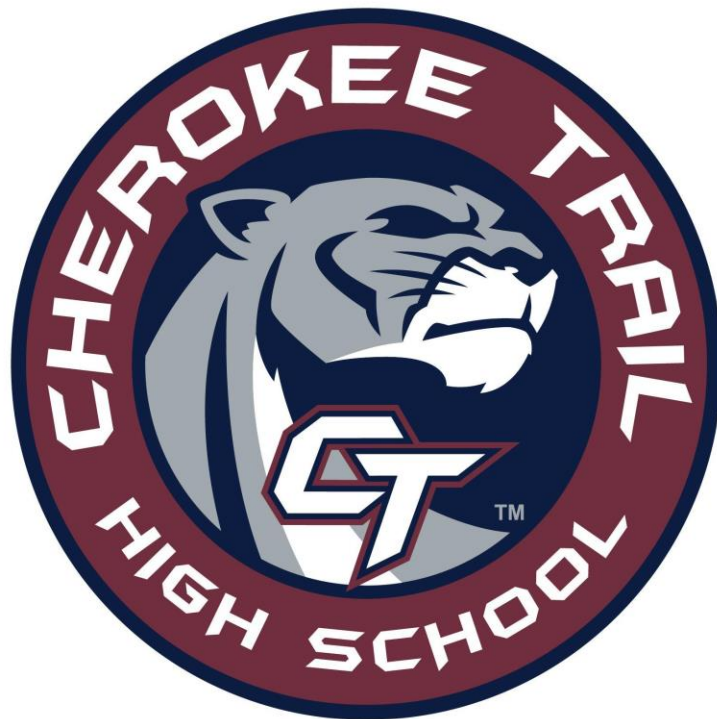


Cherokee Trail High School

2023-2024

Student & Parent Handbook



Home of the Cougars

CHEROKEE TRAIL HIGH SCHOOL

25901 E. ARAPAHOE RD.

AURORA, CO 80016

TELEPHONE: 720-886-1900

WEBSITE: <https://www.cherrycreekschools.org/CherokeeTrail>

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

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STUDENT CONDUCT

Attendance Policies

To Report an Absence:

Full Day Absence: 720-886-2262

Early Dismissal: 720-886-2263

Late Arrival: 720-886-1912

For the protection of students and the accurate monitoring of attendance, parents/guardians should follow the procedures listed below:

- Call the Attendance Office **before 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 the student will not be excused). If parents/guardians are not comfortable leaving the reason, they may call the dean's office to get the student excused.
 - c. Parent/Guardian Name
 - d. Phone number where parent/guardian can be reached
- For immediate or early dismissal, parents/guardians should provide a signed parent note with date, time, parent phone number, and reason for absence to give to the teacher at the beginning of the class period OR you may call 720-886-2263 at least 1 hour before dismissal.
- If students become ill at school and need to go home, they must either...
 - a. Report to the clinic. The nurse will phone a parent/guardian and obtain permission for dismissal.
 - b. Have a parent/guardian call the Attendance Office and give permission for the student to be dismissed.
- **Students who leave campus without following the above procedure may be marked "unexcused."**
- Student absences that are not excused within 24 hours will be marked as "truant" and require dean intervention.
- Temporary supervision of students must be pre-approved by the parent/guardian by notifying the Attendance Office in writing, providing the name, address, and phone number of the supervising adult.
- 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 deans to determine if students have earned privileges such as attending school dances, sporting events, theatrical performances or any other school-sponsored activities. Seniors should be aware 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)

One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic performance, 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, 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 receive higher grades, maximize learning, 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:

- 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 that cannot be taken care of outside of school hours.
- A student who is absent for an extended period because of physical, mental, or emotional disability.
- A student who is pursuing a work-study program under the supervision of the school.
- A student who is attending any school-sponsored activity of an educational nature with advance approval by administration.
- A student who is absent in observance of an established religious holiday.
- A student whose absence is approved by the building principal (or designee) at the request of the parent or guardian.
- 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/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](#). "Habitually truant" shall be defined as a student of compulsory attendance age who has four (4) total days of unexcused absences from school in any one month or ten total days of unexcused absences during any school year. Other relevant School Board Policies include, but are not limited to, JEA, JFC-R, JHB, JHB-R, JIC, and JK.

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 ten (10) days in a calendar or school year. See [School Board Policy JFC-R](#).

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.

Consequences for tardies increase in severity as tardies accumulate. Warnings are issued with initial violations of tardy policy and are followed by detentions in varying degrees with subsequent tardies. Parents should call the dean's office within 48 hours to excuse tardies where lateness is isolated and unavoidable (returning from an appointment, transportation issues, etc.).

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.

Attendance Code Used in PowerSchool

- L: Late (Excused Tardy)—Student arrives late but is excused by parent/school
- T: Tardy (Unexcused Tardy)—Student arrives late within the first 10 minutes of class
- UP: Super Tardy (Unexcused Late)—Student arrives within the first 10-50 minutes of class or is absent for extended period
- U: Unverified (Unexcused Absence)—Student does not attend or arrives after 50 minutes or student leaves and does not return
- Q: Truant (Unexcused Absence)—Dean has attempted to meet with student and contacted parent to determine student truancy

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:

- Scan bus pass when boarding
- Always follow the bus driver or assistant's instructions.
- Respect the driver/assistant and other bus passengers.
- Sit quickly and quietly in assigned seat. Remain seated facing forward in your assigned seat while the bus is moving. The aisle is not to be blocked at any time.
- Middle School and High School students are required to show student ID card to bus driver upon request. Coaches and sponsors are accountable for identification of students on field trips and athletic trips.
- No eating, drinking or spitting inside the bus.
- Do not throw anything off the bus or have any part of you outside the bus.
- Talk in normal tones; loud, rude, vulgar or obscene language is prohibited.
- Cell phone usage limited to texting, video games, or listening to music (with earbuds).
- State law and/or District policy prohibits the following items on school buses: Alcohol/drugs/tobacco, Glass items, Legally prohibited substances, Weapons or facsimiles Explosives, Fireworks (including smoke and stink bombs), Animals (including insects or reptiles), Other dangerous objects

- All items carried by students (i.e., band instruments, athletic equipment, backpacks, etc.) must be under their control at all times and must be carried in the lap, or properly secured in a vacant seat or under the seat. Instruments cannot occupy needed seating space or be placed in the driver's compartment, aisle, or in the step well.
- Skateboards, scooters, and roller blades are not allowed on the school bus.
- Students are permitted to ride only in their assigned bus. Exceptions (for emergencies only) must be requested in writing by the student's parent/guardian and be approved by a school administrator preferably on the approved "Permission to Ride" form.
- Keep the bus clean and free of damage.

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. Transportation Department phone number: 720-554-4647

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 district and school policies in detail and contact your dean with any questions.

Full policies can be reviewed at <https://go.boarddocs.com/co/chcr/Board.nsf/Public>

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. Furthermore, students should remember that for reasons of sanitation, health, and safety (state law), shoes must be worn at all times. Attire may not be such that interferes with the teaching/learning activities or disrupts the climate of the school. 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 among the student body, deans, administration, faculty/staff, and community regarding dress or other issues that impact school climate. The following are not allowed:

- Hoodies over the head.
- Exposure of genitals, buttocks, and breasts.
- 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).
- Accessories that could be used as weapons (spikes, chains, etc.).
- Clothing that promotes any activity prohibited by the student code of conduct.

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.](#)*

Note: While fabric hats are allowed, they must NOT inhibit the staff's ability to conduct class equitably and predictably. It is the right of staff members to ask students to remove hats and other headgear if they interfere with teaching/learning activities, such as tests/quizzes. Religious exemptions apply.

Electronic Devices

"Electronic communication devices" includes cell phones, beepers, 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, smartphones, electronic entertainment devices like electronic games, mp3 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:

- Subverting an internet site that is otherwise blocked to students at school.
- Sending an email, text message, or other communication that harasses, intimidates, threatens, bullies, or discriminates against another individual.
- Using a camera device at school or a school-sponsored event to take, send, download, or upload unwanted,

- harassing, threatening, or embarrassing photos, audio, or text of anyone.
- Possessing a device 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.
- Possessing a device that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons in violation of the district's nondiscrimination policies.
- Possessing a device that uses inappropriate or profane language likely to be offensive to others in the school community.
- 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.
- Use of devices with cameras in locations where such an operation may violate the safety or privacy rights of another person.
- Using such devices to engage in scholastic dishonesty.
- Using such devices to save personal or non-school related files to a district-owned computer.
- Use for personal profit, financial gain, advertising, commercial transaction, or political purposes.
- Use of devices in a manner that disrupts the learning environment or academic areas.

Students may possess an ECD on campus, 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 that violates 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. Certain exceptions apply.

- 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.
- Romantic and physical demonstration of affection such as kissing, hugging, etc. are not acceptable hallway behavior.
- Blocking traffic flow and interfering with academic pursuits in classrooms will not be tolerated.
- Food is to be consumed in the cafeteria only. Food and drink are prohibited in all hallways, nooks, and classrooms. Only unopened food/drink may be stored in lockers and taken to the cafeteria to be eaten.
- Writing or placing stickers on or inside lockers, walls, etc. may result in disciplinary action and/or fines.
- Designated "nooks" should only be used by students engaged in academic pursuits. No food or drink (except water) may be consumed in these areas. Nooks are closed during lunch.
- Teachers will not allow hallway passes 10 minutes after tardy bell and 10 minutes before dismissal bell. Exceptions apply.

Mandatory Student Identification Cards

A student's Cherokee Trail High School ID card authorizes a student to be on campus. Students are required to wear their current CTHS ID card from 7:30 am-3:30 pm, while on school grounds. ID cards must be displayed on the front of their person, above the waist, and in a clear line of sight when on campus, i.e., on a breakaway lanyard or clipped to the front of a shirt. ID cards may not be in the back of phones, in pockets, in wallets, or clipped to bags. The front and back of the ID Card must remain plain and free of stickers, markings, and other photos. It is crucial that staff can identify everyone on campus. A student not displaying an ID card will be subject to school consequences. Students misusing their ID cards will be subject to school consequences and lose the privilege of attending activities/events. Student ID cards may be required for:

- authorization to be on campus during the school day
- admission to school dances and activity events, and home sporting events
- free admission to home athletic events with \$30.00 activity fee paid (excludes state competitions)
- student admission price at "away" athletic events
- boarding a school bus
- checking out books from the media center or resource centers and equipment such as cameras and student devices
- obtaining school parking permits
- obtaining a work permit
- paying for fees and fines in the bookkeeping office
- purchasing lunches from lunch account
- admission into the clinic

Lost, stolen, altered, damaged and defaced ID cards must be replaced immediately. **There will be a replacement charge for lost ID cards**; incorrect cards will be replaced for free. Replacement cards may be obtained in the Media & Technology Center. The lanyard and ID display system must meet the criteria above. Students are responsible for purchasing their own lanyard or ID display system.

Pledge of Allegiance (House Bill 03-136)

Cherokee Trail High School adheres to House Bill 03-136 in all matters related to the Pledge of Allegiance. Students or staff members who choose not to recite the pledge will remain respectful and quiet during the pledge.

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.

FACILITIES INFORMATION

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 processing fee will be charged on all returned checks. NSF (non-sufficient funds) checks must be redeemed in cash or paid via credit card.
- **Student ID cards must be presented at the bookkeeping office when paying for sports, parking permits, fines, etc.**
- VISA, Discover, and MasterCard are accepted and will incur a 3.61% processing fee.

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.

Building Access

Except for 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. Visitors are required to enter Cherokee Trail High School through the upper-level entrance by the Main Office during the day.** 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

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. Unsupervised students are not allowed in the building after 3:45 p.m.

Cafeteria

To provide an acceptable environment in which every student may eat his/her lunch, it is necessary that everyone who uses the school cafeteria to 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.

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

- 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.**
- Each student is to clean up any food or drink that is spilled on the table to the best of his/her ability.
- The throwing of food and/or drink for any reason is considered unacceptable behavior and may result in disciplinary action up to and including suspension and restricted cafeteria use.
- **Food or drink is to be consumed in the CAFETERIA and LOWER COMMON areas only. Opened food/beverage containers may not be carried through or consumed in the hallways, including Nook areas.**
- Tables, the patio, upper or lower commons, or other areas that are left messy may become restricted eating areas for students.
- 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.
- 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.
- 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.
- Students who engage in inappropriate behaviors off-campus during lunch (shoplifting, jaywalking, fighting, etc.), may suffer consequences at school, including revocation of off-campus privilege.

Food & Nutrition Services link: <https://www.cherrycreekschools.org/Page/2808>

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 online 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 parent forms and emergency contact information on PowerSchool 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. **Sick 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.
- All Students must scan their school ID to check in/out of the clinic unless it's an urgent matter.

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 the 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 5 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 NOT be available in the clinic: Tums or other antacids, Pepto Bismol (contains salicylate), Cough Drops, Combination cold medications, or anything containing pseudoephedrine
- 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. The medication will be counted so the 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. Because 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. Students who distribute medication will be held accountable under School Board Policy [JICH-R](#), which includes the possibility of expulsion.

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 Library & Technology Center is a welcoming research and academic area located on the second floor near the grand staircase. Large windows offer 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 following all school rules. All food (including candy) and drink (except for water bottles with lids) are prohibited in

the library except in designated areas. Smartphones, iPods/MP3 players, and personal laptops are acceptable if used silently, individually, and appropriately.

Library Phone Number: 720-886-1986

Hours: 7:30-4:00 p.m. Monday – Friday

Library website: <https://www.cherrycreekschools.org/Page/10223>

Student Resources and Services

- Inviting atmosphere for individual and small group study, including comfortable seating
- Sections include Non-fiction, Fiction, Graphic Novels, Manga, Comics, Reference, Biography
- Current Periodicals/Newspapers
- Desktop computers with most school programs for academic use
- Laptops, headphones, and other technological resources available at Tech Help Desk
- Printer and copy machine (free for academic use)
- Color printer (.50/page)
- A/V Production equipment including paper cutters, die-cuts, laminator

Borrowing procedures

ID cards should be presented for all transactions. No checkouts are allowed if a student is blocked for a fine or missing materials. Materials should be returned on or before the due date or renewed for another checkout period.

Borrowing durations

- Reference materials—Overnight
- Non-fiction—1 month
- Fiction—1 month
- Magazines—1 week

Payment is required for lost 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.

Textbooks

Textbooks are issued to students and are the responsibility of the student. Students must have a valid CTHS ID 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. Supplementary materials 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 must be 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.

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. Juniors and seniors may 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.

Lost and Found

Please leave all found items and attempt to find all lost items in the UPPER-SECURITY OFFICE. Lost and found items are held for a month. After a month, all items will be donated to charity.

Parent Dropoff of Materials and Food

Food delivery and student drop-off is located at the upper entrance. There is a table available to leave items for student retrieval.

Parking, Passes, and 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 the second semester, the fee is \$25. Daily parking permits will be sold for \$2 per day. All parking permits are available in the LOWER SECURITY OFFICE. Students wishing to purchase permits must complete the appropriate paperwork on our website (see link below). 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 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. [Click Here](#) to apply for a Student Parking Pass.

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 & reckless driving, speeding, and parking in handicapped or fire zones.

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

- 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).
- 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).
- 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

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. 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.

- Loitering in the parking lots or socializing in vehicles during school hours is not permitted.
- The school is not responsible for loss or damage that may occur in the school parking lot. The Cherokee Trail parking permit only allows the student to park on campus.
- Students must park in the lower parking lot or, with a 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.
- Student vehicles must be parked between the white/yellow lines on the parking lots.
- Students should become familiar with their designated parking lots and spaces.
- 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.
- Vehicles may not be left overnight on campus.
- Parking permits remain the property of Cherokee Trail High School and are non-transferable.
- Parking permits must be returned upon checking out or withdrawing from Cherokee Trail High School.
- Parking privileges may be revoked for academic or disciplinary reasons.
- School buses have the right of way. You must yield to all school buses in the parking lot.

File: JQ-1 CCSD Board Policy

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

Pedestrian Conveyances (Bicycles, Rollerblades, Skateboards, Scooters, Etc.)

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 other means of transport that are not as easily controlled as a bicycle can be dangerous to bystanders 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 skateboard on property where “No skateboarding” signs are posted. Students who bring skateboards to school must stow them in lockers during the school day; they should not be transported from class to class.

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.

Computers are provided for 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.

For current information, fees, and policies, please review these resources available on the CCSD website.

- [CCSD Information Systems Student Device Q&A](#) (Includes current fees for broken devices and lost device practices)
- [CCSD Student Device Agreement for High Schools](#)
- CCSD Board Policies: JS, EHC, and EGA. [Click here to access current board policies.](#)

Student Use of Personal Laptops (Personal Devices)



All CTHS students have access to the wireless network at school with their personally owned devices. 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. 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. **When testing, teachers, and staff may require students to use district-issued laptops.** Personal devices will not be managed or repaired in any form by Cherokee Trail teachers or staff.

Webtools

CreekM@il 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.

PowerSchool is our district's 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 icons in PowerSchool:

 - Collected |  - Late |  - Missing |  - Exempt from Final Grade |  - Absent |  - Incomplete |  - Excluded

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

Google Apps for CCSD provides a suite of collaborative applications exclusively for schools.

Naviance is 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.

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

Snow Days and Storm / Emergency Schedule Information

Should inclement weather or emergencies cause the closing of district schools or an adjustment to school start or dismissal times, the information will be posted on the district website, on our hotlines, and conveyed to radio and TV stations for broadcasting.

- **Web Site:** Any weather-related schedule changes will be linked 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 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

Closure of School

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

- All activities scheduled in district facilities are canceled.
- 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.

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. 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.

Delayed Start

When early morning conditions are not deemed serious enough to close the school but are likely to cause delays with bus stop pickup times and school start times, school opening may be delayed. This information will be available on the [district website](#), area hotlines, 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 canceled

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.

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 *always* wear a nametag. 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 School Resource Officer. 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

Cheating is the unauthorized use of assistance with intent to deceive an instructor or any other individual responsible for evaluating a student's work. Note the following examples:

- Submission of any materials not prepared by students but presented as their own, including, but not limited to, AI technology.
- The unauthorized possession and/or use of notes, books, calculators/cell phones, other "smart devices" or the soliciting of assistance from another student during an examination.
- Illegitimate possession or distribution (verbal or written) of examination or test materials and/or answers.

Plagiarism refers to the use of another's work without giving proper credit. A student must give proper credit through the use of appropriate citation format when (a) copying verbatim another's work (i.e., words, phrases, sentences, entire passages, or visual images); (b) paraphrasing another's work (i.e., borrowing but rewording that person's facts, opinions, or ideas); and (c) summarizing another's work (i.e., use of one's own words to condense longer passages into a sentence or two). This includes the use of AI technologies such as ChatGPT.

Collusion involves the cooperation of two or more students in plagiarism or other forms of academic misconduct. Both the student presenting the assignment AND the student(s) willingly supplying unauthorized material (colluders) are considered participants in collusion and are subject to the same penalties and consequences.

Cheating may result in failure of the specific assignment and could lead to failure of the course. Teachers will report incidents via PowerSchool. As appropriate, deans may be notified for disciplinary action, especially for repeated or serious infractions.

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. Please submit finals' extension requests to your student's counselor.

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.

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 emergencies or planned and approved absences **of two days or longer** by emailing their teachers. Teachers' 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 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 no longer than the time missed from school.

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. **Students may not be excused from a class to take a test in the testing center.** 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 electronic devices, including cell phones, 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.**

COUNSELING & REGISTRAR

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 helping them grow and develop as lifelong learners. All student appointments with CT counselors should be scheduled through [ScheduleOnce](#). Please schedule with your assigned counselor based on your last name or GT designation. If you are a parent/guardian, please call 720-886-1980 to schedule an appointment.

Class Rank

Class ranking will appear on transcripts for students in the classes of 2023-2025. Class rank is based on semester grades from both weighted and unweighted classes. Beginning in 2026, the class rank will not appear on transcripts.

Courseload

- All students will be enrolled in an Advisory class on Wednesdays.
- 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.
- All sophomores and juniors must carry a minimum of six classes per semester, including English/Language Arts, Mathematics, Science, and Social Studies.
- 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).
- Students may take eight classes with the permission of their counselor.

Credit Recovery

A maximum of two (2.0) credits earned through Computer Academy can be applied toward graduation. Computer Academy is an online computer program that allows students an opportunity to recover credit in a class that they have previously failed. As this credit retrieval opportunity is a privilege, it is important that students use their time efficiently, or they may be dropped from the program. Students will earn an "S" for Satisfactory or "US" for Unsatisfactory. Computer Academy courses are not NCAA-approved. Computer Academy credits cannot be used for grade replacement, only credit retrieval.

CTHS has limited spots available in this program and only offers certain courses. 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.

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 pre-approved by the student's counselor. This policy does NOT apply to transfer students or to students whose class has already graduated. Credits earned outside CCSD cannot be used for grade replacement, only credit advancement or retrieval. Additional questions should be directed to the counseling department.

Grades (Transcripted)

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/Fail, with credit, no GPA impact)

U = Unsatisfactory (Pass/Fail, no credit, no GPA impact)

WD = Withdraw (no credit, no GPA impact)

WF = Withdraw Fail (no credit, GPA impact)

WP = Withdraw Pass (no credit, no GPA impact)

AU = Audit (no credit, no GPA impact)

Grade Point Average

- 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.
- 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.
- A grade of U (Unsatisfactory) will be calculated as an F on the transcript.
- 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

- 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 the consent of the teacher involved.
- 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 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 Diploma (Pre-IB Diploma), 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

Graduation

To participate in the Cherokee Trail High School graduation ceremony students must:

- Complete all graduation requirements.
- Attend the spring graduation meeting with a parent or guardian.
- Attend the required graduation practices.
- 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 that 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.

Graduation Math and Reading/Writing/Communication Competency Requirements (From Board of Education policy IKF)
Beginning with the graduating class of 2022 in addition to the 22 required credits, every student must demonstrate college and career preparedness in both Mathematics and Reading/Writing/Communication to earn a high school diploma. The Cherry Creek School District offers a menu of options for students to demonstrate their learning and preparation. This menu of options can be accessed via <https://www.cherrycreekschools.org/Page/4122>.

Graduation Course Credit Requirements (From Board of Education Policy IKF)		
Subject	Required Credits	Notes
<i>English</i>	4.0	
<i>Mathematics</i>	3.0	
<i>Science</i>	3.0	
<i>Social Studies</i>	3.0	<i>Including 1.0 credit in US History & 0.5 in US Gov</i>
<i>Physical Education (Wellness & Fitness)</i> *	2.0	<i>Including 0.5 credit in Health</i>
<i>Fine Arts or Career & Technical Ed</i>	1.5	
Minimum Total Required Credits	16.5	
Minimum Total Elective Credits	5.5	
MINIMUM TOTAL CREDITS	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. The athletic waiver form is available in the counseling office. All students must still 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/CE/IB courses per year.

Making Satisfactory Progress Toward Graduation

All high school students in the Cherry Creek School District are required to earn a minimum of 22 credits and meet the competencies to graduate. As shown in the Cherokee Trail High School 4-Year Plan in the **Academic Program of Study**, students must earn a specified number of credits each year 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, 12.0 credits earned by the start of 11th grade, 17.0 credits earned by the start of 12th grade

Honor Roll/Academic Letter

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.**

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.** Refer to the Program of Study located on the website for a complete listing of weighted and unweighted courses.

Online Classes

CCSD offers selected classes online via [Cherry Creek Elevation](#). Students may opt to be full-time students through Cherokee Trail and request to take one or two classes at Cherry Creek Elevation. Students may also opt to be full-time students at Cherry Creek Elevation and take one or two courses at Cherokee Trail High School. Part-time enrollment at Elevation or Cherokee Trail High School is limited and will be granted based on availability, scheduling, and a first-come, first-serve basis. Students interested in part-time enrollment at Elevation should contact their counselor for additional information. Students taking courses at Cherry Creek Elevation must take responsibility for their own learning. In any online education program, students must be a self-directed learners, have internal motivation to manage their own learning, and have a basic grasp of Internet navigation skills.

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.

Schedule Corrections

Students are expected to make their course selections during the registration window in the spring semester of each school year. These course selections represent decisions that are 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. **The schedules students receive in August reflect these requests and are set for the entire school year.**

Students may meet with their counselor to address the following error corrections during the first two days of school:

- 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 (requires a fully completed Level Change Form. See below for procedure).
- Error in the schedule (Missing a core class or short the required number of classes for grade level).
- Additional classes to meet college requirements/graduation requirements.

Requests that will NOT be considered:

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

ALL SCHEDULE ERRORS MUST BE ADDRESSED IN-PERSON BY THE STUDENT DURING THE FIRST TWO DAYS OF SCHOOL. EMAIL REQUESTS WILL NOT BE CONSIDERED.

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, students requesting to drop a class will receive an F on their transcript. Students must obtain a Drop-F form from their teacher. A permanent grade of F will be recorded on the transcript and negatively impact the student's GPA. If drops make students short the required number of courses, they will not be allowed to drop the class. Drop-F forms must be approved by the department coordinator and must also be signed by the teacher, parent, and counselor.

Level changes

A level change is appropriate only if it is determined that the student is either above or below the current class's academic level. The decision to change levels is made by the teacher, the parent, and the student. As students were allowed to select their core classes in the spring, any student who wishes to level change down must remain in the class for four weeks before a level change will be considered; additionally, the student must take the first unit test. Students who wish to level change up may initiate the level change process immediately.

If a level change is appropriate, the procedure below should be followed:

- The student must first discuss the level change with their teacher. If the teacher agrees with the change, they will then send the student to the department coordinator.
- If the department coordinator is also in agreement with the level change, the student will be provided access to the electronic Level Change Form. Once the form is submitted, the parent must email the department coordinator affirming their approval of the change.
- Before the level change process may begin, students must have completed all homework, assignments, and tests to the best of their ability and must have sought assistance from the teacher.
- Level changes may be made up through the end of the first 9 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)

Second Semester Corrections

Scheduling errors can be addressed in person by the student during the first two days of the semester following the scheduling policy outlined above.

Important Note about ALL Schedule Corrections

Students are responsible for attendance and grades in the originally scheduled class until the change is confirmed in PowerSchool. It is the student's responsibility to confirm any schedule changes with their counselor before attending the new class.

Schedule Adjustment Timelines

ADJUSTMENT TYPE	TIMELINE
Schedule repairs (ex: Algebra 1 instead of Algebra 2)	First two days of the semester
Withdraw Pass (WP) or Withdraw Fail (WF) window	Between week 2 and week 4 of the semester
Drop F window	Beginning of week 5
Level change to a higher-level course	Within the first 9 weeks of the semester
Level change to a lower-level course	Weeks 5-9

Transcripts Requests

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. Students may request three Official Transcripts free of charge; subsequent transcripts may be requested for \$5 per transcript. Transcripts are considered official documents that cannot be altered and must reflect the coursework 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 their counselor. 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 counselor/admin. Honors credit (weighted grades) will only be given if Cherokee Trail offers the same honors class within our curriculum.

Transfer Credits

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 an S (Satisfactory/Pass) or U (Unsatisfactory/Fail) grade. Class rank and GPA will be established based on coursework from accredited schools only.

High school courses taken by middle school students, whether taken in CCSD or out of the district, will be placed on the transcript without a grade and will not be calculated into the student's GPA. The comment on the transcript will include "course taken in middle school." Credit towards graduation cannot be earned until first semester of the 9th grade year.

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. **Valedictorians will not be named for the class of 2026 and beyond.**

Additional Valedictorian Eligibility Requirements

- **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.
- **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.

ACTIVITIES

Activities Phone Number: 720-886-1940

Activity Fee

The optional \$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 provides 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:

- 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.
- Find a member of the Cherokee Trail High School faculty willing to serve as an advisor.
- Obtain approval through the Activities Office.
- Establish a consistent meeting time that allows students the availability to participate.
- 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 [CHSAA](#), support the CHSAA concept, Constitution, and Bylaws as they pertain to high school activities and athletic policies. All athletic teams and activities groups are governed by CHSAA and 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. A list of these clubs is available on the Activities website.

Posters

Posters advertising CTHS-sponsored 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](#)

ATHLETICS

Athletics Phone Number: 720-886-1920

Interscholastic athletics for boys and girls have an important place in modern secondary schools 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 student athlete 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. Specialization is not encouraged at our high schools, though it may occur through the student's choice.

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 conflicts in their respective times and dates. Our staff members are encouraged to resolve any conflict of this nature without penalty to the participant.

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. Unforeseen circumstances should be addressed with the Athletic Director.

We will check attendance for all 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.

Eligibility for Athletics

The Cherry Creek District High Schools—Cherokee Trail, Cherry Creek, Eaglecrest, Grandview, Overland and Smoky Hill—being members of [CHSAA](#), support the CHSAA concept, Constitution, and Bylaws as they pertain to high school activities and athletic policies. All athletic teams and activities groups are governed by CHSAA and Cherry Creek Schools Interscholastic Athletic Handbook.

Athletes will NOT be permitted to try-out, practice, or compete on any athletic team until they have completed the online Athletic Registration form, paid the **\$90 participation fee per sport**, and supplied 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

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; lockers must be cleaned out at the end of the season. Students must provide their own locks for these lockers.

Fees for High School Athletics

- A \$90.00 athletic fee will be charged for each sport in which the athlete participates. There is no family maximum.
- The \$90.00 athletic fee for all participating athletes for each sport must be collected **PRIOR** to participation in any sport.
- 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.**
- **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.

Fundamentals of Good Sportsmanship

- Know and understand the rules of the contest.
- Show respect for the officials, including accepting their decisions.
- Show respect for opponents at all times.
- Recognize and appreciate the skills of all students participating in the contest.

- Maintain self-control at all times.
- Show a positive attitude in cheering.

Perhaps the most common type of inappropriate behavior shown by fans is trying to intimidate or embarrass the opposing team. Unfortunately, college and professional game crowds do not provide a good example. 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 can get fouls called on them for spectators' inappropriate actions.**

In the event of inappropriate behavior, the fans will receive a warning from 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.

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:

- Be considered by your Principal a representative of your school's standards of conduct and sportsmanship and be an undergraduate of your high school.
- 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.
- Have not turned 19 before August ~ and will not have played more than four seasons in any sport during his/her high school career.
- During the period of participation, the student must be enrolled in courses that 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.
- Returning students must be eligible in accordance with #2 above at the close of the previous semester.
- Every athlete at Cherokee Trail High School will have his/her academic performance monitored on a weekly basis during his/her sport's season.
- **Summer School**—Summer school courses taken after the close of the second semester may be used to replace any Carnegie units that 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.
- All foreign exchange students need to check in with the Athletic Director before going out for a sport.
- 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 Friday morning for the next week running Sunday to Sunday.
- Attend school (see Attendance policy).

The above is a 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 exceed CHSAA expectations, athletic and activities eligibility will be determined by those set standards.

Letters for Athletics

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.

Seasonal Sports

Cherokee Trail High School offers a full range of athletic programs. Interscholastic competition is available in the following sports for the 2022-2023 school year.

FALL SPORTS

Cheers/Poms
Cross Country
Field Hockey*
Flag Football (Girls)
Football
Golf (Boys)
Gymnastics (Girls)*
Soccer (Boys)
Softball
Tennis (Boys)
Unified Cheer
Volleyball (Girls)

WINTER SPORTS

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

SPRING SPORTS

Baseball
Golf (Girls)
Lacrosse (Boys)
Lacrosse (Girls)
Soccer (Girls)
Swimming (Boys)
Tennis (Girls)
Track (Boys)
Track (Girls)
Unified Track
Volleyball (Boys)

*Co-op with another high school

CHERRY CREEK SCHOOL DISTRICT POLICY

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: <https://go.boarddocs.com/co/cher/Board/nsf/Publicw>

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 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

CORNERSTONES

Caring

cOmmunication

fUn & celebration

inteGrity

balAnce

Responsibility

syStems

FIGHT SONG

Oh, We Will Fight! Fight!

Fight for Cheorkee 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 Cheorkee Trail!

Fight! Fight! Fight!