



2018-2019

Upper School Supplement

Upper School Campus
4967 Brownsville Road, Powder Springs, GA 30127

2018-2019 UPPER SCHOOL SUPPLEMENT

APPEARANCE

Boys must maintain their natural hair color: length above their eyes and off the collar. No fad haircuts. Sideburns must not be excessive. Must be clean-shaven. No body piercings. Boy's hair must not be unnaturally colored. Boys may not wear earrings.

Girls who choose hair tinting/highlighting should choose modest natural tones. No visible body piercings. Girls may wear earrings.

It is illegal in Georgia for students under 18 to get a tattoo, even with parent consent. Since most of our students will not be 18 until their senior year, we reserve the right to dismiss those who obtain a tattoo before graduation. In all cases, students who have visible tattoos may be dismissed.

DRESS CODE: MONDAY-THURSDAY

Khaki pants or shorts with a TCS or CCA polo shirt. Girls may wear capris but boys may not. Tennis shoes or dress shoes with a rubber sole. TCS or CCA or plain sweatshirts, t-shirts, or jackets (no exceptions). Belts should be worn if pants have loops. Undershirts must be a solid color and be tucked in. Sports teams may wear only school ordered warm-ups on game days (except for chapel days). Crocs, flip flops, and sandals are not allowed. Boots may not be worn in the Upper School Gym.

DRESS CODE: FRIDAY (CASUAL DAYS)

Students may wear a plain, TCS, CCA, sports, Christian, or patriotic shirt and jeans. Jeans should be blue, have no holes, be in good condition, and not be "skinny" jeans (khaki pants or shorts may also be worn). No crocs may be worn.

*****If you are wearing a hoodie, you cannot have the hood over your head at any time during the school day.*****

BEFORE AND AFTER SCHOOL

Students should remain in the gym until 8:20 AM, in a place where they can be seen by an adult. After school, students should remain in the lobby and not in the gym unless they have practice. On non-game days, the campus closes at 4 PM and students who are not picked up will be bussed to the Middle School Campus and charged a fee for ASP. On game days, the school may, as a courtesy, provide supervision in the gym for games that begin no later than 4:30 pm. Those who are disruptive will lose the privilege to stay. Anyone who stays for an after school event and is caught congregating in cars in the parking lot, or behind the building without written parent permission and an escort (another student) will receive a half-day in-school suspension. Repeat violators may be dismissed. Permission to walk with another student after school (never during school) must be on-file with the school secretary in advance. Parents will not be called for permission the day of the request. Students who drive may drive only themselves or an immediate family member for fast food, etc. after school or before games.

Students are not allowed to go to their car at any time during the school day without permission. Students need to put any items they will need during the school day in their locker.

CELL PHONES/HEADPHONES/COMPUTERS

- Cell phones may be used for personal use (web, email, Facebook, etc.) only before school, after school,

during break or lunch. Students who take out their cell phone during class without teacher permission are subject to the following penalties:

- 1st time – cell phone remains with campus secretary until end of day
 - 2nd time – Parents must pick up cell phone and student must pay a \$10 fine
 - 3rd time – Student may not bring a cell phone to school until 5 hours of community service is performed at the campus, and student must pay a \$25 fine.
 - 4th time - Phone taken for the rest of the semester; student must perform 10 hours of community service at the campus, and pay \$50 fine.
- Students viewing inappropriate material on their cell phones are immediately subject to parent notification and sanctions as determined by the principal.
 - Headphones may be used only before and after school, except as directed by teachers.
 - Personal computers may be used only at the discretion of the teacher.
 - School computers are only for school purposes and may not be used for personal emails, etc.

FOOD, DRINK, AND GUM

- Only unflavored water in a closed container is allowed in the classroom. Food and drink are allowed in the gym and kitchen. Containers and cups should have lids. No gum is allowed at school.
- Each Friday afternoon, after school, all food and containers remaining in the student refrigerator are thrown away.
- Students may not leave for lunch except for designated Senior lunch days.
- Students may begin to play basketball at 11:45 AM

TARDIES

Students must sign in with Mrs. Wheeler, at the front desk if arriving late. Consequences for excessive tardies are yet to be determined for this year.

LIMITS ON A LA CARTE' COURSES

TCS fully supports home school parents and offers part-time course load options at Middle and Upper School for a la carte' pricing. This program is not intended to allow current full-time students, especially elementary students, to complete a semester at home as they would with a traditional home-school center. When such a program is necessary for documented reasons, the Principal and School Counselor will submit a written proposal and pricing on behalf of the parent, to the Academic Committee for approval on a case by case basis.

JV AND VARSITY ELIGIBILITY

Any Senior who fails a core class required for graduation during the Fall Semester will be ineligible to play in the Spring Semester unless TCS credit recovery is completed during the Christmas break.

If a High School underclass student (or Middle School student playing JV or Varsity) fails two core or elective classes during the Fall Semester, that student will be ineligible for the Spring Semester, unless required TCS credit recovery is completed during the Christmas break. Students who have failed core classes will be ineligible for the following year unless all their failed core classes are recovered by the beginning of the next eligibility season. Students who require recovery for more than two class over the summer are automatically ineligible for the Fall. Students are allowed to fail one elective or non-state required class and remain eligible without recovery.

Coaches of High School players in team sports will receive weekly updates on student progress during season, these coaches are encouraged to use this confidential information to insure student success. They are encouraged to contact students, parents, etc., as well as enforcing play time restrictions as they deem fit to

benefit students.

Graduation/Diploma Options

COLLEGE PREP DIPLOMA – HIGHEST HONORS – CUMBERLAND SCHOLAR - 26 UNITS

1. Bible: 4.5 units (May also include Missions, Worship Arts, and/or Christian Leadership)
2. English & Literature: 4 units (Must include English 9, English 11, American Literature and 2 additional units).
3. Mathematics: 4 units (Algebra I, Geometry, Algebra II, & one higher level of math).
4. Social Studies: 4 units (World History, US History, Government & Economics and one additional unit).
5. Science: 4 units (Must include a physical science course, a life science course and two additional units).
6. Foreign Language: 2 units of same language
7. Health/PE: 1 unit
8. Electives: 1.5 unit (Fine Arts and/or Technology) or more
9. Online Education .5 units or more
10. Test Preparation: .5 units

OTHER REQUIREMENTS

1. Earn a 3.7 Core (HOPE) GPA
2. Score a 1200 Critical Reading & Math on the SAT or a 26 on the ACT in a single sitting
3. Complete 50 or more documented community service hours
4. Take not less than two “Courses of Rigor” as defined by Georgia’s HOPE Commission
5. Participate in not less than four school retreats, trips, or mission trips
6. Be accepted to one or more four year colleges by Jan. 31 of senior year
7. Show distinction in arts, academics, military science, leadership or athletics
by completing one or more of the following:
 - Participate in Fine Arts for a minimum of two years
 - Take two or more joint enrollment classes with a “B” or make a 3 or better on two AP exams
 - Member of Civil Air Patrol for two or more years including Senior year
 - Student Government member two or more years
 - Letter for at least two years in the same sport

COLLEGE PREP DIPLOMA WITH HONORS 25 UNITS

1. Bible: 4.5 units (May Include Missions, Worship Arts, and/or Christian Leadership)
2. English & Literature: 4 units (Must include English 9, English 11 - American Literature and 2 additional units).
3. Mathematics: 4 units (Algebra I, Geometry, Algebra II, & one higher level of math).
4. Social Studies: 4 units (World History, US History, Government & Economics and one additional unit).
5. Science: 4 units (Must include physical science course, life science course & 2 additional units).
6. Foreign Language: 2 units of same language
7. Health/PE: 1 unit
8. Electives: 1 unit (Fine Arts and/or Technology)

9. Test Preparation: .5 units

OTHER REQUIREMENTS

1. Earn a 3.0 Core (HOPE) GPA
2. Score a super score of 950 in Critical Reading & Math SAT Scores; with a minimum of 450 in each section or a composite of 20 on the ACT.
3. Complete 25 or more documented community service hours
4. Be accepted to one or more two or four year colleges by Jan. 31 of Senior year
5. Demonstrate involvement in the larger life of the school through either club membership, athletics, Missions, Student Government or Fine Arts totaling not less than one year

COLLEGE PREP DIPLOMA 25 UNITS (2014 – 24.5 UNITS REQUIRED)

1. Bible: 4.5 units (May also include Missions, Worship Arts, and/or Christian Leadership)
2. English & Literature: 4 units (Must include English 9, English 11 - American Literature and 2 additional units).
3. Mathematics: 4 units (Algebra I, Geometry, Algebra II, & one higher level of math).
4. Social Studies: 4 units (World History, US History, Government & Economics and one additional unit).
5. Science: 4 units (Must include physical science course, life science course & 2 additional units).
6. Foreign Language: 2 units of same language
7. Health/PE: 1 unit
8. Electives: 1 unit (Fine Arts and/or Technology)
9. Test Preparation: .5 units

TCS GENERAL DIPLOMA 24 UNITS

1. Bible: 4 units
2. English & Literature: 4 units
3. Mathematics: 3 units (Algebra I and two additional units).
4. Social Studies: 3 units
5. Science: 3 units (must include Physical Science course, Life Science course & 1 additional unit).
6. Health/PE: 1 unit
7. Electives, etc: 6 units

SPECIAL GRADUATION CIRCUMSTANCES

Permission may be granted in special circumstances to graduate with a minimum of 23 units. Such cases must be approved by the Academic Committee (Lower School Principal, Counselor, and Registrar).

Resolutions to the Academic Committee are developed by the Academic Dean in concert with the Upper School Principal and/ or the Counselor/ Registrar. The Academic Committee is expected to vote only “yes” or “no” on the resolution.

GRADUATION CORDS

- Valedictorian: gold diploma seal, white cord
- Salutatorian: silver diploma seal, red cord
- 3.7 CCA GPA: gold cord
- Beta Club: gold diploma seal, Beta stole

- Highest Honors: gold diploma seal, gold pin
- Honors: gold diploma seal, medallion
- HOPE Scholarship: silver cord
- College prep diploma with acceptance: light blue cord
- Athletic signing: green cord
- Military signing or ROTC scholarship: navy and white cord
- Student Government Service/ Honor Council*: purple cord

*Requires two or more years at the 9th through 12th grade class office level or one or more years at the Upper School Campus level

Under no circumstances may students wear paraphernalia from outside honor societies, organizations, etc.

Recognitions and awards at graduation are limited to yearbook dedication, teacher of the year, STAR student, Beta Club, official military and athletic signings, Patriot award, Home-School award, and the Kendrick Scholarship.

College acceptance, future plans, and scholarships as reported in the program, slide show, etc. must reflect actual scholarships and acceptances.

Graduation robes and hats may not be individually decorated.

ADDITIONAL UPPER SCHOOL ISSUES

MARKING PERIOD

The Academic Year is divided into two semesters having 18 weeks each. Each semester grade is recorded separately on the transcript. No student will be eligible for graduated who has not completed his/her Senior year with The Cumberland School.

CREDITS (9TH –12TH GRADES)

One-half credit = one semester course. The half unit is only awarded if the grade is 70 or above in the semester course.

HONORS COURSES CREDITS

Honors courses are given 1/2 extra quality point. They are currently defined as Biology II, Calculus I, Chemistry II, Spanish III, Spanish IV, Internships*, approved online electives not required for graduation, and any fifth math or science (support classes are not included). Joint enrollment and online AP classes are given one extra quality point. (Cumberland uses a joint enrollment model.)

Note: TCS calculates GPA differently than HOPE. The above extra quality points do not count towards the HOPE grade point average.

*Internships – effective with the 2016-17 school-year, internships are an Honors Credit accruing ½ credit. They must be approved by the Counselor or Academic Dean and include 40 contact hours with the provider, a three page research paper, a 10 slide powerpoint presentation presented to the Counselor or Academic Dean, and written positive feedback from the provider. A 20 hour internship that has been approved in advanced will not receive Honors Credit, and will receive ¼ credit; only a successful validation of completion is necessary in this case. All internships must be unpaid.

NATIONAL BETA CLUB

9th through 12th Grade students are chosen for membership in the TCS Chapter of the National Beta Club based on their scholastic average (3.5), Christian character, credible achievements and commendable attitudes. Students must attain a cumulative GPA of 3.5 or better to be considered for membership and must maintain a GPA of 3.4.

GPA

Calculations of GPA are set on a standard scale of: A = 4, B = 3, C = 2, F = 0

AP Classes are given 1 extra quality point. See Ingressio and joint enrollment policies for additional modifications.

SCHEDULE CHANGES

Within five days of the beginning of a semester, a student may drop or add a course with written parental permission (in cases involving core classes) and at the discretion of the Academic Dean, Counselor, or Registrar. The following criteria must be met:

1. The student must justify his need for such a change.
2. The change must be made within the class schedule available.
3. Please see transcript credits for related issues.

VALEDICTORIAN

- Student must earn 17 full credits at TCS.
- Student must earn at least an Honors/ College Prep Diploma.
- Student must be at TCS not less than two full years.
- Home school credits and online academy credits from other schools do not count for the purpose of choosing Valedictorian.
- TCS issued Honors Credit, AP (Ingressio) credits, and joint enrollment credits do count. Honors credits from other schools do not count as Honors but as simple GPA credits.
- In the case of a quality point tie, a numerical score will be used; in the case of a numerical tie, the SAT score will be used to break the tie.
- GPA will be based on scores at the end of the second quarter of the senior year; to qualify, a student must not make less than a B by midpoint of Second Semester.
- The Academic Committee makes all final determinations based on school policies.
- All teacher/office aide credits will be reported on the student's transcript but will not be calculated into the student's GPA for the purpose of Valedictorian and Salutatorian calculations.

SALUTATORIAN

- Student must earn 14 full credits at TCS.
- Student must earn at least an Honors/ College Prep Diploma.
- Student must be at TCS not less than two full years.
- Home school credits and online academy credits from other schools do not count for the purpose of choosing salutatorian.
- TCS issued honors credit, AP (Ingressio) credits, and joint enrollment credits do count. Honors credits from other schools do not count as honors but as simple GPA credits.
- In the case of a quality point tie, a numerical score will be used; in the case of a numerical tie, the SAT score will be used to break the tie.

- GPA will be based on scores at the end of the second quarter of the senior year; to qualify, a student must not make less than a B by midpoint of Second Semester.
- The academic committee makes all final determinations based on school policies.
- All teacher/office aide credits will be reported on the student's transcript but will not be calculated into the student's GPA for the purpose of Valedictorian and Salutatorian calculations.

CO-SALUTATORIAN

In the case of a transfer student whose GPA meets or exceeds the score of the selected valedictorian or salutatorian, TCS may name that student as a co-salutatorian. However, the following conditions must be met: the transfer student must be accepted to a four-year college; up to five homeschool credits may be included, if validated by TCS's Registrar; and all other credits must come from an accredited institution. The Academic Committee makes all final determinations based on school policies.

COLLEGE PREP DIPLOMA CONSIDERATIONS

- The Academic Committee (Counselor, Principal, Registrar) has the authority to deviate by 1.5 units from standards for the College Prep Diploma in the case of transfer students only as long as state admissions to Georgia four year institutions are met. The Committee may not at any time vary the standards for Honors and Highest Honors diplomas.
- A valid certificate of competition for a live, not online, Kaplan SAT Test Prep (or approved alternative with the same approximate 60 seat hours) class may fully substitute for TCS test prep for all diplomas; alternatively test prep may be completed through GA Virtual School or Keystone in TCS's Ingressio; self study and self-directed, unsupervised classes will not count. A "P" will appear on the transcript verses a letter or numeric grade.

COLLEGE ACCEPTANCE

College acceptance requirements vary. It is the student's responsibility to make sure that they meet all the requirements of a particular college. We encourage you to make an appointment with our School Counselor if you have any questions with regards to your child's goals.

TESTING AND COLLEGE APPLICATION REQUIREMENTS

College choice or even the decision to attend college is a student/parent decision; TCS fully supports other options such as missions, the military, or technical school. However, as a college preparatory school, TCS has the goal of creating several options for every student and parent to choose from. Each TCS student who is working towards a college preparatory diploma is expected to: 1) take SAT or ACT preparation classes at TCS or an alternate location and take the test a minimum of two times [Note - students who fail to take the test at least once by June of their junior year will not be considered a senior- Transfer students who will be designated as Seniors, must take the test by September or they will be considered a Junior; 2) participate in college fairs, presentations, and the junior college trip; 3) apply to a minimum of three colleges the fall of their senior year, at least one of which is a "back-up" school whose admissions profile is equal to or below the students projected freshman index. In choosing to attend TCS, students and parents agree to support this process of creating options for them to choose from. Students who choose the General Diploma track, must take the ACCUPLACER test by July prior to their Senior year. (See below)

TCS 8th Graders take a battery of tests call "Pathway Connections." This test includes assessments in personality, spiritual gifts, career interests, and learning styles.

ACCUPLACER TEST

All Juniors are asked to take the ACCUPLACER test as part of the SAT Prep class. These scores can see if students are able to take dual enrollment courses.

STUDY HALLS

College prep students may request one semester of study hall as a substitute for a non-core, non-TCS required class with Counselor approval during their four years of study. Students receiving a General diploma may request up to three semesters. Students receive no academic credit for study hall.

Related Issues

- For Home School related issues see “Home School” policies.
- For Online education related issues see “Ingressio.”
- For Joint Enrollment related issues see “Joint Enrollment.”

PROMOTION TO THE NEXT GRADE IN UPPER SCHOOL

In order for High School students to track to the next grade level, it is necessary for students to show that they are progressing towards a High School diploma. Here are the requirements in order to be considered in a certain grade:

- To be considered a 9th grader - students must have successfully completed English, Math, History, and Science courses appropriate for the 8th grade. If one of these courses is failed, (defined as the numerical average of both semesters being a 70 or above) the student must complete an approved credit recovery plan for the failed core subject using TCS or an approved online provider. Correspondence courses, unapproved outside tutoring, etc. will not be accepted. If a student’s cumulative GPA for the 8th Grade is less than a 2.5, as defined above, or if the student fails more than two core courses, or if the student actual numeric grade in any core course is less than a 50, TCS recommends and may require repeating the 8th Grade.
- To be considered a 10th grader- students must have completed at least 6 credit hours. English 9, one math credit, one science credit and one social study credit must have been earned.
- To be considered an 11th grader- students must have completed 12 credit hours. Of those, they need 2 credits of each: English, Math, Science, Social studies. Student must have earned the health/PE credit previously or be enrolled during his/her 11th grade year.
- To be considered a 12th grader- students must have completed 19 credit hours. Of those, they need to have earned 3 credits in English. They must have at least 2 in each of the following: Math, Science, and Social Studies, with at least 3 credits in one of those subjects. Students also must have taken the SAT by May of their Junior year in order to be promoted to Senior.

Students will stay in RenWeb as the previous grade until all credit requirements are met, with the ability to be promoted mid-year.

Students with a signed parental contract, who elect the General Diploma may have slightly different requirements. Only in the case of written contracts, approved in advanced, will deviation from the above standards be considered but not guaranteed.

TRANSCRIPT CREDITS

All classes attempted will be listed on the transcript*. Courses changed during the first week of school or the first day of the first week, will not appear on the transcript. Withdrawals prior to a date established and updated each year in this handbook (normally equal to approximately the 7th day of class) will appear as a “W” on the

transcript. No quality points will be issued. Withdrawals after the established date, will appear as a “WP” or “WF” on the transcript as indicated by the student’s average. No quality points will be issued for a “WP.” However, a “WF” will have the same net effect as an “F” on the transcript with 0 quality points based on .5 attempted credits.

FOR THE 2018-2019 SCHOOL YEAR, THE ESTABLISHED DATE AFTER WHICH A WITHDRAWAL WILL RESULT IN A “WF” IS SEPTEMBER 4TH.

*see below for attempted online and joint enrollment classes

TRANSCRIPT CREDIT FOR OUTSOURCED CORE COURSES

Beginning January 2012, in accordance with ACSI accreditation, students may no longer use alternative teachers or programs to earn credit for TCS core classes unless the alternate program is approved by the Academic Committee. All summer work in core classes must be approved by the School Counselor or Academic Dean in writing. Summer work is limited to failed classes, approved joint enrollment classes, and approved online courses that meet seat hour requirements. No courses will be approved retroactively. All requests and approvals must be in writing.

The sole exception to this policy will be related to scheduling issues when students must take an online class to graduate on time and the School Counselor or Academic Dean deems an online substitute to be the only alternative. In no case shall a student taking outsourced core courses receive a tuition discount and take less than a minimum full-time load. Any computer time or study hall time is strictly a courtesy.

TRANSCRIPT CREDIT FOR OUTSOURCED ELECTIVES (INGRESSIO)

In all cases the provider must be approved in advance by the Academic Committee. Current approved providers are Chattahoochee Tech, SevenStar, Penn Foster, and Keystone (not NCAA approved). Individual courses must be approved by the School Counselor and Academic Dean. Students are limited to four total credits of outside electives.

Students must choose one of the following options in advance of enrollment and inform the School Registrar in writing:

- I choose not to have this course recorded on my transcript.
- I choose for the course to appear on my transcript as “pass” (≥ 70) or “fail” (< 70). I understand that the course will not affect my credits attempted or quality points.
- I choose to receive full credit for the course on my transcript for the credits attempted.
- AP courses (only if the AP test is taken and a score of 2 or more is earned) and courses taken at Chattahoochee Tech earn up to 5 quality points.
- Courses taken online beyond the scope of TCS offerings that build on TCS curriculum (E.g. Spanish 3 after completing Spanish 1 & 2 at CCA) earn up to 4.5 quality points and will be referred to as “Honors.”

JOINT ENROLLMENT POLICY

- Seniors and Juniors who have been historic TCS community members for two or more years and are on track for graduation, may choose to elect joint enrollment as an option. (Younger students are eligible, but should make careful decisions with the help of the Counselor and Parents.)
- Students must have a core GPA of 2.5, and their scores on either the SAT, ACT, or Accuplacer Test must meet the joint enrollment partner’s minimum.
- TCS endorses part-time joint enrollment, with seniors taking up to 15 total hours of college classes per semester in lieu of or in addition to classes required for a TCS/GA High School diploma. These 15 hours

may be in addition to classes in Ingressio or at Chattahoochee Tech as electives.

- Students, who have successfully completed at least 15 credits at TCS, are eligible for a reduced load their Senior year. In light of the HOPE Grant historically covering tuition, fees, and books, no tuition discount may be available. Students must take a minimum of three TCS classes per semester on campus and plan to participate in retreats and mission trips as college schedules allow.
- Classes must be taken at Chattahoochee Tech or West Georgia's Online Program. Other providers must be approved by the Academic Committee.
- Certain courses may be substituted for a state required core class needed for High School graduation with written approval from the Registrar and Counselor.
- Each semester class will equal 1 Carnegie unit on the TCS transcript per 3-4 semester hours, BUT will receive a maximum of 5 quality points. Receiving institutions may choose to assign more or less credit based on their internal policies.
- TCS must be approved to see and review all student grades. TCS's Counselor must have on file a signed statement/waiver allowing for direct communication with the college and or professor.
- Students must be accepted to the college's joint enrollment program.
- Parents are responsible for all college tuition and fees.

Students acknowledge that they will receive full credit for the course on their transcript for the credits attempted. If numerical averages are not available, TCS's policy is to have a mid-grade level numerical average recorded as follows: 100 for A+, 95 for A's, 85 for B's and 75 for C's on student's transcript numerical average.

- **Beginning the Spring of 2019:** At the end of the semester, the student must write a 1 page paper discussing the connection between what they learned in their dual enrollment course and God. The paper must be 1 full page, double spaced. 12 pt font and be submitted to the counselor before credit is given. The paper will be kept in the student's file.
- A course taken at Chattahoochee Tech or West Georgia may earn up to five quality points; this course may substitute for a state required core class with written approval from the registrar and counselor. (Students currently enrolled as of August 2018 at West Georgia Technical College or KSU, may continue their studies by using the normal approval process. This provider is not approved for future TCS students.)

CREDIT RECOVERY POLICY

All core classes required for a Georgia college preparatory diploma must be either passed with a C or better at The Cumberland School, or passed with a passing grade issued by an institution from which TCS's Registrar is authorized to accept transfer credits. Examples of such institutions include formerly attended public and accredited private schools. Home school credits are validated following policies listed on TCS's home-school website and in TCS's Parent-Student Handbook. Elective courses, Bible courses, and any other courses TCS may require in addition to state graduation requirements may or may not be repeated based upon a student's individual academic plan and needs.

In all cases when a student fails a core class, an examination of attendance records will be conducted in order to verify that the student has met seat hour requirements and that the student has an average of at least a 57% or better. If seat hour requirements are not met, the student may not elect a credit-recovery option and instead would be required to repeat the failed course in a TCS classroom or through an approved online for credit. If the student scored below a 57% as the semester average, the student will need to repeat the full course at TCS or

take an approved online full course (not credit recovery).

When seat hours have been met, eligible students may elect one of three credit-recovery options: 1) Keystone Credit Recovery - not NCAA recognized, or 2) an individually designed planned with a certified teacher approved by TCS. In all cases, additional charges may apply, and completion of course documentation must be submitted to School Registrar. Every attempted class appears on the TCS transcript unless a student transfers by the annually approved date of said class to an alternative for credit class (see High School withdraw policies for required transcript documentation after the drop/add period). Each failed class appears as zero quality points on the TCS transcript. TCS's grading scale for credit recovery, with assumed seat hours, will always be the same as TCS's grading scale for all other classes. This zero effectively averages with the student's credit recovery grade as a part of the summative average of all quality points to render approximately half of the quality points the student would have received if the class had been passed on the first attempt. This policy is effective for all credit recovery work posted after Jan. 2011. TCS may or may not elect to allow students taking Algebra I or Spanish I (beginning Fall 2019) in the eighth grade to begin their high school transcript in their ninth grade year. The school counselor and/or registrar are authorized to determine what is in the best interest of the student in satisfying core academic concepts after consultation with the teacher.

In order to address procedures for future unforeseen circumstances, it is hereby established that exceptions to this policy will be approved on a case by case and/or class by class basis by the unanimous vote of the Academic Committee. Under no circumstances is this committee authorized to remove any attempted credit from the transcript. Teacher-driven credit recovery programs must be approved by TCS's Academic Committee and must meet a minimum of 20 seat hours per half Carnegie unit of credit recovery, if semester seat hours have already been met. Otherwise, a student must fully repeat the course. Fees for these classes must be approved by the director of operations.

FAILING GRADES

In regard to failing grades, any grade below a 70 is a failing grade. If a student has a numerical semester grade, after the final, of a 68 or 69, the teacher will give them a substantial extra project, equivalent to the largest paper, project, or exam that exists within the class. Meanwhile, the student will receive an INC on their report card. The student will be required to turn in the additional assignment on the first day back from Christmas Break, for a course taken during Fall Semester, and the last day of Teacher Post-Planning for a course taken during Spring Semester. Failure to turn in or in cases where performance on the project merits a grade that would not equal a passing final grade for the course, if counted as 10% of the total Semester grade, will automatically result in an F for the semester grade. Parents, this policy replaces an F, whereas, credit recovery or a full retake of the course generates an additional grade and the F remains on the student's transcript.

CHEATING/ PLAGIARISM

Cheating, in any form, is expressly prohibited at The Cumberland School. Students who are caught cheating will be susceptible to disciplinary action and possible dismissal. Cheating comes in many different forms and will be addressed on an individual basis. Any student who does not complete his/her own coursework is cheating and will be dealt with according to the bylaws of the school. Plagiarism is also considered cheating and will be treated as such. Please review the definitions of cheating and plagiarism below.

Cheating includes but is not necessarily limited to:

1. Plagiarism, explained below*
2. Submission of work that is not the student's own for papers, assignments, tests, or exams

3. Submission or use of falsified data
4. Copying answers off of another student's work
5. Theft of or unauthorized access to a test or exam
6. Use of unauthorized material including textbooks, notes, or computer programs in the preparation of an assignment or during an examination
7. Supplying or communicating (in any way) unauthorized information to another student for the preparation of an assignment, test, or exam
8. Collaboration in the preparation of an assignment. Unless specifically permitted or required by the teacher, collaboration will usually be viewed by TCS as cheating. Each student, therefore, is responsible for understanding the policies of each teacher concerning collaboration

PLAGIARISM

*Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work.

In Grades 8th - 12th, this typically consists of students copying and pasting portions or whole sections of work from another source and claiming it as their own. In college, this typically consists of students using completed works from another author as their own.

On the first incident of cheating or plagiarism, a student will be required to redo the assignment for a maximum grade of 69%. Additional incidents will be handled in collaboration with the Principal.

EXTRA CREDIT

Extra credit should not consist of more than 3% of any assignment. In all cases, even if a grade is above a 100 is entered into RenWeb, a summative grade above a 100 will not be recorded. Extra credit is limited to no more than one assignment per semester and must be available to every student.

FINAL EXAMS

Final exams are required in English, History, Math, and Science classes. Juniors and Seniors in the pre-stated classes need to see their class syllabus for the exemption policy.

GRADUATION PARTICIPATION REQUIREMENTS

Students should have a \$0 balance or a payment plan approved by the business office.

Students are required to attend practice, the Senior brunch, and graduation. (No exceptions are to be made for international students.) Students who fail one semester-long class may participate in graduation and not receive an official diploma at that time. These students must have an approved credit recovery plan. The diploma will be issued through the corporate office upon successful completion of credit recovery. Policy exceptions: minor exceptions are approved by a confidential vote of the academic committee consisting of the counselor, registrar, and principal. Other exceptions, if allowable, will be forwarded to the board at the discretion of the Executive Director and Chief Administrative Officer.

LEE UNIVERSITY

Historically, each year Lee University visits TCS in the fall and we visit them in the spring. Seniors are required (at no cost to them) to apply to Lee as a learning experience and as practice for additional applications.

Permission to apply and send scores and transcripts is inherent in accepting enrollment at CCA. (Parents may choose an alternate school with a similar acceptance profile and apply in the same time-frame with advance

notice.)

NCAA REQUIREMENTS

The NCAA does not recognize (the online provider) Keystone National Online High School courses nor do they recognize ANY credit recovery course. Students who wish to sign with the NCAA must use an NCAA approved online provider for any online education; additionally, any potential NCAA athlete who fails a core course (vs. receiving an incomplete or a passing grade) must FULLY REPEAT THE COURSE either at TCS or through an approved online provider.

STUDENT SENATE

Senate members (13):

- Student body officers: President, Vice President, Secretary, Treasurer, Chaplain
- 4 Class Presidents (9th-12th)
- Middle School President
- Fine Arts Representative (appointed)
- Athletic Representative (appointed)
- Patriot Ambassador Representative (must be in 9-12)

Elections/appointments:

- Student body officers: elected May of previous year Seniors & faculty vote (President & Vice President must be Junior or Senior)
- Appointed members: appointed each May
- Class Presidents: class officers elected after retreat
- Middle School President elected each year after retreat

Requirements:

- 2.5 GPA
- No suspensions on record
- Parent permission slip
- Speech must be approved by Principal
- Must be on-track to graduate in four years

Meetings:

- Monthly at extended lunch
- Day retreat in early September

Duties:

- Support school spirit
- Assist in planning spring formal/social
- Serve as liaison to Administration
- Support vision and fundraising for unified campus
- Other as determined by Senate or Advisors

Note: Among class officers, only President serves in Senate.

SENIOR TRIPS, SENIOR DAY, ETC.

Rather than sponsoring beach or vacation trips for graduating Seniors, Cumberland supports and sponsors mission and Christian service ventures for their upperclassmen. In like manner, Cumberland refrains from allowing a Senior prank or skip days and encourages activities supportive of our mission and purpose.

SENIOR LUNCHESES

With written parent permission, a Senior may sign out for lunch Thursdays. They may not drive any other student in their car. The third time a student is late returning from lunch, the privilege will be revoked for the remainder of the semester. Seniors are encouraged to eat lunch on campus each Friday, for the purpose of Leadership and fellowship with other students. When a Senior has a free period directly before or after lunch, they may sign out for the duration of that time, until the third lunch tardy has occurred. Only a written signed notarized parent letter stating the exact circumstances under which a Senior may come and go, will be acceptable. Calls to parents and emails will not be accepted. Seniors that have an average of 65 or less in any class must remain on campus throughout their day. Juniors and other underclassman may not leave for lunch. The only exception to this is homeschool students who have a written, signed and notarized parent letter on file.

UBER EATS LUNCHESES

Sophomores, Juniors, and Seniors may use UBER Eats on Tuesdays. In order to use UBER Eats, students must sign in with Mrs. Wheeler by 8:25 AM on Tuesday and their lunch must arrive to the office by 11:50 AM.

Joint Enrollment, Homeschool, and Senior students whose days terminate earlier than 3:15 PM or begin later than after first period, may enter the school or depart the school in accordance with their schedule.

Students whose school day terminates at 3:15 PM may stay for practices, etc. Students whose day ends earlier must leave campus, unless, they have an approved and sponsored position as an aide or have an approved slot in the computer lab to do online work. In which case, they should be in the computer lab or in their assigned aide position.

On selected game days, students may remain on campus on the mezzanine, bleachers, or dining terrace until the game begins. This privilege will be revoked at the first discipline incident. This privilege is subject to the availability of an onsite staff supervisor. If a supervisor is not available, it will be necessary to depart campus and return.

ADDITIONAL CHARGES

At the high school level, services provided to students outside the scope of TCS normal parameters of operation may incur extra charges due to the extreme amount of extra work and time incurred by teachers. TCS sets nominal rates for extra services and normally passes the fees directly to the teacher.

Examples include:

- SAT Helps—10 hours of private instruction plus a group practice test: \$350
- Credit recovery with a certified teacher: \$250
- Tutoring outside school hours: \$20 per half hour
- Rescheduling an exam: \$25
- Administered make-up work for extended absences (over 3 block schedule classes) due to non-emergency or non-medical reasons or non-disciplinary reasons (for disciplinary reasons, separate rates apply; see Mandatory Home Study): \$100 per class per week beginning the second week or \$15 per half hour of teacher time

NOTE: TCS honors parents' rights to take family trips, etc. for up to a week at a time. Additional lengths may result in the forfeiture of semester credit (see appropriate policies) or necessitate significant extra work on the

part of the school. In all cases this is an unwise use of student time and extended absences may affect grades and scholarships.

ONLINE PROVIDERS

TCS is not an Online School. we offer all courses needed for an accredited college preparatory diploma as defined by the University System of Georgia and the HOPE commission live on campus with certified teachers physically present in the classroom. TCS's Upper School has available many joint enrollment and online course options. TCS acknowledges the Christian content of SevenStar, one of our online providers, but reminds parents that Keystone and Chattahoochee Tech are secular providers. Therefore, beginning the Fall of 2017, students who enroll at these secular institutions must submit a one-page "Biblical Reflections" paper on the course taken. In practice, a limited number of academically advanced students normally take about 5% of their classes online; others may take an occasional credit recovery class. Students are limited to approximately 7 online or joint enrollment courses or a maximum of 10% of their total High School load, whichever is greater, for TCS credit. (Online options are intended to be a transition into TCS's live classrooms. Beginning June 2017, TCS will not market a fully online option.)