Cherokee County School District

AGENDA

School Board Meeting

School Board Auditorium
at the Dr. Frank R. Petruzielo Educational Services Facility

7:00 p.m.

July 19, 2018

- **Call to Order**
- **Pledge of Allegiance/Inspiration**
- **Adoption of Superintendent's Recommended Agenda for July 19, 2018 School Board Meeting**
- **Approval of Minutes of the June 13 and June 21, 2018 Public Hearings on the 2018-19 Budget and Minutes of the June 21, 2018 School Board Meeting**
- **Approval of Consent Agenda for July 19, 2018 School Board Meeting**
- **Public Participation**

A. Resolutions/Recognition

1. **School Board Recognition of Jennifer Lewis, Indian Knoll ES Media Specialist, as Georgia Library Media Specialist of the Year**

2. **School Board Recognition of State and Regional Champions**

3. **School Board Recognition of CCSD's Office of Communications - - Winner of Five National Awards from the National School Public Relations Association**

4. **School Board Recognition of CCSD School Nutrition for Winning Georgia USDA Best Practice Award – Farm to School Programs**

5. **School Board Recognition of Cherokee HS Senior Jayme Bricker and Sequoyah HS graduate and current Kennesaw State University Junior Erin Wehunt -- Recipients of 2017-18 School Year Judy Johnson Memorial Scholarship**

B. School Board Members

C. School Board Policies

1. **School Board Consideration of Superintendent's Recommendation for Approval of New/Rescinded School Board Policies (8) and Substantive Modifications to School Board Policies (21)- - <u>on Final Reading</u>**

2. **School Board Consideration of Superintendent's Recommendation for Approval of Technical Modifications to School Board Policies (16)- - <u>on Final Reading</u>**

D. Financial Management

1. **School Board Pre-Approval of Authorized School Fund-Raising Activities for SY2018-19**

E. Curriculum and Instruction

F. Support Services

1. **School Board Consideration of Proposed Contracts for Construction of Security Foyers at Nine Elementary Schools and Six Middle Schools (Phase III)**

2. **School Board Consideration of Superintendent's Recommendation for Approval of Update on Capital Outlay Projects**

G. Human Resources

1. **School Board Consideration of Superintendent's Recommendation for Approval of Recommendations, Resignations, Terminations of Employment and Transfers for Certified and Classified Personnel**

H. School Board Attorney

1. **School Board Consideration of Superintendent's Recommendation for Approval of SY2018-19 Tribunal Hearing Panel Appointments for**

Certificated Personnel Recommended for Employment Contract Termination or Suspension

2. **School Board Consideration for Approval of School Board Attorney's Recommended Plan for SY2018-19 Local School Board Governance Training**

I. Superintendent of Schools

1. **School Board Consideration of Superintendent's Recommendation for Final Approval of FY2019 Millage Rate**

2. **School Board Consideration of Superintendent's Recommendation to Surplus and Advertise for Sale the Original North Canton/L. R. Tippens Elementary School and Property Tract**

- **Executive Session**
  -- **Student Discipline Matters (2)**

- **Adjournment**

CHEROKEE COUNTY BOARD OF EDUCATION

OFFICE OF THE SUPERINTENDENT

Wednesday, June 13, 2018

MINUTES OF PUBLIC HEARING ON 2018-19 BUDGET
11:30 a.m.

The Cherokee County Board of Education conducted a public hearing on the Superintendent's Recommended FY2019 Budget. School Board Chair Kyla Cromer called the meeting to order at 11:30 a.m. on Wednesday, June 13, 2018 in the School Board Auditorium at the Dr. Frank R. Petruzielo Educational Services Facility, 1205 Bluffs Parkway, Canton, Georgia. Present were: Vice-Chair Mike Chapman and Superintendent Dr. Brian V. Hightower.

No members of the public were present to address the Board regarding the budget. Chair Kyla Cromer explained the purpose of the public hearing and stated that the public could also sign up to speak at the two subsequent hearings at 11:30 a.m. and 6:30 p.m. Thursday, June 21, 2018 or during the agenda item at the Board's meeting at 7:00 p.m. on Thursday, June 21, 2018. Dr. Hightower shared information relative to the proposed millage rate.

The public hearing was adjourned at 11:40 a.m.

_____ _____

School Board Chair Secretary

CHEROKEE COUNTY BOARD OF EDUCATION

OFFICE OF THE SUPERINTENDENT

Thursday, June 21, 2018

MINUTES OF PUBLIC HEARING ON 2018-19 BUDGET
11:30 a.m.

The Cherokee County Board of Education conducted a public hearing on the Superintendent's Recommended FY2019 Budget. School Board Chair Kyla Cromer called the meeting to order at 11:30 a.m. on Thursday, June 21, 2018 in the School Board Auditorium at the Dr. Frank R. Petruzielo Educational Services Facility, 1205 Bluffs Parkway, Canton, Georgia. Present were: Superintendent Dr. Brian V. Hightower.

No members of the public were present to address the Board regarding the budget. Chair Kyla Cromer explained the purpose of the public hearing and stated that the public could also sign up to speak at the subsequent hearing at 6:30 p.m. on Thursday, June 21, 2018 or during the agenda item at the Board's meeting at 7:00 p.m. on Thursday, June 21, 2018. Dr. Hightower shared information relative to the proposed millage rate.

The public hearing was adjourned at 11:41 a.m.

MINUTES OF PUBLIC HEARING ON 2018-19 BUDGET
6:30 p.m.

The Cherokee County Board of Education conducted a public hearing on the Superintendent's Recommended FY2019 Budget. School Board Chair Kyla Cromer called the meeting to order at 6:30 p.m. on Thursday, June 21, 2018 in the School Board Auditorium at the Dr. Frank R. Petruzielo Educational Services Facility, 1205 Bluffs Parkway, Canton, Georgia. Present were: School Board Members Patsy Jordan, Clark Menard, Robert Rechsteiner; and, Superintendent Dr. Brian V. Hightower.

No members of the public were present to address the Board regarding the budget. Chair Kyla Cromer explained the purpose of the public hearing and stated that the public could also sign up to speak during the agenda item at the Board's meeting at 7:00 p.m. on Thursday, June 21, 2018. Dr. Hightower shared information relative to the proposed millage rate.

The public hearing was adjourned at 6:40 p.m.

_____ _____

School Board Chair Secretary

CHEROKEE COUNTY BOARD OF EDUCATION

OFFICE OF THE SUPERINTENDENT

Thursday, June 21, 2018

MINUTES OF REGULAR BOARD MEETING
7:00 p.m.

The Cherokee County Board of Education called its regular meeting to order at 7:00 p.m. on Thursday, June 21, 2018 in the School Board Auditorium at the Dr. Frank R. Petruzielo Educational Services Facility, 1205 Bluffs Parkway, Canton, Georgia. Present were: School Board Chair Kyla Cromer; Members John Harmon, Patsy Jordan, Clark Menard, and Robert Rechsteiner; Superintendent Dr. Brian V. Hightower; and, Attorney Tom Roach. School Board Vice-Chair Mike Chapman and Board Member Kelly Poole were not in attendance.

Call to Order

The call to order by Kyla Cromer was followed by the Pledge of Allegiance to the Flag of the United States of America, led by Mountain Road Elementary student Linnea Knocke.

A brief inspiration was provided by Kyla Cromer.

Approval of Agenda

On a motion by Clark Menard seconded by Robert Rechsteiner and carried, the Board unanimously adopted the Superintendent's recommended agenda *(5-0 vote)*.

Minutes for Approval

On a motion by Patsy Jordan seconded by Clark Menard and carried, the Board approved the minutes from the May 17, 2018 School Board Meeting *(5-0 vote)*.

Consent Agenda

Following identification of those agenda items, Board Members and members of the public indicated they would like considered separately, a motion was made by John Harmon, seconded by Robert Rechsteiner and carried, to approve the Consent Agenda, for the remaining items - identified by asterisks *(5-0 vote)*.

PUBLIC PARTICIPATION

One member of the public signed up to address the School Board.

A. RESOLUTIONS/RECOGNITIONS/PARTNERSHIPS

A-1. School Board Recognition of Teasley MS Teachers Dr. Jennifer Reynolds and Greg Koch as Recipients of the Georgia Council for Exceptional Children's Co-Teaching Team of the Year Award for 2017-18

(Recognized)

A-2. School Board Recognition of 2017-18 Young Georgia Authors Competition Winners

(Recognized)

A-3. School Board Recognition of 2017-18 Elementary Science Olympiad Winners

(Recognized)

A-4. School Board Recognition of 2017-18 Governor's Honors Finalists

(Recognized)

A-5. School Board Recognition of River Ridge High School Student Grade Pfohl – Named Reader of the Year for the Secondary Category (Grades 9-12) at the Georgia Reading Association's State Competition

(Recognized)

A-6. School Board Recognition of State and Regional Champions

(Recognized)

***A-7. School Board Consideration of Superintendent's Recommendation to Approve Renewal of Existing Partnership Agreement**

(Approved)

B. SCHOOL BOARD MEMBERS/STUDENT ADVISOR TO THE SCHOOL BOARD

School Board Member Comments:

- Acknowledged Chief Financial Officer Kenneth Owen and staff for their preparation of the FY2019 Budget

C. SCHOOL BOARD POLICIES

C-1. School Board Consideration of Superintendent's Recommendation for Approval of New/Rescinded School Board Policies (8) and Substantive Modifications to School Board Policies (21)- - on First Reading

(Approved)

Motion was made by John Harmon, seconded by Clark Menard and carried to Approve 2018-19 New/Rescinded School Board Policies and Modifications to School Board Policies- - on First Reading *(5-0 vote).*

C-2. School Board Consideration of Superintendent's Recommendation for Approval of Technical Modifications to School Board Policies (16)- - on First Reading

(Approved)

Motion was made by Clark Menard, seconded by Robert Rechsteiner and carried to Approve 2018-19 Technical Modifications to School Board Policies- - on First Reading *(5-0 vote).*

One member of the public addressed the School Board relative to School Board Policy JCAC

D. FINANCIAL MANAGEMENT

***D-1. School Board Consideration of Superintendent's Recommendation for Approval of May 2018 Financial Report and Sales Tax Update**

(Approved)

E. CURRICULUM AND INSTRUCTION

***E-1. School Board Consideration of Superintendent's Recommendation for Approval of Out of State Travel**

(Approved)

***E-2. School Board Consideration of Superintendent's Recommendation for Approval of Out of State and Overnight Field Trips**

(Approved)

F. SUPPORT SERVICES

***F-1. School Board Consideration of Superintendent's Recommendation for Approval of Update on Capital Outlay Projects**

(Approved)

***F-2. School Board Consideration of Superintendent's Recommendation for Approval of Special Lease Agreements**

(Approved)

G. HUMAN RESOURCES

***G-1. School Board Consideration of Superintendent's Recommendation for Approval of Recommendations, Resignations, Terminations of Employment and Transfers for Certified and Classified Personnel**

(Approved)

H. SCHOOL BOARD ATTORNEY

***H.1. School Board Consideration for Approval of extension of Employment Contract with Superintendent of Schools**

(Approved)

I. SUPERINTENDENT OF SCHOOLS

*I-1. School Board Consideration of Superintendent's Recommendation for Approval of FY2019 Budget

(Approved)

Motion was made by Clark Menard, seconded by Patsy Jordan and carried to Approve Recommended FY2019 Budget *(5-0 vote)*.

Informational Items:

- CCSD School Board Earns State Recognition for Governance & Leadership

ADJOURNMENT

The School Board adjourned at 7:56 p.m.

_____ _____

School Board Chair Secretary

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	A-1

Title

Recognition of Georgia Library Media Specialist of the Year Jennifer Lewis of Indian Knoll Elementary School

Requested Action

School Board Recognition of Jennifer Lewis, Indian Knoll ES Media Specialist, as Georgia Library Media Specialist of the Year

Summary Explanation and Background

Indian Knoll ES Media Specialist Jennifer Lewis, CCSD's 2018 Media Specialist of the Year, has been named the State winner by the Georgia Library Media Association & Georgia Association of Instructional Technology!

Ms. Lewis was surprised with the CCSD award in March. In April, she was named as North Central Georgia regional winner by the Associations, and she was surprised last month with the State honor at the Georgia Library Media Association's Summer Institute in Peachtree City.

Winners are selected based on the following criteria: Leadership role through staff development, committee involvement, or professional advocacy; Involvement in professional organizations; Promotion of information technology utilization and literacy; Promotion of reading and literature; Involving parents and/or the community in the library media program as partners; Working collaboratively with the educators in your building; Innovative techniques used in your library media program; and, deliberate and ongoing professional development as a learner which is relevant to media services.

Major System Priority

Attracting and Retaining the Best Teachers and Support Staff

Financial Impact

N/A

Exhibits: (List)

N/A

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770.479.1871 Dr. Nicole Holmes 770.479.1871 Barbara Jacoby 770.479.1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	A-2

Title

Recognition of State and Regional Champions

Requested Action

School Board Recognition of State and Regional Champions

Summary Explanation and Background

Please see attached rosters.

Major System Priority

Increasing Student Achievement

Financial Impact

N/A

Exhibits: (List)

Region/State Champions

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770.479.1871 Debra Murdock 770.479.1871 Barbara Jacoby 770.479.1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

ATHLETIC/ACTIVITY RECOGNITIONS

Cherokee High School		
Sport/Activity	Track	
Coach/Director	Georgy Anderson	
Team Recognition		
Team Members		
	Mykal Hogue	800M and 1600M Region Champion
	Lexi Allen	3200M Region Champion
	Chatham Brown	100M Region Champion
	Savannah Devine	Pole Vault Region Champion
	Ellie Johnson	Discus Region Champion
	Tyleke Brown	4 x 400 1600M Relay Region Champion
	Marcel Robinson	4 x 400 1600M Relay Region Champion
	Conor Lyons	4 x 400 1600M Relay Region Champion
	DeMond Ellison	4 x 400 1600M Relay Region Champion

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	A-3

Title

Recognition of CCSD's Office of Communications - - Winner of Five National Awards from the National School Public Relations Association

Requested Action

School Board Recognition of CCSD's Office of Communications - - Winner of Five National Awards from the National School Public Relations Association

Summary Explanation and Background

The National School Public Relations Association annually honors the best publications and electronic media produced by school districts nationwide as part of their communications efforts.

The School District won a Merit Award for Social Media - one of only seven awarded to school districts nationwide -- for its #CCSDfam campaign. Launched in July with a video by Chief Communications Officer Barbara Jacoby, the campaign led to posts throughout the school year on CCSD's District and school social media platforms by employees, parents, students and partners celebrating successes, encouraging unity and embracing the theme of family.

CCSD's Annual Report of District Progress, which showcases important achievements and data, for the second consecutive year won Honorable Mention in recognition of work by Carrie McGowan, the Office of Communications' supervisor of strategic planning, community relations and publications.

CCSD Connections, the School District's monthly parent newsletter launched this past school year by Ms. Jacoby, earned an Honorable Mention award, as did the Teacher Appreciation Day message “To the Teachers in Our Classrooms and My Heart” and the video news story, “CCSD Grads Return as Teachers.”

Major System Priority

Attracting and Retaining the Best Teachers, Principals and Support Staff

Financial Impact

N/A

Exhibits: (List)

N/A

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770.479.1871 Barbara Jacoby 770.479.1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	A-4

Title

Recognition of CCSD School Nutrition for Winning a Georgia USDA Best Practice Award for Farm to School Programs

Requested Action

School Board Recognition of CCSD School Nutrition for Winning Georgia USDA Best Practice Award - Farm to School Programs

Summary Explanation and Background

CCSD's School Nutrition program has won a State “Best Practices” Award!

Under the leadership of Director Tina Farmer and Coordinators Linda Dittrich and Tiffany Ridley, the program has been named a Georgia USDA Best Practice Award winner in the category of Farm to School Programs for the second consecutive year!

A diverse group of judges met to consider each entry, said Nancy Rice, State Director of School Nutrition for the Georgia Department of Education, with only 50 Georgia USDA Best Practice Awards bestowed statewide.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

N/A

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770.479.1871 Barbara Jacoby 770.479.1871 Kenneth Owen 770.479.1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	A-5

Title

Recognition of Recipients of the 2017-18 School Year Judy Johnson Memorial Scholarship

Requested Action

School Board Recognition of Cherokee HS Senior Jayme Bricker and Sequoyah HS graduate and current Kennesaw State University Junior Erin Wehunt -- Recipients of 2017-18 School Year Judy Johnson Memorial Scholarship

Summary Explanation and Background

One of the School District's major system priorities is increasing parental and community involvement through public engagement policies and practices that treat parents, businesses, community-based organizations and agencies, local institution of higher learning and other public entities as true partners in the educational process.

Accordingly, this Cherokee County School Nutrition Association-sponsored scholarship honors the service of a dedicated School Nutrition employee, Judy Johnson, and provides at least one scholarship per year in the amount of $1,000 to a graduating senior or former graduate from the Cherokee County School District. For the 2017-18 school year, the Association donated $2,000 in order for scholarships to be awarded to two recipients. Applications were solicited by the Association, and the five-person committee was comprised of a CCSD School Board Member, Principal, School Counselor, and two community members. The applications were reviewed and scored, with Jayme Bricker and Erin Wehunt subsequently being chosen as the recipients.

Major System Priority

Increasing Parental and Community Involvement

Financial Impact

$2,000 Donated by the Cherokee County School Nutrition Association

Exhibits: (List)

N/A

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770-479-1871 Barbara Jacoby 770-479-1871 Kenneth Owen 770-479-1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	C-1

Title

New/Rescinded School Board Policies (8) and Substantive Modifications to School Board Policies (21)- - on Final Reading

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of New/Rescinded School Board Policies (8) and Substantive Modifications to School Board Policies (21)- - on Final Reading

Summary Explanation and Background

As a result of annual staff and legal review of School Board policies to ensure continued alignment with State and Federal Laws/regulations, the attached new and rescinded School Board Policies DFA, ECAF, JS, KJA, DJEBB, DN, GBM and KCA are recommended by the Superintendent for School Board approval.

Additionally, substantive modifications to the attached School Board Policies BCBD, BCBI, DJE, EEE, GAAA, GAD, GAEA, GAEB, GAMC, GBA, GBC, GBKA, GBRC, GBT, IEDA, IHB, IHC, IHE, JBC(4), JBD and KIB are also recommended by the Superintendent for School Board approval.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

Policies; Executive Summary of Changes to Policies

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower (770) 479-1871 Mike McGowan (770) 479-1871 Tom Roach (770) 479-1406

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

BOARD POLICY - - EXECUTIVE SUMMARY

I. NEW/RESCINDED

DFA (New) Cash Management and Investments	Establishes Policy to create cash management and investment protocols and procedures.
ECAF (New) Cameras in the Classroom	Establishes Policy to authorize utilization of cameras in the classroom for various purposes.
JS (New) Suicide Prevention	Establishes Policy to include current practices and standardized language and applicable statutory reference.
KJA (New) Educational Support and Booster Clubs	Establishes Policy to authorize educational support and booster club organization guidelines and procedures.
DJEBB (Rescinded) Purchase Guides and Vendor Lists	Rescinds Policy which is now included in Policy DJE.
DN (Rescinded) Surplus Funds	Rescinds Policy which is now included in Policy DFA.
GBM (Rescinded) Professional Personnel Transfer	Rescinds Policy which is handled contractually.
KCA (Rescinded) Public Participation in Board Meetings	Rescinds Policy which is now included in Policy BCBI.

Investments

The Cherokee County Board of Education invests public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the School District conforming to all state and local statutes governing the investment of public funds.

Safety of principal is the foremost investment objective of the investment portfolio. Each investment transaction will first seek to ensure that capital losses are avoided, whether from securities defaults or erosion of market value.

The investment portfolio will be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the investment risk and cash flow requirements.

The Superintendent may authorize the investment of surplus funds in any of the following instruments authorized under Georgia law (O.C.G.A 36-83-4):

- Obligations issued by the State of Georgia or by other states;
- Obligations issued by the United States government;
- Obligations fully insured or guaranteed by the United States government or a United States government agency;
- Obligations of any corporation of the United States government;
- Prime banker's acceptances;
- The local government investment pool established by O.C.G.A. 36-83-8;
- Repurchase Agreements;
- Obligations of other political subdivisions of the State of Georgia; and/or
- Certificates of Deposit

The Superintendent may authorize the investment of proceeds derived from the sale of general obligation bonds in any of the instruments authorized under Georgia law (O.C.G.A 36-82-7).

The Superintendent may authorize the investment of idle surplus funds through the competitive procurement process, which will include a formal request for quotes issued every three to five years. In selecting depositories, the credit worthiness of institutions must be considered.

Investments for all operating funds will be made in maturities of 12 months or less, unless a temporary extension of maturities is approved by the School Board.

Assets held in pooled funds and other investment funds will be diversified to eliminate the risk of loss resulting from concentration of assets in a specific maturity, a specific issuer or a specific class of securities.

The responsibility for authorizing investment transactions resides with the Superintendent or designee responsible for investment decisions and activities. Written administrative

procedures for the operation of the program will be developed, consistent with all investment policies. No person may engage in an investment transaction except upon written authorization from the Superintendent, or designee.

Investments will be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, considering the probable safety of their capital, as well as the probable revenue to be derived. The Superintendent will observe and apply this rule to the management of the School District's investment portfolio.

The School District will require business officials involved in the investment process to refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Business officials will be required to disclose to the Superintendent any material financial interests in financial institutions that conduct business with the School District, and they will further disclose any large personal financial/investment positions that could be related to the performance of the portfolio.

The Superintendent will establish a system of written internal controls for investments. The internal controls will be reviewed annually by an independent auditor. The controls will be designed to prevent losses of funds arising from fraud, employee error, misrepresentations by third parties, unanticipated changes in financial markets, or imprudent actions by employees.

All investment securities purchased by the School District will be held in third-party safekeeping by an institution designated as primary agent. The primary agent will issue a safekeeping receipt to the School District listing the specific instrument, rate, maturity and other pertinent information.

Georgia law (O.C.G.A 45-8-12) provides that there will not be on deposit at any time in any depository for a time longer than 10 days a sum of public-derived money which has not been secured by surety bond, by guarantee of insurance, or by collateral in an amount of not less than 110 percent of the public funds being secured after the deduction of the amount of deposit insurance**.**

The Superintendent will submit to the School Board an annual investment report which summarizes recent market conditions, economic developments and anticipated investment conditions. The report will also include an activity of transactions, as well as the outstanding investment on the last day of the fiscal year. The report will contain sufficient information to permit an independent evaluation of the performance of the investment program, including but not limited to: average rates of return, comparison with applicable indices and average percentage of cash invested.

Cash Management

Cash management is the process of managing monies of the School District in order to ensure maximum cash availability and maximum yield on short-term investment of idle cash.

All funds will be maintained in a minimum number of accounts, except where legally required to be separate, in order to facilitate the investment of available resources in larger amounts to increase revenue. Interest revenue will be allocated according to fund of origination.

The Superintendent or designee will authorize the issuance of a request for quotes for banking services to all qualified financial institutions located within Cherokee County or within a reasonable distance of Cherokee County. The award of banking services will be made solely on the response to the request for such quotes. After a depository is chosen, a banking services contract will be negotiated.

The Superintendent will utilize the State approved and operated local government investment pool anytime the rate of return is higher than the rate determined through requests from banks.

ADOPTED: July 19, 2018

Cherokee County Board of Education

BOARD POLICY **Descriptor Code: ECAF**
Cameras in the Classroom

The Cherokee County Board of Education authorizes the installation and use of cameras which may include incorporated microphones and speakers ("Classroom Cameras") in classrooms in order to provide a professional development tool that will allow teachers to utilize features of the cameras to record, review and improve teacher's instructional delivery, as well as to promote and maintain a safe and secure learning environment.

A. Classroom Camera Recording Operations

1. The School District may place, operate and maintain Classroom Cameras in educational classroom settings. Once any such Classroom Cameras are installed, the School District will annually notify all students, parents, and employees that cameras have been placed in some classrooms within the School District.

2. Classroom Cameras will not be placed in areas where students, employees and the public have a reasonable expectation of privacy.

3. Except for staff's legitimate authorized use of the professional development recordings, staff and students are prohibited from unauthorized use of, tampering with, or otherwise interfering with Classroom Cameras and/or video records.

4. Classroom Cameras will be used in accordance with all other School District policies.

B. Professional Development Recordings

1. Ensure professional development recordings are designated as educational records. As educational records, the Superintendent will ensure professional development recordings are used by the classroom teacher and professional staff for professional development only, with due regard to all School District policies as well as state and Federal laws respecting student privacy and confidentiality.

2. Ensure professional development recordings containing student images and/or voices will become a part of that student's educational record if the image and/or voice is maintained by School District employees who are not in the School Police Department.

3. Ensure that administrators, classroom teachers and staff are aware that professional development recordings are educational records protected from dissemination pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99) through the distribution of this policy to all certified employees as a "Critical Issue" policy.

4. Ensure that professional development recordings are not shared, viewed, posted or otherwise disseminated with others if the video feed contains the image or voice of student(s) unless the viewer has a legitimate educational interest in the student(s) whose voice or image is contained in the video recording or the student's parent/legal guardian has provided written permission for viewing.

5. Ensure that professional development recordings are stored for no more than 30 days in a secure encrypted location free from "cyber-attack" and unintended dissemination to others.

C. Security Recordings

1. If the School District elects to purchase and install Classroom Cameras that allow for separate security recordings and professional development recordings, the Superintendent will ensure that the security recordings from the Classroom Cameras are maintained on school premises by the School District Police Department in a secure location for no more than three months. Security recordings will not be considered as an educational record.

2. If security recordings become evidence in any kind of disciplinary proceeding, litigation or the subject of a litigation hold (spoliation of evidence notice); or, if the security recording otherwise takes a status that would require a longer retention period according to the applicable retention schedule, it must be retained for the amount of time specified by the School District's records retention schedule, or until all actions have been resolved, whichever time period is greater.

3. Staff, students or parents/legal guardians alleging that a classroom incident has occurred requiring review of the security recording will file a written request on the form provided by the School District with the Principal or designee as soon as possible after the person suspects the alleged incident may be captured by the security recording. Upon notification from the Principal, the School District Police will review the appropriate security recording and determine if the alleged incident is recorded. If recorded, the security recording will be reviewed by and released within the discretion of the School District Police consistent with this policy as well as state and Federal law.

ADOPTED: July 19, 2018

Cherokee County Board of Education

BOARD POLICY **Descriptor Code: JS**

Suicide Prevention Policy

The Cherokee County Board of Education recognizes the importance of the health and welfare of students and staff and acknowledges that Georgia Law and authority, including but not limited to the "Jason Flatt Act – Georgia," requires annual suicide prevention education training for all certificated School District personnel via Georgia Department of Education approved materials. Therefore, the School District will provide to all certificated personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education.

The Superintendent or designee will develop procedures to address at a minimum, suicide prevention efforts, intervention and postvention. Such procedures will be developed in consultation with school and community stakeholders, school employed mental health professionals and suicide prevention experts.

In accordance with state law, no person will have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or its implementing procedures or resulting from any training, or lack thereof, required by state law or this policy. The training, or lack thereof, required by the provisions of state law will not be construed to impose any specific duty of care. Neither the training nor the procedures are designed to impose ministerial duties, but to provide a framework in which educators can exercise their professional judgment in the best interest of students and staff.

ADOPTED: **July 19, 2018**

Cherokee County Board of Education

The Cherokee County Board of Education supports and encourages the establishment of educational support organizations and booster clubs to supplement the educational program and extracurricular activities. The School Board recognizes the important role of these organizations in the accomplishment of its Major System Priorities.

The Superintendent will establish guidelines for the administration and conduct of educational support organizations and booster clubs.

ADOPTED: July 19, 2018

Cherokee County Board of Education

~~School food service district personnel in concert with school principals shall recommend school food service equipment, food, and supplies to be bid by the purchasing department.~~

ADOPTED: August 2, 2001
RESCINDED: July 19, 2018

Cherokee County Board of Education

~~The Board of Education, being a State entity charged with sound financial operation, has the latitude of investing in various investment options. The procedure for investment shall provide:~~

~~1. Investment of Board funds with maximum return on investment.~~

~~2. The banking/investment/financial institution(s) used shall be determined through an open bid basis from interested banking/investment/financial institution(s).~~

~~3. Collateral must be provided on all investments by the banking/saving institution when the amount exceeds the amount insured by the FDIC/FSLIC, as required by State of Georgia statues.~~

ADOPTED: August 2, 2001
RESCINDED: July 19, 2018

Cherokee County Board of Education

~~The Board possesses the authority to assign and reassign all personnel upon the recommendation of the Superintendent.~~

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

~~The Cherokee County Board of Education will hold one to two regular meetings monthly. The Cherokee County Board of Education welcomes visitors and will hear any interested citizen and/or employee of the School District pursuant to the guidelines outlined in this policy.~~

~~Open Session~~

~~Prior to the School Board's first meeting of each month, an Open Session not to exceed 30 minutes will be conducted to hear from any interested citizen and/or employee of the school district. Additionally, any citizens who wish to speak to an agenda item will have the opportunity to do so at any regular meeting of the Board, as recognized by the Chairman.~~

~~Procedures for Speaking Before the Board~~

~~Individuals desiring to appear before the Board must first complete a sign-in sheet, which will be available at the beginning of the meeting. The Superintendent's designee will provide this form to prospective speakers and be available to answer questions regarding procedures. Any materials the speaker desires the Board to receive related to his/her remarks will be given to the Superintendent's designee at this time for distribution to the Board~~

~~Speakers will be given three minutes to speak before the Board, with the total time during the Open Session not to exceed 30 minutes and the total time for speakers to one agenda item not to exceed 30 minutes. The 30-minute time limit may be extended with a majority vote of the Board.~~

~~If appropriate, the Superintendent will have a response communicated to the speaker.~~

~~Items not to be Discussed~~

~~Items which are excluded from the Open Meetings Act will not be discussed by speakers.~~

~~These include:~~

1. ~~Impending real property acquisitions.~~
2. ~~Matters involving the Attorney/Client Privilege.~~
3. ~~Matters involving personnel or employees of the Board of Education.~~
4. ~~Matters involving specific students of the School System.~~

~~In addition, the following rules will be followed when appearing before the Board.~~

1. ~~The speaker will state his/her name and address (address only if response requested).~~

2. ~~All remarks will be made to the Board as a body and not to an individual Board member.~~

~~3. No person will be allowed to make obscene, derogatory, or slanderous remarks while addressing the Board. Any Board member may stop comments.~~

~~4. No person will be allowed to disrupt or interfere with procedures.~~

~~5. Remarks will end when the speaker's allotted time has expired.~~

~~6. Questions from Board members or the Superintendent may be asked for clarification; however no person from the floor will be permitted to enter into any discussion either directly or through any member of the Board.~~

ADOPTED: August 2, 2001
REVISED: August 15, 2013
RESCINDED: July 19, 2018

Cross Ref.: Also BCBI - Public Participation in Board Meetings

Cherokee County Board of Education

BOARD POLICY - - EXECUTIVE SUMMARY

II. SUBSTANTIVE MODIFICATIONS

BCBD Board Meeting Agendas	Modifies Policy to align with the School Board's current practices and standardized language.
BCBI Public Participation in Board Meetings	Modifies Policy to allow for public participation at all School Board meetings.
DJE Purchasing	Modifies Policy to align with the School Board's current practices and includes the School Nutrition Program.
EEE Student Wellness Program	Modifies Policy to align with the School District's current practices and procedures and with State and Federal Law.
GAAA Equal Opportunity Employment	Modifies Policy to align with the School District's current practices and procedures and with State and Federal Law.
GAD Professional Development Opportunities	Modifies Policy to align with the School District's current practices and procedures.
GAEA Staff Training/Injury Prevention	Modifies Policy to align with the School District's current practices and procedures and clarify training requirements.
GAEB Harassment	Modifies Policy to align with the School District's current practices and clarify reporting procedures.
GAMC Responsibility to Report Criminal Charges to Employer	Modifies Policy to align with the School District's current practices and clarify reporting procedures.
GBA Professional Personnel Compensation Guides and Contracts	Modifies Policy to align with the School District's current practices and procedures.
GBC Professional Personnel Recruitment	Modifies Policy to align with the School District's current practices and procedures and State and Federal law.
GBKA Personnel Reduction in Force	Modifies Policy to include current practices and standardized language.
GBRC Employee Work Day and Work Week Requirements	Modifies Policy to align with the School District's current practices and procedures as well as State and Federal law.
GBT Professional Publishing	Modifies Policy to clarify the School District's current practices and procedures.

IEDA Unstructured Break Time	Modifies Policy to eliminate withholding of unstructured break time for academic reasons.
IHB Homework	Modifies Policy to clarify purpose and expectations of students, teachers and parents as it relates to homework.
IHC Class Ranking	Modifies Policy to clarify Honor Graduate status and include standardized language.
IHE Pupil Progression	Modifies Policy to clarify grading systems, progress reporting and current language relative to Georgia Standards for Excellence.
JBC(4) Transferring Credits	Modifies Policy to include language relative to transferring credit eligibility for valedictorian/salutatorian as defined in Class Ranking Policy IHC.
JBD Absences and Excuses	Modifies Policy to align with current practices and statutory requirements.
KIB Special Interest Materials Distribution	Modifies Policy to include current practices as it relates to e-mail, school websites and social media platforms

At all regular meetings of the Cherokee County Board of Education, the following order of business is observed unless the regular order of business is suspended by the unanimous consent of the members present~~:~~.

This order of business may include, but is not limited, to the following:

- Pledge of Allegiance
- Inspiration
- ~~Adopt~~ Agenda Approval
- ~~Minutes of the~~ ~~p~~Previous ~~m~~Meeting~~(s)~~ Minutes Approval
- Consent Agenda Approval
  Agenda Items:
  - Resolutions/Recognitions/Partnerships
  - Public Participation
  - School Board Members' Items
  - School Board Policies
  - Financial Management
  - ~~Educational Programs, Student Support and Staff Development~~
  - Curriculum and Instruction
  - Support Services~~/Facilities and Construction Management/and Planning~~
  - ~~Personnel~~
  - Human Resources
  - Attorney
  - Superintendent of Schools
- Adjournment
- Executive Session (if necessary)

The Superintendent ~~shall~~ will prepare an agenda for all meetings of the School Board. In doing so, the Superintendent ~~shall~~ will meet with an Ad Hoc Agenda Preparation Group, which has been established by the Superintendent for that purpose, prior to the meeting date.

1. A School Board Member may submit in writing to the Superintendent a request for inclusion of an agenda item for Board consideration.

2. The Superintendent ~~shall~~ will immediately copy such request to all School Board Members.

3. The item ~~shall~~ will be placed on the agenda for discussion at the next School Board meeting, provided that it is submitted to the Superintendent on or before noon, one week prior to the School Board meeting.

4. If not withdrawn by the School Board Member who submitted it, the item ~~shall~~ will be placed on the agenda for the next School Board meeting as a "B" item for action by the Board of Education.

5. Pursuant to the ~~School Board's~~ ~~Educational Accountability and School Improvement~~ Goals and Objectives Policy, the ~~Board of Education~~ School Board will ~~shall~~ invite the Superintendent to make a recommendation for approval, modification or rejection when policies are submitted to the School Board ~~of Education~~ for consideration.

The agenda, together with supporting materials, ~~shall~~ will be distributed to School Board members and the public sufficiently prior to the School Board meeting to permit them to give items of business careful consideration. When an agenda item requests a specific expenditure of ~~Board of Education~~ School District funds, that cost will be noted; otherwise, including circumstances in which associated costs are not borne by the ~~Board of Education~~ School District, financial impact will be noted as N/A; in any event, ~~Board of Education~~ all School District expenditures will continue to be governed by ~~Policy DC:~~ the Annual Operating Budget Policy.

Once the School Board Chairman has called a meeting to order, he/she will ask the School Board Members, and then visitors present, if there are any questions regarding agenda items. School Board Members and visitors will subsequently be granted the opportunity to pose questions or make statements in this regard, as agenda items are considered in the course of the School Board Meeting. All other eligible agenda items will be approved by the School Board on consent.

~~Reports and documents related to a formal motion that are presented during a Board Meeting by the Superintendent shall be published as attachments to the agenda that is archived on the School District website.~~

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

The Cherokee County Board of Education will hold one to two regular meetings monthly~~. The Cherokee County Board of Education~~ and welcomes visitors ~~and will~~ in order to hear any interested citizen and/or employee of the School District pursuant to the guidelines outlined in this policy.

Open Session

~~Prior to the~~ As a part of each School Board~~'s~~ ~~first~~ meeting ~~of each month~~, an Open Session not to exceed 30 minutes (which may be extended by majority vote of the School Board) will be conducted to hear from any interested citizen and/or employee of the ~~s~~School ~~d~~District. Additionally, ~~any~~ citizens who wish to speak to an agenda item will have the opportunity to do so at any regular meeting of the School Board, as recognized by the Chairman.

Procedures for Speaking Before the School Board

Individuals desiring to appear before the School Board must first complete a sign-in sheet, which will be available at the beginning of the meeting. The Superintendent's designee will provide this form to prospective speakers and be available to answer questions regarding procedures. Any materials the speaker desires the School Board to receive related to his/her remarks will be given to the Superintendent's designee at this time for distribution to the School Board.

Speakers will be given three minutes to speak before the School Board, with the total time during the Open Session not to exceed 30 minutes. ~~and the total time for speakers to one agenda item not to exceed 30 minutes. The 30-minute time limit may be extended with a majority vote of the Board.~~

If appropriate, the Superintendent will have a response communicated to the speaker.

Items not to be Discussed

Items which are excluded from the Open Meetings Act will not be discussed by speakers. These matters include:

1. ~~Impending~~ ~~r~~Real property acquisitions.
2. ~~Matters involving the~~ Attorney/Client Privilege.
3. ~~Matters involving~~ ~~p~~Personnel or employees ~~of the Board of Education~~.
4. ~~Matters involving~~ ~~s~~Specific students ~~of the School System~~.

In addition, the following rules will be followed when appearing before the Board.

1. The speaker will state his/her name and address (address only if response requested).
2. All remarks will be made to the School Board as a body and not to an individual School Board ~~m~~Member.
3. No person will be allowed to make obscene, derogatory, or slanderous remarks while addressing the School Board. Any School Board member may stop comments.
4. No person will be allowed to disrupt or interfere with procedures.
5. Remarks will end when the speaker's allotted time has expired.

6. Questions from School Board members or the Superintendent may be asked for clarification; however no person from the floor will be permitted to enter into any discussion either directly or through any member of the School Board.

ADOPTED: August 2, 2001
REVISED: August 15, 2013
REVISED: July 19, 2018

~~**Cross Ref.: Also KCA - Public Participation in Board Meetings**~~

Cherokee County Board of Education

~~**School Equipment and Supplies**~~

~~The purchase of equipment and supplies for use in the schools should first be approved by the Superintendent or designee. Central purchasing should be done when it is advantageous and feasible.~~

~~When all other factors are equal, purchases should be made locally.~~

The Cherokee County Board of Education has the responsibility to assure that all purchases are made in the best interest of the School ~~d~~District both as to the quality and usefulness of the purchases in meeting program goals and as to economy and efficiency. Therefore, the School Board ~~shall~~ will authorize the purchasing of all materials, goods, services and supplies for the S~~s~~chool District ~~system~~ (including items for the School Nutrition Program) in accordance with state law and standard ~~good~~ purchasing practices.

State law requires State Works Contracts to be competitively bid and approved by the School Board unless the School Board declares an emergency. The Superintendent or designee will have the authority to issue regulations, competitive solicitations, or other procedures governing the procurement process where there exists no specific state law or State Board rule that must be followed. In addition to pricing, the procedures established by the Superintendent may consider performance of the vendor with the School District, performance of the vendor with other customers, the convenience of the vendor, other benefits offered by the vendor, the uniqueness of the product or the service, or any other factor which may make the acceptance of a proposal from a particular vendor in the best interest of the School District.

Except as may be required by State law for State Works Contracts, emergency purchases constitute an exception to the competitive process if declared by the Superintendent or designee. Emergency purchases will be made using whatever process will enable the purchase to be made at the least cost to the School District under the circumstances.

At all times, the Superintendent will follow all mandated processes required by state law, set forth in State Board of Education rules or procedures, or regulations of the State Department of Education.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

Student Wellness Program

The Cherokee County Board of Education recognizes that student wellness and proper nutrition are related to students' well-being, growth, development, and readiness to learn. The School Board is committed to providing a school environment that promotes and protects student wellness, proper nutrition, nutrition education, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

I. Nutrition Guidelines

Recognizing the importance of student wellness and proper nutrition, ~~Cherokee County~~ the School District supports participation in the National School Lunch and Breakfast program in all schools, as well as other Federal school meal programs for which schools qualify. All foods and beverages made available for purchase on campus during the school day will be in compliance with the Smart Snacks in Schools regulations as required for participation in the National School Lunch program or adhere to state requirements regarding exempt fundraisers involving the sale of food and beverage. Standards may also be established for all foods and beverages provided, but not sold, to students during the school day, as well as policies for food and beverage marketing to students. Guidelines for reimbursable school meals will not be less restrictive than regulations issued by the Healthy, Hunger-Free Kids Act of 2010 and any applicable updates to federal policy, as those regulations and guidance apply to schools. The superintendent or designee will develop procedures for operation of the school nutrition program at each school during the day with the objectives of promoting school health and reducing childhood obesity.

To further support healthy lifestyles for students and staff and to model good nutrition, the School District will create and maintain a Wellness Committee. This Committee will develop an action plan that should include the following components:

- Goals/Objectives
- Timeline
- Person(s) responsible
- Means to assess program effectiveness

The Wellness Committee will include district staff and community members in developing its action plan. This action plan will be responsible for addressing, but is not limited to, the following:

- Nutritional composition and placement of vending machines that are accessible to students
- Staff and student wellness
- Setting guidelines for foods to be served during the school day including:
  - Healthy Snacks
  - Food given as reward
  - Food/snacks served at approved parties
  - Coordinating initiatives with the School Nutrition Program Staff

II. Nutrition Education

It is the intent of the School Board that the School ~~d~~District will teach, encourage and support healthy eating by students. Schools will provide nutrition education consistent with federal and state requirements and engage in nutrition promotion aimed at attainment of goals as described in guidelines established for these purposes and contained in the Principals' Handbook.

III. Physical Education

All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis. The School dDistrict will provide physical education consistent with federal and state requirements and engage in promotion of physical activities aimed at attainment of goals as described in guidelines established for these purposes and contained in the Principals' Handbook.

IV. Other School-Based Activities

The ~~s~~Superintendent or designee will develop procedures that promote attainment of goals related to other school-based activities to promote wellness as described in guidelines established for these purposes and contained in the Principals' Handbook.

V. The Sale of Competitive Foods

The School District is committed to providing students with nutritious food and beverage options during the school day on the school campus. The school day is defined as the period from the midnight before, until 30 minutes after the end of the official school day. School campus includes all areas of the property under the jurisdiction of the school that are accessible to students during the school day. This includes outdoor eating areas, parking lots, school stores, vending, etc.

Food and beverages sold in schools must comply with current State and Federal nutrition standards for all foods sold in schools.

Fundraisers

1. The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards, except that they may not be sold in the cafeteria.
2. All snacks sold in schools must meet the nutritional requirements.
3. The standards do not apply during non-school hours, on weekends, during class parties, and at off-campus fundraising events.

Exempt Fundraisers

Per the State Board Rule 160-5-6-.01, the School District will adhere to State guidelines concerning the number and length of exempt fundraisers allowed per school per school year. Exempt fundraisers will not occur 30 minutes prior until 30 minutes after the end of breakfast or lunch meal service.

~~V.~~

VI. Implementation

The Superintendent or designee will be responsible for overseeing the implementation of the local school wellness policy and will develop procedures for evaluation, including indicators that may be used to measure the schools' success in meeting the goals contained in the Principals' Handbook. The principal or designee will be charged with operational responsibility for ensuring that the school works toward meeting the goals set within the local wellness policy at the individual school level and will report on the school's compliance to the Superintendent or designee.

At the District level, the Superintendent or designee will convene a wellness committee consisting of school district and community representatives from areas designated in federal law to participate in the development, implementation and periodic review of school wellness policies. Such policies will contain, at a minimum:

1. Specific goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness.
2. Standards and nutrition guidelines for all foods and beverages available on campus during the school day that:
    - Are consistent with federal meal pattern requirements and nutrition standards;
    - Prohibit the sale to students on the school campus during the school day of competitive foods that do not meet the federal criteria; and,
    - Adhere to the Healthy, Hunger-free Kids Act of 2010 and state requirements regarding exempt fundraisers.
3. Identification of the position of district or school official(s) responsible for the oversight to ensure each school's compliance with the wellness policy.
4. A description of the manner in which parents, students, and representatives of school nutrition staff, physical education teachers, school health professions, the school board, school administrators, and the general public are provided an opportunity to participate in the development, implementation, and periodic review of the wellness policy.
5. A description of the plan for measuring the implementation of the wellness policy and for reporting to the public its content and implementation issues

Compliance with the local school wellness policy will undergo a triennial assessment. The triennial assessment will review the extent to which schools comply with the local school wellness policy, the extent to which the local policy goals align with model policies and a description of progress towards attaining policy goals as described in 7 CRF 210.31(e)(2). School Nutrition Program staff at the school and district level will monitor compliance with nutrition regulations and will report on this matter to the Superintendent at the district level, or to the school principal at the school level.

APPROVED: April 20, 2006

REVISED: July 19, 2018

~~The Cherokee County School Board does not discriminate in the educational and employment policies under which it operates and will honor all appropriate laws relating to discrimination.~~

~~It is the policy of the Cherokee County Board of Education not to discriminate on the basis of sex in its education programs, activities or employment policies as required by Title IX of the 1972 Education Amendments.~~

~~Inquiries regarding compliance with Title IX may be directed to the Title IX Program Coordinator at P.O. Box 769, Canton, Georgia 30114, or telephone (404) 479-1871.~~

The Cherokee County Board of Education prohibits discrimination and harassment based upon "Constitutionally-Protected Differences" and other legally protected statuses (e.g., race, age, gender, gender identity, genetic status, past or present protected military service, pregnancy, color, religion, national origin or disability). As an equal opportunity employer, the School District will not consider any legally-protected status in its employment actions. The School District will not tolerate harassment, discrimination or retaliation against any applicant or employee based upon legally protected status. The School District is committed to hiring, promoting and retaining the best qualified persons for all positions; and will provide equal access, opportunity and respectful treatment in all aspects of the employment process.

The Superintendent will establish employment procedures and designate individuals to coordinate compliance with this policy. Notice of this policy and procedures for redress with names, titles and contact information of District-level coordinators will be published and maintained on the School District website and at each work location.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

The Cherokee County Board of Education's Instructional Program Philosophy - Educational Accountability and School Improvement Policy (IA) demands rigorous standards of performance for all students based on curriculum aligned with the student curriculum standards and appropriate assessments. This expectation requires a dynamic, ongoing and sustained, comprehensive process for professional development. This process systemically supports the School District's Major System Priorities with a focus on individual and organizational growth. Accordingly, the Standards for Professional Practice, developed by Learning Forward, will be used for the provision of ~~professional development standards, practices, and requirements of high quality professional development support the improvement of the performance of students, staff, and the organization through~~ results-driven professional development, which is standards-based, job embedded~~,~~ and collaborative.

~~I. PROFESSIONAL DEVELOPMENT STANDARDS~~

~~Professional development that increases educator effectiveness and results for all students:~~

~~a. Occurs within learning communities committed to continuous improvement, collective responsibility and goal alignment.~~

~~b. Requires skillful leaders who develop capacity, advocate and create support systems for professional development.~~

~~c. Uses a variety of sources and types of student, educator, and system data to plan, assess and evaluate professional development.~~

~~d. Integrates theories, research and models of human learning to achieve its intended outcomes.~~

~~e. Requires prioritizing, monitoring and coordinating resources for educator learning.~~

~~f. Applies research on change and sustains support for implementation of professional development for long-term change.~~

~~g. Aligns its outcomes with educator performance and student curriculum standards.~~

~~h. Provides educators with the knowledge and skills to collaborate.~~

~~i. Prepares educators to understand and appreciate all students; create safe, orderly, and supportive learning environments; and holds high expectations for academic achievement.~~

~~II. PROFESSIONAL DEVELOPMENT PRACTICES~~

~~In all schools, effective professional development requires the following standards of organization and practice:~~

~~a. Process for ongoing identification and analysis of adult learning needs, which is determined by:~~

- ~~the Educational Accountability and School Improvement Process~~
- ~~Teacher Keys Effectiveness System (TKES), the Leaders Keys Effectiveness System (LKES) and appropriate employee evaluation criteria~~
- ~~content knowledge, effective instructional strategies and assessment~~

~~b. Organized system of adult learning which will ensure that:~~

- ~~teachers have the opportunity to receive school and district support for developing a comprehensive, individualized Professional Learning Plan (PLP) in accordance with state requirements and to engage in appropriate professional development to encourage progress on the PLP.~~
- ~~teachers have the opportunity to receive school and district support for developing comprehensive, individualized Professional Learning Goals (PLG) in accordance with state requirements and to engage in appropriate professional development to support the goals.~~

~~III. PROFESSIONAL DEVELOPMENT REQUIREMENTS~~

~~a.~~ The School District will provide ongoing professional development, that is aligned with Rules approved by Georgia Professional Standards Commission (PSC) ~~rules,~~ and the Georgia Department of Education, and demonstrates the impact of professional learning on educator and student performance.

~~b. As a component of the state-required comprehensive improvement plan, the Superintendent will supervise the development of a comprehensive multi-year professional development plan in accordance with state regulations.~~

~~c. The Superintendent will assign staff the responsibility of facilitating the development, implementation, monitoring and evaluation of the school district's professional development plan. The plan for professional development will be based on multiple data sources including, but not limited to, student achievement and teacher/leader effectiveness measures. The plan and its implementation will be aligned to rigorous standards for professional development.~~

~~d. The Principal will assign staff the responsibility of facilitating the development, implementation, monitoring and evaluation of the school's professional learning designed to be support and be an integral part of the School Improvement Plan. The plan for professional development will be based on multiple data sources including,~~

~~but not limited to student achievement and teacher/leader effectiveness measures. The plan and its implementation will be aligned to rigorous standards for professional development.~~

~~**IV. COMPREHENSIVE IMPROVEMENT PLAN**~~

The annually ~~state~~ required ~~comprehensive improvement plan~~ State Consolidated LEA Improvement Plan (CLIP) and the District Improvement Plan (DIP), with the professional development component and supporting budgets included, will be submitted ~~annually~~ by the School D~~d~~istrict for approval by the Georgia Department of Education (GaDOE). ~~Assurances will be signed by the Superintendent and included as a part of the annual state-required comprehensive improvement plan.~~

~~**V.**~~

I. PROFESSIONAL DEVELOPMENT FUNDS

Funds for professional development may be expended as directed by State Board of Education Rule.

~~**VI.**~~

II. STIPENDS

Stipends for completion of specified professional learning may be awarded and payment made only if the following conditions exist;

a. The Superintendent has authorized the stipend program, and it is contained within the School District's annual ~~Board-approved~~ budget.
b. There is evidence that the knowledge, skills, practices and dispositions gained from the professional development activity are aligned to an approved individual plan, or a school or district initiative and/or product, and/or specific goals; and
c. There is evidence that the knowledge, skills, practices and dispositions developed in or facilitation of professional development have been implemented/demonstrated in the classroom/work setting; and
d. Participation occurs beyond regular contract hours, days or school year.

~~**VII.**~~

III. STIPEND ELIGIBILITY

State and federal funds will not be used to pay stipends to S~~s~~chool B~~b~~oard M~~m~~embers or to school council members who are not employees of the School D~~d~~istrict.

~~**VIII. ASSURANCES**~~

~~Assurances shall be signed by the Superintendent and included as a part of the annual state-required comprehensive improvement plan assuring that the requirements within this rule are addressed to support implementation of professional development.~~

REVISED: July 21, 2016
REVISED: July 19, 2018

Cherokee County Board of Education

~~**Safety**~~

The Cherokee County Board of Education recognizes the responsibility for ensuring the safety of all employees. The School Board authorizes the Superintendent to implement such rules as necessary and advisable to maintain and promote employee safety, including mandatory employee safety training. ~~It is the policy of the Cherokee County Board of Education, therefore, to~~ As such, the Superintendent will take all practical steps to develop and implement a safety program for all employees which will provide and maintain safe and ~~healthful~~ healthy working conditions to include: adequate protection equipment, required training and ~~develop~~ operating procedures and practices which comply with Federal, State, and local legislation and industry standards pertaining to accident prevention.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

Cherokee County Board of Education prohibits discrimination and harassment based upon "Constitutionally-Protected Differences" and other legally protected statuses (e.g., race, age, gender, gender identity, genetic status, past or present protected military service, pregnancy, color, religion, national origin~~,~~ or disability~~, or any other constitutionally protected class or status~~). As such, it is the policy of the School District to address such complaints at the lowest level of administration in order to quickly and efficiently resolve all such matters.

All employees are responsible for prevention of harassment and discrimination against students/employees, including the responsibility to report any conduct which they believe to be in violation of this policy. No person will be subject to retaliation or reprisal for making a good faith complaint under this policy or for participating in an investigation.

The Superintendent will develop administrative guidelines regarding the role and responsibility of the applicable Title Coordinator(s) ("Coordinator") and the role of the Deputy Superintendent ("DS") in action steps, and the collection and analysis of reporting data in this regard.

I. DEFINITION

Harassment and discrimination may include any conduct which has the effect of unreasonably interfering with an employee's work based upon a protected characteristic, including conduct by school employees, students or others. Examples may include offensive jokes, slurs or comments; offensive touching or requests for dates or favors; different treatment of employees based upon Constitutionally-Protected Differences; display or communication of offensive photographs, writing or materials; or conditioning employment benefits on an employee's participation in, or reaction to, such conduct.

II. COMPLAINT PROCEDURES

Complaints made to the Cherokee County School District regarding alleged discrimination, harassment or retaliation for complaints about, or opposition to discrimination or harassment will be processed in accordance with the following procedure:

1. Any employee, applicant for employment, or other person with a complaint alleging a violation as described above will promptly forward a written complaint detailing the facts, witnesses and specific circumstances related to the complaint to ~~notify~~ the Coordinator, as annually appointed by the Superintendent~~,~~ and published on the school district website, or to the Chief Human Resources Officer (CHRO) ~~principal of the applicable school or work site location supervisor of the person believed to have suffered discrimination/harassment. If a report is made to a principal or work location supervisor, the principal or work location supervisor will forward the complaint to the Coordinator~~. In the event that a Coordinator or CHRO receives verbal or informal notice of a possible complaint, the Coordinator or CHRO will assist the complainant in making a written complaint so that the matter may be investigated. The complainant need not be the victim of the discrimination/harassment, but may be any person

aware of the conduct. Complaints received by any employee will be forwarded to the appropriate work location supervisor or Coordinator.

2. Upon receipt of a discrimination/harassment complaint the Coordinator or designee will (a) facilitate a prompt investigation of the complaint, (b) take any interim action necessary to protect students, staff or operations pending the result of the investigation, and (c) make any necessary reporting of the allegations. Said investigation will consist at a minimum of interviewing the complainant, accused person(s), and persons with direct knowledge of the alleged events. Said investigation will be concluded as soon as practicable, and generally within fifteen (15) business days (defined as days when the School District central office is open for business) of receipt of the complaint. Upon completion of the investigation the Coordinator will initiate such remedial actions as are necessary to prevent any further harassment. Such steps may include: counseling, suspension, termination, or any other remedial action deemed appropriate to address and eliminate further discrimination/harassment. Upon completion of the investigation the CHRO will notify appropriate parties (which may include the alleged victim(s) and accused) in writing of the substance of the investigation and remedial measures to be taken pending any appeal. The Coordinator will retain, review and analyze the investigative file of each complaint and will report the results of the review and analysis annually to the Superintendent.

3. The complainant may seek a review of the initial decision by written request received by the Coordinator within five (5) business days of the date of the decision.

4. Upon timely written request, the Coordinator will forward a copy of the investigative file to the DS. The DS or designee will have up to fifteen (15) business days to review the appeal, investigative file and the previous decision and determine, if additional investigation is warranted, any change in the remedial action recommended. The DS or designee will promptly notify appropriate parties of the appeal decision.

5. The decision of the DS or his/her designee will be the final decision under this policy. Additional due process will be provided for any disciplinary measures as required by law.

The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the School District has violated any law.

This policy will be distributed to all employees annually. Additionally, the Coordinator and other employees designated by the Superintendent will receive appropriate training in investigating, remediating and analyzing complaints of discrimination/harassment on an annual basis.

ADOPTED: **August 2, 2001**
LAST REVISED: **May 18, 2017**
REVISED: **July 19, 2018**

Cherokee County Board of Education

BOARD POLICY: **Descriptor Code: GAMC**
Responsibility to Report Criminal Charges to Employer

REPORTING ALLEGATIONS OF AND CIRCUMSTANCES CONCERNING CRIMES AND CRIMINAL OFFENSES

Employee Reporting Requirements

Any employee of the Cherokee County School District who is arrested, charged, indicted, bound over by or to a grand jury, convicted, exonerated, enters a plea, or who is nolle prosecuted for any crime or criminal offense in the State of Georgia or any other state in the United States, whether the crime or criminal offense is a felony or misdemeanor, ~~shall~~ will report each and all of these events, occasions, or developments to the Superintendent of Schools or appropriate designee as soon as reasonably practical, but no later than five (5) calendar days after its occurrence. This also includes any arrest or conviction outside of the United States. Minor traffic violations (such as speeding and parking tickets) are exempt from this reporting requirement. Driving Under the Influence (DUI) is not exempt from the requirement and must be reported.

In making this report, the employee will:

1. Provide a verbal and/or written report of the circumstances surrounding the arrest;
2. Provide a copy of the arrest citation, motor vehicle accident report or any other narrative explanation of the arrest generated by the arresting officials/jurisdiction;
3. Disclose all subsequent facts relating to the charges, court dates and the disposition of the matter within 24 hours after that information becomes available to the employee;
4. Fully cooperate with any school district investigation of the matter.

Disciplinary Actions

1. Appropriate disciplinary action, including termination, may be utilized by the School District.
2. Failure to report any of the above circumstances or events by the employee may result in appropriate disciplinary action, including termination.
3. The employee may be suspended, with or without pay, pending disposition of the criminal charges. Any employee suspended pending the disposition of criminal charges ~~shall~~ will not report to work or be present at his/her normal work site during the period of suspension.
4. If the conduct resulting in criminal charges is unrelated to School District employment, the employee may be allowed to continue working.
5. Where applicable, the Superintendent of Schools may temporarily reassign the employee until the charges/investigation is completed.
6. If no disciplinary action is taken to suspend or terminate the employee, but the employee does not report to work within (5) calendar days of the institution of criminal charges, the position may be declared vacant and filled in the normal course of filling vacancies.
7. Additional disciplinary action(s), including termination, may be initiated by the School District during the investigation or upon disposition of the charges.

Appropriate due process, including the opportunity for a hearing to contest the disciplinary action before the Board of Education, ~~shall~~ will be afforded to the employee, as required by law.

Determination of appropriate disciplinary action, if any, ~~Consideration for continued employment~~ will be based upon the nature of the offense(s), relationship to job duties, compliance with reporting requirements in this policy and the employee's work record. ~~The final decision will focus on conduct, morality, and other good and sufficient cause. The safety and security of students and employees will receive primary emphasis.~~

Criminal history record information ~~shall~~ will be used by the School District and its authorized officials and employees only for the purpose of determining employment status, and in the administrative or judicial proceeding calling such employment into question, and ~~shall~~ will be stored, restricted and disposed of in such manner as may be required by federal or state authorities. When appropriate, criminal history record information ~~shall~~ will be referred by the Superintendent of Schools or appropriate designee to the Georgia Professional Standards Commission or other appropriate State agencies for further investigation.

ADOPTED: July 24, 2006
REVISED: July 19, 2018

Cherokee County Board of Education

~~**Salary Increases**~~

~~Because of the Cherokee County Board of Education's keen interest in maintaining strict financial control of the School District and in the interest of a sure and quality education for the youth of Cherokee County, the Cherokee County Board of Education hereby adopts the following policy:~~

~~The Cherokee County Board of Education hereby directs the Superintendent of the Cherokee County School District to bring all applications for salary increases before the Board of Education for their approval.~~

The Cherokee County Board of Education accepts its ultimate responsibility for all facets of school operations and fiscal management. As such, the School Board authorizes the Superintendent to administer employee compensation in accordance with the adopted annual budget and associated salary schedules. As ~~part of~~ its ~~s~~ is ~~accountability~~ accountable to district students and the community, the School District ~~Board~~ will maintain an employee payroll procedures schedule that meets all requirements of both State and local Board policy.

All professional personnel employed by the ~~Cherokee County Board of Education~~ School District both at the school and central office level must hold a valid ~~in field~~ Georgia Certificate as required by the Professional Standards Commission.

~~If for any reason the professional employee's certification is not on file with the system's Office of Personnel Management at the end of the first month the employee becomes eligible for pay, and the Superintendent and/or Office of Personnel Management, in their discretion, do not know that the certificate will be forthcoming, the employee's pay will be adjusted to the substitute pay scale retroactive to the employee's beginning date of employment or the date the certificate expired or became invalid.~~

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

The Cherokee County ~~School District makes every effort~~ Board of Education is committed to ~~secure~~ securing and ~~keep~~ retaining ~~well~~ highly qualified and properly certifi~~cat~~ed or licensed ~~teachers~~ professional staff. ~~The system does not discriminate on the basis of race, sex, color, religion, creed, national origin, age or disability in its employment practices.~~ Cherokee County Board of Education prohibits discrimination and harassment based upon "Constitutionally-Protected Differences" and other legally protected statuses (e.g., race, age, gender, gender identity, genetic status, past or present protected military service, pregnancy, color, religion, national origin or disability).

An ~~teacher~~ educator ~~with~~ requiring or holding a non-renewable ~~a provisional~~ certificate will not be recommended unless, in the discretion of the Superintendent or a designee, that applicant is the most qualified for the position in question.

~~On a yearly basis a general~~ As education positions become available, these positions are posted on local, state and national electronic job search websites. ~~w~~Written announcements for certified positions ~~will be~~ are sent to appropriate colleges and universities and to the State Department of Education.

Other ways in which recruitment for certified/licensed positions may occur include:

~~1. Survey of community for available qualified personnel.~~

~~2.~~ 1. Encouragement of capable high school students into the profession through ~~FTA~~ career-related classes and clubs, orientations ~~classes~~ and ~~the~~ scholarship programs.

~~3. Consultation with State Department of Education~~

~~4.~~ 2. ~~Use of college placement services.~~ Strategic partnerships with Colleges of Education around the State to foster teacher placement.

~~5.~~ 3. ~~Internet Services~~ Technology usage to identify and acquire highly qualified and talented applicants.

~~6.~~ 4. ~~Universities/Colleges Recruitment Fairs~~ Active recruitment at University and College Recruitment fairs held throughout the year.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

REDUCTION IN FORCE (RIF)

When the Superintendent of the Cherokee County School District determines that the application of this reduction in force policy is necessary, it will be his/her primary responsibility to prepare ~~for presentation to the School Board~~ a plan for reduction in force (RIF) in the affected program area(s) for School Board approval. In developing a RIF plan, the Superintendent will insure that a reduction in force does not reduce the quality of programs in the school district and that the plan complies with School Board Policy regarding Equal Opportunity Employment (GAAA). In making recommendations for ~~termination~~ elimination or downgrading of employee positions, the Superintendent may consider any position or employee.

This RIF policy will apply to all ~~professional~~ personnel employed by the ~~Cherokee County~~ School District ~~Board~~. Nothing in this policy, however, will be construed to extend to ~~professional~~ personnel any expectation of re-employment or due process rights greater than are available to the specific employees as applicable under the Georgia Fair Dismissal Act, O.C.G.A. § 20-2-940 et seq. ~~of Georgia~~; nor is this policy to be construed to mandate the promotion of an employee to a position of higher rank, authority, or compensation, even though the employee who is to be terminated may be qualified or certified for a higher position, or reassignment to a lower-level position. This policy will be interpreted to afford the Superintendent maximum flexibility in determining which circumstances allow implementation of this policy.

To the extent that any provision in this policy conflicts with or is superseded by State or Federal law, the applicable State or Federal law ~~regulations~~ controls.

The Superintendent will establish and maintain all necessary guidelines for administration of this policy.

ADOPTED: August 2, 2001
REVISED: July 20, 2017
REVISED: July 19, 2018

Cherokee County Board of Education

~~**Professional Personnel Work Loads**~~
Employee Work Day and Work Week Requirements

~~All professional employees are expected to observe a minimum workday of eight hours and a minimum work week of forty hours. Each school principal and system administrator shall establish a minimum workday schedule for all personnel assigned under their supervision. These schedules shall ensure that all professional employees remain on duty at least seven and one half hours per day.~~

~~As part of their workday, professional employees are expected to perform such duties as teaching and teacher preparation, staff meetings, conferences with students and parents, planning conferences and related school activities in the community, and extra-class responsibilities, whether or not these activities fall into the hours during which they are required to be on duty at their worksite.~~

School Based Employees Exempt from the Fair Labor Standards Act (FLSA)

The **minimum** workday for all full-time school-based FLSA Exempt employees is eight hours, and the **minimum** work week is 40 hours. Duties which will count toward fulfillment of the **minimum** work day requirement include teaching, preparation for teaching, staff meetings, conferences with students and parents, planning, responsibilities related to school activities in the community, and other duties as set forth in the employee's contract (if any), job description or as assigned by the Principal.

Non-School Based Employees Exempt from the Fair Labor Standards Act (FLSA)

The **minimum** workday for all full-time non-school based FLSA Exempt employees is eight hours, and the **minimum** work week is 40 hours. All such personnel will report for duty at the time designated by the immediate supervisor. Duties which count toward fulfillment of the **minimum** work day include those duties specified by the employee's contract (if any), job description, and any additional duties that may be required by the immediate supervisor.

Employees Covered by the Fair Labor Standards Act (FLSA)

The School District's seven-day work week begins on Sunday and ends on Saturday. Employees are expected to arrive and depart at the time specified by the District, unless requested to work overtime by their immediate supervisor. The maximum regularly scheduled work week for FLSA covered employees is 40 hours during each seven-day period. An employee must not work overtime without prior permission from his/her immediate supervisor, except in cases of emergency. Employees covered by the FLSA who work overtime without prior approval will be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it will be approved. If the supervisor determines the performance of the work was unnecessary at the time it was performed, the employee will receive pay for the hours worked, but disciplinary action may be taken for failure to follow established policy.

The District will publish a job description for each position to determine an employee's coverage or exemption status under the FLSA.

Duty Free Lunch for Elementary School Teachers

State law (O.C.G.A 20-2-218) requires that teachers employed in grades kindergarten through five have a duty-free lunch period of not less than thirty consecutive minutes per day. Elementary school principals must insure that a duty-free lunch period is provided daily for teachers. Exceptions to this may occur only as permitted by State Law or State Board Rules.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

~~**Cross Ref.: AE – School Year**~~

Cherokee County Board of Education

The Cherokee County Board of Education encourages employees ~~are encouraged~~ to write and prepare professional materials for publication in their area of expertise. Employees who prepare material on their own time without use of school facilities, ~~or~~ equipment or resources are not required to submit such material for review prior to publication~~.~~; however, employees are expected to use sound professional judgement when publishing any materials, and such activities must not interfere with the employee's job assignments with the School District.

An ~~E~~employee~~s~~ who desires to write and prepare, copyright or patent, ~~and to~~ or market~~,~~ materials prepared ~~totally or partially~~ on ~~school~~ work time, must, in advance of such activities, submit a request to the Office of Curriculum and Instruction. ~~shall submit a copy of such material to the Superintendent. The material shall be accompanied by the following information:~~

~~1. The names of persons who participated in preparation of the material;~~

~~2. The percentage of duty work time spent by these persons during preparation; and,~~

~~3. A statement as to whether royalties would be waived in any purchases of the material which might be made by the school system.~~

~~The Superintendent may authorize the sale of copies of, or reproduction rights to, instructional material prepared by the school system to other school systems, organizations or commercial firms. If the materials so produced are prepared for the school system, the system may choose to own the copyright.~~

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

In determining a schedule for unstructured break time for students in grades K-8, the Principal will consult with appropriate instructional personnel at the school and district levels to insure that break time provides support for, but does not interfere with, academic learning. The Principal will also incorporate in the school's faculty handbook guidelines regarding the length, frequency, time and location of such breaks, and the responsibility for supervision of students so that break time will accomplish its primary purpose in a safe and responsible manner.

Breaks may be withheld from students for disciplinary ~~or academic~~ reasons, as determined by the teacher or Principal. Also, decisions to withhold break time ~~shall~~ will be consistent with behavioral plans developed by the school for students, including Section 504 Plans and/or Individualized Education Plans (IEPs).

ADOPTED: December 9, 2004
REVISED: July 19, 2018

Cherokee County Board of Education

The School Board recognizes that homework may be used for preparation, practice and extension of classroom time/concepts and should reflect efforts designed to achieve mastery of the Georgia Standards of Excellence as approved by the State Board of Education. Homework should always relate directly to the curriculum content for the appropriate grade level and to the individual needs of students. The completion of homework enables students to study and organize their time. As students advance through school, it is reasonable to expect that the amount of homework assigned will increase.

If the homework assigned to students becomes unreasonable/excessive/not meaningful, parents/students should discuss concerns with the teacher. If concerns continue, it is the Principal's responsibility to address accordingly.

MAJOR PURPOSES OF HOMEWORK

A. To prepare the student for class.
B. To formatively assess students.
C. To provide meaningful and applicable practice of standards.
D. To promote the use of time management, organizational and study skills.

EXPECTATIONS OF TEACHERS WHEN ASSIGNING HOMEWORK

A. Check homework for understanding.
B. Design assignments for quality and purpose rather than quantity.
C. Assign homework that is meaningful and directly relates to mastery of Georgia Standards of Excellence.
D. Assign homework that can be completed independently by students.
E. Provide students with opportunity to ask questions to clarify homework assignments.
F. Avoid assigning daily/routine homework over designated school holidays and breaks.
G. Create an effective system for communicating homework guidelines for parents in accordance with standards and procedures established by School District and school personnel.
H. Assess and provide timely and appropriate feedback.
I. Coordinate homework so that all students have access to the materials and resources needed to complete the assignment.
J. Assign homework that is academically challenging and appropriate to the student's level of competence and which promotes the student's intellectual growth.
K. Be mindful of the amount of time necessary to complete each homework assignment by providing students with a reasonable estimate of the amount of time necessary to complete each homework assignment.
L. Be sensitive to cultural and societal differences and expectations (e.g., impact of religious holidays, field trips, family emergencies, State and Local Testing Dates).
M. Follow School District guidelines for grading and/or weights.

EXPECTATIONS OF STUDENTS WHEN COMPLETING HOMEWORK

A. Ensure that homework assignments are understood before leaving class.

B. Complete and submit homework in a timely manner in accordance with the teacher's direction.
C. Understand that homework is sometimes needed to be prepared for future class work or for the teacher to assess previously taught standards.
D. Seek assistance when difficulties arise with assignments.
E. Make-up homework assignments following absence(s) from school.

EXPECTATIONS OF PARENTS WHEN SUPPORTING HOMEWORK

A. Support teaching and learning by providing time and a conducive environment for completing homework.
B. Remind students that homework is the students' responsibility.
C. Guide students when unusual difficulties arise, but never complete the homework for the student.
D. Communicate with the teacher(s) regarding homework expectations and assignments as needed.

~~The School Board recognizes the importance of students completing meaningful and quality homework directly related to what is being taught and learned in the classroom.~~

~~Schools in which homework is routinely assigned and assessed tend to have higher achieving students. Additionally, assignments completed at home foster increased student achievement, independence of thought and action, and personal responsibility for learning and serve as a vital link between school and home.~~

~~Accordingly, homework standards and procedures shall be established by each school's administration and faculty, with input from parents and the community. To ensure that this policy is fully and consistently implemented, such standards and procedures shall be incorporated into the school's School Improvement Plan (SIP).~~

~~Homework may be used for preparation, practice, extension of classroom time/concepts, and the fostering of creativity, and should routinely reflect efforts designed to achieve mastery of the student performance standards as approved by the State Board of Education. As students advance through school, it is reasonable to expect that the amount of homework they must complete will increase. The amount of homework assigned should relate directly to the curriculum content for the appropriate grade level and to the individual needs of students.~~

~~If the amount of homework assigned to students becomes unreasonable/excessive/inadequate, or if the relative grading weight assigned to homework is unreasonable, it is the Principal's responsibility to correct the situation.~~

~~**MAJOR PURPOSES OF HOMEWORK**~~

~~a. Reinforce principles, skills, concepts, and information taught in the classroom.~~

b. Be meaningful, appropriate to the ability and maturity level of students, well explained, and clearly understood by students.
c. Stimulate creative, logical, and critical thought.
d. Provide for open-ended assignments that encourage creativity and higher order thinking skills.
e. Teach students self-discipline and self-motivation regarding their responsibilities and efforts required to complete assignments.
f. Promote independent, in-depth study of the chosen topics.
g. Provide opportunities for broad enrichment activities.
h. Promote the use of time management and organizational skills.

Teachers Are Expected To:

a. Set clear and rigorous standards for the quality of work for all students.
b. Create an effective system for communicating homework guidelines for parents in accordance with standards and procedures established by the school administration and faculty with input from parents and the community.
c. Collect homework when due; assess and provide timely and appropriate feedback to students regarding the completion of assignments and the mastery of standards.
d. Coordinate projects so that all students have access to research and resource materials, including textbooks.
e. Coordinate homework assignments with other teachers so that students do not receive excessive assignments.
f. Assign homework in those areas which have been taught or are academically challenging and appropriate to the student's level of competence and which promote the student's intellectual growth.
g. Design quality homework which is novel, varied, authentic, and tied to mastery of student performance standards.
h. Allow for varied learning styles by including choices in types of assignments (e.g. flexible assignments which allow several days to complete).
i. Provide students with a reasonable estimate of the amount of time necessary to complete each homework assignment.
j. Provide specific written explanation of long-term homework assignments so that the requirements, expectations and timelines are clearly understood by the students.
k. Provide students the opportunity to ask questions to clarify homework assignments.
l. Evaluate group projects based upon individual student participation and group process and allow time in class for individuals and groups to work on projects.
m. Be sensitive to cultural and societal differences and expectations vis-à-vis the assignment and assessment of homework (e.g., impact of religious holidays, field trips, family emergencies, State and Local Testing Dates).

Students Are Expected To:

a. Understand that homework is part of the course requirements.
b. Make certain that homework assignments are understood before leaving class.
c. Complete and submit homework assignments in a timely manner.

~~d. Complete (and make up) homework assignments conscientiously and in accordance with the teacher's directions.~~

~~**Parents Are Expected To:**~~

~~a. Support teaching and learning by providing time and a suitable environment for completing homework.~~
~~b. Remind students that homework is their responsibility.~~
~~c. Guide or assist in homework when unusual difficulties arise; but never do the homework for the student.~~
~~d. Communicate with the teacher(s) regarding homework expectations and assignments, as needed.~~

ADOPTED: **August 2, 2001**
~~**REVISED:** **July 23, 2014**~~
REVISED: **July 19, 2018**

Cherokee County Board of Education

I. CUMULATIVE AVERAGE AND CLASS RANKING

Class ranking will be determined by the weighted ~~n~~Numeric ~~g~~Grade ~~a~~Average (NGA) of graduating seniors at the completion of high school graduation requirements.

The weighted ~~numeric grade average~~ NGA summarizes each student's academic performance in high school credit courses. The weighted ~~numeric grade average~~ NGA is used in determining eligibility for numerous awards, activities and college applications.

For the purpose of computing class rank, a student's final course grade (if student receives a passing grade in the course) will be weighted with the following quality points for the purpose of calculating a weighted ~~numeric grade average~~ NGA:

Quality Points:

- Honors Courses, Five points
- Advanced Placement (AP) Courses, 10 points
- ~~Move on When Ready (MOWR)~~ Dual Enrollment Courses:
  a. 10 points, whenever the college course taken is equivalent to an AP high school course for which the student has not already taken and received quality points, as recommended and approved by the Chief Academic Officer.
  b. A waiver for consideration of quality points (5 or 10) may be submitted to the Office of Curriculum and Instruction for ~~MOWR~~ Dual Enrollment Courses taken by students which meet the following criteria:
     - Demonstrates rigor;
     - Serves as a replacement for an on-campus course receiving quality points; or,
     - Exceeds the highest instructional level course available at the local high school.

II. CLASS RANKING/HONOR ROLLS

The graduating senior with the highest class ranking, as determined by weighted ~~numeric grade average~~ NGA, will be recognized as Valedictorian. The student with the second highest class ranking, as determined by weighted ~~numeric grade average~~ NGA, will be recognized as Salutatorian. The weighted ~~numeric grade average~~ NGA will be calculated to four decimal places or more until a tie is resolved.

Students participating in the ~~MOWR~~ Dual Enrollment program are also eligible for Valedictorian or Salutatorian recognition per statutory requirements. A ~~MOWR~~ Dual Enrollment student who moves into the local school system after his or her sophomore year and has not taken any courses on site at the participating eligible high school will not be eligible for Valedictorian or Salutatorian recognition. Transfer credit used for Valedictorian or Salutatorian will be accepted only from an Accredited School in accordance with Board Policy on Awarding Units of Credit and Acceptance of Transfer Credit and/or Grades (JBC(4)).

III. CUMULATIVE AVERAGE AND HONOR GRADUATE STATUS

For the graduates in the Classes of 2019 and 2020, ~~T~~the distinction of Honor Graduate will be awarded to graduating seniors who have a weighted ~~numeric grade average~~ NGA of 90 or above (or 89.5 or above rounded to the nearest whole unit).

For the graduates in the Class of 2021 and beyond, the distinction of Honor Graduate will be awarded to graduating seniors who have a weighted NGA of 90 or above.

IV. HONOR ROLL PLACEMENT

For the graduates in the Classes of 2019 and 2020, ~~H~~high school students will be placed on the Honor Roll when their weighted ~~numeric grade average~~ NGA is 90 or above (or 89.5 or above rounded to the nearest whole unit).

For the graduates in the Class of 2021 and beyond, high school students will be placed on the Honor Roll when their weighted NGA is 90 or above.

ADOPTED: August 2, 2001
~~REVISED: July 20, 2017~~
REVISED: July 19, 2018

Cherokee County Board of Education

I. GEORGIA STANDARDS OF EXCELLENCE ~~STUDENT PERFORMANCE STANDARDS~~ CONTENT STANDARDS (KNOWLEDGE)

The School District's ~~student performance standards~~ curricular and instructional practices are aligned with the Georgia Department of Education's ~~Student Performance~~ Georgia Standards of Excellence (GSE) and reflect the School Board's commitment to high expectations for all students. ~~These standards~~ The GSE require mastery of content knowledge in the academic areas of language arts, mathematics, science, social studies, arts and humanities, foreign languages, health education/physical education and career/technology education. The foundations on which all other content knowledge is built are reading, writing, speaking, listening and mathematics.

II. GENERAL CURRICULA

A. All schools and programs will fulfill the student performance standards set forth in State Education Rules and local policy that reflect the Major System Priorities of the School Board. Accountability and benchmark procedures which address high expectations ~~in student performance standards~~ of GSE will be implemented by all administrative, instructional and support staff through the Instructional Program Philosophy - -Educational Accountability and School Improvement Policy (IA).

B. All students will be offered courses, which are rigorous, relevant and consistent with Georgia law and Georgia Department of Education GSE. ~~Student Performance Standards~~.

C. Each school containing any grade K-12 will provide education on alcohol, illegal and legal drug abuse annually at each grade level. Furthermore, all schools will develop and implement an accurate, comprehensive health and physical education program that will be grade and age appropriate as referenced in Policy IDBB.

D. Each school will develop procedures to allow parents and legal guardians to exercise the option of excluding their child from sex education and Sexually Transmitted Disease (STD) prevention instructional programs.

1. Sex education and STD education will be a part of a comprehensive health program.

2. Prior to the parent/guardian making a choice to allow his/her child to take the specified unit of instruction, he/she will be told what instruction is to be provided and will have the opportunity to review all instructional materials to be used, print and non-print. Any parent or legal guardian of a child to whom a course of study in sex education is to be taught will have the right to elect, in writing, that such child not receive such course

of study. Additionally, all parents/guardians will be required to give written permission for such child to receive such course of study.

3. The School District will establish a committee to review periodically sex/STD education instructional materials and make recommendations concerning age/grade level use. Recommendations made by the committee will be approved by the School Board prior to implementation.

E. All schools, kindergarten through grade twelve, will provide instruction that addresses core values and provides instruction in character education as adopted by the Georgia Board of Education.

F. Classroom instruction will focus on ensuring that all students demonstrate mastery of GSE ~~student performance standards~~ and core curricular competencies at the appropriate level. All students will be annually assessed in this regard. Any student who does not meet grade level standards will be provided support by way of a Response to Intervention (RTI) Plan. Research-based strategies and interventions will be used for remediation, which will include progress monitoring and reporting individual student progress in moving toward GSE. ~~district standards~~.

G. School District ~~curriculum~~ staff will keep current with any changes that occur to ~~continually update~~ the GSE ~~student performance standards~~ and core curricular competencies. It is the responsibility of teachers and the principal/designee to ensure that the instruction is consistent with GSE. ~~the content standards.~~ A teacher(s) desiring to teach a new or experimental course may submit an outline of the course to the principal, who will follow district procedures for obtaining approval for new courses.

H. All schools will implement a developmental guidance program that includes a career awareness/planning component designed to enable all students to acquire marketable skills and the knowledge needed for transition into work and post secondary education.

I. The School Board authorizes homebound education in compliance with State and Federal Guidelines.

J. The Individualized Education Program (IEP) or Section 504 Plan developed by the appropriate committee may modify the instructional program or length of school day for an eligible student if it is determined that the modification would be appropriate for the student. A decision to modify the program or length of school day will be documented in the student's IEP or Section 504 Plan.

K. ~~Grading English Learners (EL)~~
English Learners (EL) must receive appropriate grade-level instruction using English proficiency level as determined by the W-APT or ACCESS 2.0 assessment.

Resources provided by the World Class Instructional Design and Application Consortium (WIDA) will assist teachers with differentiation. Grades must reflect work that has been differentiated to their English proficiency level and accommodations established in the English-Language Learner–Testing Participation Committee Plan (ELL-TPC).

L. A comprehensive system will be planned, developed and implemented to measure and verify proficiency of GSE ~~student performance standards~~ and core curricular competencies, based on documented demonstrations of mastery. Such verification will consist of, but not be limited to, the following:

1. **Elementary School and Middle School**

   a. Georgia Kindergarten Inventory of Developing Skills (GKIDS)
   b. State Assessment(s)
   c. ACCESS 2.0 for English Learner students
   d. Other Approved Measures (e.g., prescribed reading and mathematics mastery tests, teacher-made tests, ~~and~~ portfolio assessments, and universal screening assessments)

2. **High School**

   a. State Assessment(s)
   b. Other Approved Measures (e.g., prescribed reading and mathematics mastery tests, teacher-made tests and portfolio assessments).

M. Each school will maintain records of annual student report cards.

N. All student report cards, cumulative folders, RTI folders must be transferred intra district from the sending school to the receiving school within 10 days.

III. PRE-KINDERGARTEN/ELEMENTARY PUPIL PROGRESSION

A. Reporting

1. **Report Cards~~/Interim Progress Reports~~**

   a. The reporting of student progress to parents will follow School District procedures and will be in accordance with Georgia law, Georgia Board of Education rules, and School Board policies, rules and regulations.

   b. Report cards are issued at the end of every nine weeks of school and cover a period of approximately 45 school days. Such reports will be distributed to students for delivery to their parents/guardians according to the School District calendar. If a student withdraws

and does not qualify for a report card under this provision, he/she will be issued a withdrawal form listing current grades in each subject area.

c. Parents/Guardians of students in third through fifth grades will have access to students' current grades, including individual assignment grades and class averages, throughout the grading term through the School District's online learning management system. ~~No later than midway between grading periods, an interim progress report will be sent to all parents/guardians of students in grades 1-5.~~

d. No later than midway between grading periods, an interim progress report will be sent to all parents/guardians of students in grades 1 and 2.

e. ~~d.~~ Student attendance for the grading period will be recorded on the report card.

f. ~~e.~~ Elementary report cards will be signed by the parent/legal guardian and returned to the teacher.

2. **Grading System - Kindergarten**

~~a.~~ It is required that kindergarten student performance be evaluated and reported based on mastery of standards in language arts, mathematics, and writing/fine motor skills. Following are the symbols used to describe evidence of mastery:

Academic Skills Code:

NA = Not Yet Assessed
ND = Not Yet Demonstrated
EM = Emerging
~~PR = Progressing~~
~~MS = Meets Standard~~
~~EX = Exceeds Standard~~
DV = Developing
DM = Demonstrating
EX = Exceeding

~~No check indicates skill has not been introduced~~

~~b.~~ ~~Progress in other areas is assessed and reported using the following symbols:~~

3. **Grading System - Grades One and Two**

a. Grade one and grade two student performance is evaluated and reported based on mastery of standards in academic courses, participation courses, personal growth and development, and conduct using the following symbols:

O = Outstanding
S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

b. Progress in music, art, physical education and general conduct will be assessed and reported using the following symbols:

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

4. **Grading System - Grades Three through Five**

a. In reporting student performance in grades three through five, schools will utilize numerical grades for progress reporting ~~the symbols "A", "B", "C", "D" and "F" are used~~ in the areas of English Language Arts, ~~reading, writing~~, mathematics, ~~spelling,~~ science, ~~health,~~ social studies and Accelerated Intellectual Movement (AIM-Gifted Resource Enrichment). ~~These symbols represent the equivalent numerical grades as shown below:~~ The following grading scale, correlated to letter grades, is shown below:

A = 90-100
B = 80- 89
C = 71- 79
D = 70
F = Below 70

b. Progress in music, art, physical education and general conduct will be assessed and reported using the following symbols:

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

5. Alternative Report Cards

For some special education students, alternative report cards are used to report progress made on Individualized Education Program (IEP) goals and objectives. Some students will receive the regular education report card to report progress made in other subject areas.

B. **Promotion, Placement and Retention**

DEFINITIONS

Additional instruction – academic instruction beyond regularly scheduled academic classes that is designed to bring students not performing on grade level to grade level performance. It may include more instructional time allocated during the school day, instruction before and after the school day, Saturday instruction, and/or summer instruction or other forms of instruction beyond the school day.

Differentiated instruction – instructional strategies designed to meet individual student learning needs.

Grade level – standard of performance, based on competency of student performance standards.

Placement – the assignment of a student to a specific grade level based on the determination that such placement will most likely provide the student with instruction and other services needed to succeed and progress to the next higher level of academic achievement.

Placement committee – the committee established by the local school principal/designee to make placement decisions concerning a student who does not meet expectations on the Georgia state assessment or alternative assessment instrument in the absence of Georgia state assessment. This committee will be comprised of the principal/designee, the student's parent or guardian, and the teacher(s) in the content area(s) in which the student did not achieve grade level on the Georgia state assessment.

Promotion – the assignment of a student to a higher grade level based on the student's achievement of established criteria in the current grade.

Retention – the re-assignment of a student to the current grade level during the next school year.

Elementary school students will be promoted, placed or retained dependent upon their ability to meet the student performance standards and core curricular competencies of Cherokee County School District and State Board of Education

Rules 160-4-2-.11, Promotion, Placement, and Retention and 160-3-1-.07, Testing Programs-Student Assessment, and State law. Elementary school students will not be retained unless RTI Tier III placement has occurred for a minimum period of six weeks prior to the end of the school year.

1. When determining the placement of students, which must include review by the (RTI) or Individualized Education Program (IEP) Committee, academic performance based on mastery with emphasis on proficiency in reading, writing and mathematics; and the level of social and emotional development will be considered.

2. For special education students whose promotion is in question, the Individualized Education Program (IEP) Committee, which includes the principal/designee, will determine grade placement.

3. The principal/designee will have the final authority for appropriate grade placement of students in Kindergarten and Grades 1, 2, 4 and 6. The principal/designee will be included in the placement committee for students in grades 3 and 5, within the limitations of School Board Policy, Georgia Board of Education Rules 160-4-2 .11 and 160-3-1-.07 and Georgia law.

4. English Learners (EL) who have been enrolled in the ESOL program for two years or less may not be retained solely due to lack of English proficiency.

5. Work completed under private instruction will not be accepted by the School District except in accordance with Georgia Board of Education administrative rules.

6. **Additional Requirements for Grades One through Five**

    a. Each school principal/designee will distribute student data from the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment to teachers prior to the beginning of each school year. Each teacher will use data to focus instruction on identified student academic performance in grades 1-5.

    b. Each school principal/designee will establish and/or convene a RTI or IEP Committee for each student in grades 3-5 who does not achieve grade level on reading and/or mathematics sections of the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment. The RTI or IEP Committee will provide the following:

Students will be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs – Student Assessment.

The school principal/designee will annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and/or other criteria established in this policy.

7. **Requirements for Grades Three and Five**

a. Promotion of a student will be determined as follows:

1) No third grade student will be promoted to the fourth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment in reading, unless otherwise specified in an Individualized Education Plan (IEP).

2) No fifth grade student will be promoted to the sixth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment reading in mathematics and meet promotion standards and criteria established in this policy, unless otherwise specified in an Individualized Education Plan (IEP).

3) In the event that State or Federal statutes/rules waive the requirement of Reading proficiency for 3rd and 5th grade students and Math proficiency for 5th grade students based on a state assessment, this policy will also be waived for the duration of the State waiver.

4) The school principal/designee may retain a student who does not meet promotion standards and criteria established in this policy.

5) A student who is absent or otherwise unable to take the Georgia state assessment in reading and/or mathematics on the first administration or its designated make-up day(s) will take the Georgia state assessment in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State

Board of Education and the School District. Placement or promotion of these students will follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

6) A student's failure to take the Georgia state assessment in grade three or five in reading and/or mathematics on any of the designated testing date(s), or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the School District will result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student will follow the procedure set forth in this rule.

7) For students receiving special education, the Individualized Education Program (IEP) Committee will serve as the placement committee.

C. **Summer School**

1. The summer school program provides accelerated, differentiated, or additional instruction in reading and mathematics.

2. Pursuant to State Board of Education administrative rules, and *as funds are appropriated by the Georgia General Assembly*, the opportunity to participate in the summer school program will be available to students who:

   a. Failed one or more academic subjects (language arts, reading, mathematics, science or social studies); or,

   b. Were retained in their current grade or,

   c. Scored in the below grade level range of the Georgia state assessment or alternative assessment instrument in the absence of Georgia state assessment.

3. Summer school records will be sent to the sending school at the conclusion of the summer school program. The teachers and principal/designee of the sending school will review the student's records to determine appropriate grade placement within limitations of School Board Policy, Georgia Board of Education Rules 160-4-2-.11and 160-3-1-.07 and Georgia Statutes. Eligibility for competitive interscholastic activities as defined in the Georgia Board of Education Rule 160-5-1-.19 cannot be met during summer school.

4. Extended School Year (ESY) services ~~shall~~ will be offered to

eligible special education students.

IV. MIDDLE SCHOOL PUPIL PROGRESSION

A. Reporting

1. Report Cards~~/Interim Progress Reports~~

   a. Report cards are issued at the end of every nine weeks of school and cover a period of approximately 45 school days. Such reports will be distributed to students for delivery to their parents/guardians according to the School District calendar. If a student withdraws and does not qualify for a report card under this provision, he/she will be issued a withdrawal form listing current grades in each subject area.

   b. Parents/Guardians of students in sixth through eighth grades will have access to students' current grades, including individual assignment grades and class averages, throughout the grading term through the School District's online learning management system. ~~An interim progress report will be sent to parents/guardians no later than midway between grading periods.~~

   c. Student attendance for the grading period will be recorded on the report card.

   d. Conferences will be scheduled at the request of the teacher or parent. Parents/guardians will be notified by the teacher and through ~~interim progress reports and~~ report cards of the right to request and participate in at least two conferences annually.

2. Grading System – Grades Six, Seven and Eight

   The grading system used in the sixth,seventh and eighth grades ~~and the interpretation of the letter grades,~~ will utilize numerical grades for progress reporting. ~~which represent the equivalent numerical grades, are as follows:~~

   Academic Grades

   A = 90-100
   B = 80- 89
   C = 71- 79
   D = 70
   F = Below 70

   A minimum passing score of 70 is required for all courses.

Conduct

S = Satisfactory
N = Needs Improvement
U = Unsatisfactory

B. Promotion, Placement and Retention

Middle school students will be promoted, placed or retained dependent upon their ability to meet the student performance standards and core curriculum competencies of the School District and State Board of Education Rules 160-4-2-11, Promotion, Placement, and Retention and 160-3-1-.07, Testing Programs-Student Assessment, and State Statutes. Middle school students will not be retained unless there has been a referral to the Response To Intervention (RTI), Tier III or Individualized Education Program (IEP) Committee with sufficient timeliness to assure that appropriate interventions and accommodations to secure the student's success have been attempted and documented.

1. When determining the placement of students, which must include review by the Response To Intervention (RTI) Committee, academic performance based on mastery in language arts, reading and mathematics, passing science or social studies and passing one additional course during each year for grades six, seven and eight will be considered as well as the level of social and emotional development.

2. Special Education Students

   a. The Individualized Education Program (IEP) Committee, which includes the principal/designee, will determine grade placement for students with disabilities whose promotion is in question.

   b. The IEP Committee will determine and record on the Individualized Education Program (IEP) the appropriate level of student performance standards and type of diploma the student will work toward.

3. The principal/designee will have the final authority for appropriate grade placement of grade 6 and 7 students. The principal/designee will be included in the placement committee for students in grade 8, within the limitations of School Board Policy, Georgia Board of Education Rules 160-4-2 .11 and 160-3-1-.07 and Georgia Statutes.
   English Learners (EL) who have been enrolled in the ESOL program for two years or less will not be retained solely due to lack of English Proficiency.

A middle school student whose accelerated academic needs cannot be met at the middle school level, as determined by the middle school principal/designee, high school principal/designee and Assistant Superintendent, Educational Programs, may be permitted to attend a high school for the necessary course. Middle school students will not attend a high school for a course when that course is available at the middle school level or when the course sought at the high school level requires successful completion of the middle school curriculum. Transportation to a high school for coursework must be provided by the parents/guardians.

4. Requirements For Grade Eight.

Promotion of a student will be determined as follows.

1) No eighth grade student will be promoted to the ninth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment in reading and mathematics and meet promotion standards and criteria established in this policy.

2.) A student who is absent or otherwise unable to take the Georgia state assessment in reading and/or mathematics on the first administration or its designated make-up day(s)

~~shall~~ will take the reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the local Board of Education.

Placement or promotion of these students will follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

3.) A student's failure to take the Georgia state assessment in grade eight in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the School District will result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student will follow the procedure set forth in this rule.

4.) For students receiving special education services, the IEP Committee will serve as the placement committee.

C. Summer School

1. The summer school program provides remediation in language arts, reading, mathematics, science and social studies.

2. Pursuant to Georgia Board of Education administrative rules, and *as funds are appropriated by the Georgia General Assembly*, the opportunity to participate in the summer school program will be available to students who:

   a. Failed one or more academic subjects (language arts, reading, mathematics, science or social studies); or,

   b. Were retained in their current grade; or,

   c. Scored in the below grade level range of the Georgia state assessment in reading and/or mathematics.

3. Summer school records will be sent to the sending school at the conclusion of the summer school program. The teachers and principal/designee of the sending school will review the student's records to determine appropriate grade placement. Eligibility for competitive interscholastic activities as defined in the Georgia Board of Education Rule 160-5-1-.19 cannot be met during summer school.

4. Extended School Year (ESY) services will be offered to special education students who are eligible.

V. HIGH SCHOOL PUPIL PROGRESSION

A. Reporting

1. Report Cards~~/Interim Progress Reports~~

   a. Report cards ~~or quarterly progress reports~~ are issued at the end of <u>each semester</u> ~~every nine weeks~~ of school and cover a period of approximately ~~45~~ 90 school days. Such reports will be distributed to the students for delivery to their parents/guardians on the fifth school day following the end of the grading period except for the final report, which will be mailed to the parent.

   b. <u>Parents/Guardians of students in ninth through twelfth grades will have access to students' current grades, including individual assignment grades and class averages, throughout the grading term through the School District's online learning management system.</u> ~~An interim progress report will be sent to parents/guardians no later than midway between grading periods.~~

c. Student attendance for each class will be recorded on the report card.

d. Conferences will be scheduled at the request of the teacher or parent/guardian. Parents/guardians will be notified by the teacher and through ~~interim progress reports and~~ report cards of the right to request and participate in at least two conferences annually.

2. Grading System

a. High schools will utilize numerical grades for ~~normal~~ progress reporting. Should letter grades be needed [to calculate certain Grade Point Averages GPAs, parental reference, weighted ~~n~~Numeric ~~g~~Grade ~~a~~Average (NGA), etc.] the equivalent numerical grades are as follows:

A=90-100

B=80-89

C=71-79

D=70

F=Below 70

b. The weighted ~~Numeric Grade Average~~ NGA summarizes each student's academic performance in high school.

c. For the purposes of considering quality points when determining weighted ~~numeric grade average~~ NGA:

- Honors Courses, Five points
- Advanced Placement (AP) Courses, 10 points
- ~~Move on When Ready (MOWR)~~ Dual Enrollment Courses:
  - ~~A~~1. 10 points, whenever the college course taken is equivalent to an AP high school course for which the student has not already taken and received quality points, as recommended and approved by the Chief Academic Officer.
  - ~~B~~2. A waiver for consideration of quality points (5 or 10) may be submitted to the Office of Curriculum and Instruction for ~~MOWR~~ Dual Enrollment Courses taken by students which meet the following criteria:
    - Demonstrates rigor;
    - Serves as a replacement for an on-campus course receiving quality points; or,
    - Exceeds the highest instructional level course available at the local high school.

d. An incomplete (I) is given as an opportunity for students to make up incomplete class work. Class work will be made up 14 school days after the close of the grading period. If the work remains incomplete at the end of this period, the "I" will revert to a failing grade. The principal/designee has the discretion, upon request, to extend the deadline.

B. Grade Adjustment

1. The principal/designee is responsible for the supervision and maintenance of student records. The principal/designee assumes the responsibility for adjusting a student's grades or credits when the necessity arises, consistent with the following reasons:

   a. Erroneously computed or recorded grades.

   b. Conversion of grades from other schools into the School District's grading system.

   c. Averaging or grades earned by students who may be:

      - Temporarily enrolled in another school in the United States or abroad, or
      - Enrolled in a special program (homebound instruction, out-of-district placement, tutorial programs, make-up work, and so on).

   d. Summer school grades: The original grade assigned and the summer school grade earned will appear on the student transcript. Both the original grade and summer school grade are used in computing class rank.

   e. Averaging grades earned by students who transfer to the high school from other schools during the course of the year with grades earned at the high school. Transfer grades received during the school year should be sent to individual teachers or department heads to be incorporated into the final average.

   f. Granting credits earned in other high schools in subjects not offered in our curriculum.

   g. Any other good and sufficient cause except that no grades may be adjusted to facilitate athletic eligibility.

2. In the above cases, as well as in any other case not delineated herein, the principal/designee will, when possible, consult with appropriate teachers in whose class the student is enrolled, officials of the sending schools, and persons in charge of special instruction.

3. The principal will refer unresolved grade disputes between the principal and a teacher to the school's Grade Review Advisory Committee. The Superintendent will establish guidelines to insure consistent and timely implementation of the responsibilities of each school's Grade Review Advisory Committee. Reference GA. Code 20-2-989.20 and School District Guidelines for the Grade Review Advisory Committee.

C. Promotion, Placement and Retention

1. Parents/guardians will be notified at the end of the school year when a student is not considered "on-track" for graduation. Refer to current guidelines for determination of "on track" status.

2. Students will be assisted in meeting these requirements through accelerated instruction, differentiated instruction or additional instruction and other opportunities which may include but are not limited to:

   a. Summer school attendance
   b. Special counseling
   c. Volunteer and/or peer tutors
   d. School sponsored help sessions
   e. Study skill classes
   f. Polaris Evening School
   g. Approved online courses

3. Special Education Students

   a. The Individualized Education Program (IEP) Committee will determine and record on the IEP the type of diploma the student ~~shall~~ will work toward.

   b. The IEP Committee has the discretion to determine that the student be permitted additional time or less time to complete a course. All decisions regarding this time modification must be specified on the student's IEP.

   c. An alternative report card will be used for students with disabilities whose progress cannot be appropriately reported using the standard report card.

4. End of Course Testing

   To earn credit for a course requiring an EOC test, a student transferring a course from a non-accredited program must take and pass the corresponding EOC test.

5. Semester/Final Examinations

   Semester and final examinations will be scheduled and administered in accordance with district procedures, rules and regulations. The End of Course Test, where required, serves as the final exam.

6. Online Courses

   Students must receive approval prior to enrolling in any online course. Their school counselor must review the appropriateness for the student's program of study. Additionally, the Office of ~~Educational Programs~~ Curriculum and Instruction must approve the course content.

D. **Summer School**

1. A high school student may earn one-half credit for successful completion of a 60-hour summer school course.

2. A high school student may take up to two classes during the summer session.

E. **Graduation Requirements**

1. School Board Policy IHF addresses graduation requirements.

2. High School students transferring into the School District high schools will be subject to the graduation requirements for the grade level into which they enter (i.e., a student transferring from outside the district in the eleventh grade will fall under the same requirements as all other eleventh graders).

LAST REVISED: July 21, 2016
~~REVISED: June/July, 2017~~
REVISED: July 19, 2018

Cherokee County Board of Education

AWARDING UNITS OF CREDIT AND ACCEPTANCE OF TRANSFER CREDIT AND/OR GRADES

To assist transfer students in progression toward graduation, Cherokee County Board of Education's secondary schools will accept student course credit from other accredited educational agencies in a manner consistent with State Board Rule JBC(4).

Further, the School District will utilize administrative protocols to validate credit for courses taken at non-accredited schools, home study programs and non-traditional educational centers.

The principal is responsible for validating credit for courses taken at a non-accredited school, home study program, or non-traditional educational center. The principal may require and review evidence of work, materials, course description guide, and standards used in the instructional program. The procedures for validation ~~shall~~ will include at least one of the following:

- Probationary placement based on records of prior school(s), home study programs, and/or non-traditional educational centers and satisfactory performance of the student for one or more grading periods.
- Tests and acceptable scores. These tests may be standardized or locally developed and should focus on group placement, subject area and/or grade level and state and local standards for the course. For courses that require an End of Course (EOC) test the student must validate the course by earning a passing score on the appropriate EOC test; in which case, the equivalent grade score on the EOC test will be posted to the transcript. Students will only be allowed one attempt to validate credit for a course through testing.
- A student who transfers to a Cherokee County high school from a school which awards credit on the quarter system will be given credit for completed work. For each 15 quarter hours the student has earned, he/she will be given one Carnegie unit credit (5 quarter hours = 1/3 Carnegie unit). A student who transfers from a school which awards credit on some other basis will be given comparable credit.
- If a transcript from another school shows letter grades, accompanied by a numerical scale, each letter grade is transferred as the midpoint of the scale. (Exception – F will be converted to 60). However, if no numerical scale is on the transcript, the midpoint\of the Cherokee County scale is used.
- If a transcript shows the awarding of credit for a grade below 70 (the lowest passing grade at Cherokee County high schools), the grade is recorded as 70 and credit is awarded. The same procedure would apply for grades transferred while a semester is in progress.
- Transfer credit used for Valedictorian or Salutatorian will be accepted only from an Accredited School in accordance with this Policy and as noted in Class Rankings Policy (IHC).

ADOPTED: **August 2, 2001**
~~REVISED:~~ **~~September 1, 2016~~**
REVISED: **July 19, 2018**

Cherokee County Board of Education

A. Introduction

The Cherokee County Board of Education recognizes that, in order to receive maximum benefit from the instructional program, students are expected to attend school each day. It is understood that good attendance habits positively impact the learning process. While administrators and teachers are responsible for providing quality instruction in an environment where learning can flourish, parents/guardians and students must assume responsibility for being punctual and attending school regularly.

Although circumstances may necessitate that a student be absent from school, the ~~Cherokee County Board of Education~~ School District recognizes that optimal learning takes place when the student is present and involved in classroom activities. Accordingly, it is critically important that parents/guardians make every effort to have their children attend school.

B. Lawful/Authorized Absences from Class/School

A student will not be absent from class or school or other required school activity except for illness or other providential cause, unless with prior written permission of the principal or designee. No student ~~shall~~ will encourage, urge or counsel other students to violate this policy.

As permitted under state law and State Board of Education policies, a student's absence, tardy or early checkout may be excused for the following reasons:

a. personal illness and when attendance in school would endanger their health or the health of others;
b. serious illness or death of an immediate family member;
c. mandated by order of governmental agencies, including pre-induction physical examinations for service in the armed forces, or by a court order;
d. celebrating religious holidays;
e. conditions that render attendance impossible or hazardous to one's health or safety; and
f. registering to vote or voting, for a period not to exceed one day.

Additional Notes:

1. A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian provides documentation to the attention of the principal that he/she has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, will be granted excused absences, up to a maximum of five school days per school year, for the day or days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave or to attend military affairs sponsored events provided the student provides documentation prior to or immediately after the absence.

2. A student with an absence caused by an extraordinary hardship not defined under current policy, can provide to the attention of the principal a written excuse (as defined in the next subsection of this policy) for further consideration of the absence. In such cases, the Principal has the authority to deem such an absence as excused under current State Board Rule (160-5-1-.10).

For school attendance purposes, students will be counted present in the following circumstances:

a. attending school at least one-half of the instructional day;
b. serving as pages of the Georgia General Assembly;
c. serving as a poll worker on an election day; or
d. as a student in foster care, attending court proceedings related to that care.

C. Excuses

Excuses for absences will be provided by the parent/guardian in writing on the day the student returns to school, and will contain the student's name, date of the absence, reason for the absence, and the signature of the parent/guardian. All written excuses will be evaluated by the principal or designee to determine if the absence is excused or unexcused.

D. Requiring Medical Documentation for Absences

In the event that a student's personal illness or attendance at school endangers a student's health or the health of others, the school may require the student to present appropriate medical documentation upon return to school for the purpose of validating that the absence is an excused absence.

In the event that a student has excessive absences for health reasons, the school may require a physician's excuse in order to consider the absence as an excused absence. The school may ask for physician's excuses if one or more of the following conditions exist:

1. A persistent, systematic pattern of absences has been established (example – out every Monday).
2. Seven or more days of absences have been accumulated during the semester.
3. Twelve or more days of absences were recorded the prior school year.

Physician's notes must be specific as to the number of days the illness is to be excused or must state when the student is expected to return to school.

E. Qualifying for Hospital/Homebound Instruction

If major sickness or injury occurs and the absence is lengthy, the student may receive credit by instruction through application of the School District's hospital/homebound instructional process.

F. Make-Up Work

It is the expectation of the ~~Cherokee County Board of Education~~ School District that all work missed due to absence will be made-up. Some work, by its very nature, is impossible to make-up and may necessitate alternative assignments. The principal (or designee) is the final authority in determining alternative assignments.

The responsibility for arranging to complete work missed due to absence is to be assumed by the student and parent/guardian, in conjunction with the teacher. Make-up work is to be completed at the time specified by the teacher/principal.

The time limit to complete missed work is not to exceed ten school days after the date the student resumes attendance. Exceptions will be decided by the parent/guardian, student, teacher and principal, with the principal having the final decision.

G. Incentives for Good Attendance

Each individual school is responsible for providing incentives for good and perfect attendance.

H. Truancy, Parent Notifications and Reporting Protocol

Truancy is the act of willful and/or continued unexcused absences, tardies and/or early checkouts from school. Absences, tardies and early checkouts of this nature are unlawful within the State's compulsory attendance law and can result in penalties under that law. Students and parents/guardians are notified of the State's compulsory attendance law on an annual basis through the School District's Student/Parent Handbook.

Parents/guardians of students with five unexcused absences will be notified by the school regarding the consequences of such absences. This notification will be accomplished through certified or first-class mail, if all other reasonable attempts to notify the parents/guardians have failed.

Students with seven or more unexcused absences in a class per semester will be referred to a school social worker for truancy. It is the role of the school social worker to work collaboratively with the school, student and parents/guardians to resolve truancy issues.

When all administrative actions taken to correct truancy have not had the desired effect, the school social worker may require families to attend the Cherokee County Truancy Panel and request them to sign a contract designed to help improve attendance, file proceedings in Cherokee County Juvenile Court for violation of the State's compulsory attendance law for students under sixteen years of age or refer families to the Cherokee County School Police if proceedings need to be filed against parents for failure to send their children to school.

Chronic truants will be referred each school year to the school social worker. School administrators will not assume that cases will be held over by the social worker for monitoring from one school year to the next. Some cases that have been referred to the Cherokee County Truancy Panel or to court may be held over; but an updated referral by the school may be requested.

I. Absence Notification Procedures

School personnel will monitor absences by following the steps below:

1. Student absentee phone calls are made to parents/guardians and documented in a log at each school.
2. The classroom teacher will invite the parents/guardians in for a conference immediately after the second unexcused absence has been recorded.
3. The school will notify the parent/guardian on the fifth unexcused absence that continued absences will result in a referral to the school social worker.
4. On the seventh unexcused absence in any class during a semester, a referral to the school social worker will be filed.
5. The school social worker will notify the proper authorities if unexcused absences continue.

J. Additional High School Absence Procedures

Any student having seven or more excused, approved or unexcused absences in a semester will receive no credit for that class unless a waiver is granted by the School Attendance Committee. However, students will not be denied credit for a course if they have seven or more excused absences in a semester when the following conditions are met: (1) the absences are validated by the School Attendance Committee as excused; (2) make-up work is satisfactorily completed; and, (3) a passing grade has been earned for course work during the semester. Eligibility for credit will be restored if recommended by the School Attendance Committee. The Principal has the final decision on this matter.

The Attendance Committee is a standing committee composed of five members appointed by the Principal and chaired by an administrator. The chair ~~shall~~ will vote only in case of a tie.

A high school student under the age of 16 who has seven or more unexcused absences in a semester or 14 or more unexcused absences in a year will be referred to the school social worker.

K. Student Withdrawals and Notification

Any student who is absent unlawfully either ten consecutive days or forty total days in a school year, is beyond the compulsory attendance age or is not receiving instructional services from the School District through hospital/homebound instruction or instructional services required by the Federal Individual with Disabilities Education Act (IDEA), may be withdrawn. The principal has the discretion of entering or re-entering in the present grading period any student 16 years old or older, who has failed to attend for unlawful reasons.

In the case of a school's plan to withdraw a student, the principal ~~shall~~ will use reasonable measures to notify the parents/guardians if the student is not eighteen years old.

L. Driver's License/Learner's Permit Denial

The School District will establish appropriate protocol relative to State law regarding the denial or suspension of driver's licenses/learner's permits for truant students.

ADOPTED: **August 21, 2008**
REVISED: **July 19, 2018**

Cherokee County Board of Education

GENERAL PUBLIC RELATIONS
MATERIALS DISTRIBUTION IN SCHOOLS

~~1.~~ Cherokee County Board of Education recognizes s~~S~~tudents/employees of the ~~Cherokee County~~ School District are to be protected from intrusions on their time while on school and/or district premises by announcement, posters, bulletins, surveys, evaluations, questionnaires and communications of any kind from individuals and organizations not directly connected with the schools.

1. Third parties to the ~~school system~~ School District are hereby expressly disallowed from distributing in any manner or fashion, regardless of the time of day, literature of any form on school and/or School District premises and/or using School District email accounts that is intended or may be seen by students/employees. Employees of the ~~school system~~ School District may not aid or assist; nor may they permit the distribution of third party literature to students/employees.

2. The purpose of the system's inter-school mail delivery system and the existence of teachers' mailboxes at local schools/district premises is for the dissemination of ~~school system~~ School District generated communications or for U.S. mail delivered to an employee using the school address.

3. The use of the internal communications system including School District email accounts by organizations, salespersons, vendors, politicians, promoters of special causes or other individual citizens is not permitted. Only the School District, the school, its PTA or other school-allied entity (e.g., School Council, School Booster Club) may distribute its organization's information directly to students and/or employees.

4. Recognizing that there are many worthwhile organizations and activities that can make positive contributions to a child's overall well-being and success, the ~~s~~School ~~d~~District will maintain a "virtual" community bulletin board on its website for posting of appropriate communications, so that staff, parents and students may access such information as needed.

   Examples of appropriate communications would include announcements of educational opportunities or educationally related activities or contests sponsored by various non-profit organizations or clubs, announcements of educationally related activities or contests sponsored by private companies when the company identification is secondary or incidental to the educational value of the activity, distribution of free passes when such passes would be directly related to health and wholesome recreation and education, and authorized solicitation for various charity drives, such as United Way.

   Examples of inappropriate communications would be advertisement of non-educational commercial products or services, promotional materials of educational activities which have excessive entanglements with the sponsoring organization or company, announcements of activities or events which tend to discriminate on the basis of race, sex, religion, or physical handicap, or

communications which have, as their primary purpose, the furthering of a political candidate or political position and communications which advance, sponsor, or inhibit religion, or that foster an excessive government entanglement with religion.

5. Permitted Materials for Posting on the ~~CCSD~~ School District Virtual Community Bulletin Board

A. ~~Cherokee County~~ School District staff ~~shall~~ will not post literature of a denominational, partisan or sectarian nature in any school. This restriction does not apply to the development and use of the Bible in classes for reference, literary, historical, and other non-religious purposes.

B. Business partners and organizations that have entered into written, systemic partnership agreements with the School Board working directly with the schools/School District may have permission from the principal/Superintendent to post information about events which will directly benefit students, employees or the community provided it contains a minimum amount of commercial advertising.

C. The School District may, with the approval of the Superintendent, cooperate with any governmental agency in promoting activities in the general public interest, provided such activities are nonpartisan and promote the education or best interest of the students.

D. The School District may cooperate in promoting the work of any non-profit community wide or social service agency provided that such cooperation does not restrict or interfere with the educational program of the schools.

6. Materials Distribution for Internal Employee Communications

The schools and School District may disseminate information to employees related to insurance and benefits information, professional development opportunities and School District business communications.

7. Advertisements on Websites, Social Media Platforms, Electronic Newsletters

The Superintendent or his designee is authorized to approve paid advertisements by third parties to appear on School District and/or school websites and social media platforms and in electronic newsletters in accordance with Advertiser Guidelines to ensure appropriate content.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	C-2

Title

Technical Modifications to School Board Policies (16)- - on Final Reading

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of Technical Modifications to School Board Policies (16)- - on Final Reading

Summary Explanation and Background

As a result of annual staff and legal review of School Board policies to ensure continued alignment with State and Federal Laws/regulations, the attached technical modifications to School Board Policies AEA, DIC, DJ, DK, DO, GCRA, IA, IDCH, IED, IFAA, IFAB, IFBGA, IHAD, JCAC, KDC and MK are recommended by the Superintendent for School Board approval.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

Policies; Executive Summary of Changes to Policies

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower (770) 479-1871 Mike McGowan (770) 479-1871 Tom Roach (770) 479-1406

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

BOARD POLICY - - EXECUTIVE SUMMARY

TECHNICAL MODIFICATIONS

AEA School Calendar	Modifies Policy to include technical language revisions.
DIC Inventories	Modifies Policy to include technical language revisions.
DJ Expenditure of Funds	Modifies Policy to include technical language revisions.
DK Student Activities Funds Management	Modifies Policy to include technical language revisions.
DO School Properties and Disposal Procedures	Modifies Policy to include technical language revisions.
GCRA Classified Personnel Health Examinations	Modifies Policy to include technical language revisions and include current practices.
IA Instructional Program Philosophy	Modifies Policy to include technical language revisions and include current practices.
IDCH Dual Enrollment	Modifies Policy to change Move on When Ready (MOWR) terminology to Dual Enrollment.
IED Scheduling for Instruction	Modifies Policy to include technical language revisions.
IFAA Instructional Resources Selection and Adoption	Modifies Policy to include technical language revisions and include current practices.
IFAB Supplementary Materials Selection & Adoption	Modifies Policy to include technical language revisions.
IFBGA Technology Use Policy	Modifies Policy to include technical language revisions.
IHAD Parent Conferences	Modifies Policy to remove outdated Federal compliance language.
JCAC Harassment	Modifies Policy to include standardized compliance language.

KDC Solicitations	Modifies Policy to include technical language revisions.
MK Educational Accreditation Agency Relations	Modifies Policy to include technical language revisions.

The Cherokee County Board of Education ~~of Cherokee County shall annually~~ will adopt ~~a~~ school calendars specifying the opening and closing dates for school, pre-planning and post-planning dates, holidays and other dates deemed important to the operation of the School District. ~~schools of Cherokee County.~~

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

The Cherokee County Board of Education requires that a current inventory of all school district properties be on file in the Superintendent's (or designee's) o~~O~~ffice. This ~~The~~ inventory will ~~shall~~ consist of ~~instructional equipment, instructional media, maintenance, and transportation~~ equipment, supplies and real property.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

Expenditures are made within the framework of the budget and in accordance with guidance provided ~~regulations made~~ by the Georgia Department of Audits and Accounts, Georgia Department of Education and other applicable regulatory agencies.

All ~~bills~~ invoices ~~shall~~ will be approved for payment by the Superintendent or his/her designee.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

The Cherokee County Board of Education believes ~~that the~~ students ~~of Cherokee County~~ deserve adequate protection in transactions involving student activities funds. To this end, the School Board directs that administrative control ~~shall~~ will be exercised over all student activity-based contracts or purchases for or on behalf of students.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

Upon the Superintendent's recommendation, S~~s~~chool District property may be declared surplus by the School Board ~~Board of Education~~. Upon declaration of surplus property, a date, time, and location of the property sale will ~~may~~ be set and advertised ~~in a local newspaper~~. The School District ~~Board~~ may reject all bids if it deems it appropriate.

~~The Board, however, may sell surplus property at private sale.~~

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

Bus Drivers

To be considered for continued employment for any ensuing school term it ~~shall~~ will be mandatory that ~~the~~ bus drivers pass the annual medical examination prescribed by the State Board of Education not more than ~~30~~ 60 days prior to ~~before~~ the beginning of the school term, and as often thereafter as the School District ~~county system~~ ~~Board of Education~~ may deem it necessary.

~~Beginning January 1, 1995,~~ Additionally, all persons who drive a school bus for the ~~Cherokee County~~ ~~Board of Education~~ School District must also participate in random drug and alcohol screening as required under federal laws and regulations and as further detailed in state and local board of education policies.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

The Cherokee County Board of Education herein establishes an educational accountability and school improvement system based upon the performance of its students and staff and the impact of its educational programs. The instructional program accountability system recognizes: the Georgia State Board of Education's Long-Term Strategic Plan; the Comprehensive Needs Assessment (CNA), District Improvement Plan (DIP), and Comprehensive Local Education Agency Improvement Plan (CLIP) as required annually by the Georgia Department of Education; and is based upon the Mission Beliefs and Major System Priorities of the School Board, as well as the School District's Five-Year Strategic Plan.

In order to address the challenges and fully implement the vision articulated in the School Board's Mission and Beliefs, each school within the School District will undergo a comprehensive school improvement planning and development process. This school improvement process will be completed on an annual basis, through a systematic and comprehensive evaluation of school data and practices.

I. INSTRUCTIONAL PROGRAM ACCOUNTABILITY SYSTEM PURPOSE, GOAL AND OBJECTIVES

a. The general purpose of the instructional program accountability system is to assess the success of the ~~s~~School ~~d~~District by measuring the individual progress of schools in achieving a broad range of student performance indicators and of the ~~s~~School ~~d~~District in providing services and resources to schools in an effective and efficient manner.

b. The overall goal of the instructional program accountability system is to promote schools' progress in achieving their educational mission as it relates to the School Board's Major System Priorities and the AdvancED Standards. The objectives of the instructional program accountability system are to: (1) monitor schools' progress by measuring a standardized set of school performance indicators; (2) determine which schools are meeting the ~~s~~School ~~d~~District's objectives and can serve as models for other schools; and (3) determine which schools are failing to meet the ~~s~~School ~~d~~District's objectives and require additional assistance, support and/or intervention.

II. INSTRUCTIONAL PROGRAM ACCOUNTABILITY SYSTEM ASSUMPTIONS

The following assumptions undergird the instructional program accountability system:

a. School performance is a product of the combined efforts of the School Board and its governance policies, the Superintendent, School ~~d~~District ~~level~~ administration, principals, teachers, support staff, students, parents, businesses and the community.

b. Performance is measured against the same high academic standards for all students. All schools are expected to perform at a level that reflects high expectations for students and staff. Mitigating factors will be taken into account [(e.g., extraordinary

mobility; critical overcrowding; increasing number enrollment of students living at or below the poverty level; increasing enrollment of non-English speaking students, some of whom have little or no experience in a formal education setting)] when determining school progress.

c. School progress is evaluated based on a combination of performance indicators including student achievement, attendance, dropout rates, and additional alternative assessment indicators (e.g., portfolios of student work, post graduation success, enrollment in and passing of advanced placement classes, proactive approach to safety and discipline, etc.).

d. Schools are evaluated on annual performance indicators, as well as two-three year trends in accountability documentation.

e. Schools with a history of poor performance are expected to make greater progress in improving student achievement, attendance and dropout rates than schools with higher performance on these measures. It may require unequal resources to meet unequal needs of students/schools.

f. A school determined by the Superintendent to demonstrate low levels of performance and/or low levels of progress is required to develop and implement a written corrective action or restructuring plan, depending on the length of time the school has not met expectations or the severity of a decline in student achievement in any particular area. This corrective action/restructuring plan will become a part of the School Improvement Plan (SIP).

III. INSTRUCTIONAL PROGRAM ACCOUNTABILITY SYSTEM INITIATIVES

As the instructional program accountability system is further developed, additional specific initiatives and guidelines will be formulated to:

a. Promote excellence and equity in student performance, as measured by a comprehensive set of valid assessments.

b. Provide accurate and timely information about student performance at the school and School ~~d~~District levels for full public disclosure.

c. Use a clearly defined set of analyses, including research on effective schools, to evaluate the efficiency and effectiveness of schools' progress.

d. Establish incentives for rewarding schools for innovation and significant improvement in student performance outcomes.

IV. SCHOOL IMPROVEMENT AND STRATEGIC PLANNING PROCESS

Each year, the Superintendent will develop for the School Board's review and approval a proposed School District Strategic Plan with short and long-term goals for the ~~s~~School ~~d~~District.

Each school, on an annual basis, will participate in a school improvement process that results in the development and implementation of a comprehensive School Improvement Plan (SIP). The school improvement process and plan will be based upon the AdvancED Standards and indicators of school and student progress. Each SIP will include:

a. School Mission Beliefs;

b. Necessary baseline data to identify needs;

c. Specific, Measurable, Attainable, Realistic and Timely (SMART) Goals with aligned objectives focused on student learning outcomes; and

d. Strategies, Action Steps, Professional Learning Activities and Time frames for improvement.

e.

V. SCHOOL IMPROVEMENT SUPPORT TEAMS

As a part of monitoring initiatives approved through the School District's Strategic Waiver School System (SWSS) contract and in ~~In~~ an effort to support schools with school improvement initiatives and school progress, schools will be visited on a recurring basis by a School Improvement Support Team, consisting of School ~~d~~District ~~level~~ administration assigned by the Superintendent. The School Improvement Support Team will work collaboratively with the school principal to provide a comprehensive review of the school's practices that influence student achievement and progress. A report, with commendations and recommendations, of the School Improvement Support Team's school visit and review will be provided to the Superintendent at the conclusion of the Team's review. As a part of the review, the School Improvement Support Team will work with the principal and staff to:

a. Review the School Improvement Plan and Process;

b. Analyze multiple school data resources and trends;

c. Assess school initiatives and programs;

d. Observe instructional practices; and

e. Interview representative groups of school stakeholders (e.g., administration, certified and classified staff, parents and students.)

VI. WAIVER REQUESTS

Based on the School District's agreement with the State under the Strategic Waiver School System contract, the School Board will annually review requests submitted by principals and recommended by the Superintendent for waivers of School Board policy or State Board Rules for school and/or districtwide improvements in academic achievement.

a. A principal wishing to waive a School Board Policy, State Board Rule, designated Georgia law, or provision(s) in federal law must submit a written request to the Superintendent or designee for review.

b. Principal waiver requests must be directly related to the School Improvement Plan (SIP). They must clearly address laws/policies that create barriers to successful implementation of the SIP's objectives. The request must include: (a) citation of the specific Board policy, rule and/or statute; (b) how the statutory purpose/intent will be met; (c) how granting the waiver will assist the school in improving specific student performance outcomes; and (d) how progress in improving student achievement will be evaluated.

c. To be recommended by the Superintendent to the School Board, each waiver request must be (a) budget neutral (i.e., able to be funded through normal school budgeting and expenditures) and (b) receive stakeholder input based on the nature of the waiver.

d. Waivers will be reviewed and approved on an annual basis, but may reflect a multiyear project.

e. A request for continuation of a previously-approved waiver must include an evaluation (including relevant data), which substantiates that the waiver is resulting in improvement of the projected student performance outcomes.

f. A process for submission and review of waivers will be established.

g. The Superintendent or designee will conduct a final review of each waiver request and, if requesting a waiver of any rule not covered in the School District's Strategic Waiver System contract, submit it with a recommendation to the School Board. The Superintendent will ~~not~~ only support waivers which ~~do not~~ reflect support of the

school stakeholders, will positively impact school improvement efforts/student achievement and/or ~~those~~ which are ~~not~~ budget neutral.

h. The School Board will consider all waiver requests submitted by the Superintendent. The Superintendent may recommend that the School Board request a State waiver if it is required to implement school and/or districtwide improvements.

VII. ANNUAL REPORTS OF SCHOOL AND DISTRICT PROGRESS AND CUSTOMER SURVEYS

a. On an annual basis, an individual Annual Report of School Progress will be distributed to the parents of all pupils in the School ~~d~~District and to other interested community members. A core part of each report will consist of key local, state and national benchmarks/data elements and a report on the status of School Improvement Plan (SIP) objectives.

b. On an annual basis, an aggregation of all schools' results and progress will be published in an Annual Report of District Progress. The Annual Report of District Progress will highlight student achievement gains and increased school, department and school system effectiveness, as well as districtwide progress on the School Board's Major System Priorities.

c. Customer Surveys will be conducted periodically to provide feedback to schools, the Superintendent and the School Board on the perception of students, parents and members of the community regarding school and ~~s~~School ~~d~~District effectiveness.

REVISED: July 21, 2016
REVISED: July 19, 2018

Cherokee County Board of Education

The Cherokee County Board of Education makes provisions for its high school students to participate in ~~Move on When Ready (MOWR)~~ Dual Enrollment as referenced in State Board Rule 160-4-2-.34. The ~~s~~School ~~d~~District requires these students to meet state assessment requirements.

~~MOWR~~ Dual Enrollment is a program through which high school students take courses from a state public or private post-secondary institution while still enrolled as a high school student and receive credit both at the high school and at the post-secondary institution. ~~MOWR~~ Dual Enrollment courses can be completed in high school classrooms, on a college campus or through distance learning.

I. REQUIREMENTS

1. Any eligible high school student may enroll full-time or part-time in approved credit bearing college-level courses approved by the State Board of Education. Courses may be taken before, during or after regular school hours on the college campus, online or at the high school where available. ~~MOWR~~ Dual Enrollment students must maintain full time enrollment status (enrollment for the equivalent of 4 or more ~~MOWR~~ Dual Enrollment courses totaling at least 12 semester hours per school term of postsecondary credit at an eligible postsecondary institution; or a combination of high school and college courses to equal a total of 6 classes).

2. An eligible student must meet criteria specified by the Georgia Student Finance Commission (GSFC) for ~~MOWR~~ Dual Enrollment.

3. Any eligible student will take courses from a list approved by the GSFC developed with input from the University System of Georgia and the Technical College System of Georgia.

4. Students who participate in ~~MOWR~~ Dual Enrollment will adhere to all guidelines associated with the program.

5. For students who participate in ~~MOWR~~ Dual Enrollment, the grades and amount of credit for each approved course will be placed on high school transcripts and will be used in computing grade point averages and numeric grade average for the purpose of determining class rank.

6. Postsecondary semester hour credit will be converted to high school credit as follows: 1 to 2 semester hours = .5 unit; 3 to 5 semester hours = 1 unit; 1 to 3 quarter hours = .5 unit; 4 to 8 quarter hours = 1 unit.

7. Students enrolled in ~~MOWR~~ Dual Enrollment are exempt from required instructional time, as specified in State Board Rule 160-5-1-.02.

8. Except in instances where the post-secondary institution provides the student a numerical grade, the correlation of student's grades earned at the post-secondary institution and the secondary cumulative grade point average will be as follows:

A+ = 98 A = 95 A - = 92	B+ = 88 B = 85 B - = 82	C+ = 78 C = 75 C - = 72	D+ = 70 D = 70 D - = 70	F =60

II. RESPONSIBILITIES

The School District will:

1. Identify eligible students according to program criteria, as described in ~~MOWR~~ Dual Enrollment.

2. For funding purposes, report ~~MOWR~~ Dual Enrollment students in accordance with FTE guidelines as described in *FTE Data Collection Codes and Weights.*

3. Require eligible students to meet state assessment requirements as required in State Board of Education Rule 160-3-1-.07 TESTING PROGRAMS– STUDENT ASSESSMENT.

4. Apply the provisions of State Board of Education Rule 160-5-1-.18 COMPETITIVE INTERSCHOLASTIC ACTIVITIES IN GRADES 6-12 to students enrolled in an approved dual enrollment program.

5. Award secondary credit toward state and local high school graduation requirements for the successful completion of any approved ~~MOWR~~ Dual Enrollment course as documented on the student's high school transcript.

6. By February 1 of each school year, or prior to enrollment in an eligible institution, school systems will provide general information about ~~MOWR~~ Dual Enrollment to all eighth through eleventh grade students as part of the development of their program of study. College and universities have the right to determine ~~MOWR~~ Dual Enrollment criteria.

III. STUDENTS' PARTICIPATION AND RESPONSIBILITIES IN ~~MOWR~~ DUAL ENROLLMENT

1. Student must complete the CCSD ~~MOWR~~ Dual Enrollment Participation Form and meet with his/her School Counselor prior to enrollment or participation in a ~~MOWR~~ Dual Enrollment program. Parents are also required to meet with their student's School Counselor prior to approval.

2. Student participation in ~~MOWR~~ Dual Enrollment will be guided by GSFC regulations and Federal statutes (e.g. IDEA, Section 504 of ADA).

3. Students are subject to the provisions in O.C.G.A. §20-2-150 – Eligibility for Enrollment.

4. Students are required to provide his or her transportation.

5. Participation in the program may require payment of additional fees to the postsecondary institution. Such fees will be billed by the post-secondary institution to the student.

6. Students must meet the local graduation requirements for the student's Program of Study for the year of his/her enrollment in high school.

7. Students attending post-secondary institutions are subject to the rules of post-secondary institutions and their local high school.

8. Students planning to participate in the spring graduation ceremony must have completed all ~~MOWR~~ Dual Enrollment courses to fulfill all graduation requirements and must provide the necessary transcript no later than forty-eight (48) hours before the ceremony.

9. Students who successfully complete a course(s) in a post-secondary institution through the ~~MOWR~~ Dual Enrollment program will receive quality points for courses used in calculating the weighted numeric grade average whenever the college course taken is equivalent to an Advanced Placement (AP) high school course (for which a student has not already taken and received quality points) or a waiver is recommended and approved by the Office of Curriculum and Instruction.

The Cherokee County Board of Education will adhere to and promulgate guidelines relative to State Board of Education Rules for Scheduling for Instruction, School Day and School Year for Students and Employees and Middle School Program Criteria, which best fit the needs of its students while utilizing available resources.

Additionally, the School District recognizes the potential need to reorganize the traditional class day in order to meet new challenges presented to students in the twenty-first century and to support school improvement efforts aimed at increasing student performance. All alternative scheduling waiver requests will be submitted on an annual basis as part of the State's Strategic Waiver School System contractual guidelines during the School Improvement Process. Waivers will be reviewed by a committee of district-level personnel and submitted to the Superintendent or designee for approval.

Waiver requests that include a request for a schedule and/or instructional setting change that deviates from the traditional period day, may include a request for block or modified block scheduling, class size flexibility ~~and/~~or co-teaching alternatives.

~~REVISED: July 21, 2016~~
REVISED: July 19, 2018

Cherokee County Board of Education

Instructional Resources (textbooks, software, open educational resources, supplemental materials), as defined by the State Board of Education, will be selected by a committee appointed by the Superintendent.~~,~~ The committee will consist~~ing~~ of School ~~d~~District ~~level~~ staff, school administrators, teachers, instructional support personnel and/or parent/community representatives.

The primary goal of the committee will be to assure that all instructional resources are thoroughly evaluated for the highest degree of accuracy, quality, and alignment with ~~the School District Standards and~~ the Georgia Standards of Excellence ~~student performance standards~~ as approved by the State Board of Education prior to submission to the Superintendent for recommendation to the School Board for adoption.

~~Instructional resource adoptions will be considered from listings prescribed by the State Board of Education. The School District may continue use of adopted resources, provided that any new resources purchased subsequent to the State adoption of new instructional resources are purchased from the most recent listing.~~

A process for review of the proposed instructional materials will be made available by the School District upon stakeholders' requests. Instructional resource adoptions will be ~~within the framework~~ considered based upon School District instructional resource needs and funding availability. ~~of the State Board of Education requirements.~~

ADOPTED: August 2, 2001
~~REVISED: September 1, 2016~~
REVISED: July 19, 2018

Cherokee County Board of Education

I. Professional Responsibility

The purchase of instructional materials is legally vested in the Cherokee County Board of Education. Each person involved with the instructional program is expected to know and to implement ~~system~~ School District policies and procedures governing the selection and use of instructional materials and equipment.

The responsibility for planning, developing and coordinating the instructional media program is delegated to the Superintendent and/or a designee or designees. The media specialist is responsible for performing the functions identified in the Georgia School Library Media Specialists Handbook, which can be accessed through the ~~system~~ School District website. ~~at~~ www.cherokee.k12.ga.us ~~.~~

The instructional and media personnel ~~shall~~ will plan cooperatively to ensure optimal opportunities for individual student achievement. Each school ~~shall~~ will have an annual media plan.

The Superintendent on an annual basis makes the appointment of the ~~System~~ District Media Contact Person (DMCP). The ~~S~~DMCP serves as a liaison between the ~~Cherokee County~~ School District ~~System~~ and the Georgia Department of Education.

The Superintendent ~~shall~~ will appoint a ~~system~~ School District ~~level~~ instructional media committee. The committee is to be composed of administrators, media specialists, teachers, parents, students and community representatives. The committee addresses system media concerns within the framework of existing policies and procedures. The committee meets annually. Additional meetings may be called with permission of the Superintendent.

The principal in each school ~~shall~~ will appoint an instructional media committee. The committee is to be composed of administration, media specialist, teachers, parents, students, and a community representative(s). The committee ~~shall~~ will meet biannually. ~~and~~ ~~t~~The committee chairperson may call additional meetings after consultation with the principal.

II. Media Program Implementation

A. Program Priorities

Media programs and services for the ~~Cherokee County~~ School District ~~System~~ ~~shall~~ will meet all requirements of the Georgia Board of Education and the accreditation principles of the various accrediting commissions is which the system holds membership. The program ~~shall~~ will meet the instructional goals of the ~~system~~ School District.

Implementation of the media program is the responsibility of the principal and ~~should~~ will be based on the Georgia Department of Education's Georgia

School Library Media Specialist Handbook. Each school ~~shall~~ will have written procedures to implement the ~~system's~~ School District's media policy.

B. Selection of Instructional Media

The responsibility for the selection of instructional media is delegated to the professionally trained personnel employed by the ~~school system~~ School District. Selection of media involves principals, teachers, media specialists, students, parents, and appropriate ~~system level~~ School District personnel.

At the building level, the principal will be responsible for the recommendation of textbooks, consumable materials and library resources to the appropriate ~~system level~~ School District personnel. The recommendation of the principal may be based upon recommendation from teachers, media specialists and/or the school instructional media committee.

III. Selection – Evaluation of Instructional Materials

Selection and adoption of equipment and materials ~~shall~~ will be according to rules, regulations, and policies of the State Board of Education and School Board. ~~and local boards of education.~~

Instructional materials and equipment ~~shall~~ will be carefully selected on the basis of the appropriateness for the purposes and grade level for which they are selected. In order to accomplish this the following criteria are to be used:

1. Overall purpose~~.~~
~~2.~~ Relevancy or permanent value~~.~~
3. Quality of writing/production~~.~~
4. Readability and popular appeal~~.~~
5. Authoritativeness~~.~~
6. Accuracy~~.~~
7. Reputation of publisher/producer~~.~~
8. Reputation and significance of Author, etc.
9. Format~~.~~
10. Price~~.~~

The principal ~~shall~~ will recommend the purchase of textbooks based upon need, state and local regulations and recommendations from instructional staff and/or instructional materials committee.

A. Consumable materials are defined as workbooks, classroom periodicals, etc., that are designed to be used only once. The principal ~~shall~~ will recommend purchase of consumable materials based upon need, state and local regulations

and recommendation of the media specialist and/or the instructional materials committee.

B. Media materials and equipment, including gifts and sponsored materials, non-school owned materials, and community resources ~~shall~~ will be carefully selected on the basis of their potential contribution to the attainment of ~~system~~ School District goals and their appropriateness for the purpose and grade level for which they are selected.

The principal ~~shall~~ will recommend purchase of media materials based upon need, state and local regulations and recommendation of the media specialist and/or the instructional materials committee.

IV. Use of non school owned materials/equipment

Any print or non-print media brought to the school by teachers; students or parents for possible classroom use ~~shall~~ will be subject to the same criteria as that established for school-owned materials.

In no instance ~~shall~~ will media and/or equipment be used in such a manner as to violate School Board Policy or the law.

V. Removal of Materials

Out-of-date or no longer useful materials will be withdrawn from the collection periodically. The principal must approve the removal of materials to be discarded.

VI. Copyright Compliance

The ~~Cherokee County~~ School District ~~System~~ ~~shall~~ will adhere to the Federal Copyright Law. (P.L. 94-553).

The ~~Assistant Superintendent for Educational Programs, Student Support and Professional Development~~ Chief Academic Officer will be responsible for keeping abreast of copyright law interpretations and changes. This person ~~shall~~ will disseminate this information to educators within the ~~school system~~ School District so that school materials, employees and equipment will not be involved in infringement of this law.

VII. Challenged Media

The School Board ~~of Education~~ acknowledges the right of parents and other citizens to raise questions through established procedures when materials appear inappropriate for public school use.

Though care is taken to select valuable materials for students and teachers, there may be occasional objections by the public as to the selections that have been made.

In the event that a complaint is made, the following procedures ~~should~~ will be followed:

A. The school staff member receiving the complaint ~~shall~~ will explain the selection process utilized and the procedures for challenged materials, but make no commitments as to personal opinion, etc. Written documentation of this contact ~~should~~ will be filed with the school principal.

B. In the event that the person making an objection to material is not satisfied with the initial explanation, the person ~~should~~ will be referred to the principal who ~~shall~~ will explain the selection and reconsideration process and refrain from expressing personal opinion.

1. If, after consultation, the complainant desires to file a formal complaint, a copy of the challenged material form ~~shall~~ will be given to the complainant by the principal.

2. The principal ~~shall~~ will inform the complainant that the form must be completed in its entirety and submitted to the principal. It must be emphasized to the complainant that incomplete forms will be considered invalid and will not be recognized.

3. After the challenged materials form is completed and signed by the complainant, it is to be filed with the principal and copies sent to the appropriate ~~system level~~ School District personnel.

4. When referred to the ~~system~~ School District instructional media committee, ~~as~~ at a minimum the committee ~~shall~~ will do the following:

   a. Read and examine materials referred to it;
   b. Check general acceptance of the materials by reading reviews;
   c. Compare values and faults against each other and form opinions based on the materials as a whole and not on passages pulled out of context;
   d. Meet to discuss the material and to prepare a report on it; and,
   e. Present the report to the appropriate personnel.

5. In the event that the above procedures do not satisfy the complainant, the matter may be referred to the School ~~Cherokee County~~ Board ~~of Education~~. The decision of the School Board is the final authority.

VIII. Organization of Materials and Equipment

All school-owned print and non-print instructional materials and equipment except basic textbooks, items purchased with categorical funds and items useful only in one specific instructional content area ~~shall~~ will be organized and made available through the media center.

Organization of materials ~~shall~~ will be based on nationally recognized system and designs for school media centers. Equipment ~~shall~~ will be organized so as to provide accurate circulation, maintenance, and inventory records.

IX. Accessibility of Facilities and Resources

Provisions ~~shall~~ will be made to assure accessibility of the media center for both individual students and groups simultaneously throughout the instructional day during each day of the school year.

Provisions ~~shall~~ will be made for access to media resources to support instruction in any ~~Georgia~~ State Board of Education approved course when offered outside regular instructional time.

Provision ~~shall~~ will be made through the media specialist to facilitate the use of information sources outside the school, which are available through cooperating agencies.

When the entire class uses the media center, the teacher is the instructional leader. The purpose of the visit is planned cooperatively with the media specialist.

X. Textbook and Instructional Materials Accountability

Once textbooks and instructional materials 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~~ will be the total responsibility of the student and parents or guardians.

When textbooks, library books or other instructional materials are not returned to the school in a form suitable for continued use, it ~~shall~~ will be the responsibility of the student and the parents/guardians to reimburse the ~~Cherokee County~~ School District ~~System~~ for the full replacement cost of the textbook, library book or other instructional materials.

In cases involving damaged books or materials, such materials ~~shall~~ will become the property of the student and the parents/guardians once the school receives replacement funds. Students who do not pay for books issued to them which have been lost or damaged ~~shall~~ will not be issued additional books or materials or ~~shall~~ will not receive ~~grade reports or~~ diplomas until their debts are ~~accounted for~~ settled. In no case ~~shall~~ will a student be eligible to participate in graduation exercises and activities of the

~~Cherokee County~~ School District ~~System~~ if debts related to lost or damaged books or materials remain unpaid.

Students who meet graduation requirements but are ineligible for graduation exercises because of unpaid debts related to textbooks, library books or other instructional materials ~~should~~ will receive their official high school diploma by mail along with an official transcript; however, no request for forwarding of transcripts to any source ~~shall~~ will be honored.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

The Cherokee County Board of Education adheres to the belief that technology plays a vital role in meeting the needs of the broad range of abilities, disabilities, cultural backgrounds and ethnic populations represented in district schools. To assure that technology ~~shall~~ will play a predominant role, this policy provides guidance for appropriate technology utilization and integration into the curriculum, as well as infusion into school/district administration and management. Technology is a powerful tool, but it is recognized that, while it may significantly change the role and responsibility for teachers, it is not a substitute for the teacher.

I. PURPOSE OF TECHNOLOGY USAGE POLICY

To establish and maintain guidelines and procedures for appropriate technology utilization and infusion in classrooms, schools, district administration and management. Technology will be used in planning and evaluation to more effectively prepare students for the transition from school to work, for success in the workplace and to improve the operations of the school system.

II. TECHNOLOGY USAGE BELIEF STATEMENTS

The following serve to establish a firm understanding of the role and expectations of technology use in teaching and learning, as well as supporting the business and operational processes of the School District.

a. The primary use of technology is to improve student learning.

b. Technology use will encompass teaching, learning and management.

c. Technology purchases will be "vendor neutral."

d. The network will integrate data, voice and video communications systems.

e. Information will be entered once and validated by appropriate personnel at the site of entry.

f. Multiple platforms will be supported where possible.

g. Technology support services will be made available to all locations.

h. Technology resources will be coordinated and integrated with appropriate curriculum initiatives.

i. The technology system will be accessible to staff and students and protected with security measures that will aid in the prevention of unauthorized and inappropriate use.

j. The School District website will provide information for staff, students, parents and the community.

k. Provisions must be made for keeping the technology current, within available resources, including guidelines on replacement or upgrade based on a life-cycle process.

l. Appropriate training and professional development will be provided to teachers, staff and administrators to ensure timely implementation and effective use.

m. To insure compatibility and the best available value, all technology-related purchase orders will be approved by the Division of Technology and Information Services.

n. All technology hardware-that is the property of the School District will be included in the countywide technology inventory system maintained by the Division of Technology and Information Services.

o. Communications with applicants, participants and members of the public with disabilities will be as effective as communications with others in accordance with federal, state and/or local requirements.

III. DESIRED OUTCOMES OF TECHNOLOGY USAGE

a. Technology will be appropriately and equitably integrated into instruction and management and used by all students and staff as an integral component of school improvement and student learning. Improving student performance and achievement, increasing staff productivity and ensuring efficiency of the day-to-day operations are the essential reasons for the use of technology in the School District.

b. All school classrooms, media centers and offices will be electronically networked and equipped, providing all staff, students and administration equitable and easy access to information technologies for teaching, learning, management and day-to-day operations.

c. All high school graduates will be prepared to use multiple technologies upon entrance into the work force and/or higher education.

d. New and emerging technologies will be evaluated, adopted and incorporated into school curriculum and will be integral elements of school improvement and accountability.

e. Student, teacher, staff and administrative effectiveness will improve concurrently with the infusion of technology into their respective workplaces.

f. The decision-making process will be improved as technology facilitates the flow of information and the communication process within the district, the state and the world.

g. Improved communication between schools and institutions of higher education will increase the sharing of best practices as well as enhance in-service training and emphasize technology integration into the curriculum.

h. Inter-and intra-department collaboration, from planning through evaluation, will be the hallmark responsibility of the units within the School District's Division of Technology and Information Services.

i. All departments and schools responsible for technology planning will work collaboratively with county, state and government groups to investigate current, advanced and emerging commercial technologies and to identify or develop efficient and cost-effective applications.

j. The broadest possible access to the School District's wide area network system will be promoted, while providing safeguards to ensure that security is maintained.

IV. IMPLEMENTATION OF TECHNOLOGY USAGE PLANS

A comprehensive and continuous short and long-range technology implementation process will be directed, reviewed and evaluated by the School Board for effective utilization of all aspects of technology.

A. Appropriate staff will:

1. Consult and collaborate on a continuing basis with education, business, community and government groups locally, regionally, nationally and internationally.

2. Identify student competencies in using technologies to access, analyze, apply and communicate information and incorporate these competencies into the current curriculum standards.

3. Identify staff competencies in integrating and applying information technologies in instruction and management and incorporate these competencies as part of the evaluation process.

4. Identify educational management tools to be acquired and implemented.

5. Establish and continually update an ongoing staff development program to support technology usage and integration.

6. Establish baseline standards to ensure that all schools and offices have adequate, appropriate and up-to-date hardware, software and communications capabilities as rapidly as resources permit.

7. Review and/or establish documents as needed on copyright, acceptable use, information integrity and other ethical use policies.

8. Identify, document and evaluate processes that need improvement to maximize the productivity and educational benefits from technology investments.

9. Prepare a viable timeline for task implementation and completion, taking into account human and material resources, which will assist in evaluating the progress and effectiveness of the School District's Technology Plan.

B. The Superintendent will establish an annual Technology Advisory Committee, which will be chaired by the ~~Assistant Superintendent of Technology and Information Services~~ Chief Information Officer. The committee will be composed of teachers, Principals, central office staff members, students, parents, representatives from institutions of higher learning and members of the business community. The committee will provide input, advice and assistance in the implementation of the Technology Usage Policy IFGBA.

ADOPTED: August 21, 2008
REVISED: July 19, 2018

Cherokee County Board of Education

~~I~~ SCHEDULING A CONFERENCE

The School District encourages active communication between parents and the schools with regard to their child's academic progress. Parents may request a conference with their child's (children's) teacher(s) at any point in the school year in order to review progress towards academic achievement. Elementary school conferences may be scheduled directly with the teacher(s). Middle school and high school conferences will be scheduled through the school's administrative or counseling office.

~~II. TITLE I SCHOOL PROVISIONS~~

~~In accordance with provisions contained within the Every Student Succeeds Act (ESSA), conferences will be scheduled at the request of the teacher or parent. Parents will be notified by the teacher and through interim progress reports and report cards of the right to request and participate in at least two conferences annually in grades K-8.~~

~~**REVISED: July 21, 2016**~~
REVISED: July 19, 2018

Cherokee County Board of Education

Harassment

The Cherokee County Board of Education prohibits discrimination and harassment based upon "Constitutionally-Protected Differences" and other legally protected statuses (e.g., race, age, gender, gender identity, color, religion, national origin, disability~~,~~ or any other constitutionally protected class or status). As such, it is the policy of the School District to address such complaints at the lowest level of administration in order to quickly and efficiently resolve all such matters.

All employees are responsible for prevention of harassment and discrimination against students/employees, including the responsibility to report any conduct which they believe to be in violation of this policy. No person will be subject to retaliation or reprisal for making a good faith complaint under this policy or for participating in an investigation.

The Superintendent will develop administrative guidelines regarding the role and responsibility of the applicable Title Coordinator(s) ("Coordinator") and the role of the Deputy Superintendent ("DS") in action steps, and the collection and analysis of reporting data in this regard.

I. DEFINITION

Harassment and discrimination may include any conduct which has the effect of unreasonably interfering with a student's participation in an educational program or activity, including conduct by school employees, students or others. Examples may include offensive jokes, slurs or comments; offensive touching or requests for dates or favors; different treatment of students based upon Constitutionally-Protected Differences and/or other legally protected statuses; display or communication of offensive photographs, writing or materials; or conditioning educational benefits on a student's participation in, or reaction to, such conduct. Discipline may be imposed for such conduct without regard to whether it rises to the level of a violation of law.

II. COMPLAINT PROCEDURES

Complaints made to the School District regarding alleged discrimination, harassment or retaliation for complaints about, or opposition to discrimination or harassment will be processed in accordance with the following procedure:

1. Any student or other person with a complaint alleging a violation as described above will promptly notify the Coordinator, as annually appointed by the Superintendent, and/or principal of the school or work site location supervisor attended by the person believed to have suffered discrimination/harassment. If a report is made to a principal or work location supervisor, the principal or work location supervisor will forward the complaint to the Coordinator. The complainant need not be the victim of the discrimination/harassment, but may be any person aware of the conduct.

2. Upon receipt of a discrimination/harassment complaint, the Coordinator will (a) facilitate a prompt investigation of the complaint, (b) take any interim action necessary to protect students, staff or operations of the school or work location pending the result of the investigation, and (c) make any necessary reporting of the allegations. Said investigation will consist at a minimum of interviewing the complainant, accused person(s), and persons with direct knowledge of the alleged events. Said investigation will be concluded as soon as practicable, and generally within fifteen (15) business days (defined as days when the School District Central Office is open for business) of receipt of the complaint. Upon completion of the investigation the Coordinator will initiate such remedial actions as are necessary to prevent any further harassment. Such steps may include: counseling, suspension, expulsion, or any other remedial action deemed appropriate to address and eliminate further discrimination/harassment. Upon completion of the investigation the Coordinator will notify appropriate parties (which may include the alleged victim(s), accused, and/or their parents or legal guardians) in writing of the substance of the investigation and remedial measures to be taken pending any appeal. The Coordinator will retain, review and analyze the investigative file of each complaint and will report the results of the review and analysis annually to the Superintendent.

3. The complainant may seek a review of the initial decision by written request received by the Coordinator within five (5) business days of the date of the decision.

4. Upon timely written request, the Coordinator will forward a copy of the investigative file to the DS. The DS or designee will have up to fifteen (15) business days to review the appeal, investigative file and the previous decision and determine, if additional investigation is warranted, any change in the remedial action recommended. The DS or designee will promptly notify appropriate parties of the appeal decision.

5. The decision of the DS or his/her designee will be the final decision under this policy. Additional due process will be provided for any disciplinary measures as required by law.

The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the School District has violated any law.

This policy will be distributed to all students annually. Additionally, the Coordinator and other employees designated by the Superintendent will receive appropriate training in investigating, remediating and analyzing complaints of discrimination/harassment on an annual basis.

ADOPTED: **August 2, 2001**
REVISED: **<u>July 19, 2018</u>**

Cherokee County Board of Education

The Cherokee County Board of Education acknowledges the potential for local school fund raising to supplement the educational and extracurricular program in order to accomplish its Major System Priorities.

Funding Guidance:

1. All school sponsored ~~fund-raising~~ fund raising activities must be approved in advance by the ~~system~~ ~~Board of Education~~ School Board and conform to policies of the State Board of Education.
2. Any solicitation of funds or collections of money ~~in the schools of Cherokee County~~ must have the approval of the principal of the individual school and the Superintendent.
3. No ~~fund-raising~~ fund raising organizations ~~shall~~ will be permitted to solicit funds from students without prior approval from the ~~Board of Education~~ School District.
4. Students ~~shall~~ will not be permitted to solicit funds in school sponsored activities without prior approval from the ~~Board of Education~~ School District.
5. ~~The Board of Education prohibits~~ ~~s~~Students in grades eight or lower will be prohibited from participating in door-to-door sales.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

~~**Cross Ref.: Also GAI Solicitations**~~

Cherokee County Board of Education

The Cherokee County Board of Education ~~shall~~ will seek to retain full districtwide accreditation ~~of all Cherokee County schools by the Southern Association of Colleges and Schools (SACS)~~ by AdvancED.

All cooperation ~~shall~~ will be given ~~the Association,~~ AdvancED and the School District's ~~Board's~~ financial obligations for the evaluation process fulfilled~~,~~ when the time comes for periodic assessment and review of the school programs and operations.

ADOPTED: August 2, 2001
REVISED: July 19, 2018

Cherokee County Board of Education

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	D-1

Title

SY2018-19 School Fund-Raising Activities List

Requested Action

School Board Pre-Approval of Authorized School Fund-Raising Activities for SY2018-19

Summary Explanation and Background

Cherokee County School District Policy regarding Solicitations (JK) requires all school-sponsored and/or student participation in fund-raising activities to be approved in advance by the School Board and to conform to the policies of the State Board of Education. As such, the Superintendent and staff have developed the attached inclusive list of annual fund-raising projects and activities to be pre-approved by the School Board for SY2018-19.

School principals utilizing fund-raising projects and activities from the attached list, after the School Board's subsequent approval, will be able to request and receive more timely approval for such projects directly from the Office of Financial Management. All new fund-raisers or sales projects involving student participation which are not included on the attached Board-approved list will be submitted to the School Board for approval, as specified in School Board Policy (JK).

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

List of Fund-Raising Activities

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770-479-1871 Kenneth Owen 770-479-1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

CHEROKEE COUNTY SCHOOL DISTRICT ◆ BOARD OF EDUCATION-PROPOSED
2018-19 SCHOOL FUND-RAISING ACTIVITIES

- Advertisement/Banner Sales
- After School Classes
- Art Fair
- Artwork Keepsakes
- Athletic Camps
- Bake/Cake Sale
- Balloon Animals
- Band Program Sales
- Basket Sales
- Battery Sale
- Battle of the Bands
- Bed Sheet Sales
- Bingo (Permit Required)
- Blanket Sales
- Book Fair/Swap
- Business Discount Cards
- Calendar Sales
- Candle Sales
- Car Show
- Car Wash
- Catalog Sales
- CD Sales
- Celebrity Prisoner
- Children's Garden
- Clock Sale
- Clothes Sale
- Coin Collections
- Concert in the Park
- Concert Tickets
- Concession Sales
- Cookbook Sales
- Costumes for a Cause
- Coupon Cards
- Craft Fair
- Crowd Funding (Internet/Social Media-based fundraising)
- Designated Day

  (Crazy Hair, Dr. Seuss, Hat, Jeans, Pajama, Pink Out, Sunglasses, A Day Without Shoes, Physicals, Field)
- Designated Nights

  (Bowling, Casino, Family Fun, Movie, Orchestra, Parents Night Out, Spirit, Trivia)
- Dinner/Movie/Musical
- Donations
- Drum Show
- Duck Sales
- DVD Sales
- Earth Day Fundraiser
- Engraving
- Exam Survival Kits
- Face Painting, Temporary Tattoos
- Faculty Student Intramural Game
- Fall Festival
- Fashion Show
- Field Trip Scholarship
- Film and Music Festival
- Final Exam Survival Kits
- Firewood Sale
- Floral/Plant/Seeds Sale
- Food Brochure Sales
- Food Drive
- Game Cards Sales
- Gift Certificates
- Gold Rush Party
- Headphone Sales
- Holiday Sales

  (Treat Bags, Trees, Wreaths/Evergreen, Santa Gift Shop, Saturday with Santa, Holiday Workshop)
- Home Run Pledge
- Hypnosis show
- Jewelry Sales
- Kids Camp
- Label Redemption of Food
- Ladies Football Game
- Laundry Detergent Sales
- Lego Building Competition
- Letter Writing Campaign
- Lock Rentals
- Luminary Sales
- Magazine Sales
- Makeovers
- Massages (Adults)
- Matchmaker Game
- Math-a-thon
- Mattress Sales
- Megaphone Sales
- Motorcycle Rally
- Nail Polish Sale
- No Shave Contest
- Notepad Sales
- Online Shopping
- Pageant
- Paint Port-a-Potty
- Pampered Chef
- Pencil Sale
- Personalized Agenda Sales
- PE Clothing Sales
- PE Locker Rentals
- Photo Contest
- Physicals
- Pictures

  (Family, K Cap & Gown, Panoramic, School, Buddy)
- Pine Straw & Mulch Sale
- Pocketbook & Accessories
- Practice Test Sales
- Raffles (Permit Required)
- Receipt Collections
- Recycling

  (Aluminum Can Collection, Bags, Books, Cell Phones, Ink Cartridges)
- Restaurant Fundraisers
- Rock-a-thon
- Runs/5K Race/Jogathon
- Silent Auction
- School Cafes
- School Dance
- School Logo
- School Programs
- School Store
- Special Grams

  (Singing, Thank you, St. Patrick's Day)
- Spirit Sales

  (Car Flags, Car Magnetic Signs, Cheerleading Dolls, Coffee Mugs, Flip-Flops, Spirit Wear, Spirit Squares, Yard Signs, Socks, Jewelry)
- Spring Festival
- Spring Musical
- Sponsorships
- Stadium Chair Sales
- Sticker Vendor Machine
- Student Supply Kits
- Student Tribute Page
- Student vs. Faculty Games
- Surveys
- Talent Show
- Teacher Karaoke
- Teacher Luncheon
- Teacher Treats
- Tickets

  (Falcons, Braves, Prom, Athletic Competition)
- Tournaments
- Toy Drive
- Trash Bag Sales
- Travel Cup Sales
- Tumbler Sales
- Tupperware Sales
- Video Game Competition
- Video Yearbook Sale
- Vocal Camp
- Wrap a Locker
- Wrapping Paper Sales
- Wristband Sales
- Yard Sales
- Yard Signs
- Yearbook Sales
- Food and drink sales to students from midnight to ½ hour after end of official school day--School Nutrition Department (SND) approval is required to ensure Federal USDA Nutritional Standards are met.
- Food and drink sales to adults during and after school hours are exempt from SND program nutritional standards requirements.

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	F-1

Title

Proposed Contracts for Construction of Security Foyers at Nine Elementary Schools and Six Middle Schools (Phase III)

Requested Action

School Board Consideration of Proposed Contracts for Construction of Security Foyers at Nine Elementary Schools and Six Middle Schools (Phase III)

Summary Explanation and Background

Proposals were received by the School District for construction of security foyers at nine elementary schools and six middle schools (Phase III) on July 10, 2018. These schools include Avery ES, Bascomb ES, Boston ES, Clayton ES, Hickory Flat ES, Johnston ES, Macedonia ES, Mountain Road ES, Sixes ES, Creekland MS, E.T. Booth MS, Freedom MS, Mill Creek MS, Teasley MS, and Woodstock MS.

Subsequently, proposals submitted by each participant will be transmitted to School Board Members for their review and consideration. Upon review of information provided, the School Board will take action on the Proposed Contracts for Construction. As recommended by the Superintendent's Ad Hoc Safety and Security Committee, the implementation of Phase III was expedited and will finalize**, as planned,** the Security Foyer project providing additional security to the School District's elementary and middle school facilities.

Major System Priority

Safety and Security

Financial Impact

Funds for this project are included in the FY2018-19 Budget

Exhibits: (List)

Summary of Proposals will be provided at the July 19, 2018 School Board Meeting

Board Action	Source of Additional Information
(For Official School Board Records Only)	William J. Sebring 770-479-1871 Phil Parrott 770-479-1871 Steve Werner 770-479-1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	F-2

Title

Monthly Update on Capital Outlay Projects

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of Update on Capital Outlay Projects

Summary Explanation and Background

See the attached report from the Chief Support Services Officer regarding the status of the current Capital Outlay Projects.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

See Attachment

Board Action	Source of Additional Information
(For Official School Board Records Only)	William J. Sebring 770.479.1871 Phil Parrott 770.479.1871 Steve Werner 770.479.1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Cherokee County School District

DATE: 10 July 2018

TO: Dr. Brian V. Hightower
Superintendent of Schools

FROM: William J. Sebring
Chief Support Services Officer

SUBJECT: Construction Status Reports

Facility Construction staff has reviewed the architect's monthly status report on the current construction projects. A summary of the progress for each project is shown below:

Mill Creek Middle School Classroom Addition

- Project signage installed.
- Site sewer line installation and tie-in complete.
- Excavation is underway for building pad area.
- Concrete poured between the two existing wings.
- This project is scheduled for completion August 2020.

Synthetic Turf Fields Installation

- All six fields are under construction.
- Track event layout is ongoing.
- Rain has slowed some activities, but contractor is working Saturdays and holidays to maintain scheduled completion timeline.
- This project is scheduled for completion August 2018.

WJS

WJS:dm

1205 Bluffs Parkway
Canton, Georgia 30114
770.479.1871
www.cherokeek12.net

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	G-1

Title

Recommendations and Resignations/Terminations of Employment for Certified and Classified Personnel

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of Recommendations, Resignations, Terminations of Employment and Transfers for Certified and Classified Personnel

Summary Explanation and Background

The recommendations include the following items:

1. Certified Recommendations
2. Certified Resignations/Terminations of Employment
3. Classified Recommendations
4. Classified Transfers
5. Classified Resignations/Terminations of Employment

Major System Priority

Attracting, Retaining and Training the Best Teachers, Principals and Support Staff

Financial Impact

N/A

Exhibits: (List)

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770.479.1871 Richard Beaulieu 770.479.1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

CERTIFIED RECOMMENDATIONS 07/19/2018

Last	First	Position	Location	Start Date
Rowell	Rhonda	Teacher	Carmel ES	07/25/18
Potter	Anna Beth	Teacher	Creekview HS	07/25/18
Glatzhofer	Julie	Teacher	Dean Rusk MS	07/25/18
Horton	Sebrina	Teacher	Dean Rusk MS	07/25/18
Bertani	Yelena	Teacher	Freedom MS	07/25/18
Azemogie	Nene	Teacher	Hasty ES	07/25/18
Brooks	Kelly	Teacher	Hasty ES	07/25/18
Spennato	Samantha	Teacher	Hasty ES	07/25/18
Mann	Lisa	Teacher	Little River ES	07/25/18
Schultz-Ditchen	Katharine	Teacher	LR Tippens Center	07/25/18
Fann	Alexandra	Teacher	Macedonia ES	07/25/18
Scott	Diane	Teacher	Mill Creek MS	07/25/18
Brunet	Joseph	Teacher	River Ridge HS	07/25/18
Dugan	Tara	Teacher	River Ridge HS	07/25/18
Vasquez	Jorge	Teacher	River Ridge HS	07/25/18
Oliver	Whitney	Teacher	RM Moore ES	07/25/18
Firebaugh	Marjorie	Social Worker	School Operations	08/01/18
O'Connor	Michelle	Teacher	Sequoyah HS	07/25/18
Vaughn	Steve	Teacher	Sequoyah HS	07/16/18
Bruce	Hunter	Teacher	Sixes ES	07/25/18
Perme	Amber	Speech Language Pathologist	Special Education	07/25/18
Smith	Meredith	Speech Language Pathologist	Special Education	07/25/18
Ambles	Stacy	Teacher	Woodstock HS	07/25/18
Cochran	Christopher	Teacher	Woodstock HS	07/25/18
Pardue	Charles	Teacher	Woodstock HS	07/25/18
Henson	Shana	Teacher	Woodstock MS	07/25/18

CERTIFIED TRANSFER 07/19/2018

Last	First	Position	Location	Start Date
Silk	Joy	Coordinator to Supervisor of Digital Learning	Curriculum & Instruction	07/20/18

CERTIFIED RESIGNATIONS/TERMINATIONS OF EMPLOYMENT 07/19/2018

Last	First	Position	Location	End Date
Etchison	Emma	Teacher	Boston ES	05/31/18
Brewer	Rori	Teacher	Cherokee HS	05/31/18
Tippins	Harry	Teacher	Creekview HS	05/31/18
Clayton	Christina	Supervisor	Curriculum & Instruction	07/06/18
Roga	Michael	Teacher	ET Booth MS	05/31/18
Smith	Madison	Teacher	ET Booth MS	05/31/18
Fletcher	Cindy	Teacher	Etowah HS	05/31/18
McClellan	Helen	Teacher	Macedonia ES	05/31/18
Sanders	Robin	Teacher	Macedonia ES	05/31/18
Smith	Erin	Teacher	Oak Grove ES	05/31/18
Harvey	Gwendolyn	Teacher	RM Moore ES	05/31/18
Newkirk	Kristen	Teacher	RM Moore ES	05/31/18
LeMaire	Casey	Teacher	Sixes ES	05/31/18
Sirmon	Randi	Speech Language Pathologist	Sixes ES	05/31/18
Westlake	Rachelle	Teacher	Teasley MS	05/31/18

CLASSIFIED RECOMMENDATIONS 07/19/2018

Last	First	Position	Location	Start Date
Grubbs	Jill	Cherokee HS	Clerk II	07/31/18
Rainey	Blake	Curriculum & Instruction	Clerk V	07/02/18
Stuart	Sherry	Macedonia ES	School Nurse	07/30/18
Curtis	Cade	Mill Creek MS	Paraprofessional	07/31/18

CLASSIFIED RECOMMENDATIONS 07/19/2018 (Continued)

Last	First	Position	Location	Start Date
Wells	Mary	Safety & Security	Clerk VI	07/02/18
Rogers	Toni	School Nutrition	Division Facilitator	07/16/18
Head	Brenda	School Operations	Clerk IV	07/02/18
Bryan	Lisa	Woodstock ES	Paraprofessional	07/31/18
Cross	Clayton	Woodstock MS	Paraprofessional	07/31/18
Odom	Ashlee	Woodstock MS	Nurse	07/30/18

CLASSIFIED TRANSFERS 07/19/2018

Last	First	Position	Location	Start Date
Harmon	Tammy	School Nutrition Worker to Assistant Manager	Cherokee HS	07/27/18
Rowland	Ashlee	School Nutrition Worker to Assistant Manager	ET Booth MS	07/27/18
Goehringer	Victoria	School Nutrition Worker to Assistant Manager	Etowah HS	07/27/18
Barth	Sarah	Headstart Pre-K Assistant to Paraprofessional	Ralph Bunche Center	07/31/18
Gauthier	Amanda	Paraprofessional to Teacher	RM Moore ES	07/25/18
Davis	Christopher	Network Analyst to System Analyst	Technology	07/02/18
McMichael	Robert	Data Comm. Specialist to Network Analyst	Technology	07/02/18
Basone	Debra	Clerk IV to Clerk V	Transportation	07/02/18
Neese	Susan	Clerk V to Transportation Specialist	Transportation	07/02/18
Rechsteiner	Jamye	Clerk IV to Clerk V	Transportation	07/02/18

CLASSIFIED RESIGNATIONS/TERMINATIONS OF EMPLOYMENT 07/19/2018

Last	First	Position	Location	End Date
Miller	Jessie	Johnston Preschool	Paraprofessional	07/31/18
Erwin	Kathryn	Little River ES	Paraprofessional	05/29/18
Baker	Howard	Safety & Security	Police Lieutenant	07/27/18
Cruce	Monte	Safety & Security	Police Officer	07/20/18
Colburn	Joshua	Teasley MS	Paraprofessional	05/29/18
Hagaman	Lori	Transportation	Bus Driver	05/29/18
Wakefield	Scott	Transportation	Bus Driver	05/29/18

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	H-1

Title

SY2018-19 Tribunal Hearing Panel Appointments for Certificated Personnel Recommended for Employment Contract Termination or Suspension

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of SY2018-19 Tribunal Hearing Panel Appointments for Certificated Personnel Recommended for Employment Contract Termination or Suspension

Summary Explanation and Background

In accordance with Georgia Code § 20-2-942, the School Board is authorized to establish a tribunal to serve as a hearing panel for certificated personnel who are recommended for employment contract termination or suspension. This panel, which must consist of not less than three and no more than five impartial persons possessing academic expertise to conduct hearings, submits their findings to the School Board for its final decision thereon. In this regard, the attached list of CCSD retired educators are recommended to serve as potential members of the SY2018-19 tribunal panel.

Major System Priority

Increasing Accountability

Financial Impact

Funds for this panel are included in the FY2018-19 Budget

Exhibits: (List)

Proposed List of Tribunal Panel Members

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770.479.1871 Richard Beaulieu 770.479.1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

PROPOSED MEMBERS OF 2018-19 TRIBUNAL PANEL

Donna Callahan

Letitia Cline

Carla Cohen

Les Conley

Cindy Cooper

Tim Feltner

Lecia Landolt

Susan McCarthy

Deborah Wiseman

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	H-2

Title

School Board Attorney's Recommended Plan for SY2018-19 Local School Board Governance Training

Requested Action

School Board Consideration for Approval of School Board Attorney's Recommended Plan for SY2018-19 Local School Board Governance Training

Summary Explanation and Background

The State Board of Education (SBOE) has adopted governance standards for local boards as the basis for local school board member training. Per SBOE Rules, approve Training Providers will annually conduct local school board member training utilizing curricula aligned with SBOE governance standards for local boards and which meet identified areas for improvement as submitted in local boards' training program.

The School Board Attorney, a SBOE-approved Training Provider, has developed the proposed plan (attached) for SY2018-19 Local School Board Governance Training in accordance with State requirements. All required training will be concluded by June 30, 2019.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

See attached training plan.

Board Action	Source of Additional Information
(For Official School Board Records Only)	Tom Roach, School Board Attorney 770.479.1406

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

Georgia Department of Education

Richard Woods, Georgia's School Superintendent
"Educating Georgia's Future"

Local Board Training Plan for individual board member training and whole board training resulting from an assessment identifying areas of board governance improvement.

Cherokee County Board of Education **Date of approval: _____**

Please remit by email to: jhodges@doe.k12.ga.us

Board Member/ Whole Board Training	Approved Training Course(s)* and Planning Date of Completion
1. Three (3) hours of "Whole Board Training" to include all members of the Board of Education and the Superintendent of Schools	Conducted by SDOE approved trainers Thomas A. Roach, Jr., Linwood Gunn and other staff at Roach, Caudill & Gunn, LLP (RCG). Training is tentatively scheduled to occur during the School Board's Annual Retreat on February 1/2, 2019.
2. Six (6) additional hours annual training.	Conducted in conjunction with Whole Board training by RCG at the School Board's Annual Retreat; or, at Georgia School Board Association (GSBA) events or online training opportunities.
3. Zero (0) additional hours required during SY2018-19 for New Board Member Training.	
	All training will be concluded by June 30, 2019.

*Required annual training: new board member = total 15 hours and veteran board members = total 9 hours; whole board governance team training of 3 hours included in total hours above. To receive required training credit hours, all training sessions must be conducted by a State Board of Education approved "training provider."

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	I-1

Title

Superintendent's Recommended FY2019 Millage Rate

Requested Action

School Board Consideration of Superintendent's Recommendation for Final Approval of FY2019 Millage Rate

Summary Explanation and Background

At the June 21, 2018 School Board Meeting, the Board approved the Superintendent's Recommended FY 2018-19 Budget, which is based on a combined total millage rate of 19.45 mills (18.95 mills for Maintenance and Operations and .5 mills for Bonds).

Major System Priority

Increasing Accountability

Financial Impact

Exhibits: (List)

Recommended FY2019 Millage Rate Comparison and Description

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770.479.1871 Kenneth Owen 770.479.1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16

COMPARISON OF 2017-18 MILLAGE RATE TO RECOMMENDED 2018-19 MILLAGE RATES

In order to participate in the State's Quality Basic Education (QBE) Program, each school district is required to contribute a "required local effort" amount, determined by the State to be equal to a five mill levy on the equalized, adjusted statewide property tax digest.

For Cherokee County School District this required local effort will be ***$46,681,201 in 2018-19, representing 5.52 mills of local property tax.*** Cherokee County Government also assesses taxpayers 2.10% or 0.38 mills annually to collect local taxes, which is also included in the public schools Maintenance and Operation millage rate.

For Fiscal Year 2018-19 the total millage rate will remain 19.45 with 18.95 mills going toward Maintenance and Operation costs and .50 mills going toward repayment of bonds issued in previous years.

	Final 2017-18 Millage Rates	Tentative 2018-19 Millage Rates	Increase/ (Decrease)
Maintenance & Operation Millage State of Georgia Required Local Effort Quality Basic Education	5.45	5.52	0.07
Assessment by County Government for Reimbursement of Tax Collection Costs (2.10%)	0.40	0.38	(0.02)
Maintenance and Operation	13.10	13.05	(0.05)
Debt Service	0.50	0.50	0.00
TOTAL MILLAGE	19.45	19.45	0.00

Maintenance/Operation	18.95
Debt Service	.50
Total	19.45

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 19, 2018	I-2

Title

Surplus Request for Original North Canton/L. R. Tippens Elementary School and Property Tract

Requested Action

School Board Consideration of Superintendent's Recommendation to Surplus and Advertise for Sale the Original North Canton/L. R. Tippens Elementary School and Property Tract

Summary Explanation and Background

The School Board is requested to approve the surplus and advertisement for sale of the original North Canton/L. R. Tippens Elementary School facility and property tract located at 8 Glenwood Street Canton, GA 30114, which is approximately 4.50 acres.

Major System Priority

Addressing Growth

Financial Impact

Revenue TBD

Exhibits: (List)

Aerial Photograph of Property Tract/Plat

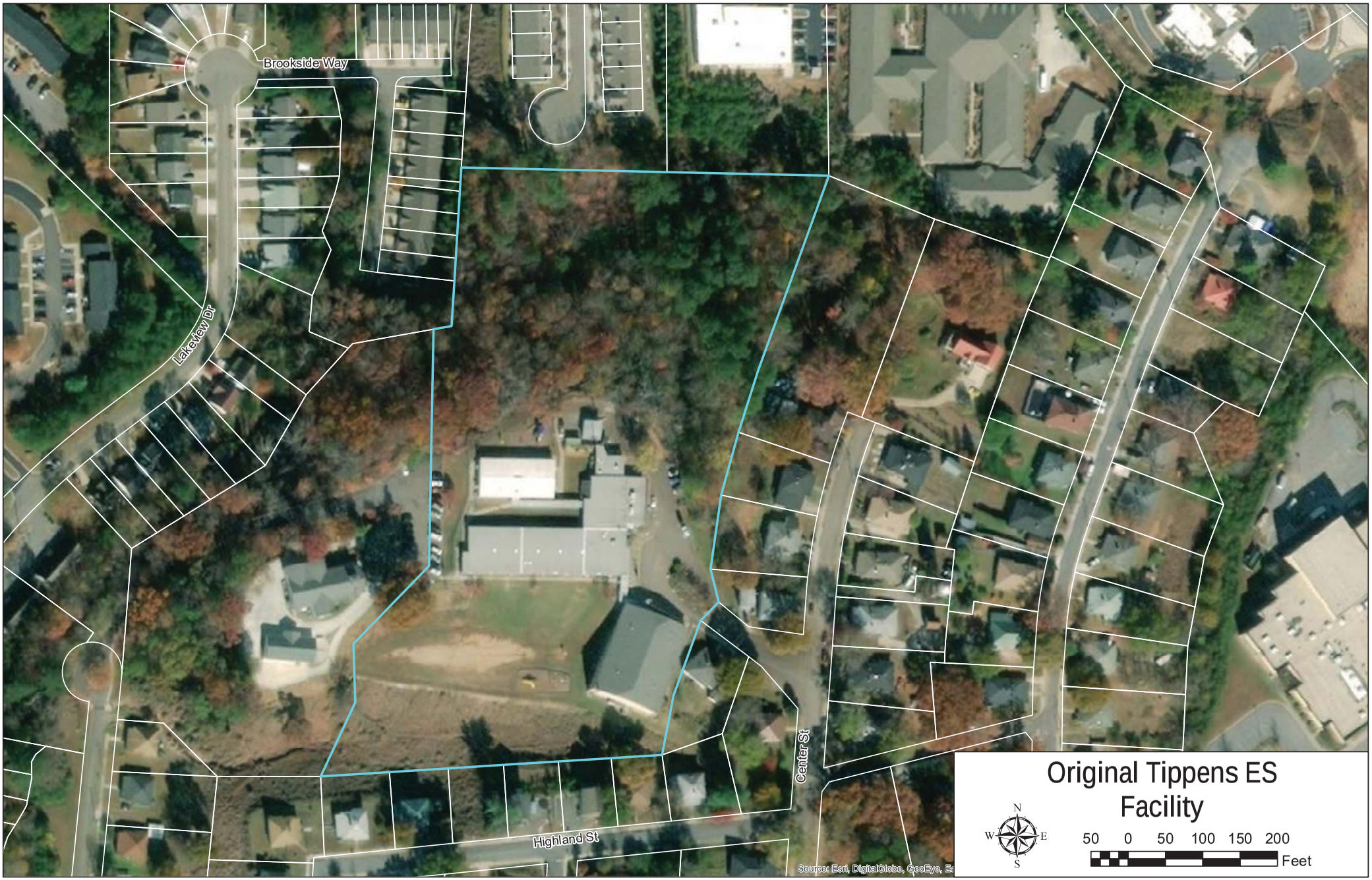
Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770.479.1871 William J. Sebring 770.479.1871 Tom Roach 770.479.1871

OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____
(Date)

By: _____
(School Board Chairman)

Initialized: 3/3/99
Revised: 2/1/16


Brookside Way
Lakeview Dr
Center St
Highland St
Original Tippens ES
Facility
N
W
E
S
50 0 50 100 150 200
Feet
Source: Esri, DigitalGlobe, GeoEye, E