office upon entering the building.** All students shall leave campus prior to **3:45 p.m.** unless under the direct supervision of an adult or in a school sponsored activity. Students should arrange for pick up prior to **3:45 p.m.**

BUILDING HOURS

Emergency After-Hours Number: 720-886-1919 (4:00 - 7:00 p.m. weekdays)

Cherokee Trail is open to students from 7:30 a.m. until 3:45 p.m. on regularly scheduled school days. The building is open at other times as scheduled by the Activities/Athletics Office. The above listed emergency after-hours number is staffed by security from 4:00 - 7:00 p.m. each weekday during the school year. Unsupervised students are not allowed in the building after 3:45 p.m.

CAFETERIA

In order to provide an acceptable environment in which every student may eat his/her lunch, it is necessary that everyone who uses the school cafeteria respect the rights of each member of the student body. The following guidelines govern the use of the cafeteria and its facilities. Violation of these guidelines will be reported to the student's Dean. Restrictions may be placed on the use of the facility for a period of time.

The following are not to be considered the only areas of violation, but do represent areas of major concern:

1. Students are to follow any request or instruction made or given by any person in legitimate authority, including cafeteria staff, regarding behavior in the cafeteria. **Student IDs will be required to purchase lunches.**
2. Each student is to cleanup any food or drink that is spilled on the table to the best of his/her ability.
3. The throwing of food and/or drink for any reason is considered unacceptable behavior and is grounds for suspension from school and for the automatic restriction of a student's privilege to eat in the cafeteria.
4. **Food or drink is to be consumed in the cafeteria only. No food or drink is to be consumed in the hallways or lower/upper commons area. Opened food/beverage containers may not be carried through the hallways.**
5. Tables, the patio, commons or other areas that are left messy may become restricted eating areas for students.
6. Complaints about the quality of food and service are to be filed with the cafeteria manager and not with the personnel hired to serve food.
7. Students eating on the patio are expected to clean up any food or drink that is spilled on the table to the best of their ability. All trash is to be placed in a trash can before leaving the area.
8. Students must avoid spills or other damage to the bench vents in the back of the cafeteria as well as to the microwave available for student use. Any damage to school property will be repaired by the district and billed to the appropriate students, in addition to other possible disciplinary consequences for vandalism.

Meal charges for the 2019-2020 school year are as follows: Breakfast - \$2.05 Lunch - \$3.50

CLOSED CAMPUS POLICY

Cherokee Trail High School will operate as a closed campus, with the following possible exceptions:

- | | |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10th, 11th and 12th graders | Have off campus privileges but they may be revoked because of academic or discipline problems. Privileges will be reviewed at the end of each quarter. Privileges may be rescinded at any time by a Dean or an Administrator. Sophomores, juniors and seniors may not take freshmen off-campus with them during off-campus privilege time. Violation of these expectations may result in disciplinary consequences, which includes loss of parking permit for the remainder of the school year. Students must follow Colorado law regarding passengers in vehicles. |
| 9th graders | Ninth graders must remain on campus between 8:20 a.m. and 3:30 p.m. |

DISTRICT BUS RULES

The following rules developed by the CCSD Transportation Department are enforced to ensure the safety of all students who ride buses to and from school:

1. Follow the bus driver's directions the first time they are given.
2. Be in your seat whenever the bus door is closed.
3. Keep hands, feet, books, and objects to yourself.
4. No fighting.
5. No weapons or facsimiles of any kind.
6. No swearing, rude gestures, cruel teasing or put downs.
7. Use classroom voices on the bus.
8. Do not throw anything off the bus or have any part of you outside the bus.
9. Do not smoke, chew tobacco, eat or drink while on the bus.
10. Do not bring anything alive or dangerous (i.e., glass containers, sharp objects) on the bus.
11. No skateboards or rollerblades are allowed on the bus.
12. Use of cell phones on school buses is prohibited.

If a verbal reminder does not correct a student's misbehavior, the bus driver will complete a "Misconduct Report" to communicate with the school and home. District procedures require the administrator or designee to take appropriate disciplinary action depending on the seriousness of the incident. Action may range from assigned seating to a 5-day transportation suspension. If a student receives three (3) "Misconduct Reports," a 5-day suspension of bus privileges is automatic.

If parents have any questions about District Bus Rules or disciplinary procedures, they should call their student's Dean or the District Transportation Department at 720-554-4667 and ask for Mike Hush.

DRESS CODE

The matter of dress is individual, but some standards of dress are necessary to promote an appropriate learning environment and provide for safety. Dress that endangers the student while she/he is participating in classroom activities will not be permitted. Furthermore, students should remember that for reasons of sanitation, health and safety (state law), **shoes must be worn at all times.**

Dress may not be such that interferes with the teaching/learning activities or disrupts the climate of the school. A decent coverage of the body is expected; therefore, clothing should cover the body from shoulder to mid-thigh. Chest, back, midriff, and buttocks must be covered. Clothing should cover undergarments. Shirts must have fabric in the front, back and on the sides, under the arms AND pants/jeans or the equivalent (for example, sweatpants, leggings or shorts) AND shoes.

Certain patterns of dress may inadvertently jeopardize the safety and welfare of all students and staff. Articles of clothing deemed to be revealing, profane, or which may denote gang involvement and/or racial/ethnic/sexual intimidation are prohibited. Since our primary concern is to provide and maintain a positive climate where education can flourish, this policy is subject to modifications, additions, or deletions at any time during the school year. The Cherokee Trail High School administration strives to keep the lines of communication open between the student body, deans, administration, faculty/staff and community with regard to dress or other issues that impact school climate.

Not Allowed

- Any head wear on males or females (e.g. hats, headbands, bandanas inside the building).
- Any item that obscures the face or ears (except as a religious observance).
- All head wear will be out of sight during the school day.
- Any clothing that reveals visible undergarments.
- Dress that exhibits or promotes controlled substances (e.g. alcohol, tobacco, and/or drugs).
- Clothing that is revealing or profane or which denotes gang involvement or racial/ethnic/sexual intimidation.
- Confederate flags (stars and bars).
- "Sagging" of one's pants is unacceptable.
- Ripped clothing or large holes in clothing.
- Billfold chain or any chains that are draped from pants or other clothing.
- Clothing or jewelry with sharp or potentially dangerous edges or spikes.
- Clothing that promotes any activity prohibited by the student code of conduct.
- See through tights/leggings.

Students who violate the dress code shall be required to change into appropriate clothing, or make arrangements to have appropriate clothing brought to school immediately. Repeated failure to comply with the dress code shall result in disciplinary consequences and be considered in violation of *Policy JKD-I-E Grounds for Suspension, Expulsion or Denial of Admission Item #1 - Continued willful disobedience or open and persistent defiance of proper authority.*

ELECTRONIC DEVICES

Electronic Communication Devices

"Electronic communication devices" includes cell phones, beepers, pagers, walkie-talkies, smart watches and any other telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor (e.g., computers, I-Pads, other tablet devices, smart phones, electronic entertainment devices like electronic games and compact disc players, etc.). Because technology and ways of using technology are constantly evolving, every unacceptable use of ECDs cannot be specifically described in policy. Therefore, examples of unacceptable uses include, but are not limited to, the following:

1. Accessing and/or viewing an internet site that is otherwise blocked to students at school.
2. Sending an email, text message or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
3. Using a camera device at school or a school-sponsored event to take, send, download or upload an unwanted, harassing, threatening, or embarrassing photos, audio or text of anyone.
4. That contains pornographic, obscene or other sexually oriented materials, either as pictures or writings that are intended to stimulate erotic feelings or appeal to prurient interests in nudity, sex or excretion.
5. That harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies
6. That uses inappropriate or profane language likely to be offensive to others in the school community.

7. Using such devices for any form of “cyber-bullying,” or other unwanted or unsolicited electronic communications or other communications that otherwise cause a disruption to the learning environment.
8. Use of devices with cameras are prohibited in locations where such operation may violate the safety or privacy rights of another person.
9. Using such devices to engage in scholastic dishonesty.
10. Using such devices to save personal or non-school related files to a district-owned computer.
11. For personal profit, financial gain, advertising, commercial transaction or political purposes.
12. Use of devices in a manner that disrupt the learning environment or academic areas.

Students may possess an ECD on compass, on school vehicles, and at school-sponsored events/activities. Possession of an ECD by a student is considered a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of the device so as to violate school rules, board policy or law. Violation of this policy and/or use that violates any other district policy may result in disciplinary measures and confiscation of the electronic communication device. The district shall not be responsible for the security and safekeeping of these items and is not financially responsible for any loss, theft or destruction of electronic communication devices brought to school by a student or confiscated by a school employee for violation of this policy governing the acceptable use of such devices. Any damage to the equipment is the responsibility of the individual.

CCSD School Board Policies JICJ, JIC, JIH, JK

HALLWAY POLICIES

The hallways in the academic area need to be quiet and orderly during class hours to enhance the learning environment. Therefore, students may not be in the academic hallways more than 5 minutes after the beginning of class and 5 minutes before the end of class.

1. Students’ behavior and language are to be acceptable and compatible with the desired learning environment. Students must have a hall pass while in the hallways during an academic period.
2. Romantic and physical demonstration of affection such as kissing, hugging, etc., are not acceptable hallway behavior.
3. Sitting or standing in the hallways in a way that blocks traffic flow and interferes with academic pursuits in classrooms will not be tolerated.
4. Food is to be consumed in the cafeteria only. Food and drink are prohibited in all of the hallways and classrooms. Only unopened food and drink may be stored in a student’s locker and taken to the cafeteria to be eaten.
5. Only clear water bottles/containers with a lid are allowed in the hallways and classrooms.
6. Writing or placing stickers on or inside lockers, walls, etc. may result in disciplinary action and/or fines.

HEALTH SERVICES

The clinic is located on the lower level next to the SAS department and bookkeeping. A registered nurse is available to help students with their health concerns during regular school hours. Assistance with general health problems, acute illness, and first aid are some of the services offered. Parents of a student with health concerns are encouraged to consult with the nurse. Infectious/communicable illnesses should be reported to the clinic immediately at 720-886-1996.

Medical Emergencies and Student Injuries

In the event of a medical emergency, parental instructions on the on-line emergency form will be followed. It is very important, therefore, to have completed the on-line emergency form with a correct telephone number. If the emergency form is not completed, or no one on the emergency form can be contacted, all decisions as to treatment, destination, hospitals, etc. will be made by the attending emergency personnel on site. If contact numbers change during the school year, please update the school as soon as possible.

Illness at school and dismissal from classes

A registered nurse is on duty during the school day. Services relating to general health issues, acute illness, and emergency first aid are available to all students. Students who become ill during the school day should report to the nurse, not to the attendance office. The nurse will evaluate the nature of the issue and assist in contacting parents/guardians for possible transportation home. Only those people (over age 18) whom parents have designated may take a student home from school. Parents should ensure reliable people are listed in PowerSchool. ***Ill students may not be transported by another student except a sibling.*** The nurse will also notify the Attendance Office to excuse classes missed. If students do not follow this procedure and go home due to illness, their absence will be considered unexcused.

- If a student leaves a class to come to the clinic, a pass from the teacher ***must*** accompany the student.
- This pass will be signed and stamped by the nurse and will act as the student’s pass back into class.

Medication at school

High school students have the privilege of administering their own medication, or they may choose to have their parents fill out permission forms for the nurse to administer it to them. We encourage students to carry their own SINGLE DOSES of medication at Cherokee Trail High School. This allows students to treat headaches, cold symptoms, cramps, allergies, etc. as symptoms arise. All medication in the student's possession must be in the original manufacturer's bottle (for over the counter medications), or in the original pharmacy container labeled with the student's name, name of medication, dosage, time to be administered, and the physician's name. Students may bring a (1) one-day supply with them each day.

- **Over the counter medications**

OTC medication from the clinic may be given **up to five times** during the school year by the nurse with a signed permission form. These forms are available in the registration packet and anytime in the clinic. If over the counter medication is needed more than five times in a school year, the clinic will require orders from the student's provider (with prescriptive authority), and it will be the parent's responsibility to obtain these orders.

OTC medications that will **NOT** be available in the clinic

Tums or other antacids
Pepto Bismol (contains salicylate)
Cough Drops
Combination cold medications or anything containing pseudophedrine

- **Prescription Medications**

A permission form must be completed and signed by the parent (and physician if a prescription is required) before the school nurse may administer medication to a student. No stock prescription medication is available. All medication must be brought from home in its original labeled container. Prescription medication should be counted at home and the nurse notified that it is coming to school with the student. Upon entering the clinic the medication will be counted so quantity can be verified. At the end of the school year the unused prescription medications **must** be picked up by parents/guardians. Prescription medications cannot be sent home with students. If medications are not picked up, the State of Colorado requires they be disposed of according to guidelines.

- **Controlled Substances**

Please be aware that controlled substances present a high risk of being used illegally and are under the jurisdiction of the Federal Drug Enforcement Agency. Some examples of common controlled medications include: Ritalin, Dexedrine, tranquilizers or muscle relaxants, Phenobarbital, and any pain medication containing opioids such as codeine.

- **Homeopathic/Herbal Medications**

Are treated as a prescription medicine, requiring physician and parent authorization, and may require permission from the Cherry Creek Schools Medical Advisory Board, and are only to be administered by the school nurse. Authorization must be in place before homeopathic medications can be administered. Due to the fact that these medications are unregulated substances and can be taken outside of school hours, students are not permitted to carry homeopathic medications.

Under no circumstances should students share their medications with other students. They will be subject to disciplinary action.

ID CARDS

A student ID card serves as identification for each Cherokee Trail High School student. Each student is **expected to have an ID card which must be visible at all times** while in attendance at school or school events - home or away. Students are expected to provide the card upon request from a staff member. The ID card is required for:

- checking out books from the media center or resource centers,
- boarding a school bus,
- checking out equipment,
- admission to school dances and activity events,
- obtaining school parking permits,
- free admission to all Cherokee Trail sponsored home athletic events with \$30.00 activity fee paid (excludes state competitions),
- student admission price at "away" athletic events,
- paying for certain fees and fines in the bookkeeping office,
- securing a work permit,
- identifying privilege time and early-in/early-out, and
- purchasing lunches from your lunch account.

Students misusing their identification card may lose the privilege of attending activities where Cherokee Trail High School is involved. In addition, a student not carrying a student ID may incur a consequence. Students should report lost or stolen cards immediately to security. **Replacement cost for lost ID cards will be \$2.00**; incorrect cards will be replaced for free. Replacement cards may be obtained in the upper security office by the main doors during school hours.

LOCKERS

Lockers at Cherokee Trail High School are the property of the Cherry Creek School District and are made available for student use during the school year. This student privilege carries an additional responsibility of keeping the locker clean and maintained. Cherokee Trail cannot assume any responsibility for lost or stolen items; students bring valuable items to school at their own risk. Cherokee Trail reserves the right to search lockers as necessary for the safety of the student body and the enforcement of school rules. **Lost and found** is maintained by the security department and items may be viewed at the **UPPER** level security office. Lost and found items are held for a month. After a month all items will be donated to charity. Juniors and seniors will be required to share lockers. Additional information regarding sharing lockers will be provided at check-in. **Fines will be assessed for any damage to the lockers.**

PARKING FEES

Students wishing to park on campus for the school year must purchase a parking permit. The fee is \$50 for the entire school year. Beginning second semester, the fee is \$25. Daily parking permits will be sold for \$2 per day. All parking permits are available in the lower level Security Office. Students wishing to purchase permits must complete the appropriate paperwork at the lower level Security Office. All policies regarding parking must be followed if a student has a parking permit (see Closed Campus policies). Cars without permits are illegally parked and are subject to a student fine. Parking fines for the 2019-2020 school year are \$25 per ticket. Once a fourth ticket is issued, a boot will be placed on the car, and there will be a \$50 removal fee.

Vehicles Driven to School by Students

Students will be eligible to purchase a parking permit. Parking permits will not be issued until all fines have been paid or cleared. **Each vehicle parked on Cherokee Trail property must have a parking permit visibly displayed.** Driving a car or a motorcycle to school is a privilege that can be revoked if the student fails to operate his/her vehicle "safely" and in accordance with state law and school law. The Aurora Police Department will issue citations for careless and reckless driving, speeding, and parking in handicap or fire zones.

The parking lots are off limits to loitering during the school hours. Additionally, students must follow Colorado Law (SB-036/April, 2005) pertaining to drivers under 21 including:

1. No passengers under age 21 until the driver holds a valid driver's license for at least six months (siblings and passengers with medical emergencies excepted).
2. No more than one passenger under age 21 until the driver holds a valid driver's license for at least one year (siblings and passengers with medical emergencies excepted).
3. No more than one passenger in the front seat of a vehicle driven by a person under 17, and the number of passengers in the back seat must not exceed the number of seat belts. All passengers must wear seat belts.

Vehicles Parked on School Property

1. The privilege of parking on school property is extended in exchange for granting consent to the school administration to search the vehicle without warning when the administration has reason to believe that the general welfare or safety of students is threatened by items contained in the vehicle. In order to park a vehicle on school property, consent must also be given to seize items that are dangerous or potentially dangerous in order to maintain the common good.
2. Loitering in the parking lots or socializing in vehicles during school hours is not permitted.
3. Although a student has paid a parking fee to Cherokee Trail High School, the school is not responsible for loss or damage that may occur in the school parking lot. The parking permit only allows the student to park on campus.
4. Students must park in the lower parking lot or, with special permit only, in the upper lot by the mobiles, and may never park in any areas designated as Faculty Parking, Visitor Parking, Bus Drop-off Lanes, or Fire Lanes. Students requiring a "Handicapped" parking space should make arrangements through the local DMV office.
5. Students' vehicles must be parked between the white/yellow lines on the parking lots.
6. Students should become familiar with their designated parking lots and spaces.
7. Speeding, careless, reckless driving, playing loud music or other traffic violations may result in immediate loss of driving/parking privileges. These violators may also be referred to legal authorities.
8. Vehicles may not be left overnight on campus.
9. Parking permits remain the property of Cherokee Trail High School and are nontransferable.
10. Parking permits must be returned upon checking out or withdrawing from Cherokee Trail High School.

11. Parking privileges may be revoked for academic or disciplinary reasons.
12. School buses have the right of way. You must yield to all school buses in the parking lot.

File: JQ-1 CCSD Board Policy

In order to generate revenue for the improvement and maintenance of parking areas and grounds, parking fees will be assessed at senior high school campuses.

The fees will be collected at the time of student registration. Parking fees paid by students may be refunded if requested within the timeline set by senior high schools.

The number of permits issued at each school campus will be limited to the number of parking spaces available. Each school will establish permit eligibility and priority for its students in accordance with individual parking lot capacities.

Parking fee rates will be established by the Board of Education and implemented beginning in the 1993-1994 school year.

Adopted: September 13, 1993 LEGAL REFS: C.R.S. 22-32-117 C.R.S. 22-45-104

Note: Parking fee refunds must be requested from CTHS Security within 30 days of purchase. No refund will be given after 30 days.

PLEDGE OF ALLEGIANCE (House Bill 03-136)

(2) (a) "The teacher and students in each classroom in each public high school in the state of Colorado shall recite aloud the Pledge of Allegiance to the flag of the United States of America when the school conducts its daily announcements. If a public high school does not conduct daily announcements, then the teacher and students in each classroom in the public high school shall, on a daily basis, recite aloud the Pledge of Allegiance to the flag of the United States of America."

(2) (b) "Nothing in this subsection (2) shall be construed to require a teacher or a student to recite the Pledge of Allegiance described in paragraph (a) of this subsection (2) if the teacher or student objects to the recitation of the Pledge on religious grounds. A student shall be exempt from reciting the Pledge of Allegiance if a parent or guardian of the student objects in writing to the recitation of the Pledge on any grounds and files the objection with the Principal of the school."

(2) (c) "Nothing in this subsection (2) shall be construed to require students and teachers who are not United States citizens and are attending or teaching school in the state of Colorado to recite the Pledge of Allegiance described in paragraph (a) of this subsection."

- **Any student or staff member who chooses not to recite the pledge will be asked to remain respectful and quiet during the pledge.**

REPORTING SUSPICIOUS ACTIVITY / Safe2Tell

Safe2Tell Colorado Phone Number: 877-542-7233

Website: Safe2Tell.org

The Cherry Creek School District provides an opportunity for students, parents and members of the community to provide information regarding illegal or inappropriate activity that is occurring at Cherokee Trail High School or involves one of our students. Safe2Tell Colorado gives you a safe, anonymous way to help someone who is struggling or hurting. Learn what to look for, what to listen for, and what to report. Anonymously report anything that concerns or threatens you, your friends, your family or community. As with all disciplinary investigations at Cherokee Trail, the rights of the accused will be upheld. Law enforcement, school staff and response teams complete disposition reports on the outcomes of each tip received.

SNOW DAYS AND STORM / EMERGENCY SCHEDULE INFORMATION

Should inclement weather or emergency situations result in the closing of district schools or in an adjustment to school start or dismissal times, the information will be posted on the district web site, recorded on our hotlines and conveyed to a number of radio and TV stations for broadcasting.

Web Site

Any weather-related schedule changes will be posted to a link on the district's web site <http://www.cherrycreekschools.org> by 5:00 a.m. You may want to bookmark this address for easy access.

Telephone Hotlines

Weather-related schedule decisions will be made by geographic area. Look for your school and call the hotline number listed for that area. Cherokee Trail is located in the South/East Area 720-554-4703. Information for each hotline will be updated by 5:00 a.m. daily.

Television Channels

2-WB2 4-KCNC 7-KMGH 9-KUSA 31-FOX

FM Radio

KJMN-92.1 KBCO-97.3 KYGO-98.5 KKHK-99.5 KOSI-101.1 KXKL-105.1

AM Radio

KHOW-630 KTLK-760 KOA-850

School Closure

When early morning weather and road conditions or other emergency situations are deemed hazardous, the district will announce closure of school through the media previously listed.

- All activities scheduled in district facilities are cancelled.
- In-district sports events and team practices are postponed.
- If a league event is scheduled out of the district, the host district determines whether it is postponed.

Delayed Start

When early morning conditions are not deemed serious enough to close school, but likely to cause delays, bus stop pickup times and school start times may be delayed. This information will be available on the district web site <http://www.cherrycreekschools.org>, area hot lines, and local TV and radio stations as soon as possible. Delayed Start schedules will be as follows:

- High Schools: Bus pickup and school starting times will be delayed 1 ½ hours (90 minutes)
- Endeavor: Delayed 1 hour (60 minutes)
- I-Team: Delayed ½ hour (60 minutes)
- Vocational: Delayed 1-½ hours (90 minutes)
- Expulsion: Normal Schedule
- Facility shuttles are cancelled

Early Dismissal

If serious storm conditions or other emergency situations develop during the day, the district will monitor the situation and advise affected schools and the transportation department, as soon as possible, of a decision to dismiss school early.

Late Dismissal

In the case of dangerous weather warnings, for safety reasons, a school may hold students past their dismissal time.

School Closure

In the event of a snow day or a cancellation, the next school day will resume as the next scheduled block day. All students will report to their first class as scheduled. **Important:** Parents are encouraged to formulate plans for their child(ren) in the event of an emergency. Arrangements should be made for their child(ren) to go to a neighbor's house, or have access to their home and directions for contacting a parent. In no case will a child be released to a person without proper identification and clearance from the school office.

VISITOR POLICY

Only adult visitors may be on campus during the school day. Visitors must check in with security, show proper identification and indicate the reason for being at school. Visitors must wear a nametag at all times. Out of town guests, friends of students, relatives, best friends, etc., cannot visit between the hours of 7:30 a.m. and 3:30 p.m. Any unauthorized visitors will be escorted by security to the Security Office where they will fill out a trespassing notification form and could be issued a trespassing ticket by the Aurora Police Department. While school is in session, alumni may visit the school during school hours, but need to schedule appointments with the staff to visit classrooms or offices, and must follow established visitor check in procedures.

ACADEMIC POLICIES

ACADEMIC INTEGRITY

Plagiarism (the theft of another's ideas) and cheating will, in all cases, result in failure of the specific assignment and could lead to failure of the course. Teachers will report incidents of plagiarism and cheating via power school. As appropriate, deans may be notified for disciplinary action, especially for repeated or serious infractions.

BOOKKEEPING OFFICE AND FINES

Bookkeeping Phone Number: 720-886-1934

- The Cherokee Trail High School bookkeeping office is open for payments and deposits during the posted hours. The Bookkeeping Office will close daily from 9:00-11:00 a.m.
- **The bookkeeping office does not make change or cash checks for students.**
- A \$20.00 processing fee will be charged on all returned checks. NSF (non-sufficient funds) checks must be redeemed in cash.
- **Student ID cards must be presented at the bookkeeping office when paying for sports, parking permits, fines, etc.**
- VISA, Discover and MasterCard are accepted.

Fines are issued by staff members and do not originate in the bookkeeping office. Questions about fines should be directed to the staff member who issued the fine or the department coordinator.

COUNSELING AND GUIDANCE SERVICES

Counseling Phone Number: 720-886-1980

The mission of CTHS counselors is to prepare all students to be college/career ready by planning a meaningful course of study, assisting students to achieve academically and help them grow and develop as lifelong learners.

COURSE LOAD

1. All freshmen must carry a minimum of seven classes per semester with at least four of those classes in the core curriculum areas of English/Language Arts, Mathematics, Science and Social Studies.
2. All freshmen students will be automatically assigned to a Freshmen Seminar class.
3. All sophomores and juniors must carry a minimum of six classes per semester, including English/Language Arts, Mathematics, Science and Social Studies.
4. All seniors must carry a minimum of six classes first semester and five classes second semester, including four core subject areas or three AP/IB courses per year (exceptions require extenuating circumstances, and parent and administrative consent).
5. Students may take eight classes with the permission of their counselor and an administrator.

CREDITS EARNED OUTSIDE OF THE CHERRY CREEK SCHOOL DISTRICT

A maximum of two (2) credits earned outside the Cherry Creek School District can be applied toward graduation. This includes correspondence credit and/or summer school credit earned in another school district. Students wishing to earn credits outside the Cherry Creek School District must have these requests approved by the student's counselor. This policy does NOT apply to transfer students or to students whose class has already graduated. Additional questions should be directed to the counseling department.

PLATO

PLATO Computer Academy is an online computer program that allows students an opportunity to recover credit in a class that the student has previously failed. As this credit retrieval opportunity is a privilege, it is important that students use their time in PLATO efficiently or they may be dropped from the program. Students will earn an "S" for Satisfactory or "US" for Unsatisfactory. PLATO courses are not NCAA approved. CTHS has limited spots available in this program and offers only certain classes. Students should see their counselor for more information.

FINAL EXAMS

Final exams are given at the end of each semester in December and in May. Students will have an exam for each of their classes and are expected to be in their classroom for the entire exam period. The final exam schedule is included on the calendar on page six of this handbook and will be posted on the CTHS website. Per CTHS policy, early final exams are not approved.

GRADES

A = 90 - 100 = Excellent

B = 80 - 89 = Above Average

C = 70 - 79 = Average

D = 60 - 69 = Below Average, but Passing

F = below 60 = Failing; No Credit

S = Satisfactory/Pass

U = Unsatisfactory

I = Incomplete

WP = Withdraw Pass

WF = Withdraw Fail

GRADE POINT AVERAGE

1. The Registrar's Office will use the following points to compute the Grade Point Average (GPA)
 - Unweighted Grade Point Average (GPA): A = 4 points, B = 3, C = 2, D = 1, F = 0.
 - Weighted Grade Point Average (GPA): A = 5 points, B = 4, C = 3, D = 1, F = 0.
2. Incomplete grades may be given at the discretion of the teacher. However, if the incomplete grade is not removed within nine weeks, the grade will become an F and be calculated in the GPA.
3. A grade of U (Unsatisfactory) will be calculated as an F on the transcript.
4. A student who transfers with a Pass/Fail course in progress will be allowed to continue on a Pass/Fail basis. If the student earns an S, the grade will not be calculated in the GPA. If the student concludes the Pass/Fail course with an F, the F will negatively impact the GPA.

GRADE RECORDING

1. A grade for each course carried must be recorded in the student's cumulative record and permanent record, and may not be removed or changed without consent of the teacher involved.
2. Students will be permitted to repeat a course to improve their grades. However, students may not receive credit for the same course twice (ex. If a student repeats a course and earns a higher or lower grade the second time, only the second attempt counts toward credits attained).

GRADE UPDATES

Cherokee Trail High School uses the PowerSchool database program. Parents and students have web-based access to their student's grades, attendance, and assignments via a secure password. Parents may be interested in a PowerSchool option that can be set up to have a grade update emailed to the parent(s) on a weekly basis. Grades will be updated weekly. Late work will be updated as time permits in the teacher's schedule.

GRADE WEIGHTING

Official transcripts reflect weighted and unweighted grade point averages. Weighted grades are given in those courses designated as Honors or Advanced, Advanced Placement (AP), Pre-International Baccalaureate (Pre IB), or International Baccalaureate (IB). The difference between weighted and unweighted grades in terms of grade point value is as follows:

Unweighted Grade Points

A = 4 grade points
B = 3 grade points
C = 2 grade points
D = 1 grade point
F = 0 grade points

Weighted Grade Points

A = 5 grade points
B = 4 grade points
C = 3 grade points
D = 1 grade point
F = 0 grade points

The Principal's Honor Roll is based on weighted/unweighted grades. Please refer to the Program of Study located on the website for a complete listing of weighted and unweighted courses.

GRADUATION

In order to participate in the Cherokee Trail High School graduation ceremony students must:

1. **Complete all graduation requirements.**
2. **Attend the spring graduation meeting with a parent or guardian.**
3. **Attend the required graduation practices.**
4. **Clear all fees/fines.**

If a senior does not complete all graduation requirements prior to the May graduation, a summer commencement will be available. Any junior who is considering early graduation must confer with his/her counselor to start a multi-step formalized process.

Attendance, grades and behavior can be reviewed at any time by our deans to determine if students have earned privileges such as attending any school dance, sporting event, theatrical performance, or any school sponsored activity. Seniors are put on notice that poor attendance, poor grades, and/or poor behavior can adversely affect participation in all senior activities which include, but are not limited to, prom, sporting events (home or away), exit assembly, Senior Celebration Day, and Graduation.

GRADUATION DISTINCTIONS

Students have multiple opportunities to earn distinctions for graduation. Only regalia associated with distinctions earned at Cherokee Trail may be worn during the graduation ceremony. Students who meet the requirements for International Baccalaureate, AP Capstone and/or National Honor Society will earn a stole that can be worn at the graduation ceremony. Students who meet the requirements for AP Scholar and/or Valedictorian will earn a medallion that can be worn at the graduation ceremony. Students who meet the requirements for the Business Distinction, Performing/Visual Arts Distinction, STEM Distinction, AVID, Nationally Recognized Interest Honor Society and/or who have a cumulative GPA of 3.5 or higher will earn a cord that can be worn at the graduation ceremony. For additional information on graduation distinctions, please contact the Activities Office.

GRADUATION REQUIREMENTS

In pursuit of its mission to ensure that all students reach their learning potential, the Board of Education of the Cherry Creek School District recognizes that high school shall be generally considered as a four-year course of study. Therefore, graduation requirements are based on units of credit earned in grades nine through twelve. A unit of credit is defined as the amount of credit given for the successful completion of a course which meets the required hours of instruction as defined in state law.

To graduate and receive a CTHS diploma, students must attend CTHS their last full semester prior to graduation and carry a minimum of five classes, four of which should be in the core academic areas or three of which are AP/IB courses.

Making Satisfactory Progress Toward Graduation

All high school students in the Cherry Creek School District are required to earn a minimum of 22 credits to graduate. As shown in the Cherokee Trail High School 4-Year Plan in the **Academic Program of Study**, students must earn a certain number of credits each year in order to remain on track for graduation in four years. CTHS monitors student progress toward the following credit attainment:

6.0 credits earned by the start of 10th grade
17.0 credits earned by the start of 12th grade

12.0 credits earned by the start of 11th grade

Graduation Requirements (From Board of Education policy IKF)

<u>Subject</u>	<u>Required Credits</u>	
English	4.0	
Mathematics	3.0	
Science	3.0	
Social Studies	3.0	Including 1.0 credit in US History, & .5 Govt.
Physical Education (Wellness & Fitness)*	2.0	Including 0.5 credit in Health.
Fine Arts or Career & Technical Education	1.5	
Minimum Total of Required Credits	16.5	
Minimum Total of Elective Credits	<u>5.5</u>	

MINIMUM TOTAL 22.0

- * Students who have completed a season of athletics through the CCSD may be granted one waiver of 0.5 of the required 2 units of physical education. This waiver does not reduce the total number of units required for graduation. Additionally, all students must complete the 0.5 credit in Health.

All students will be expected to enroll in a minimum of four academic core units or three AP/IB courses per year.

Graduation Requirements for the Classes of 2021 and Beyond

Beginning with the graduating class of 2021, in addition to the 22 required credits, every student must demonstrate college and career preparedness in both English and mathematics to earn a high school diploma. The Cherry Creek School District offers a menu of options for students to demonstrate their learning and preparation. Students are encouraged to discuss and regularly monitor these options with their family, counselor, and teachers. This menu of options can be accessed via the Cherry Creek School district website.

HOMEWORK

CCSD Board Policy IKE states, "It is recognized that all learning cannot be accomplished within the limited amount of time allotted for classroom instruction. Therefore, homework is routinely assigned to students in the Cherry Creek Schools."

Homework is an important part of high school courses. Teachers assign homework for various reasons including reinforcing classroom lessons, checking for understanding of material presented in class, internalizing key concepts with practice and repetition, providing opportunities for creativity, learning self-reliance and independent work skills, developing positive habits in planning for and meeting deadlines, and preparing for proficiency exams. With Cherokee Trail's alternating block schedule, **students are encouraged to complete homework on the night it is assigned.**

Homework is due at the beginning of the class period following the class when it was assigned. Policies regarding the acceptance of late homework are determined by each department and are communicated to students at the beginning of each school year.

HONOR ROLL/ACADEMIC LETTER

Principal's Honor Roll

Students receive this award for earning a 3.5 or higher GPA for the semester. **Weighted/Unweighted grades are used to calculate these honors.**

Academic Letter

Students receive this award for earning a 4.0 or higher cumulative GPA after two semesters, 3.85 or higher cumulative GPA after four semesters, and 3.7 or higher cumulative GPA after six semesters. **Weighted/Unweighted grades are used to calculate these honors.**

LIBRARY

Library Phone Number: 720-886-1986

Hours: 7:00-4:30 p.m. Monday - Friday

Library website:

<http://www.cherrycreekschools.org/Schools/CherokeeTrail/Library>

The mission of the Cherokee Trail High School library is to provide students & staff with the resources and training they need to excel academically and grow intellectually.

The CT Library is an attractive research and study facility located on the second floor near the Main Office. Large windows offer stunning views of Aurora Reservoir, Legacy Stadium and the surrounding hills.

The library staff expects each student to respect the academic atmosphere in the library by working quietly, respecting the seating arrangements, and by following all school rules. All food (including candy) and drink (with the exception of water bottles with lids) are prohibited in the library and will be confiscated by the staff.

Cell phones (texting only), iPods/MP3 players and personal laptops are acceptable if used individually and appropriately. *Please note that these items must be used silently and individually.*

Student Resources and Services

- Inviting atmosphere for individual study
- Comfortable reading chairs
- Study room for group work
- Book sections including: Non-fiction, Fiction, Paperback, Reference, Biography
- Current Periodicals/Newspapers
- Personal Computers for academic use (PCs)
- Laser printers, scanner, color printer and copier, and other technological resources
- Coin operated copy machine
- A/V Production equipment including paper cutters, die-cuts, laminator

Borrowing procedures

ID cards must be presented for all transactions. No checkouts are allowed if a student is blocked for a fine or overdue item. Materials must be returned on or before the due date or a 10¢ per day charge is assessed on each overdue item.

Borrowing durations

1. Reference materials—3 items max—overnight
2. Non-fiction—3 items max—2 weeks (longer checkout times with more items for long-term projects)
3. Fiction—3 items max—2 weeks
4. Magazines—3 items max—1 week
5. A/V materials—3 items max—1 week

Payment is required for lost, overdue or damaged materials. The library staff is always available during business hours for assistance in locating resources and answering questions. Student suggestions for library improvements and requests for materials are always welcome.

MAKE-UP WORK

Assignments are frequently made ahead of time so that when students are absent from school, even for several days, they can keep up with work satisfactorily until they return. In case of a short absence, students can usually call responsible classmates to get their homework assignments. **With a block schedule, students are encouraged to see their teachers for make-up work on the day they return, whether the missed class(es) meet that day or not.**

Make-up work should be submitted within a period of time no longer than the time missed from school. For example, if a student has an excused/unexcused absence from a Monday class and learns of the assignment in class on Wednesday, the make-up work is due at the beginning of the next class session, in this case, a Friday. Students or parents can request make-up work for emergency or planned and approved absences **of two days or longer** by emailing their teachers. Teacher's email addresses can be obtained through PowerSchool at <https://my.cherrycreekschools.org>. **A minimum of two days is required** for teachers to gather all assignments. It is recommended that students do everything possible to avoid missing school for extended periods of time.

For absences

Even though students are given the opportunity to make up work missed by an absence, it is impossible for them to regain the full benefit of the regular class; therefore, absences should occur only when absolutely necessary. Students who plan to be absent for school-sponsored events, scheduled medical appointments or college visitations must make prior arrangements with their teachers for make-up work. **If students are absent because of illness or another reason it is the student's responsibility to check with each teacher upon return to determine the work needed to be done as make-up and to arrange specific dates for any tests that were missed.** Work that had previously been assigned and is due must be turned in upon the student's return. As stated above, it is expected that make-up work be completed within a period of time no longer than the time missed from school.

ONLINE CLASSES

CCSD offers selected classes online via Cherry Creek Elevation. Students may opt to be a full-time student through Elevation, but students may also continue to attend CTHS as a full-time student while taking one or two classes online via Elevation. These interactive, standards-based classes will provide rigorous class work while meeting graduation requirements for students in CCSD. Online students must take responsibility for their own learning. In any online education program, the student must be a self-directed learner, have internal motivation to manage his or her own learning during the course of study, and have a basic grasp of Internet navigation skills. Students may apply via the Elevation website or may contact their counselor for more information.

RANK IN CLASS

Class ranking will appear on transcripts. Class rank is based on semester grades from both weighted and unweighted classes.

REPORT CARDS

Report cards will be available electronically at the close of each semester with letter grades used to indicate the quality of level of academic achievement. Report cards also note a summary of attendance and tardies, as well as comments from teachers.

SCHEDULE CORRECTIONS

Each year, Cherokee Trail High School will create a new master schedule based upon data derived from student course requests made during the registration process. The expectation is that these course requests represent decisions made collaboratively with the student, teachers, the student's counselor and the student's parents. Based upon these requests, faculty members are employed, sections are created, textbooks are purchased and rooms are allocated.

Schedule Correction Criteria: Students may correct errors in their schedule for only the following reasons:

- College/graduation requirement
- Student does not have the prerequisite to take a scheduled class
- Student has already passed the class and it is not a repeatable class
- Level changes
- Error in the schedule
- Straight drop that will not make the schedule short the required number of classes

Requests that will NOT be considered:

- Teacher changes
- Periods off/lunch preferences
- Elective changes
- Changes to accommodate parent/student work schedules

Dates of schedule corrections:

Students will have the opportunity to correct scheduling errors on the first two days of the semester. This will be the **ONLY** opportunity to address corrections. There will be no schedule corrections after this point, outside of a level change. All straight drops should also be taken care of during check-in schedule correction times.

Withdraw Pass-Withdraw Fail:

If there is a need to drop a class **during** the first four weeks of the semester, a WP/WF form will be required. A WP/WF is noted on the permanent transcript and the following procedure must be followed:

- When a student, despite his/her own significant efforts, is unable to continue satisfactorily in a class, the student's teacher, may initiate a WP/WF request on the student's behalf. The process is completed upon final approval of the Department Coordinator, student's parent and counselor.
- A grade of WP/WF will be entered on the student's transcript as an indication of work attempted. WP/WF will not be calculated into the student's cumulative grade point average.

Drop F:

After the fourth week of the semester, a student requesting to drop a class will receive an F on his/her transcript. The student must obtain a Drop with an F form from his/her teacher. A permanent grade of F will be recorded on the transcript and negatively impact the student's GPA. If the drop makes the student short the required number of courses, he/she will not be allowed to drop the class. Drop with an F forms must be approved by the department coordinator and must also be signed by the student's teacher, parent and counselor.

Level changes:

From time to time, it may be deemed that a level change is in the best interest of the student. If a level change is deemed appropriate after check-in days, the procedure below should be followed:

- The student must discuss the desire for a level change with his/her teacher, parent/guardian, and counselor so that all parties are aware of the academic concern and implications. The student must obtain the level change form through the department coordinator.
- Before the level change process may begin, the student must have completed all homework, assignments, and tests to the best of his/her ability, and must have sought assistance from the teacher.
- If a level change is deemed to be in the best interest of the student, the student must obtain the level change form from the department coordinator. The student must secure the signatures on the form to include: the current teacher, the department coordinator, counselor and his/her parent/guardian. The student will give the form to his/her counselor for processing.
- **Students must attend the first three weeks of a course before a level change will be considered. Level changes may be made through the end of the first nine weeks of the semester.**
- The letter grade at the time of the level change accompanies the student to the new class.
- Level changes are only for core classes (i.e. chemistry honors to chemistry)

2nd Semester corrections: As schedules allow, level changes, straight drops (that won't make the student short the required number of classes) or straight adds to strengthen schedules will be permitted on a space available basis. Courses will not be moved around to accommodate adds.

TECHNOLOGY

CTHS offers vast, diverse and unique technology resources to both students and teachers. Our goal in providing this service is to promote educational excellence in our school. All students will have access to current computer technology to facilitate productivity, resource sharing, innovation and communication.

The computers are provided for staff and students to conduct educational business and communicate with others in relation to school/department work. **Access is a privilege, not a right.** Students who wish to take advantage of the opportunities at Cherokee Trail must agree to abide by the school and district policies for electronic resources and equipment use.

Computer Guidelines:

- Access to electronic resources and the Internet is governed through the CCSD Acceptable Use Agreement and Electronic Mail policy. All staff and students who use the internet and/or e-mail must have a signed agreement on file. Students must have their agreement signed by a parent and participate in training.
- Work on computers is to be for academic purposes only during the school day.
- Copyright law requires that a license be owned by the school or district for each software program on each school computer. Only software which is legally owned by the school should be installed on building computers. Personal software cannot be installed on school computers without violation of copyright law.
- Submitting, publishing or displaying on any computer any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or illegal material is prohibited.
- Students must have the permission and supervision of a staff member during use of school equipment and resources.
- Security systems exist to ensure that the computers and systems are functional to all users. User responsibility is the only ultimate safeguard against misuse. However, when misuse is discovered, disciplinary measures will be taken against the offender. Misuse includes, but is not limited to:
 - Accessing or attempting to access computer files, computer systems, or networks without authorization, using unauthorized passwords, subverting or attempting to subvert the restrictions associated with the District's and/or the school's computer systems
 - Damaging, modifying, altering, destroying, or copying files
 - Modifying or attempting to modify computer resources
 - Crashing or attempting to crash the system
 - Intentionally abusing and/or damaging equipment
 - Violating confidentiality, copyrights, or license agreements
 - Intentionally wasting computer resources
 - Attempting to bypass the system security or to use non-standard means to perform a standard function
 - Use of illegally copied software and/or loading software to a computer without permission
 - Copying, renaming, changing, examining, or deleting files belonging to someone else without the owner's permission
 - Tampering with computers, network drives, peripherals, or any other associated equipment
 - Copying or accessing the file of another user for the purpose of copying the contents and representing the contents as his/her own work as this as interpreted as plagiarism.
 - Downloading software from the Internet or other resources onto school machines

Abusers of computing privilege will be subject to disciplinary action by the school and possible legal actions by the appropriate law enforcement authorities. Loss of computing privileges may result. In addition, the school may require restitution for any equipment or services lost through abuse or misuse. The school reserves the right to examine all computer accounts and files.

Student Use of Personal Laptops:

All CTHS students have access to the wireless network at school with their personally owned device. For this policy a laptop is defined as an electronic communication device capable of internet access. This may include iPod touch, iPad, e-readers and cell phones.

- There is no expectation that every student have a laptop.
- Permission to use laptops as an instructional area will be at the sole discretion of the supervising adult or classroom teacher.
- Safeguarding personal electronic devices and/or laptops is the sole responsibility of the user.

TECHNOLOGY SUPPORT SITES

Cherokee Trail High School's web site

<http://cherokeetrail.cherrycreekschools.org>

PowerSchool

<https://powerschool.cherrycreekschools.org/public/>

PowerSchool is our district student information system. Students and parents can obtain up-to-date information on attendance and academic progress through this system. Password and login information will be printed on the student's schedule.

Helpful abbreviations in PowerSchool:

L – Late M – missing -- assignment not entered (treated as exempt)
✓ – Collected Ex – exempt

Schoology is CCSD's interactive educational portal for teachers and students. Class and coursework information can be obtained from participating teachers at from the link on the CTHS home page.

CreekM@il: <http://creekmail.cherrycreekschools.org> CreekMail is the district's email system. This is the recommended email system allowed at school. Abuse of this privilege will result in termination of access.

Google Apps for Education: <https://drive.google.com/a/cherrycreekschools.org>

Google Apps for CCSD provides a suite of collaborative applications exclusively for schools. Applications include a word processor, spreadsheet, presentation tool and site builder.

Naviance: <https://connection.naviance.com/family-connection/auth/login/?hsid=cherokeetrail>

Used by our counseling department to help students with a plan for life after high school. Naviance is a comprehensive college and career planning tool for families.

TESTING CENTER

The Testing Center is available to students to make up exams or do exam retakes. It is located in the back of the Library. In addition, there are opportunities for students to use the Testing Center for quiet study on a space available basis. The Testing Center is open daily from 7:45 a.m. - 4:15 p.m. Students will be required to show a photo ID to take a test. There are no cell phones, iPods, or any electronic devices allowed in the Testing Center. Any cell phone use or visibility of a cell phone in the Testing Center may result in a "Zero" on the student's exam.

TEXTBOOKS

Textbooks are issued to students and are the responsibility of the student. Students must have a valid CTHS ID in order to check out textbooks. It is suggested that students make a note of their book numbers upon receiving them in order to ensure that the book in their possession is the correct one. Textbooks are checked out by semester and year. Textbooks are due the day the class concludes. Chosen readings are books, such as novels, that a teacher has assigned to the student's class. Due dates for chosen readings will be set up by the teacher. It is the student's responsibility to return all books in a timely manner. CD-ROMs missing from assigned textbooks at check-in will be charged to the student. If a textbook is not checked in after the third notice, a replacement fee will be assessed. Replacement fees are paid at the bookkeeper's office. Textbooks should be returned to the assigning teacher for check-in at the time the last final is taken in each class.

TRANSCRIPTS and TRANSFER CREDITS

Counseling / Post-Graduate Office: 720-886-1981

Forms for requesting transcripts to be sent to colleges and universities are available from the Counseling Office. Unofficial Transcripts are made available at no charge. All students are charged \$5.00 per Official Transcript. Transcripts are considered official documents that cannot be altered and must reflect the course work attempted by each student. Transcripts cannot be handed to students or parents.

Students who transfer to Cherokee Trail High School from inside or outside the district will have their transcript evaluated by the Registrar's office. Although CTHS will accept all credits coming from another accredited district/school, the specific category in which these credits are applied is up to the discretion of the Registrar. Honors credit (weighted grades) will only be given if Cherokee Trail offers the same honors class within our curriculum.

Students who wish to take course work for credit outside of the Cherry Creek School District must first meet with their Counselor/Administrator to gain approval.

Transcripts of students who have entered Cherokee Trail High School from home school or any non-accredited school or International/Foreign school, may receive credit toward graduation but letter grades will not be awarded. Transcripts will reflect a S (Satisfactory/Pass) or F (Fail) grade. Class rank and GPA will be established based on course work from accredited schools only.

High school courses taken by middle school students, whether taken in CCSD or out of district, will not be placed on the transcript without a grade and will not be calculated into the student's GPA unless the student enrolls in CCSD and matriculates into a CCSD High School. The comment on the transcript will include "course taken in middle school." No grade will be recorded on the transcript. The incoming transcript will be stored in the student's school cumulative records file.

VALEDICTORIAN

The student(s) with the highest unweighted grade point average will be designated valedictorian(s). Grade point average will be determined at the end of the 4th quarter of the student's senior year.

Additional eligibility requirements

1. **A minimum of 24 credits earned.** While amassing 24 or more credits, students must be graded using the Cherokee Trail High School A through F grading system.
2. **Completion of a minimum of four credits in Advanced Placement or International Baccalaureate courses, or any combination of AP and IB coursework** (i.e. the courses are identified in the Cherokee Trail High School Program of Study as AP or IB and upon completion, result in a certified external examination). The AP and/or IB full-year courses counting toward valedictorian status must be graded using the Cherokee Trail High School A through F grading system.

WITHDRAWAL FROM SCHOOL

When a student needs to withdraw from school, the student and parent must initiate this process by contacting the Registrar in the Records Office at 720-886-1930. Please allow at least one to two hours for withdrawing a student because the student will need to go to every class for a withdrawal grade. All textbooks, materials, athletic equipment, and student ID will need to be turned in.

DISCIPLINE

DISCIPLINARY SERVICES

Students are assigned a Dean of Students who will handle discipline or attendance problems. We expect students to share in the responsibility for maintaining a safe, orderly and clean place to learn. Deans are available to provide support to and intervention with students who have specific complaints about behavior problems with other students. Cherokee Trail High School personnel will make reasonable attempts to inform parents of a violation of school rules. A parent conference will be necessary for readmission following an out-of-school suspension, depending upon each individual situation and/or the discretion of the dean. Parents may request a conference with their student's dean at any time by calling the dean's office.

Please take time to review the following district and school policies in detail and contact your dean with any questions. Full policies can be reviewed at <http://www.cherrycreekschools.org> (click on **Publications > Policies: School Operations Policies**) or by requesting a copy of any policy in the main office.

STUDENT CONDUCT

File: JIC CCSD Board Policy

CONDUCT AND DISCIPLINE CODE

File: JICDA CCSD Board Policy

VIOLENT AND AGGRESSIVE BEHAVIOR

File: JICDB CCSD Board Policy

WEAPONS IN SCHOOL

File: JICI CCSD Board Policy

GROUNDS FOR SUSPENSION, EXPULSION OR DENIAL OF ADMISSION

File: JKD-1-E CCSD Board Policy

SUSPENSION OR EXPULSION OF STUDENTS

File: JKD-1-R CCSD Board Policy

EXPULSION PREVENTION

File: JKD-3 CCSD Board Policy

SECURITY/ACCESS TO BUILDINGS

File: ECA CCSD Board Policy

VISITORS TO SCHOOL

File: K1 CCSD Board Policy

CONTROLLED SUBSTANCE POLICY

- *The administration may use Aurora Police drug sniffing dogs to check lockers and/or vehicles on school property.*

ALCOHOL AND OTHER DRUG USE BY STUDENTS

File: JICH CCSD Board Policy

SMOKING/CHEWING POLICY

File: IHAMA CCSD Board Policy

USE OF TOBACCO BY STUDENTS

File: JICHA CCSD Board Policy

STUDENT POSSESSION, USE AND ABUSE OF ALCOHOL, MARIJUANA, AND OTHER PROHIBITED SUBSTANCES

File: JICH-R CCSD Board Policy

STUDENT INTERROGATIONS, SEARCHES AND ARRESTS

File: JIH CCSD Board Policy

SECRET SOCIETIES/GANG ACTIVITY

File: JICF CCSD Board Policy

NOTICE OF THE USE OF VIDEO SURVEILLANCE CAMERAS

- *All students, parents and staff of Cherokee Trail High School are advised that, as a public school facility, students, staff, parents and building visitors do not have a right to expect privacy in connection with their actions and activities while in, on or about the school facilities. In an effort to increase school district security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the high school, both internal and external shall be subject to observation and monitoring by video cameras. The tapes of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provisions of school district policy. Any questions concerning this matter should be addressed directly to the building administration.*

USE OF VIDEO CAMERAS TO MONITOR STUDENT BEHAVIOR

File: JICA CCSD Board Policy

INTIMIDATION, HARASSMENT AND HAZING

File: ACC CCSD Board Policy

File: ACC-R CCSD Board Policy

NONDISCRIMINATION/EQUAL OPPORTUNITY INTERPERSONAL/HUMAN RELATIONS

File: AC CCSD District Policy

CIVIL RIGHTS AND ETHNIC INTIMIDATION GRIEVANCE PROCEDURE

Nondiscrimination on the Basis of Ethnicity and Race (Ethnic Intimidation/Harassment)

File: ACB CCSD Board Policy

NONDISCRIMINATION ON THE BASIS OF ETHNICITY AND RACE

File: AC-R-6 CCSD Board Policy

SEXUAL DISCRIMINATION AND HARASSMENT

File: AC-R-4 CCSD Board Policy

GRIEVANCE PROCEDURE - SEXUAL HARASSMENT OF STUDENTS

File: AC-R-5 CCSD Board Policy

STUDENT CONCERNS: COMPLAINTS AND GRIEVANCES

File: JII CCSD Board Policy

File: JII-R CCSD Board Policy

ATHLETICS

Athletics Phone Number: 720-886-1920

Interscholastic athletics for boys and girls have an important place in the modern secondary school and are a vital part of the overall educational program. Athletic participation has value to the participants, the student body and our community.

Special Note to Students and Parents: Your son or daughter may excel at one sport or activity but is encouraged to participate in several. It is the Cherry Creek School District philosophy to encourage our students to participate in a variety of activities/athletics and not limit themselves in their potential growth through experiences. Specialization is not encouraged at our high schools. It may occur through the student's choice, but is not encouraged.

It is a violation of the Colorado High School Activities Association (CHSAA) rules for a high school coach to coerce or attempt in any way to influence a student, who would otherwise go out for another sport, or participate in an activity in his/her sport after his/her high school sport season is completed. Students should not be made to believe that summer camps and off season work in one coach's sport is the only way to make their varsity team. On occasion, activity and athletic participation does conflict in their respective times and dates. Our staff members are encouraged to resolve any conflict of this nature without penalty to the participant.

ATHLETIC ELIGIBILITY

The Cherry Creek District High Schools: Cherokee Trail, Cherry Creek, Eaglecrest, Grandview, Overland and Smoky Hill, being members of CHSAA, support the concept, Constitution and Bylaws of this organization as it pertains to high school activities and athletic policies. All athletic teams and activities groups are governed by CHSAA and Cherry Creek Schools Interscholastic Athletic Handbook.

No athlete will be permitted to try-out, practice or compete on any athletic team until he/she has completed the Athletic Registration online, **\$90 participation fee per sport** and a current physical form signed by a doctor. The website is:

<https://cherokeetrailhs.schoolteams.com/>

The online registration includes the following forms:

- Physical Examination/Insurance
- Transportation Consent
- Attendance and Study Hall Agreement
- Emergency Information
- Participation and Conduct
- Athletic Registration
- Concussion Agreement

In addition, all athletes must register on CHSAA's website ArbiterAthlete.com.

It is a new state requirement that **athletes** must register on ArbiterAthlete.com in order to be eligible to compete. If an account already exists for an athlete (from any prior season), a new one does not need to be created unless the athlete is a transfer athlete. Parents do not need [ArbiterAthlete](http://ArbiterAthlete.com) accounts unless the athlete is a transfer athlete. There is an easy code for them to text (see below) to sign up or go to ArbiterAthlete.com.

Athletes will need to text S41444 to 69274 then following the link to:

- Input full name (PowerSchool names ONLY, no nicknames)
- Birthdate
- School ID
- Choose Cherokee Trail High School as their home school

2019-2020 Athletic Fees for High School

1. A \$90.00 athletic fee will be charged for each sport in which the athlete participates. There is no family maximum.
2. The \$90.00 athletic fee for all participating athletes for each sport must be collected **PRIOR** to an athlete's participation in any sport.
3. Athletes who have a financial hardship may apply for a waiver of this fee by submitting a written request to the **Athletic Director** at their school. At each district high school the Athletic Director will present alternatives to the fee schedule after reviewing the individual circumstances. **Finances should not prevent a student from participating in the athletic program.**
4. **Refund Policy**—A full refund will be made to the athlete who is cut or leaves the sport and submits a refund request form to the Athletics office by the deadline. If the athlete does not request the refund by the dates listed below, no monies will be refunded.

2019-2020 Last Refund & Closing Dates*

Fall Sports	August 26, 2019
Winter Sports	November 16, 2019
Spring Sports	March 16, 2020

*If an athlete leaves the team after these dates, no refund will be given.

GENERAL ELIGIBILITY RULES

Eligibility standards are consistent for all schools that belong to CHSAA. Boys and girls participating in athletics should make themselves familiar with General Eligibility Standards and protect their school eligibility. To be eligible to represent Cherokee Trail High School in any interscholastic activity, you must:

1. Be considered by your Principal a representative of your school's standards of conduct and sportsmanship and be an undergraduate of your high school.
2. Have not changed schools (transferred) after the beginning of the school year unless there is an accompanying change of residence by the parents or legal guardian.
3. Have not turned 19 before August ~ and will not have played more than four seasons in any sport during his/her high school career.
4. During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2½ Carnegie units per semester. **You must not be failing at the time of participation more than the equivalent of a ½ unit (Carnegie) of credit.** In most cases, this means that you may not be failing more than one course. Note: A W/F (Withdraw Failing) and an I (Incomplete) both count as a failure toward eligibility.
5. Returning students must be eligible in accordance with above #2 at the close of the previous semester.
6. Every athlete at Cherokee Trail High School will have his/her academic performance monitored on a weekly basis during his/her sport season.
7. **Summer School**—Summer school courses taken after the close of the second semester may be used to replace any Carnegie units failed. Credits made up through summer school must be in the same curricular area, be accepted to meet graduation requirements of classes previously failed and be recorded on the student's transcript. A class in an area required for graduation may be taken to replace Carnegie units failed in an elective class.
8. All foreign exchange students need to check in with the Athletic Director before going out for a sport.
9. At Cherokee Trail, all student athletes and activities participants are required to enroll in a minimum of five classes. To be eligible for competition or participation, students cannot be failing more than one class. Student athletes and activities participants who are failing more than one class are ineligible to compete or participate. Academic eligibility is determined on a week by week basis with eligibility being determined on Thursday at 9:00 a.m. for the next week running Sunday to Sunday.
10. Attendance will be monitored directly through the Athletic/Activities Office. Any student athlete or activities participant who has an unexcused absence on the day of competition will not be eligible for competition. In addition, whether excused or unexcused a student athlete or activities participant must be in attendance at least 50% of the school day to participate or compete that day.

*This includes a very general list of eligibility requirements, if you have any questions please contact the Athletic Director. Coaches and activities sponsors may have academic and behavioral expectations above and beyond those of Cherokee Trail High School and CHSAA. In the case that academic and behavioral expectations are set by a coach or activities sponsor that are above CHSAA expectations, athletic and activities eligibility will be determined by those set standards.

CLASS ATTENDANCE

As with all students at Cherokee Trail High School, athletes are expected to establish regular and punctual patterns of attendance. Student athletes must be in attendance for at least one-half of their daily classes in order to compete or practice that day, unless advance approval for the absence is on file in the Attendance Office.

We will check attendance for all of our student athletes on a weekly basis. **Any athlete who has an unexcused absence can receive “athletic” consequences determined by their coach.** Should unexcused absences continue, the coach has the option of removing the athlete from his/her team. All attendance issues will be addressed through the Dean’s Office.

SEASONAL SPORTS

Cherokee Trail High School offers a full range of athletic programs. Interscholastic competition is available in the following sports for the 2019-2020 school year.

Fall Sports begin August 12, 2019

Volleyball	Cross Country	Football	Boys Tennis
Softball	Boys Soccer	Cheers/Poms	Unified Cheer
Field Hockey*	Girls Gymnastics*	Boys Golf (Begins one week prior to other fall sports on Aug. 5)	

Winter Sports begin November 18, 2019

Boys Basketball	Girls Basketball	Unified Cheer
Girls Swimming	Ice Hockey*	Unified Basketball
Wrestling	Cheers/Poms	Unified Poms

Spring Sports begin March 2, 2020

Baseball	Girls Golf	Boys Lacrosse	Girls Lacrosse
Girls Track	Boys Track	Girls Soccer	Girls Tennis
Boys Swimming	Unified Track		

* *Co-op with another high school*

ATHLETIC LETTERS

Athletic letters will be awarded in accordance with the requirements set forth by the Cherry Creek School District. See the activities/athletics handbook on the CCSD website.

FACILITY USE

Students are only allowed in the athletic areas (gyms, weight room, pool, wrestling room, dance room, training room and locker rooms) **when a teacher or coach is present.** Team locker rooms are to be used only when a student is involved in a sport and must be cleaned out at the end of the season. Students must provide their own locks for these lockers.

FUNDAMENTALS OF GOOD SPORTSMANSHIP

1. Know and understand the rules of the contest.
2. Show respect for the officials, including accepting their decisions.
3. Show respect for opponents at all times.
4. Recognize and appreciate the skills of all students participating in the contest.
5. Maintain self-control at all times.
6. Show a positive attitude in cheering.

Perhaps the most common type of inappropriate behavior shown by fans is trying to intimidate the opposing team. Unfortunately, college and professional game crowds lead the way in this area. In high school athletics, however, any means by which spectators make fun of or disrupt the other team or officials has no place in the arena. **The coaches and/or players get fouls called on them for spectators’ inappropriate actions.**

In the event of inappropriate behavior, the fans will receive a warning by the school administration or the officials responsible for the game. Continued inappropriate behavior will result in **disciplinary action.**

IMPORTANT NOTE: Discriminatory remarks, sexual harassment and/or inflammatory remarks or signs will result in swift and appropriate disciplinary action.

ACTIVITIES

Activities Phone Number: 720-886-1940

ACTIVITY FEE

A \$30.00 activity fee will be charged to each student per the fee schedule approved by the Board of Education. This allows students to attend all home athletic events at no cost, and away CCSD athletic events and some school activities at a discounted cost (excluding playoff competitions).

ACTIVITIES AND CLUBS

Cherokee Trail High School will provide a wide range of clubs and activities to supplement the academic program. A complete list/description of clubs and activities is available in the Activities and Main Offices. Additional club dues may apply.

Any group of students wishing to organize a club may do so by completing the following:

1. Develop a plan addressing goals, group activities, plans for recruiting members and a statement that highlights how your group will add value to the school in general.
2. Find a member of the Cherokee Trail High School faculty willing to serve as an advisor.
3. Obtain approval through the Activities Office.
4. Establish a consistent meeting time that allows students the availability to participate.
5. Provide equal opportunity for membership among eligible Cherokee Trail High School students who might wish to participate.

ACTIVITIES ELIGIBILITY

The Cherry Creek District High Schools: Cherokee Trail, Cherry Creek, Eaglecrest, Grandview, Overland and Smoky Hill, being members of the Colorado High School Activities Association (CHSAA), support the concept, Constitution and Bylaws of this organization as it pertains to high school activities and athletic policies. All activities groups and athletic teams are governed by CHSAA and the Cherry Creek Schools Interscholastic Athletic Handbook. These eligibility codes will be enforced for all CTHS activities.

Coaches and activities sponsors may have academic and behavioral expectations above and beyond those of Cherokee Trail High School and CHSAA. In the case that academic and behavioral expectations are set by a coach or activities sponsor that are above CHSAA expectations, athletic and activities eligibility will be determined by those set standards.

ACTIVITY LETTER

Cherokee Trail High School offers the opportunity to earn an Activities Letter that can be worn on a letter jacket/sweater through active participation in certain clubs and activities. Information regarding the Activities Letter may be obtained from the individual sponsors of clubs/activities approved for lettering.

POSTERS

Posters advertising events, meeting dates and times are permitted in the building. All posters must be given an approval stamp by the Activities Office.

- Posters for any event are limited in number to four on designated bulletin boards and ten in the upper/lower commons.
- Posters must be posted on the four athletic/activity information boards with staples or thumbtacks.
- Poster content is limited to **who, what, when and where**.
- Posters should not be taped to painted surfaces.
- All posters must be removed following the advertised event.

STUDENT DISTRIBUTION OF NONCURRICULAR MATERIALS: File: JICEC CCSD Board Policy

To understand Constitutional values such as the right to free speech, students must not only study such principles but also have an opportunity to put them into practice. However, there are limitations on the right of student free speech in the school setting that have been upheld by the courts because of the unique nature of the school community.

The goal of this policy is to strike a necessary balance between a student's right of free speech and the school's responsibility to maintain an orderly and safe school environment which respects the rights of all students on school grounds and during school-sponsored activities.

Students shall be allowed to distribute noncurricular written materials on school property subject to restrictions on time, place and manner of distribution set out in the accompanying regulations and the prohibitions set out below and in state law.

Any material in any media containing expression which is obscene, libelous, slanderous or defamatory shall be prohibited. Students shall not distribute any material which advocates commission of unlawful acts or violation of Board policy and/or regulations, which violate another person's right to privacy, which causes a material and substantial disruption of the orderly operation of the school, or which threatens violence to property or persons.

Students who distribute materials in violation of this policy and/or materials that cause a material and substantial disruption or damage to a person or property, or threaten violence to property or persons in the judgment of school officials shall be subject to appropriate disciplinary action.

School equipment and supplies shall not be used for publication of such material unless authorized as a school-sponsored activity.

This policy and the accompanying regulations shall be included in all student handbooks. Revised September 11, 2000, Adopted October 10, 2000

LEGAL REFS.: C.R.S. 22-1-120 (rights of free expression for public school students)
C.R.S. 22-32-110 (1)(r) (power to exclude materials that are immoral or pernicious)

Student Distribution of Noncurricular Materials

File: JICEC-R CCSD Board Regulation

Students who wish to distribute noncurricular printed materials on school property or in conjunction with a school activity must notify the principal a minimum of one day in advance so that details may be worked out regarding the time, place and manner of distribution.

Students do not have to produce an advance copy of the materials that will be distributed for the principal's review. However, materials which are distributed on school grounds containing information prohibited by Board policy and/or materials that create a significant or substantial disruption or damage to persons or property in the judgment of school officials may subject the responsible students to disciplinary action following distribution. The following restrictions will apply to all requests for distribution of noncurricular materials by students:

1. Place

Distribution of printed materials must be made at places within the school or on school grounds as designated by the principal except that in no event may such materials be distributed in any classroom of any building then being occupied by a regularly-scheduled class.

2. Time

Distribution may be made one-half hour before school and/or during regularly scheduled lunch periods and/or 15 minutes after the close of school. Any other times during the school day are considered to be disruptive of normal school activities.

3. Littering

All distributed items discarded in school or on school grounds must be removed by the persons distributing such materials.

4. Manner

No student may in any way be compelled or coerced to accept any materials being distributed by any person distributing such materials or by any school official. In the alternative, no school official or student may interfere with the distribution of approved materials.

Violation of any of these regulations will be sufficient cause for denial of the privilege to distribute materials at future dates and for disciplinary action. Approved by Superintendent Monte C. Moses, October 10, 2000.

The entire text of any school district policy and/or regulation is available upon request from the main office at the school or from the district administration office located at 4700 S. Yosemite Street, Greenwood Village, CO 80111.

Additionally, all district policies may be accessed via the Cherry Creek School District web site located at:

www.cherrycreekschools.org

District Policy JRC, Student Records/Release of Information on Students, explains the rights and responsibilities pursuant to the release of student records. Copies of this policy are available at the individual schools or at the District administration office located at 4700 S. Yosemite Street, Greenwood Village, CO 80111

NOTIFICATION OF NONDISCRIMINATION

Cherry Creek School District No. 5 ("District") does not discriminate on the basis of race, color, national origin, sex, age, sexual orientation, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. Cherokee Trail High School does not discriminate in enrollment or access to any of its available programs. The lack of English language skills shall not be a barrier to admission or participation in District activities and programs. The District also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator, Ms. Kathy Vining, District Compliance Officer, Educational Services Center, 4700 S. Yosemite St., Greenwood Village, CO 80111, telephone (720) 554-4471, or directly to the U.S. Department of Education, Office for Civil Rights, Region VIII, Federal Office Building North, 1244 Speer Blvd., Suite 310, Denver, CO 80204.