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SEQUOYAH HIGH SCHOOL

**4485 Hickory Road
Canton, GA 30115
770-721-3200
770-345-5498 (FAX)**

Visit our Website for updated school information at:

www.cherokeek12.net/sequovahhs/

MISSION STATEMENT FOR SEQUOYAH HIGH SCHOOL

The mission for Sequoyah High School is to provide diverse and challenging educational opportunities for all students.

We believe:

- our task is to assist students in becoming responsible and productive adults
- each employee, student and parent deserves consideration and respect
- in the ongoing analysis of instructional effectiveness
- each student should have the opportunity to succeed in a safe environment
- the school is a partnership of faculty, staff, students and parents

CLASS SCHEDULES

REGULAR SCHEDULE

8:00	First Bell
8:13	Warning Bell
8:15-9:23*	First Period
9:25	Warning Bell
9:27-10:21	Second Period
10:23	Warning Bell
10:25-11:19	Third Period
11:21	Warning Bell
11:23-12:17	Fourth Period
12:19	Warning Bell
12:21-1:15	Fifth Period
1:17	Warning Bell
1:19-2:13	Sixth Period
2:15	Warning Bell
2:17-3:15*	Seventh Period

*Announcements

ADVISEMENT SCHEDULE

8:00	First Bell
8:13	Warning Bell
8:15-9:05	First Period
9:07	Warning Bell
9:09-9:45	Advisement
9:47	Warning Bell
9:49-10:40	Second Period
10:42	Warning Bell
10:44-11:35	Third Period
11:37	Warning Bell
11:39-12:30	Fourth Period
12:32	Warning Bell
12:34-1:25	Fifth Period
1:27	Warning Bell
1:29-2:20	Sixth Period
2:22	Warning Bell
2:24-3:15	Seventh Period

***School ending times may be adjusted if student instructional days are reduced due to teacher furloughs.**

CLASS OFFICERS

SENIOR CLASS

President-Mary Beth Dicks
Vice President-Caroline Avery
Secretary-Cydnee Maikoski
Treasurer-Isabelle Riddle**
Reporter-Gabby Filkins
**School Board Representative

JUNIOR CLASS

President-Patrick Ballance
Vice President-Griffin Pizzano
Secretary-Rebekah Carnes
Treasurer-Mollie McNeil
Reporter-Madeline Bends

SOPHOMORE CLASS

President-Audrey George
Vice President-Abby George
Secretary-Taylor Moody
Treasurer-Daniel Ergle
Reporter-Amelia Westmoreland

FRESHMAN CLASS

To be elected in the Fall

DISCIPLINE

RIGHTS AND RESPONSIBILITIES

Sequoyah is an outstanding high school that enjoys a great reputation. In order for Sequoyah to be a great school, good discipline must play an important role? In order to provide the appropriate educational opportunities to which each student is entitled, it is necessary to adopt and enforce rules.

The school system's discipline code is fully explained in the CCSD Discipline Code. You as a student have certain rights and responsibilities. You may be assured that you have the right to an orderly learning environment, free of disruptions by other students. You will know what is expected of you at Sequoyah High School; your responsibility is to live up to these expectations.

From the beginning of the school year these expectations for your conduct are made clear in the discipline code. It is administered consistently, firmly and fairly. You will find that the vast majority of students make good decisions about behavior and go through the school year with no problems resulting from behavior. Keep your role and conduct in mind as you continue to keep Sequoyah an enjoyable, orderly place in which to get an excellent education. Keep in mind any discipline issue that results in OSS, Out of School Suspension, is an excused absence (County Policy). The school policy is that a student who completes make-up work because he/she was on OSS is to receive only 70% of the final grade. No OSS make-up work should receive a grade higher than 70. Students who have been externally suspended or expelled are not permitted on any Cherokee County school campus or at any school function-this includes students attending Crossroads MS/HS as determined by a tribunal, except when the students are allowed transportation shuttle privileges to/from home. Expelled or externally suspended students who return to school or attend a school function while under expulsion/suspension may be considered to have criminally trespassed and may be prosecuted accordingly if they have not obtained and carry written permission from that Principal.

Board Policy requires that the Police are notified in every violation of the following offenses:

1. Possession of a loaded or unloaded firearm or any type of knife or weapon.
2. Terrorist threat assault (saying you'll do harm) and/or battery (actually doing harm) to a school employee.
3. Damage or destruction of public or private property by means of fire or explosives.
4. An incident where extreme violence is exhibited.
5. Possession or attempt to possess, use, or be under the influence of drugs or alcohol on school property or while attending a school function.
6. Theft and/or vandalism of public or private property or the possession of stolen property.

Attention: Policy JCAB allows for searches of students and their property, including lockers, as well as automobiles on school property.

Students who represent SHS through organizations such as athletic teams, cheerleading, student council, band, band auxiliary, dance team, chorus, and other school clubs and organizations are required to display exemplary behavior and abide by the Cherokee County Disciplinary Code and the rules and regulations in the SHS agenda at all times. Student Athletes must also comply with the Sequoyah High School and the Cherokee County School System Athletic Code of Conduct. Failure to do so may result in removal from these organizations. The Athletic Code of Conduct is posted in the Athletics Section of Sequoyah's website.

To: All Students
From: Mr. Berman

We don't want you to be bullied. This includes any cyber bullying that occurs on Facebook, Twitter or through any other electronic technology.

We will investigate the complaint, and we will punish the bully.

However, you need to let us know they're out there!

Tell your counselor.

Tell your teacher.

Tell your administrator

Or tell me.....

We want to know!



Mr. Berman

NOTE: THE SEQUOYAH HIGH SCHOOL STUDENT AGENDA IS A SUPPLEMENT TO THE CCSD STUDENT/PARENT HANDBOOK AND THE CCSD DISCIPLINE CODE.

REMINDERS

- Use of foul language, if overheard, will be punished with ISS
- Foul, obscene, or offensive language, directed toward, used in a conversation with, or in reference to an employee will result in an automatic 9 days alternative school, so think before you speak.
- During a school year, you may serve only 10 total days in ISS; you may go to Alternative School on three separate occasions. Then you will be externally suspended and/or sent to a disciplinary tribunal for long term suspension or expulsion.
- You will receive detention for every tardy.
- If you are assigned detention and do not serve it, you will be assigned ISS.
- Students who are not here **to learn** but to disrupt classes and make trouble, will be identified as chronic discipline problems. That student and his/her parents will be invited to help devise a discipline correction plan. If the plan is unsuccessful the student will be recommended for expulsion.
- Students will not be allowed to continue misbehaving. The discipline is progressive if the student's behavior does not improve.
- Recent legislation requires schools to verify attendance and requires the school to notify the GA Dept. of Driver Safety of major offenses before a license may be issued. Requests for attendance verification require 24 hours and cost of \$3.00 processing fee. Students who are expelled will not receive a driver's license.
- Unauthorized or improper use of school computers may result in 9 days Alternative School and could result in loss of computer privileges and/or recommendation for expulsion.
- Students are not to be in the building before 7:45 am or after school ends unless they are under direct supervision of a faculty or staff member.
- Student lunches should be purchased from the cafeteria or brought from home. No outside lunches from local restaurants can be brought to a student during school hours. Per CCSD rules: **FOOD PURCHASED FROM OUTSIDE "FAST FOOD" RESTAURANTS IS NOT PERMITTED IN THE SCHOOL CAFETERIA.**
- Automobile accidents that occur on campus must immediately be reported to the student's administrator or the school police officer. Failure to do so will result in the suspension of parking privileges for the remainder of the school year.
- All students must carry their Agenda with them at all times. If you are in the hall, restroom, office, or parking lot without an Agenda, expect detention.
- If you use another persons Agenda, expect ISS
- Replacement of the Agenda costs \$15.
- Defacing or destroying the cover – may require that you replace the Agenda
- Schedule changes must be requested prior to the first day of school each year.
- Defacing or removal of textbook barcodes will result in student paying for the cost of textbook.
- OSS, Out of School Suspension, is an excused absence (County Policy). However, the school policy is that a student who completes make-up work because he/she received OSS is to receive only 70% of the final grade. No OSS make-up work should receive a grade higher than 70.

STUDENT CLUBS

There are many student activities available to students at Sequoyah High School. A list of clubs/organizations/academic teams/athletic teams etc. can be found on our website, www.cherokeek12.net/sequoyahhs/ under the Student Activities.

COLLEGE-BOUND ATHLETES: Eligibility requirements for Division I college sports are very specific regarding high school courses completed, as well as minimum SAT/ACT requirements. Students who are not planning to complete the college preparatory curriculum but who are hoping to participate in inter-collegiate athletics should work closely with their counselor to ensure that they meet these requirements.

SPECIAL EVENTS

SCHOOL SOCIAL FUNCTIONS

School social functions such as dances are for Sequoyah students and their dates only. School regulations and disciplinary actions apply for extra-curricular functions. All special activities must be approved and scheduled by the Athletic Director before officially being placed on the calendar. Open campus students who live in the Sequoyah attendance area are considered our students also.

FRESHMAN PARENT NIGHT

August or September - Information to help parents of ninth grade students guide their children through the high school experience

SENIOR PARENT NIGHT

August or September - Information to help a parent understand what a student must do during the senior year to graduate, be accepted to a college/university or prepare for the world of work.

CURRICULUM NIGHT

Tuesday, September 6, 2016 7pm- Information will be provided by teachers about their course, grading procedures, student performance, expectations etc.

HOMECOMING

Friday, October 7, 2016 - Homecoming is planned by the Senior Class. Each grade selects representatives by popular vote, with the Queen and King coming from the Senior Class.

PROM

The annual Prom is planned by the Junior Class to honor the Senior Class, with a Queen and King being selected. The prom is scheduled for Saturday, April 22, 2017 from 7pm until 11:30pm.

SENIOR NIGHT

All senior athletes are recognized during the last home game of the sport in which they participated.

QUEEN OF DIAMONDS

Second Semester - Beauty pageant; contestants are escorted by Senior Varsity Baseball players.

Mr. G.Q.

Second Semester - Needs no explanation!

Mr. & Ms. SHS

Second Semester - Scholarship pageant for the most representative Sequoyah Seniors

TALENT SHOW

First Semester - Local talent shines!

FIELD TRIPS

Optional, occasional field trips are part of yearly curriculum. Details of dates, activities, and cost are provided prior to each field trip. Fees apply only to cost of transportation and planned activity. Prior written permission from the parent is required for participation. Class absences are excused. Participation is not required and will not determine grade.

ASSEMBLIES AND PEP RALLIES

Student assemblies and pep rallies are periodically held for educational and enjoyment purposes. We want you to get fired up during pep rallies and be attentive and wonderful during assemblies.

BUILDING USE BEFORE OR AFTER REGULAR SCHOOL DAY

Any use of the building after school hours should be cleared with Mr. Berman and posted on the master calendar in the athletic director's secretary's office.

HONOR'S NIGHT

Students who earn an Academic Letter, Lamp of Knowledge, and/or Scholar Athlete patch are recognized during the first semester of each school year. See Academic Awards section on Page 14.

SCHOLARSHIP AWARDS NIGHT

Seniors who have been awarded Scholarships (with exception of HOPE) are recognized in May.

SCHOOL PICTURES

School pictures for underclassmen will be taken on August 29, 2016. Several different packets are available with prices varying upon the number of pictures purchased. All underclassmen students have their photo taken for yearbook purposes. Senior portraits are made during the summer months. Appointments are arranged by the school photographer. Extra-curricular group pictures are scheduled before or after school or during clubs.

SENIOR PROJECT BOARDS:

Senior's will present their Senior Project to their prospective judges on either January 19, 2017 or April 13, 2017.

HOURS, ABSENCES, ETC.

SCHOOL HOURS: 8:15 A.M. – 3:15 P.M.

The building is opened at 7:15 a.m. and locked at 4:15 p.m. each day. **Students who remain after 3:30 must be under the supervision of a teacher.** You may not leave campus during the day unless you are with an adult supervisor or have gone through the check-out process

Absences: When a student has been absent, the student must bring a written statement from his or her parents or guardian stating the reason for the absence. A doctor's note will be required in order to make up Final Exams, leave during your lunch period, if you have excessive absences, or at any time deemed necessary by the Administration. If a statement is not brought, or if the absence is unexcused, the admission slip will be marked "Unexcused." The written statement from the parent should be given to the attendance office the first day back to school. **NO EXCUSE WILL BE ACCEPTED IF NOT RECEIVED WITHIN 5 DAYS AFTER THE STUDENT'S RETURN TO SCHOOL.** Parents may e-mail excuses to SHS.attendance@cherokee.k12.ga.us. The Georgia Board of Education determines what an excused absence is. They are the following reasons: 1. Personal illness; 2. Death or serious illness in the immediate family; 3. Recognized religious holidays observed by the student's faith; 4. Absences mandated by the order of government agency; and 5. Conditions which render school attendance impossible or hazardous to the student's health and safety. Other reasons **must** be classified **UNEXCUSED**; this includes family vacations, horse shows, piano recitals, all-star cheerleading competitions or other family emergencies.

Students must attend at least one half of the class period to be considered present in the class.

ATTENDANCE REMINDERS: Research shows that good attendance and good grades are strongly correlated. Parents are encouraged to access attendance and grade information via the Parent Portal. If you need access, please e-mail sandra.smith@cherokee.k12.ga.us. The attendance office is open daily from 7:45am until 3:30pm

For **Excused Tardy** due to illness, **parents must sign in** the student or provide a note for the student to present upon arrival. **Notes will be verified or tardy will remain unexcused, with detention assigned. A student is allowed 5 tardies with written parental notes. Any late check in after this will require doctor's note for tardy to be excused, otherwise detention will be assigned.**

All Unexcused Tardies will be assigned a detention. This includes a parent check in for unexcused reasons. (Examples-Overslept, car broke down etc).Remember on rainy days, there is more traffic-so plan accordingly! Rain is not an excuse for being tardy.

For Court Procedure -Student must have a court document.

After 3:00 pm, check outs must have notes or circumstance must be a medical emergency or death in the family, otherwise checkout held to end of school day.

Picture I.D. must be shown to check out any student. Anyone checking out students must be on the Emergency Form, and must be over 21. (Unless an approved sibling)

Certificate of Attendance to be used for Learners Permit and Driver's license, must be filled out properly and will take 24 Hours for Processing along with a \$3.00 processing fee.

Unless it is an emergency, class instructions will not be interrupted to call a student to the Attendance Office.

If you say you are checking out for a Doctor's appointment, a Doctor's note must be presented for the absence to be excused. **DOCTOR'S EXCUSES MUST BE PRESENTED WITHIN 5 DAYS OF ABSENCE.**

College Visits: Juniors/Seniors are allowed two college visits per academic year. In order for these visits to be considered excused, the student must present to the Attendance Office, within 5 days of the visit, a document from the college on college letterhead that includes the student's name and the date of the visit. These absences are included in the total number of absences for a student during a semester.

7 OR MORE DAYS BOARD POLICY

STUDENTS ABSENT FROM CLASS 7 OR MORE DAYS IN A SEMESTER CLASS- EXCUSED OR UNEXCUSED-WILL NOT RECEIVE CREDIT FOR THE COURSE. ATTENDANCE APPEAL FORMS MAY BE PICKED UP IN THE ATTENDANCE OFFICE. THIS MAY BE DONE 3 WEEKS BEFORE THE END OF THE SEMESTER. APPEALS ARE THEN SUBMITTED TO THE ATTENDANCE COMMITTEE. Although OSS is excused, if you request an attendance waiver, these days will have an adverse effect on the appeal process

Make-up Work: It is the expectation of the Cherokee County Board of Education that all work missed due to any absence will be made up. The responsibility for arranging to complete work is to be assumed by the student and parent in conjunction with the teacher. Make-up work is to be completed at the time specified by the teacher /administrator. **The time is not to exceed ten (10) school days. If work is not completed within the amount of time, the student receives a zero for the incomplete work.** The 10 day rule does not apply to long standing assignments such as term papers or previously announced tests. In these cases it is generally expected that the student will turn in the assignment on his/her first day back to school. However, if the teacher has specified that no late assignments will be accepted, in that case, it must be turned in on time, absent or not. Make-up work for unexcused absences will count no more than 70%.

Make-up Work while OSS: OSS, Out of School Suspension, is an excused absence (County Policy). However, the school policy is that a student who completes make-up work while he/she is on OSS is to receive only 70% of the final grade. No OSS make-up work should receive a grade higher than 70.

Need to come to school early. The building will be open by 7:30 a.m. for students who need to arrive at school early. The school day officially begins for a student when he/she arrives on campus. If students arrive early (i.e. detention, make-up work, extra help), they are expected to stay on campus at all times until their school day officially ends. Rule of thumb—If you come on campus, you must sign out to leave, or it will be treated as a skip. This includes leaving for breakfast once you've entered the parking lot

Need to leave school early: NO PHONE CHECK OUTS WILL BE ALLOWED.

A written parental request must be made before permission will be given to leave early. These requests should be taken to the attendance office prior to the 8:13a.m. Warning bell. Appointments with doctors should be arranged after school hour when possible. Early dismissal will be verified at random, so we must have a phone number on the note where we can reach a parent or guardian. If a parent or guardian cannot be reached, the student MAY NOT LEAVE. If the student leaves after we inform him or her that we cannot verify the early dismissal, it will be treated as a cut. No one may checkout during lunch except for doctors or dentists appointments. All doctors and dentists appointments must be verified.

Arrive late to School: When arriving after school begins, report to the Attendance Office to sign in and obtain an admit slip. Detention will be issued unless a parent signs the student in or the student provides a doctor's note. Detentions are served before school. Failure to serve a detention will result in a day of ISS. Failing to sign in, or out with attendance will result in ISS.

AWOL: Students who leave campus without checking out or who are absent from school without their parents' knowledge will be considered truant. Students who skip a class or classes will receive ISS. Students who skip a class or classes (Including lunch) and leave campus will receive ISS.

IF YOU PURCHASED A PARKING DECAL AND YOUR CAR IS USED IN VIOLATION OF ANY ATTENDANCE POLICY (INCLUDING TRANSPORTING OTHER STUDENTS WHO ARE VIOLATING ANY ATTENDANCE POLICY), YOUR DECAL WILL BE REVOKED TEMPORARILY OR PERMANENTLY. BELIEVE IT!!!

Student Withdrawal

When a student withdraws from Sequoyah, the student along with a parent must see the Student Records Facilitator to obtain a withdrawal form. The Student Records Facilitator will verify with parents the withdrawal. The student then takes the form to the textbook coordinator and all other persons designated, to ensure all text books, media center books, sports uniforms, JROTC uniforms and parking permits are returned. When completed, the form is returned to the Student Records Facilitator where the student will receive all records needed to enroll in new school. Students must clear all financial obligations prior to withdrawing, or records will not be released.

Readmission Policy

Any student who officially withdraws from school or who has been expelled at some point will not be considered for readmission without the approval of the administration. The student must be accompanied by parent or guardian when registering.

Attendance during Semester and Final Examinations

Students must be present on semester and final examination dates. Students who are not present on these dates may not make up semester and/or final exams unless they present a doctor's note explaining the reason for the absence to the assistant principal responsible for attendance. Semester and final exams are administered on the last four days of the first semester and the last four days of school. Senior exams are administered during the week before school ends. Semester and final exams are only administered on the scheduled dates. Exams may not be taken early.

STUDENT VEHICLES

DO NOT BRING A VEHICLE ON CAMPUS UNTIL YOU HAVE A PERMIT. Any student driving to school is required to have a parking permit. There is a \$75 charge for these permits each year and must be paid in full at the time of application. Permits will be assigned in the following order on a "first come, first served" basis: Seniors have priority. There is not enough room in the "Senior Lot" for all seniors. Therefore, some seniors will be assigned to park in the Stadium Lot. After seniors are assigned, the remaining spaces in the Stadium Lot will be assigned to juniors then sophomores. Note: You must be on roll in a senior homeroom and not own a debt to the school to be eligible for a Senior Lot Permit.

Students owning a debt to the school must clear the debt before they will be issued a stadium lot permit.

PARKING DECALS MUST BE DISPLAYED CLEARLY

1. Vehicles that do not have a parking permit that are parked on campus prior to the end of the school day are subject to being ticketed, towed or impounded.
2. Parking decals must be PERMANENTLY attached to the bottom left hand side (driver's side) of the front windshield of the registered vehicle. Decals not affixed to registered vehicle will be ticketed. If the decal is lost before it is attached to the windshield or stolen because the vehicle was not locked, it will not be replaced. Furthermore, you will not receive a refund.
3. Any student who has not cleared all financial obligations to the school will not be allowed to purchase a parking decal.
4. The applications, of which you will receive a copy, will reflect most rules and regulations. Remember, you sign that you have read these rules. For your own sake, please know what the rules are!
5. Permit holders are expected to:
 - A. Park in properly designated spaces.
 - B. Park in correct parking lot. Stadium Permits found in Senior Lot will receive 30.00 Parking Ticket.
 - C. Drive in a safe manner on or near Sequoyah's campus. Keep in mind that lots are monitored and students driving recklessly will be reported to their Administrator and likely will have parking privileges suspended or revoked.
 - D. Maintain a good attendance record. Violations such as skipping homeroom, repeated tardies to school, or leaving campus without permission could cause you to lose your parking permit and no refund will be given.
 - E. If you have to temporarily drive a car other than the one that you have a decal for, you are to obtain a temporary permit before school from the designated secretary. Failure to get a temporary pass will result in a 30.00 parking ticket.
 - F. Display your decal permanently on driver's side bottom corner of windshield.
6. You may not go to the parking lot during the day without written permission from an administrator.
7. Before and after school, please enter and exit the parking lot as soon as possible. You may not hang around the parking lot.
8. Automobile accidents that occur on campus no matter how minor must immediately be reported to the student's administrator or the school police officer. Failure to do so will result in the suspension of parking privileges for the remainder of the school year.
9. You may not transfer or copy your parking decal or you will lose your parking privileges for the year. **THIS MEANS NO ONE ELSE MAY USE YOUR DECAL.** Decals should be returned if you withdraw from SHS. Underclassmen that violate parking rules and regulations of SHS or the Cherokee County Discipline Code will not be eligible to apply for a parking permit the following school year and will be disciplined for "willful refusal".
10. All students must comply with the student parking regulations in the Cherokee County Student/Parent Handbook and Disciplinary Code and the rules and regulations on the back of the Parking Permit Application and Vehicle Registrations. Students who do not have parking permits to park on the campus can obtain a copy of the rules and regulations from the receptionist in administration.
11. The Senior Lot is reserved for Marching Band practice after school on Monday Tuesday and Thursday each week during first semester. Vehicles not removed from the Senior Lot by 3:30 p.m. will be towed.
12. Students who habitually violate parking policies are subject to additional discipline action
13. Any violation of these regulations may result in fines, loss of permit, or having your car towed. Parents will NOT be notified before cars are towed. Cars are towed to Mauldin's Body Shop at 143 Butterworth Road, Canton, GA 30114

MEDIA CENTER POLICIES

Hours: The media center is open from 7:45-3:45 daily.

No food allowed in the media center. Drinks with lids are allowed.

Library Passes: Each student who comes to the media center must come with a signed agenda. There are no group passes on one agenda. All students are required to sign in and out at the circulation desk. Student must have a legitimate assignment to work on while in the media center;

Computer use for school-based assignments, academic research school-based assignments, quiet reading, quiet study.

Disruptive and off-task students will be sent back to class or to an administrator.

Lunch passes: Students should go to lunch and then come to the media center after obtaining a pass from the teacher on duty. Passes are limited depending on the number of classes signed up to be in the media center and whether or not the media specialist will be teaching a class during that period. There will be days where there will be passes for only part of the period or none at all. The media specialist will determine the amount of passes, not the teacher on duty. Once the passes are given out, there will be no more available. Students cannot share a pass or reuse a pass. Having a pass does not guarantee use of a computer due to use by signed-up classes for teacher instruction. Students wishing to check out a book during lunch can come without a pass to check out a book and then return to lunch.

Internet Use: All internet users must use the computer for educational purposes only. Students using the internet for other purposes will be asked to return to class or sent to an administrator.

BYLD Devices: “The use of personal technology to provide educational material is not a necessity but a privilege. When abused, privileges will be taken away. When respected, privileges will benefit the learning environment”. (CCSD Student User Agreement) The Media specialist will determine when, where, how and if the BYLD are to be used in the media center for students on pass or not in a scheduled class. BYLD activity should not be disruptive to the academic nature of the media center. The media center staff will collect disruptive devices and report abuse of BYLD. There should be no audible sounds coming from the devices to disrupt other users of the media center. Students will only access the internet through their BYLD Wi-Fi. Students may not use school outlets for battery charging. No gaming, filming, taking photos, phone calls, app or music downloading, or playing music loudly will be allowed. No downloading music or apps on BYLD from school computers.

Books: All books are to be checked out at the circulation desk. Students may check out only 2 books on a particular subject and no more than 4 books total. The circulation length is 2 weeks unless marked as “ONE DAY ONLY.”

Overdue Book Fines: Overdue book fines are 15 cents a day per book. Overnight books are \$1.00 per day. Students are to be notified during their first period class of any overdue books or fines. Students are not allowed to check out any more materials if they have library debts, nor are they allowed to leave school early after semester exams. Students may not check out books for other students.

DRESS CODE

The majority of our students would dress with appropriateness and pride with or without a dress code, but unfortunately not everyone considers the same thing as inappropriate. Students can dress fashionably and stay within the guidelines of the dress code, but just because an item is fashionable does not mean it is allowable; See the Cherokee County Student Dress Code that is located in Appendix A of the CCSD Discipline Code for the complete listing of allowable clothing. Copies of the CCSD Discipline Code are issued to students at the beginning of the school year. It can also be found on the CCSD website under the Parent Information section under handbook.

This dress code is in effect at all school sponsored activities. If you come on campus dressed inappropriately, you will be given an opportunity to change. Refusal to do so will merit punishment.

Violation of Dress Code will result in referral to an Assistant Principal. If a student violates the dress code, the student will be sent to ISS for the day. If a parent brings appropriate clothing, the student may change and return to class.

INSTRUCTIONAL PROGRAM

Half-unit credit (.5) will be awarded to eligible students at the end of the first semester and again at the end of the second semester. If an EOC is required, it will generally be given at the end of the B section of a yearlong class. And grades calculated accordingly.

If a student does not pass the A section of a year-long course, he/she may continue with the B section of the course.

Computer based instructional models, Polaris Evening HS and/or Summer School may be offered as credit recovery for students not passing A and/or B sections.

There are six academic courses taken each semester. Twelfth grade students may select a work exit program. College bound students may participate in joint enrollment with a college or university. Joint enrollment students must be enrolled in a total of five classes. Example: three courses at Sequoyah and two classes at Kennesaw College.

COURSE OBJECTIVES:

Students will be provided with a course syllabus with written objectives for each instructional unit. Each course Syllabus will also be posted on the Sequoyah Webpage.

TEXTBOOKS/INSTRUCTIONAL RESOURCES

Students will be issued textbooks/instructional resources the first week of the school year IF the student has no outstanding debts owed to the school. Should a student have outstanding debts, these debts must be satisfied before textbooks/ instructional resources will be issued.

Students are responsible for reimbursements to the school for lost, damaged, or stolen books/ instructional resources. Should student need a replacement textbook/ instructional resources during the school year, payment for the original text will be expected. Textbooks/instructional resources are issued by barcodes. The barcodes may not be defaced in any manner or removed from the textbook/instructional resources.

Students who deface bar codes or remove them from the textbook/instructional resources will be charged the cost of replacing the textbook/ instructional resources as SHS would be unable to verify to whom the textbook/ instructional resources belongs.

CHEATING:

Cheating is considered a serious matter. When the instructor determines that a student has been involved in cheating, parents are to be notified and the student will receive a grade of zero for the test or evaluation material. Cheating is defined as any of the following:

- A. Plagiarism
- B. Copying the work of others when the work is to be graded or allowing your work to be copied.
- C. Conversing during a test
- D. Using notes or other sources of information during a test, unless it is an open book test
- E. Giving or taking of information about a test
- F. Asking a question during a test where the question itself provides information to those taking the test.
- G. The keeping of a test paper for the purpose of passing it to others who will be taking the same test at a later time.
- H. Using a web-based program to obtain answers or exchange answers with other students for tests or assignments.

GRADE REPORTS

Grading in individual classes will be explained in each teacher’s course syllabus.

TEST DAYS

Major tests will be given in departments according to the following schedule:

Monday	Math/Social Studies/Foreign Language
Tuesday	English/Science/CTAE
Wednesday	Fine Arts/Health-PE
Thursday	Math/Social Studies/Foreign Language
Friday	English/Science/CTAE

Assigned days only apply to major tests. Any pop quiz or other graded assignment can be given at the teacher's discretion.

Progress Reports	End of Term	Report Cards
August 30, 2016	October 7, 2016	October 14, 2016
November 9, 2016	December 16, 2016	January 6, 2017
February 3, 2017	March 15, 2017	March 22, 2017
April 24, 2017	May 25, 2017	Mailed home

Note: These dates are subject to change due to days missed as a result of school closings or furlough days.

GRADE REPORTING: Progress reports are computer generated and given to students every 4½ weeks. The delivery of information to the home is a responsibility that must be shared by school personnel and students. Students in grades 9-12 shall be expected to transmit written notes, messages, deficiencies, report cards and other documents intended for communications between school and parents. Registration for parent access to grades will allow more frequent monitoring of grades and attendance. See CCSD website, www.cherokeek12.net under the “parent information” tab and click “Parent Access to Grades”.

REPORT CARDS: Report cards are computer generated and will be given to the student in homeroom following the end of a grading period. At the end of the school year, reports are mailed out unless student has an outstanding debt.

ACADEMIC AWARDS:

Academic Letters are awarded to students who have maintained a 90 or above average for 2 consecutive years. Lamp of Knowledge is awarded to students who have maintained a 90 or above average for 3 consecutive years. Scholar Athlete patch is awarded to students who receive an Academic Letter or Lamp of Knowledge and have lettered in a varsity sport. To be eligible for these awards at Sequoyah, a transfer student must be enrolled at SHS for a minimum of two consecutive years and have maintained an average of 90 or above for 2 consecutive years at SHS.

FEES & FINANCES

FEES

There is a fee for parking, payable each year. Additional expenses such as insurance, club, prom, pictures, yearbook & athletic events can be incurred.

FUND RAISING

All fund raising activities must be reviewed and approved by the principal in advance. The Cherokee County Board of Education policy on fund raising must be followed. Students may not collect money without prior approval from the principal. Students may not sell items on campus, either before school, after school, or during the school day, without the prior approval of the principal.

FINANCIAL INFORMATION

Any business transaction or agreement involving the name of Sequoyah or the inviting of any speaker into the school must have written approval of the Principal.

INSURANCE

School insurance is available to all students at the beginning of the school year. Students who participate in sports or other extra-curricular activities must have insurance or submit a statement of waiver from the parents.

TRADING POST

The Trading Post is located next to the Media Center and has school supplies and spirit wear.

TEXTBOOKS/INSTRUCTIONAL RESOURCES

Once textbooks/instructional resources paid for by public funds are issued to a student, the responsibility for the return of these materials to the school for further use shall be the total responsibility of the student and his or her parents or guardians. When textbooks, library books or other instructional resource materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and his/her parents/guardians to reimburse the Cherokee County School District for the full replacement cost of the textbook, library book or other instructional materials. Students who do not pay for books issued to them which have been lost or damaged shall not be issued additional books or materials or shall not receive grade reports or diplomas until their debts are accounted for. In no case shall a student be eligible to participate in graduation exercises and activities of the Cherokee County School District if debts related to lost or damaged books or instructional resources remain unpaid.

PARTICIPATION IN GRADUATION

No student may participate in graduation until all graduation requirements are met. All student obligations to the school must be taken care of before the student may graduate. Such obligations include but are not limited to: book fines, damaged classroom materials, parking fines and lost or damaged textbooks. A student will not receive his/her diploma until these obligations are met. The Principal shall set a deadline for meeting such obligations. Students who meet graduation requirements but are ineligible for graduation exercises because of unpaid debts related to textbooks, library books or other instructional materials shall receive their official high school diploma by mail along with an official transcript; however, no request for forwarding of transcripts to any source shall be honored. Any behavior that results in physical property damage to the school or campus or any discipline that cannot be completed by graduation practice will prohibit a student from participating in the graduation ceremony. If you are serving any assignment to alternative school that cannot be completed by graduation practice, you will not be allowed to "march".

TRANSPORTATION

LOCATING YOUR BUS STOP: CCSD Bus Routing information is available under the Parent Information Tab (Bus Routes) at www.cherokeek12.net

BUS CONDUCT: School bus discipline and school bus safety is intertwined and inseparable. Students must properly ride the bus to ensure everyone's safety including other students, motorist, and pedestrians. Conduct that is disruptive or distracting will not be tolerated. All bus safety rules apply to regular bus routes, bus stops, field trips and athletic trips. Maintaining proper conduct while on the school bus shall be the joint responsibility of the student, parent, the bus driver, and the school officials. Students who fail to respond to directions of the bus driver will be reported to an administrator who may deny students bus transportation. Improper bus conduct may result in suspension or expulsion from school and/or bus. The same rules apply for the bus as do in the discipline code for the school. Bus transportation is a privilege and not a right. Therefore it could be taken away for improper conduct.

Second load bus riders won't be allowed to board their bus until all students are standing on the sidewalk. Be at the designated spot for your bus. Do not loiter or run to a bus. Students may not board buses at Dean Rusk Middle School for any reason! Students found loading bus at DRMS will face disciplinary action.

RIDING ANOTHER STUDENT'S BUS: If a student wishes to ride another student's bus in the afternoon, the student must present to the receptionist in Administration by 8:00 am a signed note that states who the student will be visiting and have a telephone number where the parent who signed the note can be reached to confirm that the note is authentic.

FOOD SERVICES

SCHOOL FOOD SERVICE: A school lunch is provided by the school and is available to all students daily. Students may choose from a hot lunch, snack lunch, or salad bar. Students also have a choice of milks. Students are required to return their trays promptly when they complete their meal. The cafeteria should be used for eating and socializing. Disrupting others will not be tolerated. The restrooms in the gym lobby are to be used during lunch. Students are allowed in the court yard during good weather. As part of the federally sponsored lunch program, provisions are made for free and reduced price lunches for students whose families need assistance in providing an adequate daily meal. Information concerning the free or reduced lunch programs can be secured from the lunchroom manager in the cafeteria

Price of student breakfast is \$1.50 and a student lunch is \$2.60

Food and /or drink may not be carried from designated eating areas.

Line 1-Sandwich line

Line 3-Hot sandwich

Line 2-Hot meal

Line 4-Salad bar w/pizza

Student lunches should be purchased from the cafeteria or brought from home. Per CCSD rules: **FOOD PURCHASED FROM OUTSIDE "FAST FOOD" RESTAURANTS IS NOT PERMITTED IN THE SCHOOL CAFETERIA.** You may not leave campus, go to the field house or enter the gym floor area. . You may stay in the dining room or go out to the courtyard. ...and don't forget, the cafeteria also serves breakfast from 7:15am- 8:15am.

VENDING MACHINES: Students may buy soft drinks, fruit juice, bottled water and nutritional snacks from the vending machines. Students should consume these items either before or after school in the area in which they were purchased. No opened drink or snack item is allowed in the hallways or classrooms. No glass containers may be brought onto campus. *Remember: No food or drinks on buses!*

NO CHARGES ARE ALLOWED IN THE CAFETERIA!

Meals may be paid using the following:

1. Cash
2. Mealpayplus.com is your portal to convenient, secure meal management. Mealpayplus.com makes it easy to apply funds to your account, check your account balance and schedule future meal account prepayments.
3. Personal Check (If your check is returned, it may be re-presented electronically. Applicable collection service charges and processing fees, as permitted by state law, will be debited from the same account).

PERSONAL PROPERTY-LOCK IT UP OR DON'T BRING IT!

Students are expected to bring to school only items of personal property which are necessary for participation in class or extra-curricular activities. Items which are considered potentially dangerous or disruptive of school procedures will be confiscated. Student theft will be severely dealt with by placement in alternative school for a minimum of 9 days and/or referral to campus police. Students are especially encouraged not to bring valuables or large sums of money to school.

BOOK BAGS AND BACKPACKS

Students are permitted to use book bags and back packs under the following conditions: 1. The bag must fit under the student's desk during class time or fit into the student's locker. 2. No rolling book bags. 3. Student is responsible for the book bag and its contents at all times. 4. The bag cannot be a class disruption. Students who violate these policies will have their book bags or back packs confiscated. The student could also be given a day of ISS. Athletic bags must be left with the designated coach and may not be accessed during the day. Students are provided a PE locker to use during that class period only and are required to bring a combination lock. Any items that a student brings to PE such as book bag, clothing not used for PE must be locked in a PE locker during the student's PE class period. No items may be left in the locker room that are not locked in a locker during the student's class. Students are provided a PE locker to use during that class period only and are required to bring a combination lock. For more information refer to Lockers on the next page.

CELL PHONE USAGE

See Bring Your Learning Device Program below.

BRING YOUR LEARNING DEVICE PROGRAM

Students must comply with the Bring Your Learning Device Program policy and procedures that are in the CCSD Discipline Code. Cell phones are also governed by the BYLD policy and procedures. In addition, the following applies to Sequoyah High School:

1. Students should not be filming or posting pictures or videos without permission from the teacher or student being filmed. 2. Students are not allowed to charge their phones at school. 3. Students should not be making phone calls during class or during lunch. 4. Students in a non-BYLD classroom should not have their phone out during class.

Learning devices, including cell phones, may only be utilized for the learning process in those classrooms where the teacher permits them to be utilized. Students who violate the BYLD rules will have their Learning Devices, which does include cell phones, confiscated and given to student's administrator.

Devices will only be returned to a parent from the student's administrator between the hours of 8am and 4pm.

The student will also have to serve a day of ISS.

MESSAGES TO STUDENTS: Only emergency messages to students will be delivered during school hours. Class time cannot be interrupted to give a non-emergency message to a student. Emergency messages will generally be limited to:

1. Notification of death, serious illness, or disaster in family;
 2. Medical appointments that have been unexpectedly changed. The school intercom will only be used for emergencies.
- Please give your child instructions before leaving home regarding: how to get home after school, doctor's appointments, picking up brothers and sisters, etc.

HALL PASSES: Any student who is out of his/her classroom during a class period **MUST CARRY** their agenda signed by a teacher as a hall pass. If you lose it you must purchase a new one for \$15.00.

QUIET REFLECTION: At the beginning of the school day, a brief period of quiet reflection is provided for all homerooms, as required by State Law.

TEACHER'S WORK AND MAILROOMS: Students may not enter the teacher workroom or mailroom without a faculty member.

OFF LIMITS: The school building will be off-limits to students after dismissal on school days, except when under the supervision of a faculty member. All areas of the school building will be closed on Sundays, unless permission is given by the principal to open the building.

ELEVATOR: Students who are unable to use the stairways due to a handicap or temporary disability may obtain an elevator key after seeing their administrator with appropriate medical documentation. The key must be returned when the student graduates, withdraws or is no longer incapacitated. Lost key will result in a 25.00 fine.

SIGNS POSTED IN BUILDING: Posters and related items advertising or publicizing any event and/or activity must be approved by the principal or assistant principal and "stamped for posting".

EMERGENCY DRILLS: A lockdown, if announced, indicates all doors are locked, students are out of the hallways, and only an "All Clear" will release them from the room.

FIRE DRILLS: Evacuation routes are posted in each classroom. Students should follow instructions from the teacher at all times. Books should be left in the classroom. Students should exit in an orderly manner and remain clear of the building until the signal is given to return to class. Fire drills are held monthly.

TORNADO DRILLS: Tornado drills are held periodically throughout the year. Classes upstairs and in the mobiles should move to interior downstairs classrooms and halls.

INCLEMENT WEATHER INFORMATION

If severe weather (such as sleet, snow, tornado, etc.) is approaching our area, and it becomes necessary to cancel school/close school early, the announcement will be made on all Metropolitan Atlanta television stations (ABC, CBS, NBC and FOX), as well as, minimally, the following radio stations: WSB 750 AM, WGST 640 AM, WLJA 101.1 FM / WLJA 1560 AM. Emergency closure announcements will also be posted on the School District's website, www.cherokeek12.net, and will also be transmitted via social media avenues, such as the School District's Facebook and Twitter accounts.

RULES FOR BUS TRANSPORTATION AND STUDENT DRIVERS DURING SEVERE WEATHER:

TORNADO WATCH: Principal will make decision on when to release students.

TORNADO WARNING: Principal will not release buses and student drivers until the warning is lifted or the Superintendent or his designee gives permission.

THUNDERSTORMS: Principal will make decision on when to release students

EVACUATION: When the evacuation is announced, follow established procedures and proceed to period 2 evacuation gathering zone. Take only critical personal effects (including coats and valuables) with you. Stay with your period 2 group and make sure that you are accounted for until the all clear signal is given.

LOCKERS

Hall Lockers are assigned. Each student is responsible for any item in the locker or any defacement of the interior of the locker (NO STICKERS). The school reserves the right to enter and search any school locker at any time. Lockers will be randomly searched during each school year. Any problem with hall lockers should be reported to the appropriate secretary.

P.E. lockers are assigned by the P.E. teacher for that particular period and semester. Students are required to provide their own lock for their PE locker and are required to lock personal possessions in their PE locker during their PE class each day. It's a fact of life; people will attempt to take what belongs to you if you don't lock it up! Lockers are also subject to inspection by the school officials at any time. Students are not allowed in the PE Locker Rooms during the school day other than the class period they have PE. Do not leave textbooks, notebooks, lunches, or supplies in PE Lockers. Use your hall locker. P.E. locker problems should be reported to the P.E. teacher assigned.

Band Lockers are only to be used for band instruments and related items. Band students are not to use their band locker for their hall lockers.

Athletic Lockers are only to be used for athletic equipment and related items. Athletics are not to use their athletic locker for their hall lockers.

VISITORS: Any visitor must sign-in at Administration and provide a reason for their presence at the school. All visitors are required to wear proper identification and remain in the areas designated for the visit. The school administrator or designee shall have the authority to ask any visitor to explain their presence in the school at any time when the school is in official session. Any person who does not have legitimate need or cause to be on the premises or on school property and/or fails to sign-in at the designated location may be in violation of Georgia law and upon investigation may face criminal prosecution.

SATURDAY SCHOOL

Saturday School is available for students for remediation or recovery in academic classes. The decision for students to attend is determined by the academic teacher. If the teacher determines a student will benefit from this opportunity, the teacher will contact the parent and offer dates for Saturday School. Once the parent confirms the date, the teacher will schedule the Saturday School. **NO STUDENT MAY ATTEND WITHOUT BEING SCHEDULED BY HIS OR HER TEACHER.**

Saturday School hours are 8 a.m. until 12 p.m. For safety purposes, the front doors are locked at 8 a.m. There is no one monitoring the front door to admit late arrivals. Students must be picked up promptly at 12 p.m. Anyone who is not picked up in a timely manner will not be allowed to attend again.

Students must follow all the rules pertaining to Saturday School:

1. Work on assignments the entire time
2. No inappropriate behavior
3. No cell phones
4. If students are scheduled for Saturday School and fail to show up two times, they lose the opportunity to attend again for that school year.

Any student who does not follow these rules will be dismissed from Saturday School and will not be offered this remediation or recovery opportunity again.

STUDENT SERVICES

COUNSELING SERVICES

The Counseling Office at Sequoyah High School is staffed with fully certified school counselors who are especially trained to help students realize their full potential. A counselor may be able to assist you with a number of different types of concerns that you may be having. Here are some examples of issues that counselors may be able to help you resolve:

- Personal Problems
- Planning your education
- Understanding yourself
- Improving your grades
- Choosing courses
- Discovering your talents and abilities
- Deciding on a career
- Finding out about scholarships
- Getting along with people
- Making Decisions about drugs, alcohol, and sex
- Dealing with family problems.

Counselors at Sequoyah subscribe to the American School Counselors Association Code of Ethics which essentially requires them to keep information obtained in counseling sessions confidential unless they are required by law to reveal information, to protect someone from being harmed, or unless permission has been given by the student in counseling.

Remember that you do not have to be a person who “has problems” to talk to the counselors. Feel free to stop by the counseling office before school, after school, or during your lunch to make an appointment whenever you need to talk to someone you can trust. *Be sure to go to class before coming to see your Counselor.*

Counselors are assigned to students according to the student’s last names.

ACT/SAT DATES

College bound students may take either or both of these tests for college entrance, but some schools prefer the SAT, while other prefer the ACT. The SAT is a test of reasoning and thinking using verbal and mathematics abilities, while the ACT is a test of what has been learned in the areas of English, Math, Reading, and Science Reasoning. Registration for each test administration is normally six weeks before the actual test date, so check into this early to make sure it’s the right time for you.

SAT

October 1, 2016 (CHS, CVHS, SHS, WHS, RRHS)

November 5, 2016 (EHS)

December 3, 2016 (CHS, SHS, CVHS, RRHS)

January 28, 2017 (CVHS, SHS, RRHS)

March 11, 2017 (CHS, CVHS, EHS)

June 3, 2017 (CHS, WHS)

ACT

September 10, 2016 (RRHS, SHS, WHS, EHS, CVHS)

October 22, 2016 (CHS, CVHS, EHS)

December 10, 2016 (CHS, RRHS, SHS, EHS)

Feb. 11, 2017 (CHS, SHS, CVHS, RRHS, EHS)

April 8, 2017 (CHS)

June 10, 2017 (WHS)

ASSESSMENTS

Refer to the CCSD Testing Calendar in the 2016-2017 CCSD Student/Parent Handbook for the dates Preliminary Scholastic Assessment Test (PSAT), End of Course Tests (EOC) and Advanced Placement Tests.

MOVE ON WHEN READY (MOWR)

Move On When Ready (MOWR) is Georgia’s dual enrollment program allowing high school students the opportunity to earn college credit while completing their high school diploma. MOWR replaces Accel, HOPE Grant for dual enrollment and the previous Move On When Ready program. The MOWR program now covers tuition, mandatory fees and required textbooks. Students must meet the MOWR admissions requirements set by the participating postsecondary institution they wish to attend. Those requirements may include a minimum grade level and/or age requirement. Students must also meet the postsecondary institution’s satisfactory academic progress policies.

Students who wish to take advantage of this program should make the decision in consultation with his/her parent/guardian and school counselor as part of an overall plan for graduation. Prospective students should familiarize themselves with CCSD BOE Policy IDCH which governs these programs. Also, students who might wish to be competitive for valedictorian or salutatorian should be aware of the implications MOWR may have on their eligibility as governed by CCSD BOE Policy IHC.

Prior to enrolling, parent(s)/guardian(s) and the student who elects to participate will be required to sign the CCSD MOWR Participation Form, meet with their School Counselor, meet the admissions requirements at the postsecondary institution of their choice and make satisfactory academic progress. District information on MOWR can be found at <http://www.chokeee.k12.ga.us/departments/curriculum/Pages/mowr.aspx>.

TRANSCRIPTS

Transcripts of a student’s records can be obtained by having a guardian sign a request card in Student Services. Transcripts are NOT released without the parent’s approval. Two transcripts will be released free of charge for seniors. Additional copies are \$5.00 each. All transcripts for underclassmen are \$5.00 each. Transcripts can also be requested on the link found on Sequoyah’s homepage. The main reasons for sending transcripts are college entrance, scholarship or financial aid request, and prospective employment.

FINANCIAL AID

Information concerning scholarships, grants and loans is available through the Guidance Office. Current information is updated as needed on Sequoyah’s website. Applying for scholarships is the student’s responsibility. Make certain you apply for everything possible!

EARLY GRADUATES

Students desiring to graduate at the end of the first semester should check with his/her counselor to see if he/she will have met the proper requirements or early graduation. Parental permission is required for early graduation. Seniors graduating early are limited to school function participation. They may attend the Junior-Senior Prom and Graduation exercises. Early graduates are encouraged to maintain communication with their counselors for current information

ADVISEMENT

GRADUATION REQUIREMENTS: CONFUSED? SEE YOUR COUNSELOR!

In order to graduate from Cherokee County Schools, students must meet three criteria:

1. Attendance
2. Earning of sufficient and appropriate Carnegie Units.

Upon entry into high school, each student is assigned a homeroom teacher. The teacher will assist the student with appropriate course selection, make the student aware of graduation requirements and minimal competency standards, and help the student with other related issues. Career development activities give students the opportunity to choose a career pathway. By choosing elective courses in a planned program in keeping with the chosen career pathway, students can maximize their preparation for post-secondary training or the work force.

Advisement is a way of establishing a decision making relationship involving a TEAM: the student, the parent, and the professional educator. This TEAM makes decisions regarding the student's progress in his or her studies and the student's career goals. Advisement sessions for 10th students and their parents are scheduled each spring. An evaluation of student progress toward graduation will be done through the counseling office.

ADVANCED PLACEMENT

This program is designed to provide challenging and meaningful courses for students. Achievement test scores and grades are taken into consideration when scheduling students for these classes. The goal of advanced placement courses is preparation for AP exams, which could exempt the student from entry level college courses. Sequoyah offers advanced placement classes in English, Social Studies, Math, Science, Foreign Language, Computer Science, Music Theory and Art.