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 18, 2019

- **Call to Order**
- **Pledge of Allegiance/Inspiration**
- **Adoption of Superintendent's Recommended Agenda for July 18, 2019 School Board Meeting**
- **Approval of Minutes of the June 12 and June 20, 2019 Public Hearings on the 2019-20 Budget and Minutes of the June 20, 2019 School Board Meeting**
- **Approval of Consent Agenda for July 18, 2019 School Board Meeting**
- **Public Participation**

A. Resolutions/Recognition

1. **School Board Recognition of Georgia High School Association State and Regional Champions**

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

3. **School Board Consideration of Superintendent's Recommendation to Approve the Renewal of the Partnership Agreement with Kennesaw State University**

B. School Board Members

C. School Board Policies

1. **School Board Consideration of Superintendent's Recommendation for Approval of New/Rescinded School Board Policies (4) and Substantive Modifications to School Board Policies (6) - - on Final Reading**

2. **School Board Consideration of Superintendent's Recommendation for Approval of Technical Modifications to School Board Policies (26) - - on Final Reading**

D. Financial Management

1. **School Board Pre-Approval of Authorized School Fund-Raising Activities for SY2019-20**

E. Curriculum and Instruction

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

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

F. Support Services

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

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

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 SY2019-20 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 SY2019-20 Local School Board Governance Training**

I. Superintendent of Schools

1. **School Board Consideration of Superintendent's Recommendation to Surplus and Advertise for Sale the Buffington Educational Services Center and Property Tract**

2. **School Board Consideration of Superintendent's Recommendation for Approval of SY2019-20 Attendance Area Map Adjustment**

- **Adjournment**

CHEROKEE COUNTY BOARD OF EDUCATION

OFFICE OF THE SUPERINTENDENT

Wednesday, June 12, 2019

MINUTES OF PUBLIC HEARING ON 2019-20 BUDGET
11:30 a.m.

The Cherokee County Board of Education conducted a public hearing on the Superintendent's Recommended FY2020 Budget. School Board Chair Kyla Cromer called the meeting to order at 11:30 a.m. on Wednesday, June 12, 2019 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 two subsequent hearings at 11:30 a.m. and 6:30 p.m. Thursday, June 20, 2019 or during the agenda item at the Board's meeting at 7:00 p.m. on Thursday, June 20, 2019. Dr. Hightower shared information relative to the proposed millage rate.

The public hearing was adjourned at 11:42 a.m.

_____ _____

School Board Chair Secretary

CHEROKEE COUNTY BOARD OF EDUCATION

OFFICE OF THE SUPERINTENDENT

Thursday, June 20, 2019

MINUTES OF PUBLIC HEARING ON 2019-20 BUDGET
11:30 a.m.

The Cherokee County Board of Education conducted a public hearing on the Superintendent's Recommended FY2020 Budget. School Board Vice-Chair Kelly Poole called the meeting to order at 11:30 a.m. on Thursday, June 20, 2019 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. Vice-Chair Kelly Poole 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 20, 2019 or during the agenda item at the Board's meeting at 7:00 p.m. on Thursday, June 20, 2019. Dr. Hightower shared information relative to the proposed millage rate.

The public hearing was adjourned at 11:42 a.m.

MINUTES OF PUBLIC HEARING ON 2019-20 BUDGET
6:30 p.m.

The Cherokee County Board of Education conducted a public hearing on the Superintendent's Recommended FY2020 Budget. School Board Chair Kyla Cromer called the meeting to order at 6:30 p.m. on Thursday, June 20, 2019 in the School Board Auditorium at the Dr. Frank R. Petruzielo Educational Services Facility, 1205 Bluffs Parkway, Canton, Georgia. Present were: Vice-Chair Kelly Poole; School Board Members Mike Chapman, Patsy Jordan, Clark Menard, Robert Rechsteiner; Superintendent Dr. Brian V. Hightower; and Board Attorney Abby Roach.

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 20, 2019. Dr. Hightower shared information relative to the proposed millage rate.

The public hearing was adjourned at 6:42 p.m.

_____ _____

School Board Chair Secretary

CHEROKEE COUNTY BOARD OF EDUCATION

OFFICE OF THE SUPERINTENDENT

Thursday, June 20, 2019

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 20, 2019 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; Vice-Chair Kelly Poole; Members Mike Chapman, Patsy Jordan, Clark Menard, and Robert Rechsteiner; Superintendent Dr. Brian V. Hightower; and, Attorney Abby Roach. School Board Member John Harmon was 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 Creekview High School student Sadler Cushing. A brief inspiration was shared by Mike Chapman.
Swearing-in Ceremony	Chief of Police Olie "Buster" Cushing was sworn in by Judge Dee Morris.
Approval of Agenda	On a motion by Mike Chapman seconded by Patsy Jordan and carried, the Board unanimously adopted the Superintendent's recommended agenda *(6-0 vote)*.
Minutes for Approval	On a motion by Clark Menard seconded by Kelly Poole and carried, the Board approved the minutes from the May 16, 2019 School Board Meeting *(6-0 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 Mike Chapman seconded by Clark Menard and carried, to approve the Consent Agenda, for the remaining items - identified by asterisks *(6-0 vote)*.

PUBLIC PARTICIPATION

No members of the public signed up to address the School Board.

A. RESOLUTIONS/RECOGNITIONS/PARTNERSHIPS

A-1. School Board Recognition of 2018-19 Elementary Science Olympiad Winners

(Recognized)

A-2. School Board Recognition of new Sixes Elementary School Principal Dr. Ashley Kennerly and Supervisor of Special Education Melissa Sneed as part of Cherokee County Chamber of Commerce "Top 10 in 10" 2019 class

(Recognized)

A-3. School Board Recognition of Georgia High School Association State and Regional Champions

(Recognized)

A-4. School Board Recognition of Sequoyah High School Student Kerrison Carter -- Recipient of SY2018-19 Judy Johnson Memorial Scholarship

(Recognized)

A-5. School Board Recognition of Recipients of 2019 ABM Industry Group, LLC Scholarships

(Recognized)

***A-6. School Board Consideration of Superintendent's Recommendation to Approve Renewal of Partnership Agreements with the Marine Corps League and First Baptist Church of Woodstock and New Partnership Agreement with Walden University**

(Approved)

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

School Board Member Comments:

- Vice-Chair Kelly Poole and Board Member Robert Rechsteiner thanked the School Board/Superintendent for the opportunity to attend additional training at the recent GSBA Summer Conference & Delegate Assembly
- Awarded “Distinguished Board” recognition at recent GSBA Summer Conference, and thanked Chief of Staff Mike McGowan for his assistance with this achievement

- School Board Chair Kyla Cromer and Board Member Clark Menard also commented about recent training opportunities
- Recognized CCSD's Cruising Café Summer Lunch Program which ensures children 18 years old and younger have access to meals during summer break
- Recognized Creekview High student Justin Bolsen for advancing to the next level in the Jeopardy Teen tournament

C. SCHOOL BOARD POLICIES

***C-1. School Board Consideration of Superintendent's Recommendation for Approval of New/Rescinded School Board Policies (4) and Substantive Modifications to School Board Policies (6) - - on First Reading**

(Approved)

***C-2. School Board Consideration of Superintendent's Recommendation for Approval of Technical Modifications to School Board Policies (26) - - on First Reading**

(Approved)

D. FINANCIAL MANAGEMENT

***D-1. School Board Consideration of Superintendent's Recommendation for Approval of May 2019 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

I. SUPERINTENDENT OF SCHOOLS

***I-1. School Board Consideration of Superintendent's Recommendation for Approval of the FY2020 Cherokee County School District Budget and the Ad Valorem Property Tax Millage Rate**

(Approved)

***I-2. School Board Consideration of Authorizing the Superintendent to Negotiate a Contract with Social Sentinel as a Solution Provider to Augment Cherokee County School District's Current Platform of Products and Services in the areas of Social Emotional Learning (SEL) and Safety/Security**

(Approved)

Informational Items

- Social Emotional Learning (SEL) Ad Hoc Committee Report; recognized Curriculum & Instruction's work in this regard

- Centralized Summer Registration Update
- Model Schools Conference
- Recognized School Nutrition's Director Tina Farmer and the Cruising Café Summer Feeding Program

ADJOURNMENT

The School Board adjourned at 8:06 p.m.

_____ _____

School Board Chair Secretary

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	A-1

Title

Recognition of Georgia High School Association State and Regional Champions

Requested Action

School Board Recognition of Georgia High School Association State and Regional Champions

Summary Explanation and Background

Please see the attached list of Georgia High School Association State and Regional Champions.

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 Trey Olson 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

Sequoyah High School		
Sport/Activity	Girls Golf	
Coach/Director	Justin West	
Team Recognition	Area 4 6A Champion	
Team Members		
	Erin Peters	Area 4 6A Player of the Year County Player of the Year

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	A-2

Title

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

Requested Action

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

Summary Explanation and Background

For the first time, CCSD's Office of Communications has earned the National School Public Relations Association's prestigious Golden Achievement Award.

The award "recognizes exemplary work in all aspects of school public relations, communication, marketing and engagement." Only about 100 school districts nationwide annually earn this honor. CCSD earned the recognition for its #SafeCherokee campaign, which encompassed numerous projects including announcements, news articles, posters, social media posts, and videos. The campaign, which also promoted the SafeSchools Alert system, included collaboration with CCSD's Offices of Safety & Security, School Operations and Human Resources and Cherokee County's public safety agencies.

The Association also annually honors the best publications and electronic media produced by school districts nationwide, and CCSD's Office of Communications earned three awards: Merit for its CCSD Connections parent e-newsletter, and Honorable Mention for the CCSD website and an "Understanding the CCSD Budget" video produced in collaboration with the Office of Financial Management.

The Office of Communications is made up of Chief Communications Officer Barbara Jacoby, Supervisor Carrie McGowan, Coordinator Penny Dempsey and Administrative Assistant Anne Reed.

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 18, 2019	A-3

Title

Approval of Renewal of Partnership Agreement with Kennesaw State University

Requested Action

School Board Consideration of Superintendent's Recommendation to Approve the Renewal of the Partnership Agreement with Kennesaw State University

Summary Explanation and Background

One of the School Board'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 institutions of higher learning and other public entities as true partners in the educational process.

The School Board is requested to consider the Superintendent's recommendation to approve the renewal of the Partnership Agreement with Kennesaw State University.

Major System Priority

Increasing parental and community involvement

Financial Impact

N/A

Exhibits: (List)

Draft Agreement Attached

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

PARTNERSHIP AGREEMENT

BETWEEN

THE CHEROKEE COUNTY BOARD OF EDUCATION

AND

KENNESAW STATE UNIVERSITY

This agreement entered into on this ~~13th day of June, 2013~~ 18th day of July, 2019 by and between the Cherokee County Board of Education, hereinafter referred to as the "School Board" and Kennesaw State University.

WHEREAS, the School Board's mission is to ~~enable all students to become contributing citizens who can communicate effectively, gather and use information, make responsible decisions, utilize technology effectively, and adapt to the challenges of the future~~ educate the emerging generation through learning environments designed to increase the performance of all students; and,

WHEREAS, one of the School Board's Major System Priorities is to increase parental and community involvement through public engagement policies and practices that treat parents, businesses, community-based organizations and agencies, local institutions of higher learning and other public entities as true partners in the educational process; and,

WHEREAS, Kennesaw State University is committed to providing a challenging and facilitative collegial environment that fosters high-quality academic preparation, critical thinking, global and multicultural perspectives, effective communication and interpersonal skills, leadership development, social responsibility, and lifelong learning (KSU Catalog, 2002-03); and,

WHEREAS, the Professional Teacher Education Unit at Kennesaw State University embraces the commitment of developing educational professionals who, as collaborative partners, engaged in local, national, and international endeavors in teaching, research, and service, become subject matter experts capable of facilitating high levels of learning within diverse student populations; and,

WHEREAS, the Professional Teacher Education Unit at Kennesaw State University, is committed to building a community of learners, who in turn will enfold, nurture, and engender in the Pre-K through grade 12 students a "shared vision of

intellectual and social possibilities" (Boyer, 1990) as they prepare to live productively within a global society.

Now therefore in consideration of the covenants and conditions set forth herein the parties agree as follows:

ARTICLE I

The parties agree that the foregoing recitals are true and correct and incorporated herein by reference:

ARTICLE II

The School Board will:

1. Actively recruit/hire Kennesaw State University (KSU) students who are interested in working for one of the school system's Afterschool Programs and will provide an advertisement for distribution to KSU.

2. Continue placement of Kennesaw State University students for practicum observation and student teaching throughout the School System by the Office of ~~Educational Programs, Student Support and Professional Development~~ Human Resources. Offer KSU students a screening interview opportunity following the conclusion of student's field placement activities.

3. Offer school-site opportunities for Kennesaw State University students to fulfill site-based community service requirements.

4. Offer use of the Cherokee County Teacher Resource Center to KSU students.

5. Continue joint enrollment programs for Cherokee County students, as provided through previous agreements.

6. Waive facility use rental fees based on KSU's request to use school system facilities.

7. Assign designees and provide administrative leave time to same to serve on the KSU Bagwell College of Education and Professional Teacher Education Unit Advisory Boards and/or planning committees for educational endeavors.

8. Pursue joint grant opportunities in both parties' best interests.

~~9. Permit Seoul Women's University (SWU) students participating in KSU's Global Learning program to visit River Ridge HS for a one-day visit between Oct. 27 and Nov. 2, 2012 for classroom observation. The SWU students will be~~

~~supervised by SWU and KSU staff and undergo background checks as part of the visa process.~~

10. ~~Permit Seoul Women's University students participating in KSU's Global Learning program to visit River Ridge HS in January 2014 for a month-long observation project. Three bilingual SWU students will observe and assist in classrooms and each will serve as guest speakers for at least two classes in art, health, homeroom or English, with the lesson topics to be specified by River Ridge HS. The SWU students will be supervised by SWU and KSU staff and undergo background checks as part of the visa process.~~

11. ~~Work in conjunction with KSU's Department of Museums, Archives and Rare Books to develop grade- and curriculum-appropriate experiences to include, but not be limited to, opportunities for: field trips by CCSD students to KSU Museums; virtual field trips to KSU Museums and talks with KSU Museums staff and partner artists, authors, historians and other experts using video-conferencing technology; in-school presentations by KSU Museums staff and partner artists, authors, historians and other experts; and in-school displays of KSU Traveling Exhibits and Traveling Trunks.~~

12. Explore professional development opportunities in both parties' best interests.

13. ~~Promote KSU's Department of Museums, Archives and Rare Books programs and events through existing communication channels, as permitted by School Board policy.~~

ARTICLE III

Kennesaw State University will:

1. Promote job openings in the Cherokee County School System to the KSU population (teaching positions as well as support positions)

2. Provide use of Kennesaw State University's Teacher Education Resource Center to employees of the Cherokee County School System.

3. Continue joint enrollment programs for Cherokee County students, as provided through previous agreements.

4. Recommend judges for the School System Science Fair, Social Studies Fair, Young Authors Fair, Governor's Honors, Speech Contests, and other related functions.

5. Continue to provide assistance and representatives to provide input in the areas of technology, curriculum development and textbook adoption.

6. Provide the opportunity for reciprocal use of facilities, (primarily located in Kennesaw Hall Education wing), as scheduled and available, for opportunities such as student testing and meetings.

7. Abide by the rules and regulations contained in the facility use contract at each school facility that KSU may use and those contained in the Community Use of System Facilities Policy (KG), ~~excluding indemnity or Release of Liability/Insurance Requirement~~ and agree to hold harmless and indemnify the School Board against any claims, demands, losses, or damages including reasonable attorney's fees, which may arise as a result of this agreement. All other fees associated with the use of facilities will apply (supervisory, custodial, security, etc.)

8. Work collaboratively with the School Board's Office of Academic Standards, Professional Development and Grants Management on joint grant opportunities.

9. Work collaboratively on ongoing initiatives as described in the School Board's Educational Accountability and School Improvement Policy. Examples include:

    - A Curriculum Development and Instructional Management (CDIM) System, including an Electronic Planning Tool for use by classroom teachers that links critical content (what students need to know) with essential knowledge (what teachers need to know).
    - A Data Warehouse which enables teachers and principals to access data that enables them to focus and report on students' individual needs and competencies in a timely manner.
    - A Clearinghouse (virtual) Information Center for use by classroom teachers, principals and other appropriate staff which includes a continuously updated database of available trainers, staff development resource materials, training facilities and research on effective teaching and learning practices.

~~10. KSU's Department of Museums, Archives and Rare Books will work in conjunction with the School District to develop grade- and curriculum-appropriate experiences to include, but not be limited to, opportunities for: field trips by CCSD students to KSU Museums; virtual field trips to KSU Museums and talks with KSU Museums staff and partner artists, authors, historians and other experts using video-conferencing technology; in-school presentations by KSU Museums staff and partner artists, authors, historians and other experts; and in-school displays of KSU Traveling Exhibits and Traveling Trunks.~~

11. Explore professional development opportunities in both parties' best interests.

ARTICLE IV

The District and KSU will be mutually responsible for the following:

Neither party will discriminate against any District or KSU employee or applicant for employment, or against any application for enrollment for a course of study at KSU, or against any KSU student in his or her course of study or training under this Agreement solely on the basis of race, color, sex, creed, national origin, age, handicap or any other discrimination recognized and prohibited by State or Federal Law; provided with reasonable accommodations such handicaps do nothing to preclude each person's physical and mental ability to participate therein.

ARTICLE V

The term of this contract is for ~~June 13, 2013 through June 13, 2014~~ July 18, 2019 through July 18, 2020. This contract shall automatically renew for additional terms not to exceed three years unless either party notifies the other at least 60 days prior to renewal date.

ARTICLE VI

This contract may be terminated by either party upon thirty (30) days written notice to the other party with or without cause. All notice of this contract shall be given to the Superintendent of Cherokee County Schools at P.O. Box 769, Canton, Georgia 30169, and to the President of Kennesaw State University, 1000 Chastain Road, Kennesaw, Georgia 30144-5591.

IN WITNESS WHEREOF the parties have executed this document the first date referred to herein.

KENNESAW STATE UNIVERSITY

_____
Cindy Reed
Dean, Bagwell College of Education
Kennesaw State University

THE CHEROKEE COUNTY BOARD OF EDUCATION

_____
By: Kyla Cromer, Chairman

_____
By: Dr. Brian V. Hightower
Superintendent of Schools

Approved as to form:

_____
Tom Roach, Esquire

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	C-1

Title

New/Rescinded School Board Policies (4) and Substantive Modifications to School Board Policies (6) - - on Final Reading

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of New/Rescinded School Board Policies (4) and Substantive Modifications to School Board Policies (6) - - 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 IDB, IDBB, IFB and JBCA are recommended by the Superintendent for School Board approval.

Additionally, substantive modifications to the attached School Board Policies IHE, IHEAA, JBC, JBC(1), JG and KG are also recommended by the Superintendent for School Board approval.

Further recommendations to modify additional policies are likely this Fall after approval of the School Board's Strategic Plan.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

Executive Summary of Changes to Policies; Policies (10); Guidelines (2)

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/SUBSTANTIVE CHANGES

IDB (New)* Health Education	Establishes Policy to detail various health education offerings such as sex education, alcohol/drug education, CPR, etc.
IDBB (Rescinded) Drug Education	Rescinds Policy content which is now recommended for inclusion in Policy IDB.
IFB (Rescinded) Instructional Services	Rescinds Policy which is not statutorily required and reflects outdated reporting procedures/requirements.
IHE * Promotion, Placement and Retention	Modifies Policy to allow for pupil progression guideline development. Health education language now included in Policy IDB.
IHEAA Tutoring	Modifies Policy to clarify provisions relative to tutoring offered by School District employees.
JBC School Admissions	Modifies Policy to contain adjustments as recommended after legal review.
JBC(1) Homeless Students	Modifies Policy to contain adjustments as recommended after legal review. Language addressing admission and enrollment and records requirements now included in Policy JBC.
JBCA (Rescinded) Education of Homeless Students	Rescinds Policy language which was redundant and contained in Policy JBCA.
JG Student Welfare	Modifies Policy to contain adjustments as recommended after legal review.
KG Use of School Facilities	Modifies Policy to clarify provisions relative to use of school facilities for tutoring.

* Denotes new guidelines included in Agenda Item

The Cherokee County Board of Education recognizes health as a distinct discipline essential to the developmental needs of students at every educational level in their primary years through their secondary school experiences.

Health education is an integral part of each student's total school experience and will be developed in compliance with state standards.

I. CURRICULUM REQUIREMENTS:

1. The School District will develop and implement an accurate, comprehensive health program that includes information and concepts in the following areas:

   a. Alcohol and other drug use;
   b. Disease prevention;
   d. Nutrition;
   e. Personal health;
   f. Sex education/AIDS education;
   g. Safety;
   h. Mental health; and,
   i. Growth and development.

2. Cardiopulmonary Resuscitation (CPR):

   In accordance with State Board of Education rule, instruction in CPR and the use of an automated external defibrillator (AED) will be provided as a requirement in the health education program at each high school.

II. INSTRUCTIONAL MATERIAL REVIEW AND PARENTAL PERMISSION:

Sex education and AIDS education will be a part of a comprehensive health program. Prior to the parent or legal guardian making a choice to allow his/her child to take the specified unit of instruction, he/she will have the opportunity to review all instructional materials to be used, print and non-print.

The Superintendent will establish administrative guidelines necessary to provide for implementation of this policy.

ADOPTED: July 18, 2019

Cherokee County Board of Education

CCSD Administrative Guidelines Regarding Sex Education/AIDS Education Parent Permission

Pursuant to the School Board's Health Education Policy (IDB), these administrative guidelines are to be utilized by CCSD staff in policy application:

Sex education and AIDS education will be a part of a comprehensive health program. Prior to the parent or legal guardian making a choice to allow his/her child to take the specified unit of instruction, he/she will have the opportunity to review all instructional materials to be used, print and non-print.

NOTIFICATIONS:

a. Prior to the beginning of sex education instruction, the school will send parents/legal guardians written notice of the course of study;
b. The parent/legal guardian will be provided an opportunity to review the curriculum and instructional materials as provided above;
c. Parents/legal guardians who elect to allow their child to participate in the sex education course of study will return a signed permission form to the school; and,
d. Students who do not return a signed permission form will not participate in the course of study but will be provided other health related instruction.

CCSD will establish a committee appointed by the Superintendent to periodically review sex/AIDS education instructional materials and make recommendations concerning age/grade level use.

REVIEW COMMITTEE COMPOSITION:

a. Appointed staff will include the Chief Academic Officer or designee, Health/PE Coordinator, school-site administrators and select Health and PE teachers;
b. Non-teaching parents/guardians who have students enrolled in the School District; and who represent the diversity of the student body;
c. Other community representatives such as educators and representatives from health professions; and,
d. An 11^{th} or 12^{th} grade male and female student currently enrolled in the School District.

~~The Board has adopted an age-appropriate, developmentally based drug and alcohol education and intervention program for students K-12. Information which addresses the legal, social and health consequences of drug and alcohol use and which provides information about effective techniques for resisting peer pressure to use illicit drugs or alcohol is to be taught in this program.~~

~~To ensure that every student receives drug education every year, drug education units will be taught in designated subject areas in addition to health and science programs.~~

~~Materials about drug and alcohol counseling and rehabilitation and re-entry programs are to be made available to students through the counseling office, required drug education classes and any other appropriate location.~~

~~The Board will review the program biennially to determine the program's effectiveness and implement changes as they are needed.~~

~~**APPROVED: August 14, 1990**~~

Cherokee County Board of Education

~~INSTRUCTIONAL SERVICES – COMPARABILITY~~

~~The Cherokee County Board of Education will, in accordance with all Federal and State laws, rules and pertinent regulations, demonstrate compliance with comparability requirements by comparing the average number of students per instructional staff in each Title I served school with average number of students per instructional staff in schools not participating in Title I programs (or higher-ranked school with the average number of students per instructional staff in lower-ranked schools if all schools in the system are Title I schools). A Title I served school is comparable if its pupil-staff ratio does not exceed 110 percent of the average of schools not participating in Title I programs (or 110 percent of the average for lower ranked schools in each grade-span group if all schools in system are Title I schools).~~

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

Cherokee County Board of Education

The Cherokee County Board of Education promotes, places or retains a student in a grade, class or program based on academic achievement assessments. At the elementary and middle school levels, the determination of the educational placement in which the student is most likely to receive appropriate instruction and other services will be determined by a school-based committee. The Principal or designee and a committee consisting of teacher(s) and parents will review all assessment data to make a determination in this regard. School level promotion, placement, and retention decisions may be appealed to the Superintendent or designee, whose decision will be final.

At the high school level, credits earned on an annual basis as part of graduation requirements will determine promotion, placement and retention. (Graduation Policy IHF).

The Superintendent will establish administrative guidelines necessary to provide for implementation of this policy.

~~**I. GEORGIA STANDARDS OF EXCELLENCE CONTENT STANDARDS (KNOWLEDGE)**~~

~~The School District's curricular and instructional practices are aligned with the Georgia Department of Education's Georgia Standards of Excellence (GSE) and reflect the School Board's commitment to high expectations for all students. 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 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.~~

~~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 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.

G. School District staff will keep current with any changes that occur to the GSE and core curricular competencies. It is the responsibility of teachers and the principal/designee to ensure that the instruction is consistent with GSE. 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. 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 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, 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**

   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.

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

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

2. **Grading System - Kindergarten**

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
DV = Developing
DM = Demonstrating
EX = Exceeding

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 in the areas of English Language Arts, mathematics, science, social studies and Accelerated Intellectual Movement (AIM-Gifted Resource Enrichment). 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 will be offered to eligible special education students.

~~IV. MIDDLE SCHOOL PUPIL PROGRESSION~~

~~A. Reporting~~

~~1. Report Cards~~

~~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.~~

~~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 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 will utilize numerical grades for progress reporting.~~

~~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) 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

   a. Report cards are issued at the end of each semester of school and cover a period of approximately 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. 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.

   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 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 progress reporting. Should letter grades be needed [to calculate certain Grade Point Averages GPAs, parental reference, weighted Numeric Grade 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 NGA summarizes each student's academic performance in high school.

c. For the purposes of considering quality points when determining weighted NGA:
- Honors Courses, Five points
- Advanced Placement (AP) Courses, 10 points
- Dual Enrollment Courses:
    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.
    2. A waiver for consideration of quality points (5 or 10) may be submitted to the Office of Curriculum and Instruction for 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 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 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: July 19, 2018**~~
REVISED: July 18, 2019

Cherokee County Board of Education

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

Pursuant to the School Board's Pupil Progression Policy (IHE), these administrative guidelines are to be utilized by CCSD staff in policy application:

I. TERMINOLOGY AND 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.

II. ASSESSMENT OF GEORGIA STANDARDS OF EXCELLENCE (GSE) AND CORE CURRICULAR COMPENTICIES

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

A. Elementary School Middle School

1. Georgia Kindergarten Inventory of Developing Skills (GKIDS 2.0)
2. Georgia Milestones End of Grade Assessments
3. ACCESS 2.0 for English Learner students
4. Other Approved Measures (e.g., prescribed reading and mathematics mastery

tests, teacher-made tests, portfolio assessments, and universal screening assessments (i.e. i-Ready Math and easyCBM Reading assessments))

B. Middle School

1. Georgia Milestones End of Grade and End of Course Assessments
2. ACCESS 2.0 for English Learner students
3. Other Approved Measures (e.g., prescribed reading and mathematics mastery tests, teacher-made tests, portfolio assessments, and universal screening assessments (i.e. i-Ready Math and easyCBM Reading assessments))

C. High School

1. Georgia Milestones End of Course Assessments
2. ACCESS 2.0 for English Learner students
3. Other Approved Measures (e.g., prescribed reading and mathematics mastery tests, teacher-made tests and portfolio assessments).

III. REPORTING OF GRADES

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.

A. Report Cards

1. Report cards are issued in kindergarten through eighth grades 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.
2. Report cards are issued in ninth through twelfth grades at the end of each semester of school and cover a period of approximately 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.
3. Parents/Guardians of students in third 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.
4. Student attendance for the grading period will be recorded on the report card.
5. Elementary report cards will be signed by the parent/legal guardian and

Pursuant to the School Board's Pupil Progression Policy (IHE), these administrative guidelines are to be utilized by CCSD staff in policy application:

returned to the teacher.

6. 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.
7. Conferences will be scheduled at the request of the teacher or parent. Parents/guardians will be notified by the teacher and through report cards of the right to request and participate in conferences.

B. Grading System - Kindergarten

It is required that kindergarten student performance be evaluated and reported based on mastery of standards in language arts, mathematics, science, social studies, approaches to learning, personal and social development and motor skills. Following are the symbols used to describe evidence of mastery:

Academic Skills Code:

Not Yet Assessed
Not Yet Demonstrated
Beginning
Emerging
Developing
Demonstrating
Exceeding

C. Grading System - Grades One and Two

1. Grade one and grade two student performance is evaluated and reported based on mastery of standards in academic courses using the following symbols:

3	=	Consistently Meets or Exceeds Standard
2	=	Approaching Standard
1	=	Below Grade-Level Standard

2. Class participation and conduct grading in music, art, and physical education will be assessed and reported using the following symbols:

3	=	Satisfactory
2	=	Needs Improvement
1	=	Unsatisfactory

Pursuant to the School Board's Pupil Progression Policy (IHE), these administrative guidelines are to be utilized by CCSD staff in policy application:

3. Behaviors that support school success will be assessed and reported using the following symbols:

3	=	Consistently Demonstrates
2	=	Developing
1	=	Area of Concern

D. Grading System - Grades Three through Five

1. In reporting student performance in grades three through five, schools will utilize numerical grades for progress reporting in the areas of language arts, mathematics, science, social studies and Accelerated Intellectual Movement (AIM-Gifted Resource Enrichment). 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

2. 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

E. Grading System – Grades Sixth through Eighth

1. In reporting student performance in grades sixth through eighth, schools will utilize numerical grades for progress reporting for all courses. 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

Pursuant to the School Board's Pupil Progression Policy (IHE), these administrative guidelines are to be utilized by CCSD staff in policy application:

2. Conduct will be assessed and reported using the following symbols:

S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

F. Grading System – Grades Ninth through Twelfth

1. In reporting student performance in grades ninth through twelfth, schools will utilize numerical grades for progress reporting for courses. Should letter grades be needed [to calculate certain Grade Point Averages (GPAs), parental reference, weighted Numeric Grade Average (NGA), etc.] the equivalent numerical grades will be utilized. 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

2. The weighted NGA summarizes each student's academic performance in high school.
3. For the purposes of considering quality points when determining weighted NGA:
    I. Honors Courses, Five points
    II. Advanced Placement (AP) Courses, 10 points
    III. Dual Enrollment Courses:
        i. 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.
        ii. A waiver for consideration of quality points (5 or 10) may be submitted to the Office of Curriculum and Instruction for Dual Enrollment Courses taken by students which meet the following criteria:
            1. Demonstrates rigor;
            2. Serves as a replacement for an on-campus course receiving quality points; or,
            3. Exceeds the highest instructional level course available at the local high school.

Pursuant to the School Board's Pupil Progression Policy (IHE), these administrative guidelines are to be utilized by CCSD staff in policy application:

4. 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.
5. Grade Adjustment:
    I. 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:
        i. Erroneously computed or recorded grades.
        ii. Conversion of grades from other schools into the School District's grading system.
        iii. Averaging or grades earned by students who may be:
            1. Temporarily enrolled in another school in the United States or abroad, or
            2. Enrolled in a special program (homebound instruction, out- of-district placement, tutorial programs, make-up work, and so on).
        iv. 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.
        v. 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.
        vi. Granting credits earned in other high schools in subjects not offered in our curriculum.
        vii. Any other good and sufficient cause except that no grades may be adjusted to facilitate athletic eligibility.
    II. 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.
    III. 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

Pursuant to the School Board's Pupil Progression Policy (IHE), these administrative guidelines are to be utilized by CCSD staff in policy application:

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.

IV. PROMOTION, PLACEMENT AND RETENTION

A. General Guidelines for Kindergarten through Eighth Grades

1. Students in kindergarten through eighth grade will be promoted, placed or retained dependent upon their ability to meet the student performance standards and core curricular 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 law.
2. The principal/designee will have the final authority for appropriate grade placement of students in kindergarten and grades 1, 2, 4, 6 and 7. The principal/designee will be included in the placement committee for students in grades 3, 5 and 8 within the limitations of School Board Policy, Georgia Board of Education Rules 160-4-2 .11 and 160-3-1-.07 and Georgia law.
3. General education students in kindergarten through eighth grade will not be retained unless there has been a referral to the Response to Intervention (RTI) Tier III with sufficient timelines to assure that appropriate interventions to secure student success have been attempted and documented.
4. For special education students in kindergarten through eighth grade, the Individualized Education Program (IEP) Committee, including the principal/designee and Special Education Facilitator, will determine grade placement. Considerations made by the IEP Committee will include, but not limited to:
    I. Reviewing documentation of attempted appropriate interventions and accommodations for a sufficient amount of time to secure student success and/or improved student performance;
    II. Reviewing the present levels of academic achievement and functional performance;
    III. Reviewing the progress on current IEP goals and objectives.
    IV. Additionally, for special education students in grades sixth through eighth, the IEP Committee will also determine and document in the student's Individualized Education Program (IEP) the appropriate level of student performance standards and type of diploma the student will work toward.
5. 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.

Pursuant to the School Board's Pupil Progression Policy (IHE), these administrative guidelines are to be utilized by CCSD staff in policy application:

6. When determining the placement of students, academic performance based on mastery of standards with emphasis on proficiency in core subject areas and the student's level of social and emotional development will be considered.
7. Work completed under private instruction will not be accepted by the School District except in accordance with Georgia Board of Education administrative rules.
8. The principal/designee will establish or convene a RTI or IEP Committee meeting to address potential interventions and/or accommodations for any third through eighth grade student placed into a subsequent grade level for the next school year although the student did not achieve at grade level on reading and/or mathematics sections of the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment.
9. Students in grades sixth through eighth 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 Chief Academic Officer, 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.

B. Specific Requirements for Grades Three, Five and Eighth

1. Students will be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs – Student Assessment.
2. Promotion of a student will be determined as follows:
   I. 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).
   II. No fifth grade or eighth grade student will be promoted to the sixth or ninth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment in reading and/or mathematics and meet promotion standards and criteria established in this policy, unless otherwise specified in an Individualized Education Plan (IEP).
   III. In the event that State and/or Federal statutes/rules waive the requirement of Reading proficiency for 3rd, 5th and 8th grade students and/or mathematics proficiency for 5th and 8th grade

Pursuant to the School Board's Pupil Progression Policy (IHE), these administrative guidelines are to be utilized by CCSD staff in policy application:

students on a state assessment, this guideline will also be waived for the duration of the State waiver.

IV. 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 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.

V. A student's failure to take the Georgia state assessment in grade three, five or eighth 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.

VI. 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.

VII. For students receiving special education services, the IEP Committee, including the Special Education Facilitator, will serve as the placement committee.

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

C. General Guidelines for Grades Ninth through Twelfth

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. 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. Students who are impacted by not receiving credit in CCSD for previously awarded course work from a non-accredited program may enroll in the District's Summer School program to earn credits as a part of Graduation Requirements.
3. 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.

4. 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 Curriculum and Instruction must approve the course content.
5. 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:
    I. Summer school attendance
    II. Special counseling
    III. Volunteer and/or peer tutors
    IV. School sponsored help sessions
    V. Study skill classes
    VI. Polaris Evening School
    VII. Approved online courses
6. Special Education Students:
    I. The Individualized Education Program (IEP) Committee, including the school's Special Education Facilitator, will determine and record on the IEP the type of diploma the student will work toward.
    II. The IEP Committee, including the school's Special Education Facilitator, 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.

D. 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).

The Cherokee County ~~School District~~ Board of Education recommends that parents support and reinforce the objectives outlined in the student performance standards as approved by the State Board of Education. The ~~Board~~ School District recognizes that parents have the prerogative to hire a tutor to assist in this process.

I. DEFINITIONS

~~For the purposes of this Policy, the definitions for "Tutor" and Tutoring" shall be as follows:~~

~~"~~**Tutor**~~"~~ - an individual ~~or individuals~~ who performs the service of private academic instruction for a fee.

~~"~~**Tutoring**~~"~~ - the act of providing one-on-one private academic instruction for a fee.

II. GENERAL POLICY

In the event ~~the~~ a parent/legal guardian employs a tutor, it is recommended that ~~they~~ he/she contracts with the tutor to provide teaching materials beyond those issued in the student's classroom. ~~Cherokee County~~ School District employees may not tutor or receive compensation for tutoring students who are currently in their classes. Additionally, individual tutoring for compensation by School District employees will not take place during the school day or utilize School District facilities or resources.

Maintaining a high quality instructional staff and providing a rich, varied curriculum should minimize the need for individual tutoring. Parents/legal guardians should be fully informed of all tutoring available to assist students with additional instruction/remediation. Every effort should be made by the principal and teacher(s) to help ~~the~~ students with educational problems before recommending that parent(s)/legal guardian(s) engage a tutor. Work completed under private instruction will not be accepted for credit unless strictly in accordance with accreditation standards, Georgia State Board of Education Rules and Georgia statutes.

~~In order to cover exceptional cases where it might become necessary to recommend individual tutoring, rules and regulations shall be established by the Superintendent to protect both the Cherokee County School District and teachers from charges of conflict of interest. These rules and regulations shall be in accordance with the Georgia Code of Ethics for Educators (Standards 5 and 6 are applicable), accreditation standards for Georgia Schools, Georgia State Board of Education administrative and/or Georgia statutes.~~

The Office of Curriculum and Instruction will identify School District employees who wish to tutor and will formulate a list of potential tutors annually. The list will be maintained by the Office of Curriculum and Instruction and will contain names, content areas, grade levels and contact information.

The School District does not bear any responsibility for the success of tutoring. Accordingly, the School District and its staff will neither recommend nor evaluate the tutor. Fees are established by tutors and parents/legal guardians independent of the School District.

~~The Cherokee County School System District guidelines for tutoring apply to the After School Program.~~

ADOPTED: August 2, 2001
~~REVISED: July 23, 2014~~
REVISED: July 18, 2019

Cherokee County Board of Education

STUDENT ENROLLMENT AND WITHDRAWAL

The Cherokee County Board of Education is committed to providing equal educational opportunities to all students within its jurisdiction. In accordance with Georgia law, requirements for parental/legal guardianship, Powers of Attorney, students' ages, admissions information and enrollment are outlined in this Policy.

I. DEFINITIONS

Active Duty: the full-time duty status in the active uniformed services of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Sections 1209 and 1211.

Attend: a student's physical or virtual presence in the educational programs for which he or she is enrolled.

Child Agent: a Nonrelative Attorney in Fact, Kinship Caregiver, or Grandparent (given a Power of Attorney for a grandchild prior to August 30, 2018 who meet the requirements of the now repealed "Power of Attorney for the Care of a Minor Child Act.") who are given an educational Power of Attorney by a parent that meets the requirements of the "Supporting and Strengthening Families Act", O.C.G.A. § 19-9-120, *et seq.*

Child of Military Families: a child enrolled in kindergarten through grade 12, in the household of an active duty military member.

Department of Behavioral Health and Developmental Disabilities (DBHDD): an agency which provides specified services for children who have been admitted or placed according to an individualized treatment or service plan directed by DBHDD.

Department of Human Services (DHS): an agency which provides specified services and placement for children who have been remanded to the physical or legal custody of DHS either temporarily or permanently by a court or by voluntary agreement, or who have been admitted or placed according to an individualized treatment or service plan of DHS.

Department of Juvenile Justice (DJJ): the agency which provides supervision, detention and a wide range of treatment and educational services for youths referred to DJJ by the Juvenile Courts, and provides assistance or delinquency prevention services for at-risk youths through collaborative efforts with other public, private and community entities.

Education For Homeless Children And Youths: Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 *et seq.*) requires each state to ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth.

Emancipated Minor: a child or youth under the age of 18 who is no longer under the control or authority of his or her parents or guardians by operation of law or pursuant to a petition filed by the minor with the Juvenile Court and granted by a judge in Juvenile Court after the judge determines emancipation is in the best interest of the minor as provided in O.C.G.A. § 15-11-725.

Enroll: the registration of a student with the School District to attend school by a parent, guardian, or other person residing within this state having control or charge of any child, or the student (in the case of an emancipated minor), by providing the School District with appropriate documentation. Once enrolled, the student will be eligible to attend the assigned school.

Nonrelative Attorney in Fact: an individual who is known to a child but is not in fact related by blood or marriage to such child and with whom such child has resided or had significant contact who has been approved as an agent by a child-placing agency, a nonprofit entity or faith-based organization for a period not to exceed one year, except as provided in O.C.G.A. § 19-9-132, by executing a Power of Attorney in substantial compliance with the Supporting and Strengthening Families Act, O.C.G.A. § 19-9-120, *et seq.*,.

Grandparent: the parent and/or step-parent of a child's father or mother. This definition remains the same upon the death and/or the termination of parental rights of the birth parent.

Home Study: a program that allows parents or guardians to teach their children at home as provided in O.C.G.A. § 20-2-690 (c).

Homeless Child or Youth: children or youth who lack a fixed, regular, and adequate nighttime residence, including the following:

1. Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters; or
4. Abandoned in hospitals.
5. The following children are also included in the definition; however, this list is not exhaustive: children who have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings; children who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings; and migratory children who qualify as homeless because they are living in circumstances described above. (McKinney Vento Homeless Act 42 U.S.C. § 11431 *et seq.*).

Individualized Education Program (IEP): a written plan for each student with a disability that is developed, reviewed and revised in accordance with Individuals with Disabilities Education Act, 20 U.S.C. § 1414(d).

Individuals with Disabilities Education Act (IDEA): the federal law, codified at 20 U.S.C. § 1400, et seq., enacted to ensure that all students with disabilities have available to them a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for employment and independent living; to ensure that the rights of students with disabilities and their parents are protected; to assist states, localities, educational service agencies and federal agencies to provide for the education of students with disabilities; and to assess and ensure the effectiveness of efforts to educate students with disabilities.

Kinship Caregiver: grandparent, great-grandparent, step-parent, former step-parent, step-grandparent, aunt, uncle, great aunt, great uncle, cousin, or sibling of such child ("Relatives") who have assumed responsibility for raising a child in an informal, noncustodial, or guardianship capacity.

Legal Custodian: a person who has been awarded permanent custody of a child by Court Order.

Parent: the legal father or the legal mother of a child. For purposes hereof the term Parent does not include a biological father who has not legitimated the child in question.

Reasonable Efforts: actions that a reasonable individual would find sufficient to determine whether one conclusion is more likely than the other.

Residency: occupying a dwelling located within Cherokee County where the student lives with a parent, guardian or other person, unless the student is an emancipated minor or homeless.

Withdraw: the removal of a student from the official roll of a Georgia public school.

II. STUDENT ENROLLMENT

A. Eligibility Age

Other than students specifically exempted by rule or by law, the following individuals will be eligible for enrollment in the School District:

1. Students who have attained the age of five by September 1 to enroll in the appropriate general education programs unless they attain the age of 21 by September 1 or they have received a high school diploma or the equivalent. Students who have dropped out of school for one quarter or more are eligible

to enroll in the appropriate general education programs unless they attain the age of 20 by September 1.

2. Students with IEPs developed under the IDEA may attend public school until their 22nd birthday or until they receive a regular high school diploma.

3. Students who have attained the age of three years but are not yet eligible for kindergarten and who meet criteria for one or more of the disability categories as defined in Chapter 160-4-7 of the Georgia Special Education Rules are considered eligible for pre-school special education programs and related services. These disability categories are autism, deaf/blind, emotional and behavioral disorder, hearing impairment, intellectual disability (mild, moderate, severe, or profound), orthopedic impairment, other health impairment, severe emotional and behavioral disorder, significant developmental delay, specific learning disability, speech-language impairment, traumatic brain injury and/or visual impairment.

4. Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia and were legally enrolled in a public kindergarten or first grade accredited by a state or regional association or the equivalent thereof, are eligible for enrollment in the appropriate education program if the child attains the age of five for kindergarten or six for first grade by December 31 and the child is otherwise eligible for enrollment as prescribed in O.C.G.A. § 20-2-150.

B. Required Documentation

1. Other than students specifically exempted by rule or by law, before allowing a student to enroll the Superintendent or designee will accept evidence in the order set forth below that shows the individuals date of birth:

   Primary Document:

   A certified copy of a birth certificate, certified hospital issued birth record or birth certificate;

   Secondary Documents:

   A military ID; valid driver's license; passport; adoption record; religious record signed by an authorized religious official; official school transcript; or,

   If none of these primary or secondary documents can be produced, an affidavit of age sworn to by the parent, guardian, grandparent, Child Agent or other person accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.

2. During the enrollment process, the School District will require documentation of compliance with:

   A. The provisions of O.C.G.A. § 20-2-771 concerning the immunization of students, which includes an exception for religious grounds; and,

   B. The provisions of O.C.G.A. § 20-2-770 concerning nutritional screening and eye, ear, and dental examinations of students.

3. Upon presentation of the required documentation or evidence, a copy of the document will be placed in the student's record and the original document presented will be returned to the individual registering the student.

4. The School District will ensure that the employee or other designated individual responsible for care of homeless students will assist the homeless student in acquiring the necessary records for enrollment. Proof of residence is not required.

5. The School District will require a Child Agent empowered to enroll the child to produce the same documentation a parent would produce to enroll the child.

6. The following provisions apply to a child or children of military families.

   A. In the event that official education records for a child cannot be released to the parents or legal guardian for the purpose of transfer, the School District will accept a complete set of unofficial educational records for a child prepared by the sending school and furnished to the parent or legal guardian.

      i. Upon receipt of such unofficial education records, the School District will enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records.

      ii. Simultaneously with the enrollment and conditional placement of the student, the School District will request the student's official education records from the sending school.

   B. Students in the household of an active duty military member will be allowed to continue their enrollment at grade level in the local school system commensurate with their grade level, including kindergarten, from a local education agency in the sending school, regardless of age.

      i. A student who has satisfactorily completed the prerequisite grade level in the local education agency in the sending school will be eligible for enrollment in the next highest grade level in the receiving school, regardless of age.

ii. The School District will initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending school or participation or placement in similar programs based on current educational assessments conducted at the sending school or participation or placement in similar programs in the sending school. Such programs include, but are not limited to: gifted and talented programs, and English as a second language.

iii. Nothing in this section will preclude the receiving school from performing subsequent evaluations to ensure appropriate placement of the student.

C. The School District will not charge local tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent.

7. Pursuant to O.C.G.A. § 20-2-150, before the final enrollment of a student to a publicly-funded Georgia school is complete, the individual registering the student will provide a copy of the enrolling student's Social Security number to the proper school authorities or will complete and sign a form stating the individual does not wish to provide the social security number. The School District will ensure that student Social Security numbers are treated in the same confidential manner as all other records and in accordance with the Family Educational Rights and Privacy Act (FERPA).

C. Residency Requirements

1. Except as may be provided herein to the contrary, in order to enroll in the School District, students must reside in Cherokee County with their parent(s), or guardian(s) or Child Agent. Students and their parent(s)/guardian(s)/Child Agent must remain residents of Cherokee County for the entire period of enrollment in the School District. For enrollment purposes, a resident is defined as an individual who is a full-time occupant of a residential dwelling located within the Cherokee County who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the county, but does not reside in the county, is not considered a resident for these purposes.

2. Pursuant to O.C.G.A § 20-2-293(d) a full-time School District employee who is the parent/guardian/Child Agent of a child otherwise eligible to enroll in school is not required to meet the residency requirements of this policy and will be allowed to enroll his/her student in the School District regardless of residence.

3. Except as may be otherwise provided herein the parent, guardian or Child Agent will provide the following proof of residency at the time of enrollment:

A. For property owners, a current residential property tax statement (if there is no tax bill, then the purchase/closing information for the residence can be used). The record must include the name of the parent/guardian/Child Agent.

B. For renters, a lease or rental agreement; and (2) a School District-designated affidavit signed by the property owner which will allow for appropriate verification of residency.

C. For those individuals sharing a residence with others: School District-designated Occupant Affidavit signed by the parent/guardian/Child Agent, as well as the permanent occupant of the residence. If the permanent occupants are renters, then the property owner's signature on the affidavit will also be required.

D. A School District employee may visit the address given by any parent/guardian/Child Agent to verify residency. The property address given by the parent/guardian/Child Agent must be the actual location where the student and parent/guardian live full time.

D. Persons Authorized to Enroll Children

Under the provisions stated in O.C.G.A. § 20-2-690.1, a parent, legal guardian, or certain other person has the authority to enroll a student in a Cherokee County School District school. Persons enrolling a student in the School District will be required to provide proper identification.

1. A person who is *in loco parentis* of a homeless child, as defined in the McKinney-Vento Homeless Act 42 U.S.C. § 11431 *et seq.*, will be allowed to enroll the child immediately with full participation in all school activities whether or not appropriate documentation can be provided at the time of enrollment.

   Upon determining that a student is homeless, as defined by the McKinney-Vento Homeless Assistance Act, the child must be allowed to either remain in the attendance area in which he or she was enrolled prior to becoming homeless or enroll in the attendance area where he or she is now located.

2. DHS or DJJ representatives: the School District will immediately enroll a student in the physical or legal custody of DHS or DJJ or a student placed by the DHS, DBHDD or DJJ in a residential facility located within the School District's jurisdiction, pursuant to O.C.G.A. § 20-2-133(b).

   Upon notification by DJJ that a student will be enrolling in the School District, the School District will enroll the student in his or her home school, as opposed to an alternative educational setting unless the case management consultation team concludes that the best placement for the child would be the alternative setting. Any placement made pursuant to an IEP team will take precedence.

3. Kinship Caregiver or Nonrelative Attorney in Fact: pursuant to the Supporting and Strengthening Families Act (the "Act"), O.C.G.A. § 19-9-120, *et seq.*, a parent of a child may delegate caregiving authority regarding such child to an individual who is an adult, who resides in Georgia, and who is the grandparent, great-grandparent, step-parent, former step-parent, step-grandparent, aunt, uncle, great aunt, great uncle, cousin, or sibling of such child ("Kinship Caregiver") or is a nonrelative who is approved as a Nonrelative Attorney in Fact by a child-placing agency or a nonprofit entity or faith-based organization for a period not to exceed one year, except as provided in O.C.G.A. § 19-9-132, by executing a Power of Attorney in substantial compliance with the Act.

   a. This Power of Attorney must be signed by both the parent and the individual accepting care of the child. Both signatures must be notarized as indicated on the Power of Attorney. In addition, a copy of the Power of Attorney must be filed by the parent, or his/her designee, with the Cherokee County Probate Court.

   b. In order to enroll a student in the School District, the Kinship Caregiver or Nonrelative Attorney in Fact (collectively "Child Agents") must provide the local school a copy of the Power of Attorney and proof the Power of Attorney has been filed with the Cherokee County Probate Court. In addition, the Agent must also provide all other documentation needed for student enrollment. Except as it relates to Grandparents given a Power of Attorney prior to August 30, 2018, the Power of Attorney must be renewed annually.

   c. Upon transmitting to a school an executed Power of Attorney in compliance with O.C.G.A. § 19-9-120, the Child Agent named in the Power of Attorney will serve as the school's point of contact for the child regarding truancy, discipline and educational progress for as long as such affidavit will continue to be in effect.

   d. The decision of a Child Agent to consent to or refuse educational services or medical services directly related to academic enrollment or any curricular or extracurricular activities for a child residing with the Child Agent will be superseded by any contravening decision of a parent or a person having legal custody of the child, provided that the decision of the parent or legal custodian does not jeopardize the life, health, safety or welfare of the child.

   e. If a child ceases to reside with an Child Agent for a period in excess of 30 days, such Child Agent will, no later than 30 days after such period, notify all parties to whom he or she has transmitted the Power of Attorney or to whom he or she has caused the Power of Attorney to be transmitted that the child(ren) is no longer in the Child Agent's care.

   f. Any individual who knowingly provides false information in executing the Power of Attorney required by this article commits the offense of false swearing within the meaning of O.C.G.A. § 16-10-71 and will be subject to the penalties prescribed by such Code section.

g. In accordance with O.C.G.A. § 19-2-132, Grandparents with a Power of Attorney executed on or before August 30, 2018 may enroll their grandchild without court approval, in the school located in the attendance area in which the grandparent resides if the specific conditions set forth in the now repealed "Power of Attorney for the Care of a Minor Child Act," are met. If the grandparent's Power of Attorney was properly executed before August 30, 2018, it will have an unlimited duration.

E. Provisional Enrollment Conditions

1. Other than students specifically exempted by rule or by law, a student will be enrolled on a provisional basis and allowed to attend school for 30 calendar days while awaiting evidence of age, residence, or other local requirements. The provisional enrollment period may be extended for extenuating circumstances.

   A. Unless the time is extended, if evidence is not provided within this period, the Superintendent or designee will mark the student withdrawn at the end of the 30th day.

   B. The Superintendent or designee will notify the individual who registered the student at least 10 calendar days prior to the withdrawal of the student.

      i. The individual who registered the student will be considered noncompliant and subject to all penalties as prescribed in O.C.G.A. § 20-2-690.1.

      ii. The Superintendent will report violations of these provisions to the appropriate authorities for adjudication.

2. O.C.G.A. § 20-2-150 (c) concerning compulsory attendance of students prior to their seventh birthday does not apply to provisional enrollment.

3. Students pre-registering will not be eligible for provisional enrollment until the beginning of the attendance period of the school term for which the student is enrolling.

4. A student will not be denied enrollment if the student meets residency qualifications and otherwise would not be denied enrollment under O.C.G.A. § 20-2-751.1 and O.C.G.A. § 20-2-751.2 concerning student expulsion.

5. The provisions of O.C.G.A. § 20-2-670 regarding the transferal of discipline actions or felony convictions for students in grade seven and above will take precedence over any provisional enrollment.

F. Enrollment for Children of Military Families

1. A person who has been granted a special Power of Attorney, relative to the guardianship of a child of a military family and executed under applicable law, will be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent.

   A transitioning military child, placed in the care of a noncustodial parent or other person standing in loco parentis whose residence is other than that of the custodial parent, may continue to attend the school in which he or she was enrolled while residing with the custodial parent.

2. A military student in this state will be allowed to attend any public school that is located within the school system in which the military base or off-base housing in which the student resides is located, provided space is available for additional enrollment. The parent will assume the responsibility for and cost of transportation of the student to and from the school.

3. The School District will establish a universal, streamlined process available to all students to implement these transfer requirements; and annually notify prior to each school year the parents, guardians or other person of each military student by letter, by electronic means, or by such other reasonable means in a timely manner of the options available as set forth in O.C.G.A. § 20-2-295.

G. Enrollment for Immigrant/Non-Visa Holder Students

The School District will accept students who are immigrants/non-visa-holders and who meet age and residency requirements and will not inquire about their legal status in accordance with U.S. Supreme Court Decision in Plyler v. Doe, 457 U.S. 202 (1982).

1. The School District is not responsible for making determinations regarding immigration and visa status. Rather, the U.S. Department of State (Office of Visa Services) and the Department of Homeland Security (U.S. Citizenship and Immigration Services) are responsible for making such determinations.

2. The School District may accept non-immigrant, foreign students on F-1 visas in accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (Section 625 of Public Law 104-208).

3. The School District may accept non-immigrant, foreign exchange students on J-1 visas in accordance with the Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256) as amended, 22 U.S.C. 2451, et. seq. (1988).

4. The School District will accept non-immigrant foreign students on derivative visas where they are the qualifying child of a non-immigrant student or exchange visitor (i.e. F-2, M-2, J-2).

5. The School District will accept non-immigrant, foreign students on B-1/B-2 visas and are not responsible for ascertaining whether or not seeking enrollment in school will violate the terms of the visa.

III. STUDENT WITHDRAWAL

A student may be withdrawn by a parent, guardian, or Child Agent.

1. When a parent, guardian, or Child Agent withdraws a student with documentation of proof of enrollment in another school, the student's withdrawal date will be recorded as the last day of student attendance.

   A. If a student is under suspension or expulsion, on the date of withdrawal, the new school of enrollment will be notified of the terms of the suspension or expulsion.

   B. If a student is an unemancipated minor who is older than the age of mandatory attendance as required in O.C.G.A. § 20-2-690.1(a) and who has not completed all requirements for a high school diploma, wishes to withdraw from school, the student must have the written permission of his or her parent/legal guardian/Child Agent prior to withdrawing and a conference must be held with the Principal or designee pursuant to O.C.G.A. § 20-2-690.1(e).

2. When a parent, guardian, or Child Agent does not withdraw a student from a current school according to School District Policy, the School District will withdraw the student.

   A. With proof of enrollment in a different school, other LEA, private school, or home study program, the date of withdrawal for a student will be the last school day of student attendance.

   B. With no proof of enrollment in another school, other LEA, private school, or home study program, a student will be withdrawn from a school after 10 consecutive unexcused absences or when the School District is provided documentation validating the student no longer resides in the school's attendance zone.

      i. The student withdrawal date will be the last day of attendance or the day the School District obtains documentation validating the student no longer resides in the school's attendance zone.

ii. In the absence of the documented proof, the withdrawal code will indicate that the student was removed for lack of attendance.

iii. The Superintendent or designee will notify the parent, guardian, or Child Agent if the School District plans to withdraw such student. Such notification will be by certified mail, return receipt requested.

3. A student who is not in attendance on the first day of school but expected based on prior year enrollment, will be withdrawn as a "no-show" student and will not be included in any enrollment or attendance counts.

   A. Students not in attendance on the first day of school but expected based on prior year enrollment will not accrue absences until the student is physically present and attending.

   B. Students withdrawn as a "no-show" will be recorded in the school's official records as unknown, unless the School District has proof that the student has enrolled in a different school, other LEA, private school, or home study program.

4. A student will be withdrawn from a school on the day the school receives documentation validating the student no longer resides in the school's attendance zone unless one of the following exceptions occur:

   A. School District policy allows student to remain enrolled to complete the current school year.

   B. Student is allowed to remain enrolled based on O.C.G.A. § 20-2-293 (when a parent/legal guardian/Child Agent is an full-time employee of the School District) or O.C.G.A. §20-2-294 (the student has been granted a reassignment).

5. A student will not be withdrawn due to excused absences defined in SBOE Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1(c).

6. A student will not be withdrawn while receiving Hospital/Homebound services.

7. Pursuant to the provisions in 34 Code of Federal Regulations (C.F.R.) Part 200, a school will only use a withdrawal code which denotes that a student transferred if the School District has proof that the student enrolled in another school, other LEA, private school or home study program.

   A. Documentation must be in writing so that the transfer can be verified through audits or monitoring and maintained in the permanent student record.

B. It is the responsibility of the Principal to ensure that all student withdrawal information is complete and accurate.

8. The following are acceptable forms of documentation when using withdrawal codes that are associated with students who transferred:

A. For students transferring to a school within the School District or another Georgia LEA, proof will include the request for records from the receiving school, evidence of a transfer that is recorded in the State's student data collection system, or a letter from an official in the receiving school acknowledging the student's enrollment.

B. For students transferring out of state or to a private school, proof will include the request for records from the receiving school, or a letter from an official in the receiving school acknowledging the student's enrollment.

C. For students transferring to a home study program, proof will include a document signed by the parent indicating an intention to homeschool the child.

D. For students transferring to another country, a school or School District must have written confirmation that a student has emigrated to another country (34 C.F.R.§200.19(b)(1)(ii)(B)), but need not obtain official written documentation. If a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file.

Authority
McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 *et seq.*), 10 U.S.C. Sections 1209 and 1211, O.C.G.A. § 15-11-725, O.C.G.A. § 19-9-132, O.C.G.A. § 19-9-120, *et seq.*, O.C.G.A. § 20-2-690 (c), 20 U.S.C. § 1400, et seq., O.C.G.A. § 20-2-150, *Plyler v. Doe*, 457 U.S. 202 (1982), Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (Section 625 of Public Law 104-208), Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256) as amended, 22 U.S.C. 2451, *et seq.*, O.C.G.A. § 20-2-133(b), O.C.G.A. § 16-10-71, O.C.G.A. § 20-2-295, O.C.G.A. § 20-2-690.1, O.C.G.A. § 20-2-150, O.C.G.A. § 20-2-751.1, O.C.G.A. § 20-2-751.2, O.C.G.A. § 20-2-670, O.C.G.A. § 20-2-771, O.C.G.A. § 20-2-770, Family Educational Rights and Privacy Act (FERPA), State Board of Education ("SBOE") Rule 160-5-1-.07, O.C.G.A. § 20-2-293 , O.C.G.A. §20-2-294. 34 C.F.R.§200.19,

~~The Cherokee County Board of Education is committed to providing equal educational opportunities to all students within its jurisdiction, which are based upon the Mission, Beliefs and Major System Priorities in the Cherokee County Accountability and School Improvement Policy. In accordance with Georgia law, requirements for parental/legal guardianship, students' ages, admissions information, and enrollment are outlined in this Policy.~~

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~~I. PARENTAL/LEGAL GUARDIANSHIP REQUIREMENTS~~

~~Students not of legal age must be enrolled by their parent/legal guardian (an adult who has been awarded legal guardianship or custody by a court of competent jurisdiction). In order to be considered a legal guardian for purposes of this policy, the school must have on file a certified copy of said order. In addition, the following are approved for enrollment:~~

~~A. Enrollment by Non-Custodial Parents~~

~~In cases in which the parents/legal guardians of a student are divorced, and the non-custodial parent/legal guardian seeks enrollment for the student, the school will allow enrollment upon submission of a notarized power of attorney executed by the custodial parent deferring custody and educational decision-making authority to the non-custodial parent/guardian. All necessary documentation will be maintained in the student's file.~~

~~B. Enrollment by Non-Custodial Adults~~

~~In cases in which a non-custodial adult is seeking temporary legal guardianship of a student, and is able to present documentation that the legal process is currently under review, the school will allow the student to enroll. All necessary documentation will be maintained in the student's file.~~

~~C. Enrollment by Non-Custodial Parents/Guardians During Military Deployments and/or Changes in Active-Duty Status~~

~~In cases in which the parents/legal guardians of a student have executed a power of attorney due to a military deployment or a change in active duty status, and the attorney in fact, as named by the power of attorney, seeks enrollment for the student, the school will allow the student to enroll. All necessary documentation will be maintained in the student's file.~~

~~D. Enrollment by the Department of Human Resources or the Department of Juvenile Justice~~

~~In cases in which the Department of Human Resources and/or the Department of Juvenile Justice has physical custody or de facto custody of a student, or has placed the student into a local facility or foster home, the school will allow~~

~~the student to enroll. All necessary documentation will be maintained in the student's file.~~

~~II. STUDENT AGE REQUIREMENTS~~

~~A. Pre-kindergarten~~

~~Students who will have attained the age of four on or before September 1 of the school year shall be eligible for admission to the Georgia Pre-kindergarten Program during that school year. Students are eligible for admission on a first come first served basis in targeted school attendance areas. Students residing outside of targeted school attendance areas may seek admission to the Georgia Pre-kindergarten Program, but that admission cannot displace a student living in the targeted school attendance area.~~

~~B. Kindergarten~~

~~Students who will have attained the age of five years on or before September 1 of the school year shall be eligible for admission to public kindergarten during that school year. Students who were legal residents of one or more other states for a period of two years immediately prior to moving to this state and who were legally enrolled in a public or state/regional accredited kindergarten shall be eligible for enrollment in the general or special education programs provided such students will attain the age of five for kindergarten by December 31 and are otherwise qualified.~~

~~C. First Grade~~

~~Students who have attained the age of six years on or before September 1 of the school year shall be eligible for first grade if otherwise qualified. Students who were legal residents of one or more other states for a period of two years immediately prior to moving to this state and who were legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, shall be eligible for enrollment in the appropriate general or special education programs if such students will attain the age of six for first grade by December 31 and are otherwise qualified.~~

~~D. Secondary Program~~

~~Students are eligible to maintain enrollment in the regular secondary program unless they attain 21 years of age on or before September 1, or they have received high school diplomas or the equivalent.~~

~~E. Special Education~~

~~1. Early Enrollment~~

Students who have attained the age of three years but are not yet eligible for kindergarten and who meet criteria for one or more of the disability categories as defined in Chapter 160-4-7 of the Georgia Special Education Rules are considered eligible for pre-school special education programs and related services. These disability categories are autism, deaf/blind, emotional and behavioral disorder, hearing impairment, intellectual disability (mild, moderate, severe, or profound), orthopedic impairment, other health impairment, severe emotional and behavioral disorder, significant developmental delay, specific learning disability, speech-language impairment, traumatic brain injury, and/or visual impairment.

2. Maximum Age Enrollment

Special Education students are eligible to maintain enrollment in appropriate education programs until they receive high school or special education diplomas or the equivalent, or reach their twenty-second birthday.

III. ADMISSIONS INFORMATION REQUIREMENTS

Before the initial admittance of any student to school, a principal shall require:

A. Proof of Residency

1. Residency:

To obtain enrollment in the Cherokee County School District, students must reside in the county with their natural parent(s), or court-approved legal guardian(s). Students and their parent(s)/guardian(s) must remain residents of the county for the entire period of enrollment in the School District. For enrollment purposes, a resident is defined as an individual who is a full-time occupant of a dwelling located within the county and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the county, but does not reside in the county, is not considered a resident for these purposes.

2. Proof of Residency:

Proof of residency is required when a student initially enrolls in a school and whenever a change of residence occurs.

a. The following shall be accepted as proof of residency for parents/guardians considered as "home-owners": a current residential property tax statement (if there is no tax bill, then the purchase/closing information for the residence can be

~~used). The record must include the name of the parent/guardian.~~

~~b. The following shall be accepted as proof of residency for parents/guardians considered as "renters": (1) a lease or rental agreement consisting of the written evidence that the agreement is valid; and (2) a District-designated affidavit signed by the property owner which will allow for appropriate verification of residency.~~

~~c. The following shall be accepted as proof of residency for parents/guardians considered as "non-renters" or "occupants of another person's home/residence": a District-designated affidavit signed by the parent/guardian, as well as by the home's occupants. If the occupants are renters, then the property owner's signature will also be required.~~

~~3. Verification of Residency:~~

~~A school system employee may visit the address given by any parent/guardian to verify residency. The property address given must be the actual location where the student and parent/guardian live full time.~~

~~4. Time Extensions:~~

~~A student will be enrolled on a provisional basis and allowed to attend school for up to 30 calendar days while awaiting evidence of residency. If the verification is not received within that period of time, the student will be withdrawn until the requirement is met.~~

B. ~~Satisfactory Evidence of Proper Age~~

~~1. A certified copy of the student's birth certificate, certified hospital issued birth record or birth certificate; a military ID; a valid driver's license; a passport; an adoption record; a religious record signed by an authorized religious official; an official school transcript; or,~~

~~2. If none of these evidences can be produced, an affidavit of age sworn to by the parent/legal guardian accompanied by a certificate of age signed by a licensed, practicing physician. The certificate completed by the physician must verify that a physical examination has occurred, and that the physician believes the age indicated on the affidavit is substantially correct.~~

~~3. Time Extensions:~~

A student will be enrolled on a provisional basis and allowed to attend school for up to 30 calendar days while awaiting evidence of age. If the verification is not received within that period of time, the student will be withdrawn until the requirement is met.

C. Immunization

1. Pre-kindergarten Programs

All students attending pre-kindergarten programs must have a Certificate of Immunization (DPH Form 3231) on file in accordance with Georgia Department of Public Health regulations. Students who have not completed all immunizations due to age may submit School/Child Care Certificate of Immunization (DPH Form 3227 - Gold Card) until immunizations are complete. Students may register prior to completion of this examination and certificate.

2. Grades K-12

All students must have a Certificate of Immunization (DPH Form 3231) on file in accordance with Georgia Department of Public Health regulations. Students entering public schools for the first time must present this form upon enrollment. Students who are transferring from any other public school system have 30 calendar days to meet this requirement.

3. Exemptions and Time Extensions:

A student, regardless of grade and including foreign exchange students, must have the Certificate of Immunization (DPH Form 3231) on file unless any of the following situations exist:

a. Medical exemption authorized by a medical doctor;

b. Conflict with religious beliefs verified by parents'/legal guardians' sworn affidavit;

c. An extension of 30 calendar days is granted to Georgia residents by the school principal. If this form is not received within that period of time, the student will be withdrawn until the requirement is met; or,

d. An extension not to exceed 90 calendar days is granted by the school principal to students entering Georgia public schools from out of state, private schools, or home school provided that documentation is on file from the county health department or a medical doctor stating that an immunization sequence has

been started and can be completed within the 90 calendar day waiver period. If this form is not received within that period of time, the student will be withdrawn until the requirement is met.

D. Certificate of Vision, Hearing, Dental and Nutrition Screening, P-12

A Certificate of Vision, Hearing, Dental and Nutrition Screening (Georgia Department of Public Health [DPH] Form 3300) in accordance with Georgia Department of Human Resources regulations must be presented the first time a student enrolls at any grade level. Students transferring from another Georgia public school system are exempt from this requirement.

Time Extensions: All students, regardless of grade and including foreign exchange students, must have the Certificate of Vision, Hearing, Dental and Nutrition Screening (Georgia DPH Form 3300) on file unless any of the following situations exist:

1. A student attending pre-kindergarten programs must have a Certificate of Vision, Hearing, Dental and Nutrition Screening. A student may register prior to completion of this screening, however, the Certificate of Vision, Hearing, Dental and Nutrition Screening must be on file within 30 days. If this form is not received within 30 calendar days, the student will be withdrawn until the requirement is met.

2. For a student transferring from any school system other than a Georgia public school system, the documentation must be received within 30 calendar days. If this form is not received within 30 calendar days, the student will be withdrawn until the requirement is met.

E. Official Transcript (Cumulative Record)

1. Enrolling students shall present an official transcript of work or credit at the time of entrance. If a transcript should not be presented, the student shall be enrolled on a tentative basis from information available at the time of enrollment. If, upon receipt of an official transcript, it should be found that the student has been enrolled in the wrong subject or grade, the student shall be withdrawn immediately and re-enrolled in the appropriate grade or subjects. The parent(s)/legal guardian(s) shall be informed of the change.

2. Students coming from accredited private schools, home school programs, other countries, or states are to be accepted provisionally in the grade to which they indicate membership. Records of each student's previous work should be required before final placement is

~~determined. A reasonable effort should be made to obtain such records. If the records are not forthcoming within 30 calendar days, an academic assessment shall be made by the school to determine final placement.~~

~~**F. Social Security Card**~~

~~An official copy of the student's social security card (the original card) shall be provided and be incorporated into the official school records pertaining to the student.~~

~~1. School authorities may provisionally admit a student for whom an official social security number has not been provided if the parent/legal guardian completes a postage-paid application for a social security number at the time of enrollment.~~

~~2. Exemption - The parent/legal guardian may, upon the execution of an appropriate affidavit/waiver, exempt his/her student from this provision.~~

~~3. No school employee shall indicate in any manner that a social security number is required for admission.~~

~~4. The school shall ensure that student social security numbers are treated in the same confidential manner as all other records and in accordance with the Federal Educational Rights and Privacy Act (FERPA) of 1974.~~

~~The school shall assign a permanent student identification number if a social security number will not be provided.~~

~~IV. ENROLLMENT REQUIREMENTS~~

~~A. Enrollment~~

~~In accordance with Georgia law, every parent, legal guardian, or other person residing within the state and having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, private school, or home study program. All children enrolled for 20 calendar days or more in the public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law.~~

~~Out-of-State Transfer Students — The same rules, procedures and requirements contained within this Policy apply to out-of-state transfer students.~~

B. Pregnant Students

Students who are pregnant will not be prohibited from attending school.

C. Compulsory Attendance

Students between six and 16 years of age are subject to compulsory school attendance. They must attend public school, private school or a home study program. If failure to attend is caused by the child's parent, legal guardian, or other person, the parent, legal guardian, or other person alone shall be responsible and shall be guilty of a misdemeanor and subject to a fine and/or imprisonment.

Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority, and it shall be their duty to file proceedings in court to enforce this law.

D. Students Not in Good Standing

1. Suspended or Expelled Students from Another Public School System

No otherwise qualified student seeking enrollment shall be admitted to the Cherokee County School District during the period of that student's suspension or expulsion from another Public School System.

2. Students Assigned to an Alternative School Program in Another Public School System

Any student seeking enrollment from another school system in which the student was assigned to an alternative school program through a due process hearing shall be assigned to a corresponding alternative setting, if available, within the Cherokee County School District.

3. Suspended or Expelled Students from a Private School

The Cherokee County School District may admit a student who has been suspended or expelled from a private school during the period of such suspension or expulsion. No such decision will be made before the District has received appropriate information from the parent, student records from the private school, and/or reports from any agency or jurisdiction involved due to the conduct causing the suspension or expulsion.

If, in the process of gathering this information, it is concluded that the student's suspension or expulsion from the private school would or

might justify a long-term suspension or expulsion from the Cherokee County School District, a pre-enrollment hearing will be convened so the district may decide: (a) whether the conduct for which the student was suspended or expelled would justify suspension or expulsion by the district, and (b) whether the terms of the private school suspension or expulsion should be adopted, rejected, or reduced by the district. This hearing will be conducted in the same manner required for any long-term suspension or expulsion from the Cherokee County School District.

4. Suspended or Expelled Cherokee County School District Students

A student with a suspension or expulsion from the Cherokee County School District will not be withdrawn unless the student does not return to the school or School District from said suspension or expulsion.

E. Enrollment or Re-Enrollment of Currently Non-Enrolled High School Students

The State statutorily requires students between the ages of 6 and 16 to remain actively enrolled in school. High School students who are 16 years of age or older, and who have dropped out of school for one quarter or more, remain eligible to re-enroll in the appropriate general education or alternative education program unless they attain the age of 20 years by September 1.

Special Education students remain eligible to re-enroll in appropriate education programs until they receive high school or special education diplomas or the equivalent, or reach their 22nd birthday.

V. Student Withdrawal Requirements

A. Withdrawal by Parent/Legal Guardian

A student will only be withdrawn upon written request by the enrolling parent/legal guardian or other designated adult as defined by Section I of this Policy. Within the written request, that adult must provide the school with the reason for withdrawal.

B. Withdrawal of Students Subject to Compulsory Attendance

A withdrawing student of compulsory attendance age will be notified that a failure to enroll in another educational institution or home study program will be in violation of Georgia's compulsory attendance law and may subject the student or parent to severe consequences.

~~The School District will withdraw a student of compulsory attendance age without parental permission after ten consecutive days of absences if the School District has determined the student is no longer a resident, or is enrolled in another educational institution or home study program. The withdrawal will occur retroactive to the first day of the consecutive absences.~~

~~**C. Withdrawal of Students Not Subject to Compulsory Attendance**~~

~~A withdrawing student who is beyond the compulsory attendance age and the parent/legal guardian or other designated adult as defined by Section I of this Policy approving the withdrawal must conference with appropriately identified school personnel when the student is withdrawing prematurely and not completing high school graduation requirements through another educational institution or home study program.~~

~~The School District will use any such conference with a student and parent/legal guardian to reinforce any statutorily required information to include, but not be limited to current high school graduation requirements, consequences for failing to earn a high school diploma, and available alternative educational opportunities such as earning a General Educational Development (GED) diploma.~~

~~The School District will withdraw a student who is beyond the compulsory attendance age without permission from the parent/legal guardian when the student has ten consecutive unexcused absences, and all of the following conditions occur:~~

~~1. The student is not currently receiving instructional services from the School District through Hospital/Homebound provisions;~~

~~2. The student is not currently receiving instructional services required by the Individuals with Disabilities Education Act; and,~~

~~3. The School District has made a reasonable attempt to contact the student, as well as the parent/legal guardian.~~

ADOPTED: **August 2, 2001**
REVISED: ~~**July 22, 2015**~~ **July 18, 2019**

Cherokee County Board of Education

EDUCATION OF HOMELESS STUDENTS

The Cherokee County ~~School~~ Board of Education is dedicated to the guiding principle that all eligible children and youth, including the homeless, who reside within the ~~s~~School District ~~system~~, are entitled to a free, appropriate education. Due to the special needs of homeless students, the School District ~~Board~~ establishes this policy to assist in removing barriers to the education process for homeless students so they may fully participate in the educational opportunities offered in Cherokee County.

I. Identification

A "homeless student" is determined to be:

- A child or youth who lacks fixed, regular and adequate nighttime residence;
- A child or youth who has a primary nighttime residence that is a supervised publicly-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.
- The term "homeless" does not include any individual imprisoned or otherwise detained by an act of Congress or state law.

II. School ~~Selection~~ Admission and Enrollment

A homeless student will be assisted in the school admissions/enrollment process, according to the child's or youth's best interest in accordance with School Board Policy JBC., ~~which is determined as the following:~~

- ~~Continuation of the child's or youth's education in the "school of origin" for the: (a) duration of the homelessness (in the case in which a family becomes homeless between academic years or during an academic year); or (b) for the remainder of the academic year (in the case in which a family becomes permanently housed during the academic year, but the residence is located outside the attendance zone for the school of origin); or~~
- ~~Enrollment in the school serving the attendance area in which the homeless student is currently living.~~

~~In determining the best interest of the homeless child or youth, the School District will, to the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the parent or guardian. The District will submit, in writing to the parent or guardian an explanation regarding school placement if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian.~~

~~"Feasibility" in determining school enrollment should be a student-centered, individualized determination considering many factors including, but not limited to: (a) the age of the homeless student; (b) the distance of a commute and the impact it may have on the student's education; (c) personal safety issues; and (d) a student's need for special instruction.~~

If a dispute arises over school ~~selection~~ admission or enrollment in a school, the homeless student will be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute; the parent or guardian of the homeless student will be provided with a written explanation of the school's decision regarding school ~~selection~~ admission or enrollment, including the rights of the parent, guardian or homeless student to appeal the decision. In the case of an unaccompanied homeless student, the homeless liaison will ensure that the homeless student is immediately enrolled in the school pending resolution of the dispute.

~~**Records Requirements**~~

~~The school selected for enrollment of a homeless student will immediately enroll the student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. While the requirement of these records is not waived, the school will not prohibit enrollment due to the immediate lack of the necessary records.~~

~~Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs shall be maintained so that the records are available, in a timely manner, when a homeless student enters a new school or school district.~~

III. Comparable Services

Each homeless student ~~shall~~ will be provided services comparable to services offered to other students in the school, including the following:

- Transportation services will be offered in accordance with federal requirements.
- Educationa<u>l</u> ~~S~~<u>s</u>ervices for which the homeless student meets eligibility criteria, such as Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocation and technical education
- Programs for gifted and talented students
- School nutrition programs

IV. Appeal Process for Disputes

Any dispute in regard to providing a public education to a child designated as homeless will be presented to the ~~school~~ ~~p~~<u>P</u>rincipal to be resolved. If the matter is not resolved at that level, the dispute ~~shall~~ will be brought to the Superintendent or designee who will resolve the matter. If the matter is not resolved at this level, the dispute ~~shall~~ will be brought to the <u>School</u> Board ~~of Education~~. In the event the dispute cannot be resolved locally, the parent/<u>legal</u> guardian may request a review of the dispute by the Georgia Department of Education.

ADOPTED: June 21, 2004
REVISED: ~~July 27, 2011~~ July 18, 2019

Cherokee County Board of Education

Policy Level	**Descriptor Code:**
BOARD POLICY	JBCA

Descriptor Term:
EDUCATION OF HOMELESS STUDENTS

All eligible children, including the homeless and/or children of the homeless, who reside within the school system are entitled to a free, appropriate public education.

Under the direction of the Superintendent, administrative guidelines which provide for the admission of homeless students shall be established and maintained. These procedures will include establishing eligibility criteria, school admissions/enrollment provisions, available services, and provisions to resolve conflicts which may arise as a result of this policy's implementation.

ADOPTED: June 21, 2004

Cherokee County Board of Education

CUSTODIAL RIGHTS/PARENTAL PARTICIPATION

~~SECTION~~ I: General Policy Statement

~~It shall be the Policy of the Cherokee County School System to~~ The Cherokee County Board of Education encourages parental contact and participation in school related activities unless specifically prohibited by custodial arrangements or ~~custody~~ court orders.

~~SECTION~~ II: Definitions

A. **Enrolling Parent** - the parent/guardian, whose parental rights have not been terminated, who actually enrolled the child or children in school and executed all necessary documents for school attendance. In all cases specified herein, the custodial parent or guardian ~~shall~~ will supersede the rights of the enrolling parent.

B. **Custodial Parent** - the parent, whose parental rights have not been terminated, who has been awarded sole custody, ~~or~~ primary custody, or educational decision-making authority of the child or children by a Court of competent jurisdiction. In order to be considered the custodial parent, the school must have on file a certified copy of the Order or Orders preferring custody.

C. ~~**Legal**~~ **Guardian** – ~~an~~ a non-parent ~~individual~~ who has been declared the legal guardian of a child by a Court of competent jurisdiction. In order to be considered the guardian of a child or children, the school must have on file a certified copy of the Temporary Order or Permanent Orders preferring guardianship.

~~D.~~ **Attorney in Fact** - the holder of a duly executed power of attorney recognized by School Board Policy JBC~~, Sections I.A and I.C.~~.

~~SECTION~~ III: Parental Participation

Unless specifically ordered by a Court of competent jurisdiction, a certified copy of which is maintained on file with the school, the ~~Cherokee County~~ School District ~~System~~ ~~shall~~ will allow each parent/guardian/attorney in fact an opportunity to participate in school related activities, including but not limited to: (1) PTA; (2) school lunches; (3) student programs; (4) parent/teacher conferences; (5) award ceremonies; and (6) field trips.

Access to school ~~shall~~ will be denied upon presentation of an affidavit by the guardian, custodial or enrolling parent, which in the principal's opinion provides sufficient facts to exhibit the threat of a disruption of the learning environment if access to the school is allowed.

~~SECTION~~ IV: Release of Students

Schools ~~shall~~ will not release students to individuals other than ~~c~~Custodial ~~p~~Parent(s)/~~g~~Guardian(s)/~~o~~Enrolling ~~p~~Parent(s)/Attorney in Fact without written permission from the ~~c~~Custodial ~~p~~Parent(s)/~~g~~Guardian(s)/~~o~~Enrolling ~~p~~Parent(s)/Attorney in Fact). It is the responsibility of the ~~c~~Custodial ~~p~~Parent(s)/~~g~~Guardian(s)/~~o~~Enrolling ~~p~~Parent(s)/Attorney in Fact to notify the school when their child will be picked up or checked out by any one other than those previously designated in the child's records.

~~SECTION~~ V: Parental Inspection of Student Records

Access to student records will be granted in compliance with School Board Policy JR, the Family Educational Rights and Privacy Act ("FERPA") and O.C.G.A. § 20-2-720 ~~Each parent or guardian of a child presently enrolled within the school system shall be provided full access to student educational records upon reasonable notice at a time designated by the school principal. If the records contain information relating to another student, such information regarding any other student shall not be made available for inspection or review except to the parents or guardian of that student. Each parent regardless of custody arrangement or Orders shall be entitled to inspect and review the educational records of the child or to be provided information concerning their child's progress.~~

ADOPTED: August 2, 2001
REVISED: ~~December 7, 2006~~ July 18, 2019

Cherokee County Board of Education

I. GENERAL POLICY

It is the policy of the Cherokee County ~~School District~~ Board of Education to make buildings, facilities and grounds available to the community when not in use for school activities, subject to the requirements specified herein.

Permission for use of School District facilities does not constitute an endorsement of any organization, the beliefs of the organization or group, nor the expression of any opinion regarding the nomination, retention, election or defect of any issue.

The School District reserves the right to withhold approval or to cancel any and all use of facilities when it is deemed that such action is necessary for the best interest of the School District and/or its students.

Certain uses of facilities requires the payment of a rental fee in accordance with the rental schedule maintained by the ~~Cherokee County~~ School District. In establishing the ~~enclosed~~ user fee, the ~~Board of Education~~ School District finds that the imposition of higher fees is required for use by certain groups and for uses of facilities on weekends, holidays or during the summer due to, among other things, increased administrative burdens related to community use of facilities on those days. These increased burdens include, by way of example, making arrangements for heating, ventilating, air conditioning; availability of adequate custodial staff; security measures; rescheduling planned maintenance and repairs; increased traffic, parking; increased wear and tear on ~~System~~ School District facilities.

All potential users of School District facilities will defend and indemnify the School District and any persons whose property may be within said building for loss or damage to such property caused by any person or persons attending said meeting or any damage or injury arising by reason of any use of facilities. The School District requires users provide evidence of insurance for coverage and amounts satisfactory for indemnification and defense to the School District.

The School District reserves the right in its discretion to require a performance bond or a deposit for the protection of facilities and equipment and to guarantee the payment of user fee and expense.

Potential users are required to submit, prior to use of a facility, a district Facility Use Application which must be signed and approved by the Principal/Work Location Supervisor and the Office of Support Services ~~and Facilities/Construction Management~~.

The School District through the School Board ~~of Education~~, Superintendent, principal, or their designees may bar or terminate facilities use by any group or organization which has in any way misused or damaged any facility.

The School District herein differentiates uses of facilities into the following categories

based upon the potential use of ~~system~~ School District facilities, as well as, the purpose of the group making use of the facilities.

II. ELIGIBLE ORGANIZATIONS (By Category)

A. Community or Child-Oriented Organization

1. Adult Groups

School District-sponsored activities such as wellness programs, employee organizations.

Uses by Cherokee County municipal and governmental agencies, such as the Board of Elections, law enforcement agencies, fire protection agencies, Cherokee County Emergency Management Agency, etc.

Any organization wishing to use School District facilities for the purpose of sponsoring a forum for political candidates in which all candidates are given an equal opportunity to speak or present their views on issues.

Adult ~~G~~groups defined above will not be required to pay a rental fee for their use of School District facilities. The aforesaid groups may be required to pay supervision, security, utility and custodial fees as described herein below.

2. School Allied Groups

A school allied exemption is authorized for the following groups (this designation may allow for a waiver of a portion of the fees described within this policy, as determined by the Office of Support Services ~~and Facilities/Construction Management~~):

- PTA;
- School booster clubs;
- Volunteer organizations or foundations established for the purpose of assisting school districts and recognized as tax-exempt under Internal Revenue Code Section 501 (a)(3), or similar foundations, which have applied for such recognition;
- School Councils;
- Cherokee County Educational Foundation (CCEF);
- Volunteer, no-fee student tutorial organizations; and,

- Third party providers contracted with the School District to provide afterschool programs.

3. Children Groups

Character building recreational and educational groups of school age Cherokee County children such as Boy Scouts, Girl Scouts and recreation associations.

Recreational summer camps or training camps in which the children are charged a fee are not exempted from the rental fee requirement.

Children Groups defined above ~~shall~~ will not be required to pay a rental fee for their use of ~~System~~ School District facilities. The aforesaid group may be required to pay a supervision, security, utility and custodial fee as described herein below.

B. Community Non-Profit Groups

Cherokee County non-profit community organizations including but not limited to family gatherings, wedding showers or receptions; benefit programs which directly benefit a Cherokee County resident or residents and recreational summer or training camps.

The above user will be required to pay a rental fee as specified herein below, as well as a supervision, security, utility and custodial fee.

C. General Facility Use

All reasonable uses of ~~System~~ School District facilities not previously identified above.

The above user will be required to pay a rental fee as specified herein below as well as a supervision, utility, security and custodial fee.

III. SCHOOL/FACILITY RENTAL FEES

A. Rental Fee

Each School District facility is rented on an hourly basis for a minimum of two hours. Each facility has hourly rental rates based upon utilization of the building, as described in the School District's facility rental guidelines. If any portion of an hour is exceeded during a rental period, the hourly billing "rounds-up" and includes the additional hourly charge for extended use. All rental fees reflect and are based upon the original intended use of the facilities. A listing of the current rates for School District facilities use may be obtained in the School District's online Principals' Handbook, Facility and Materials Management Section (www.cherokee.k12.ga.us).

B. Distance Learning

Where the ~~s~~School District ~~system~~ enters into written partnership agreements to provide opportunities for distance learning by staff, specific guidelines, procedures and fees in this regard will be specified in the agreement, recommended by the Superintendent and approved by the School Board.

C. Extended Use

Extended use of school facilities requires a separate lease agreement, which must be recommended by the Superintendent and approved by the ~~Cherokee County~~ School Board ~~of Education~~.

D. Supervision Fee

For each said use, the organization or group making use of a facility ~~shall~~ will pay a supervision fee to the School District ~~Cherokee County Board of Education~~. Where supervision is required, the employee(s) designated by the ~~p~~Principal will be paid at his/her regular hourly rate or at his/her over-time rate, if required.

The Office of Support Services ~~and Facilities/Construction Management~~ may waive the supervision fee in the event the contemplated use of said facility is during times when the facility would normally be open and supervision available. That Office may waive said fee for uses that do not require direct supervision.

E. Custodial Fee

For each said use, the organization or group making use of a facility ~~shall~~ will pay a custodial fee to the service provider.

The Office of Support Services ~~and Facilities/Construction Management~~ may waive the aforesaid fee for uses of facility by a group which does not require maintenance (clean up). Even if initially waived, a fee will be assessed if utilization of a facility requires custodial service after an event/activity is held.

F. Security Fee

If it is determined that security is required, the user will be informed by the principal or designee that police officers of the Cherokee County School Police Department will be required to be present during use of the facility for such purposes before approval will be given. Officers of the Cherokee County School Police Department will receive compensation at his/her overtime rate. The Office of Support Services ~~and Facilities/Construction Management~~ may waive the aforesaid fee in the event that use of the facility is during regular school/business hours and school police personnel are present on the campus.

If an officer(s) of the Cherokee County School Police Department is not available, security will be arranged by the Cherokee County School Police Department through their contacts with other local law enforcement agencies

having jurisdiction within Cherokee County. The user will be informed of the rates and payment procedures, since these may vary among other local law enforcement agencies.

G. Utility Fee

For each said use, the organization or group making use of the School District facility ~~shall~~ will pay a utility fee based upon current cost factors for providing heating/cooling/ventilating, lighting, water/sewer usage, garbage pickup, etc. These cost factors will be adjusted from time to time to reflect current costs for these expenses/services.

H. Gymnasium/Field Maintenance Fee

Youth sports league play accelerates wear on hardwood gym floors and outdoor fields. This requires additional refinishing to maintain an acceptable playing surface on gymnasium floors.

IV. MISCELLANEOUS

Community use of School District facilities is on a first-come, first-served basis.

The ~~Cherokee County~~ School District does not rent laboratories (computer, science, automotive, etc.) for community use, unless specifically designated in written, systemic partnership agreements recommended by the Superintendent and approved in advance by the School Board.

Signage created by School District facility users must not be placed on School District property until the day prior to utilization of the facility and must be removed immediately after each use. Signage, billboards and other communications relative to events held by users at School District facilities must not imply a permanent, exclusive relationship between the organization and the School District. Signage for these purposes requires prior approval of the worksite location supervisor/principal. No permanent signage may be erected by a School District facility user.

V. SPECIAL USE DETERMINATION

Some community activities and events are not compatible with the utilization of public school buildings, facilities and/or grounds:

a. Animal shows and exhibits.
b. For-profit bingo, except PTA-sponsored activities that are consistent with state law.
c. Direct selling of products and services on school premises, except PTA-sponsored activities.
d. Overnight lodging activities.
e. Other activities or events with inherently high risk of bodily injury or property damage to facilities and/or participants and/or spectators or increased School District exposure to other related losses or expenses.

f. Private sector tutoring, therapy and/or private school classes.
g. Tutoring by School District employees.
~~g~~. h. Motorized vehicle/bicycle rallies and races.
~~h~~. i. Any other activity deemed by the School District to not be compatible with the utilization of public school buildings, facilities and/or grounds.

For-profit sports summer camps, summer recreational leagues and any other activities where ~~Cherokee County~~ School District employees are compensated require a special lease agreement recommended by the Superintendent and approved in advance by the School Board.

Compatibility with utilization of public school buildings is ultimately determined by the Superintendent to ensure consistently applied guidelines throughout the School District.

VI. RESPONSIBILITY FOR COLLECTION/TRANSMITTAL OF ALL FEES UNDER THIS POLICY

The Office of Support Services and ~~Facilities/Construction Management~~ will be responsible for collecting all fees from the school(s) reflected in and required pursuant to this policy and will forward all such fees to the ~~Assistant Superintendent for Financial Management~~ Office of Financial Management.

The ~~Assistant Superintendent for Financial Management~~ Chief Financial Officer will account for all fees in this regard and will ensure that all related expenses (utility, supervisory, security, custodial, gym/field maintenance, etc.) are paid and reflected in appropriate school, District or service provider budget accounts.

ADOPTED: August 2, 2001
REVISED: ~~July 22, 2015~~ July 18, 2019

Cherokee County Board of Education

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	C-2

Title

Technical Modifications to School Board Policies (26)- - on Final Reading

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of Technical Modifications to School Board Policies (26)- - 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 DA, DEA, DFB, DFC, DFE, DFGA, DFK, DH, DI, DID, DJB, DJC, ED, GAE(2), GAEB, GAK(1), GAM, GBD, GBRG, GBRI, GCRA(1), IDCH, IDDD, IDE, JCAC and KN are recommended by the Superintendent for School Board approval.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

Executive Summary of Changes to Policies; Policies (26)

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

DA Goals and Objectives	Modifies Policy to include technical language revisions.
DEA Local Tax Revenues	Modifies Policy to include technical language revisions.
DFB State Aid	Modifies Policy to include technical language revisions.
DFC Federal Aid	Modifies Policy to include technical language revisions.
DFE Short Term Notes	Modifies Policy to include technical language revisions.
DFGA Admissions and Gate Receipts	Modifies Policy to include technical language revisions.
DFK Gifts and Bequests	Modifies Policy to include technical language revisions.
DH Bonded Employees	Modifies Policy to include technical language revisions.
DI Accounting and Reporting	Modifies Policy to include technical language revisions.
DID Audits	Modifies Policy to include technical language revisions.
DJB Petty Cash Accounts	Modifies Policy to include technical language revisions.
DJC Payroll Procedures	Modifies Policy to include technical language revisions and include updated practices.
ED Student Transportation Management	Modifies Policy to include technical language revisions.
GAE(2) Complaints and Grievances, Certified Employees	Modifies Policy to include standardized compliance language after legal review.

GAEB Harassment	Modifies Policy to include technical language revisions.
GAK(1) Criminal Background Check	Modifies Policy to include technical language revisions.
GAM Drug-free Workplace Staff Rights and Responsibilities	Modifies Policy to include technical language revisions.
GBD Professional Personnel Hiring	Modifies Policy to include technical language revisions.
GBRG Professional Personnel Non-School Employment	Modifies Policy to include technical language revisions.
GBRI Personnel Leaves and Absences	Modifies Policy to include technical language revisions.
GCRA(1) Drug Screening of Bus Drivers	Modifies Policy to include technical language revisions.
IDCH Dual Enrollment	Modifies Policy to include standardized compliance language after legal review.
IDDD Gifted Student Programs	Modifies Policy to include technical language revisions.
IDE ~~Co-Curricular~~ Extracurricular Activities	Modifies Policy to include technical language revisions.
JCAC Harassment	Modifies Policy to include technical language revisions.
KN Complaints	Modifies Policy to include technical language revisions.

The Cherokee County Board of Education believes that the quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that achievement of the School ~~d~~District's purposes can best be accomplished ~~achieved~~ through excellent fiscal management. Further, the School Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, state and federal funds allocated for use in public education, the School Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential ~~that~~ the School ~~d~~District take specific action to make sure instruction ~~education~~ remains central and that fiscal matters are ancillary and contribute to the educational program. This concept ~~shall~~ will be incorporated into School Board operations and into all aspects of School ~~d~~District management and operation.

In the School ~~d~~District's fiscal management, the School Board seeks to achieve the following goals:

1. To engage in thorough advance planning, with broad-based staff and community involvement, in order to develop budgets and ~~to~~ guide expenditures so as to achieve the greatest educational returns ~~and the greatest contributions to the educational returns and the greatest contributions to the educational program~~ in relation to dollars expended.

2. To establish levels of funding which will provide high quality education for the School ~~d~~District's students.

3. To use the best practices available ~~techniques~~ for budget development and management.

4. To provide timely and appropriate information to all staff with fiscal management responsibilities.

5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

The Cherokee County Board of Education ~~shall~~ will annually ~~set~~ establish the County Ad Valorem property tax millage rate ~~for the County~~ to be collected for public school purposes only. This ~~The~~ millage rate ~~established by the Board shall~~ will then be certified ~~to~~ by the Cherokee County Board of Commissioners.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

The method of financing public education in Georgia is governed by State law under the constraint of provisions in the Constitution of the State of Georgia. Most of the State aid to schools is determined by the State's Quality Basic Education (QBE) Act, which allocates funds for ~~all~~ specific programs based on full-time equivalent (FTE) student counts.

Two times during the school year, as designated by the State Board of Education, the enrollment by instructional program for each student will ~~shall~~ be reported to the Georgia Department of Education. This enrollment report will ~~shall~~ indicate the student's specific assigned program for each one-sixth of the school day on the designated reporting dates.

The student count is used to determine the full-time equivalent (FTE) count. The FTE counts are multiplied by certain program weights established by State Law.

The FTE "program weight" and "base amount" established in the annual appropriations act are then used to determine the total funds needed for a ~~Quality Based Education~~ QBE Program.

Except as allowed under approved waivers, ~~This~~ the School Board and School District ~~shall~~ will comply with all rules and regulations as set forth by the State in order to receive the full entitlement of State funds for the operation of the schools in this District. ~~system~~.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

It is the objective of the Cherokee County Board of Education ~~of Cherokee County~~ to provide an educational program for ~~the~~ its students ~~of the Cherokee County~~ through use of funds derived from local, state and Federal sources. It is the intent of the School Board to study all legislation~~,~~ with this philosophy in mind, selecting those particular parts of ~~the~~ legislation which will help the School Board provide better educational opportunities and~~,~~ better physical and mental growth for each pupil.

The Superintendent ~~shall~~ will select and recommend any particular areas in which Federal money can assist and provide a better educational program. The Superintendent ~~shall~~ will be the designated person to administer any such program selected by the School Board.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

The Cherokee County School Board, as it deems necessary, may vote a resolution authorizing the borrowing of money for educational ~~school~~ purposes. The School Board ~~shall~~ will only borrow sufficient amounts of money to pay for the operation of the ~~s~~School District. ~~system.~~ Loans may be made only between January 1 and December 31 of each year ~~"~~to pay expenses for such year.~~"~~

The aggregate amount of all such loans outstanding at any one time will ~~shall~~ not exceed 75% of the total income of the School Board from taxes collected by the School Board in the ~~last~~ preceding calendar year, and such loans ~~shall~~ will be payable on or before December 31 of each year.

The resolution authorizing the borrowing of funds ~~shall~~ will state the amount to be borrowed, the length of time it is to be used, the rate of interest to be paid, the purpose for which it is borrowed and from whom it is to be borrowed.

The School Board Chair~~person~~ and Superintendent ~~shall~~ will execute the note(s) for money ~~that is~~ authorized to be borrowed under the resolution passed by the School Board.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

Upon request, all Cherokee County School District retirees, as well as ~~and~~ all citizens residing in Cherokee County age 65 years or older will be admitted with up to one guest at no charge ~~with one guest~~ to all activities in the Cherokee County School District ~~System~~ including athletics ~~ballgames~~, plays, musicals, concerts, etc. ~~and admission~~ Admission passes in this regard are ~~to be~~ issued at the School District administrative office ~~central office~~ upon presentation of proof of retirement or age and Cherokee County residency.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

Donations

It is ~~shall be~~ the policy of the Cherokee County Board of Education ("School Board") to accept or deny donations from any source. Upon acceptance by the School Board, all donations ~~shall~~ become the property of the ~~Cherokee County Board of Education~~ School District. It is ~~shall~~ also ~~be~~ the policy of the School Board to encourage donations from any legitimate sources, including student support organizations. ~~booster clubs.~~ However, in order to assist the School District ~~school system~~ in maintaining compliance with the Georgia Equity in Sports Act, any donations made to athletic programs of the ~~s~~School District ~~system~~ and accepted by the School Board must be accompanied by either a valuation of such donation or an accounting of actual costs incurred by the donor regarding the donations. The Superintendent will ~~shall~~ establish criteria for the evaluation of offers and acceptance of donations to the ~~s~~School District ~~system~~. Donations may include real or personal property ~~donated~~, as well as donations of services. The School District will ~~Board shall~~ only consider receipts of donations that conform to state and federal laws and to policies of the School Board, including but not limited to, any applicable safety standards.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

The Superintendent will ~~shall~~ be bonded in the sum of $100,000 or such amount as may be ~~set by the School Board or~~ required by law. Other employees may be bonded as deemed necessary by the Superintendent and/or School Board.

The Superintendent's bond will ~~shall~~ be filed with the ~~j~~Judge of the ~~p~~Probate ~~c~~Court, and a certified copy sent to the State Superintendent of Schools.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

The Superintendent is ~~shall be~~ ultimately responsible for receiving and properly accounting for all funds of the School ~~d~~District. Funds shall be deposited in a depository designated by the School Board.

The accounting system used will ~~shall~~ conform with requirements of the State Board of Education and with good accounting practices, providing for the appropriate separation of accounts, funds and special monies.

The School Board will ~~shall~~ receive and inspect monthly ~~itemized~~ financial reports ~~statements~~ from the Superintendent, which account for all receipts and payments for that period of time.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

The financial records of the Cherokee County School Board are subject to review by the Financial Review Division ~~Section~~ of the State Department of Education. The State Department of Audits and Accounts also is required to audit such accounts, and the School Board is empowered to have state and/or independent audits made on its own, in accordance with specific standards defined by law.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

~~Funds in Schools~~

All records of funds handled by the School ~~p~~Principals ~~shall~~ will be inspected annually by the Superintendent. Principals ~~shall~~ will make annual ~~quarterly~~ reports to the School ~~d~~District ~~office~~ for all funds handled. Any ~~purchasing~~ ~~done~~ purchases by ~~p~~Principals will be billed to his/her individual school account.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

Personnel Compensation Guides and Contracts

Contracts for ~~certificated~~ designated personnel are for one ~~(1)~~ year or less, unless the Superintendent requests an extended contract up to three years. Contracts are ~~sent~~ issued after ~~concurrence~~ recommendation of the Superintendent and approval by the School Board.

Salary Payment and Determination

Salary determination of all School District employees will be based upon the guidelines annually approved by the School Board in the School District's Salary/Allocation Handbook.

~~The salary of certificated personnel will be based on the approved salary scale according to certification and State approved experience.~~

~~New Certificated Personnel Salary~~

~~New certificated personnel salary shall be based on the approved salary scale according to certification and State approved experience. The process of getting a certificate is time consuming and is not necessarily controlled by professional personnel. The first two month's salary will be based on the certification statement of the certificated personnel and his/her personnel file. When the certificate is received, the Superintendent's copy must be sent to the central office to be placed in the personnel file. Any necessary salary adjustment will be made at this time. Delay in furnishing the personnel department a copy of the certificate may result in withholding salary and/or termination of employment.~~

~~A person who does not work a full year will receive an annual salary reduced proportionately to the number of days worked. The summer will be prorated. The employee is responsible for having all copies of the contract notarized. Payday will be the last working day of each month or as designated by the Superintendent in light of individual work schedules.~~

ADOPTED: August 2, 2001
~~REVISED: July 23, 2014~~

REVISED: July 18, 2019

Cherokee County Board of Education

It is the policy of the Cherokee County Board of Education to provide transportation to ~~all~~ eligible students who reside in the ~~system~~ School District and elect to participate. The School ~~d~~District will acquire, maintain, and operate such vehicles as ~~the Board~~ it deems necessary for the efficient operation of the schools. The School ~~d~~District ~~shall~~ will seek to assure the safety of all children who are provided district transportation~~. The district~~ and will comply with all Federal, State and local laws and regulations pertaining to student transportation.

It is recognized that bus transportation is a privilege provided as a service of the ~~Cherokee County Board of Education~~ School District and that this privilege can be withdrawn due to violations of the code of conduct.

The primary use of school buses is to transport students to school and/or school related functions. However, under certain circumstances, ~~certain~~ organizations with permission or partnership agreements may be authorized to lease school buses.

The Superintendent ~~shall~~ will establish administrative guidelines and rules necessary to provide for implementation of this policy.

ADOPTED: August 2, 2001

~~**Cross Ref.: JCDAD - Bus Conduct**~~

Cherokee County Board of Education

SECTION I. PURPOSE: INFORMAL RESOLUTION PREFERRED

It is the purpose of this policy to implement the provisions of the Act of the General Assembly of 1992, O.C.G.A. §20-2-989.5 et seq. In accordance with the foregoing, it is the policy of the Cherokee County Board of Education that certified personnel will ~~shall~~ have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The ~~Board of Education~~ School District encourages all employees to resolve their complaints informally in a spirit of congeniality where possible. This policy and procedure is available where such efforts do not succeed or, where for any other reasons, the certificated employee desires to pursue this procedure.

SECTION II. DEFINITIONS

A. *Level One Administrator* means the principal of a school with respect to teachers and other certificated personnel assigned to that school. With respect to the certified Administrators supervised by the Superintendent, the "Level One Administrator" will ~~shall~~ be the Superintendent. In any case not covered by this paragraph, the "Level One Administrator" will ~~shall~~ be the supervisory certificated person designated ~~by the Board or in the absence thereof,~~ by the Superintendent.

B. *Central Office Administrator* means the local ~~s~~School ~~system~~ District Superintendent and/or designee.

C. *Complaint* means any claim or grievance by a certificated employee of this ~~s~~School ~~d~~District which is filed pursuant to this policy and which comes within the scope of the policy.

~~D. *Notification* means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.~~

SECTION III. SCOPE OF COMPLAINT: EXCLUSIONS

A. Scope. Unless excluded by paragraph (B) hereof, this complaint and grievance procedure~~s~~ is applicable to any claim by any professional employee certificated by the Professional Standards Commission who is affected in the employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations or written agreements of this school district or with which the district is required to comply.

B. Exclusions: This procedure does ~~shall~~ not apply to:

1. Performance ratings contained in personnel evaluation and professional development plans pursuant to O.C.G.A. §20-2-210;

2. Professional development plans;

3. Job performance;

4. Termination, nonrenewal, demotion, suspension or reprimand of any employee, as set forth in O.C.G.A. §20-2-940;

5. The revocation, suspension or denial of certificates of any employee, as set forth in O.C.G.A. §2~~0-2-790~~ 20-2-984.5;

C. A certified employee, who chooses to appeal under O.C.G.A. §20-2-1160, will ~~shall~~ be barred from pursuing the same complaint under this policy.

SECTION IV. HEARING RIGHTS: EVIDENCE: REPRESENTATION: DECISIONS: RECORDS

A. Hearing: Evidence. The C~~c~~omplainant is ~~shall be~~ entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses at each level, but the complainant may not present additional evidence at the Second or Third Hearing levels unless notice of the Complainant's intention and the evidence to be presented are submitted in writing five (5) days prior to the hearing to the Administrator who will preside at such level. When hearing an appeal from a prior level, the ~~Cherokee County Board of Education~~ School Board will ~~shall~~ hear and decide all appeals de novo.

B. Representation. The Complainant and the A~~a~~dministrator against whom the C~~c~~omplaint is filed or whose decision is appealed will ~~shall~~ be entitled to the presence of an individual, including an attorney to assist in the presentation of the C~~c~~omplaint and the response thereto, at the Central Office Administrator and at the School Board ~~of Education~~ level. The presence of any individual other than the Complainant and the Administrator at Level One is prohibited, except witnesses who present testimony or documents.

C. Hearing Officer. The School Board ~~of Education~~ may appoint a member of the State Bar to serve as law officer who will ~~shall~~ rule on all issues of law ~~and other objections~~, but such attorney will ~~shall~~ not ~~assist~~ participate in the presentation of the case for either party.

D. Overall Hearing Time Schedules. The overall time frame from the initiation of the C~~c~~omplaint until notification ~~rendering~~ of the decision by the School Board ~~and notification thereof~~ to the Complainant will ~~shall~~ not exceed sixty (60) days.

E. Automatic Referral to Next Level. Any C~~c~~omplaint not processed by the A~~a~~dministrator or the local unit of administration within the time frame required by this policy will ~~shall~~ be forwarded to the next level for determination.

F. Records. Accurate records of the proceedings at each level will ~~shall~~ be kept; the proceedings will ~~shall~~ be preserved by mechanical means and made available to the

parties at all times; and all costs and fees will ~~shall~~ be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings will ~~shall~~ be borne by the School Board ~~of Education~~; provided however, the cost of transcribing the transcript of evidence and proceedings before the School Board will ~~shall~~ be borne by the party requesting same, and all costs of the record on appeal to the superior courts and appellate courts will ~~shall~~ be paid by the party required to do so by the laws relating thereto.

G. Decisions. Each decision will ~~shall~~ be made in writing and dated, and will ~~shall~~ contain findings of fact and reasons for the particular decision reached.

H. Notice. The decision at each level and any other notice provided in this policy will ~~shall~~ be sent ~~delivered~~ to the Complainant by certified mail or statutory overnight delivery or hand delivered by a person designated by the Central Office Administrator ~~Superintendent~~ within 20 days of the decisions, ~~either (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested).~~ Notice to the Complainant will ~~shall~~ be deemed to have been made on the date of hand delivery or on the date of mailing. ~~deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the Complainant on file with the Board of Education.~~

SECTION V. FIRST LEVEL: PRESENTATION: TIME; CONTENTS

The C~~c~~omplaint will ~~shall~~ be presented in writing to the Level One Administrator within ten (10) ~~calendar~~ days after the most recent event or alleged violation of statute or rule ~~incident~~ upon which the C~~c~~omplaint is based. The Complaint will ~~shall~~ include the following:

A. The mailing address of the Complainant to which all notices and other documents may be mailed:

B. The intent of the Complainant to utilize this complaint procedure, clearly stated;

C. A reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied;

D. A brief statement of the facts reasonably calculated to show how such statute, policy, rule or regulation was violated or misapplied, and how it substantially affects the employment relationship of the Complainant; and

E. A statement of the relief desired.

~~The Superintendent shall prepare forms for use in accordance with the foregoing requirements.~~

SECTION VI. FIRST LEVEL HEARING AND DECISION

The Level One Administrator will ~~shall~~ record the date of filing on the Ceomplaint, and will ~~shall~~ give notice to the Complainant of the time and place of the hearing. ~~, either by mail or hand delivery. When notice is given by mail, it shall be sent by first class mail to the address set forth in the complaint. If no address was included in the complaint, then the notice shall be sent to the last known address of the Complainant on file with the Board of Education~~. The Level One Administrator will ~~shall~~ conduct a hearing on the Ceomplaint and render a decision thereon within ten (10) days of the filing of the Ceomplaint. The decision will ~~shall~~ be dated and a copy will ~~shall~~ be sent to the Ceomplainant as provided in Section IV above.

SECTION VII. SECOND LEVEL; APPEAL FROM FIRST LEVEL TO CENTRAL OFFICE ADMINISTRATOR

A Complainant dissatisfied with the decision of the first level will ~~shall~~ be entitled to appeal to the Central Office Administrator by filing written notice of appeal with the Office of the Superintendent. The appeal must be received ~~filed~~ within ten (10) ~~calendar~~ days after the Complainant is notified of the Level One decision. The appeal should identify which findings or fact or reasons in the decision are believed to be in error, with an explanation as to each such error. The Central Office Administrator will ~~shall~~ record the date of the filing on the appeal and will ~~shall~~ notify the Complainant in writing of the time and place of the hearing ~~by mail or hand delivery~~. The Level Two Administrator or designee may ~~shall~~ obtain copies of ~~all minutes, transcripts, documents and other~~ any records which he or she believes might be related to issues on appeal ~~relating to the complaint~~ and will ~~shall~~ conduct a hearing and render decision within ten (10) ~~calendar~~ days of the date of the filing of the appeal. ~~, or the hearing may be conducted by any designated representative of the Level Two Administrator who shall promptly submit his/her recommendations and findings to the Level Two Administrator for final decision~~. The decision will ~~shall~~ be rendered and served on the Complainant and his/her attorney in accordance with Section IV (H).

SECTION VIII. THIRD LEVEL; APPEAL TO SCHOOL BOARD ~~OF EDUCATION~~

A Complainant ~~or Level One Administrator~~ dissatisfied with the decision of the Central Office Administrator may appeal to the School Board ~~of Education~~ by filing written notice of appeal with the Office of the Superintendent. The appeal should identify which findings or fact or reasons in the decision are believed to be in error, with an explanation as to each such error. The appeal must be filed within ten (10) ~~calendar~~ days after the date of the decision by the Central Office Administrator. The School Board ~~of Education~~ may direct that a pre-hearing conference be held prior to the hearing to identify issues and facilitate presentation. The School Board ~~of Education~~ will ~~shall~~ conduct a hearing and render its decision in writing within twenty (20) ~~calendar~~ days after the hearing, and service thereof on the Complainant and his/her attorney, all in accordance with Section IV.

SECTION IX. APPEALS TO STATE

Appeals from the decision of the local School Board to the State Board of Education will ~~shall~~ be governed by the State Board Rule (BCAEA) governing appeals and O.C.G.A. §20-2-1160.

SECTION X. REPRISALS PROHIBITED

No certificated personnel will ~~shall~~ be subjected to reprisals as a result of filing any complaint under this policy. Any reprisals may be referred to the Professional Standards Commission.

SECTION XI. COLLECTIVE BARGAINING DISCLAIMER

Nothing in this policy will ~~shall~~ be construed to permit or foster collective bargaining.

SECTION XII. REPEALS

All policies and parts of policies in conflict herewith are repealed.

Grievance Hearings

Use of Counsel by Superintendent or Level I Administration

It is the policy of the ~~Cherokee County~~ School District ~~System~~ that when a hearing has been scheduled before the School Board ~~of Education~~ involving an appeal from a C~~c~~omplaint or grievance filed by an employee pursuant to O.C.G.A. §20-2-989.5 (Local Policy GAE(2)) and the employee is represented by counsel, the Superintendent is authorized to utilize one of the ~~s~~School ~~d~~District's attorneys to represent the Superintendent or the Level I A~~a~~dministrator or both in the subsequent hearing before the School Board ~~of Education~~.

ADOPTED: August 2, 2001
REVISED: July 18, 2019

Cherokee County Board of Education

Harassment

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 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~~ This Policy establishes 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 the Coordinator, as annually appointed by the Superintendent and published on the school district website, or to the Chief Human Resources Officer (CHRO). 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~~** **July 18, 2019**

Cherokee County Board of Education

Prior to Employment

In accordance with O.C.G.A. 20-2-211(e)(1), effective July 1 2000, all personnel, certified and classified, employed by the Cherokee Board of Education will ~~shall~~ be fingerprinted and have a criminal history record check completed. All fingerprints and criminal history record checks will be conducted by the Cherokee County School Police Department. The method of obtaining fingerprints and of submission to the Georgia Crime Information Center and National Crime Information Center will ~~shall~~ be as prescribed by O.C.G.A. 20-2-211, as amended, and by the State Board of Education's policies, rules and regulations.

In addition, substitutes, lay coaches (paid/non-paid and volunteer) and others working in the ~~s~~School District ~~system~~ who may potentially be in an unsupervised capacity with students on a regularly scheduled basis will be required to be fingerprinted and have a criminal history record check conducted.

Volunteers, student teachers and others working in a non-paid position in the sSchool District ~~system~~ who work with students on a regularly scheduled basis in an unsupervised capacity will be required to have a criminal history record check conducted but will not incur fingerprinting fees.

Fingerprints and/or criminal history record checks will ~~shall~~ be required even though the applicant may have undergone fingerprinting and criminal history record checks by another sSchool District ~~system~~, or from previous employment with Cherokee County.

At the time of initial employment, or when initially selected to provide substitute, lay coach or other services as described in this policy, the person so employed/utilized will ~~shall~~ be required to pay all cost associated with fingerprinting.

Provisional Employment

- **Certified Positions**

Each person employed to fill a certificated position in the ~~s~~School ~~d~~District will ~~shall~~ be issued a temporary contract which will ~~shall~~ expire on the date the criminal history record check has been received by the School District and the Superintendent or designee has notified the employee in writing the criminal record check has been received or after 20 days, whichever will ~~shall~~ first occur. If the criminal history record check reflects that the certified employee has not been arrested, charged, plead guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the Superintendent will ~~shall~~ have the authority without further authorization from the School Board to sign on behalf of the School Board a standard employment contract as previously approved by the School Board.

In the event the criminal history record check reflects that the certified employee has been charged with, plead to or been convicted of an offense other than a minor traffic violation, the Office of Human Resources ~~Office of Personnel Management~~ will ~~shall~~ have authority to request additional information or explanation from the applicant or the Cherokee County

School Police Department. The purpose will be to clarify information contained in the applicant's record, determine if there were attempts to falsify, misrepresent, or omit pertinent information, and to ensure that the applicant meets hiring guidelines.

- **Classified position (Non-Certified)**

Each person employed to fill a classified position in the ~~s~~School ~~d~~District will ~~shall~~ be employed contingent upon completion of the criminal history record check. If the criminal history record check reflects that the classified employee has not been arrested, charged, plead guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the Superintendent will ~~shall~~ have the authority to continue the employment without further authorization from the School Board.

In the event the criminal history record check reflects that the classified employee has been charged with, plead guilty or been convicted of an offense other than a minor traffic violation, the Office of Human Resources ~~Office of Personnel Management~~ will ~~shall~~ have authority to request additional information or explanation from the applicant or the Cherokee County School Police Department. The purpose will be to clarify information contained in the applicant's records, determine if there were attempts to falsify, misrepresent, or omit pertinent information, and to ensure that the applicant meets hiring guidelines.

- **Volunteers/Substitutes/Lay Coaches/Other**

Persons working within the ~~s~~School District ~~system~~ in a paid or non-paid capacity are permitted to do so contingent upon completion of a criminal history record check.

Continuous Verification

All certified personnel whose employment is renewed in the ~~s~~School ~~d~~District after July 1, 2000 will ~~shall~~ have a criminal history record check completed as required for any certificate renewal application as required by the Professional Standards Commission. All certified personnel who were hired prior to July 1, 2000 and were not fingerprinted at the time of employment will be required to be fingerprinted and have a criminal history record check completed. All fees associated with this process will be paid by the employee. Any criminal history record information will be forwarded with the renewal application to the Professional Standards Commission.

All classified (non-certified) personnel who continue in employment in the ~~s~~School ~~d~~District will ~~shall~~ have a criminal history record check completed every fifth year of employment or more frequently if determined necessary by the Superintendent. All classified (non-certified) personnel who were hired prior to July 1, 2000 and were not fingerprinted at the time of employment will be required to be fingerprinted and have a criminal history record check completed. All fees associated with this process will be paid by the employee.

All volunteers, substitutes, lay coaches, and others working in the system will ~~shall~~ have a criminal history record check completed each year at the time of renewal for service.

Use and Handling of Criminal Record Information

For all personnel, if the criminal history record reveals a charge, conviction, or plea, the information must be forwarded to the Office of Human Resources ~~Office of Personnel Management~~ for review and evaluation. Consideration for continued employment will be based upon the nature of the offense(s), when the offense(s) was committed, 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 will receive primary emphasis.

Criminal history record information will ~~shall~~ 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 in question, and will ~~shall~~ be stored, restricted and disposed of in such manner as may be required by federal or state authorities. When deemed appropriate, criminal history record information may be referred by the Superintendent to the Professional Standards Commission for further investigation. Fingerprints and criminal history record information will ~~shall~~ be the property of the ~~Cherokee County~~ School District.

ADOPTED: August 2, 2001
REVISED: ~~July 27, 2011~~ July 18, 2019

Cherokee County Board of Education

The Cherokee County ~~School District, hereinafter "school district",~~ Board of Education is committed to providing a safe work environment and to fostering the well-being and health of its employees. This commitment is jeopardized when any ~~s~~School ~~d~~District employee illegally or improperly uses illegal and/or illicit drugs on or off the job; comes to work under the influence; possesses, distributes or sells illegal and/or illicit drugs in the workplace; or abuses alcoholic beverages to an extent that tends to affect workplace performance. The School District~~, through its Board of Education,~~ recognizes that a drug-free workplace encourages employee productivity and promotes the accomplishment of ~~the District's~~ its missions and goals. Therefore, the following policy is established:

I. POLICY STATEMENTS

1. It is ~~shall be~~ a violation of School Board policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy any illegal drug, or to otherwise engage in the illegal use of drugs on or off the job.

2. It is ~~shall be~~ a violation of School Board policy for any employee to report to work under the influence of, or while possessing in his or her body, blood, or urine, illegal drugs in any detectable amount. It is ~~shall be~~ a violation of School Board policy for any employee to report to work under the influence of any prescribed medication that has been used and /or ingested contrary to medical advice or label instructions.

3. It is ~~shall be~~ a violation of School Board policy for any employee to report to work under the influence of, or impaired by any detectable amount of alcoholic beverages.

4. It is ~~shall be~~ a violation of School Board policy for any employee to improperly use, possess, sell, trade, offer for sale or offer to buy any prescribed medication. Provided however, that nothing in this policy is ~~shall be~~ construed to preclude the appropriate use of legally prescribed medications.

5. It is ~~shall be~~ a violation of School Board policy for any employee to refuse to submit to a substance abuse test, based upon reasonable suspicion; as part of a fitness-for-duty examination; or as otherwise directed by a person in authority and in accordance with this policy.

6. Any and all employees of the ~~s~~School ~~d~~District will ~~shall~~ have the affirmative duty to immediately report any violation of this policy to the Cherokee School Police.

7. In accordance with School Board policy GAMC, any employee 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 violation of a criminal drug statute in the State of Georgia or any other state in the United States, whether the crime or criminal offense is a felony or misdemeanor, is required to ~~shall~~ 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. Driving Under the Influence (DUI) is not exempt from the requirement and must be reported.

8. A violation of this policy will ~~shall~~ subject an employee to disciplinary action which may include, but is not limited to, reprimand, suspension from duty without pay, demotion, job reassignment or restructure, and/or termination.

9. A violation of this policy will ~~shall~~ subject an employee to referral for criminal prosecution as circumstances dictate.

10. An internal investigation may be authorized by the Superintendent of Schools. Notification of employee misconduct will be submitted to the Georgia Professional Standards Commission (PSC) or other agency when appropriate.

11. At the ~~s~~School ~~d~~District's discretion, employees who violate this policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

~~Cherokee County~~ The School District adheres to the provisions of the "Drug Free Workplace Act of 1988."

II. EMPLOYEE EDUCATION

The Superintendent ~~of Schools~~ will ~~shall~~ develop a drug-free awareness program to inform employees of the dangers of drug and alcohol abuse, the availability of employee assistance and drug rehabilitation, and the terms of this policy.

III. EMPLOYEE ASSISTANCE PROGRAM

The School District offers an Employee Assistance Program (EAP) benefit for employees and their dependents. The EAP provides confidential assessment, referral and short-term counseling to employees and their dependents for personal problem resolution. The EAP can be accessed by an employee through self-referral or referral by a supervisor. If a referral for treatment outside the EAP is necessary, the costs of such outside services will ~~shall~~ be the responsibility of the employee. These costs may be covered by the employee's medical insurance. Community-based services will be accessed for the employee as available.

Any employee who seeks assistance from or refers himself or herself to the EAP, prior to being involved in any drug or alcohol related incident and/or prior to being notified of an upcoming drug and/or alcohol test, will ~~shall~~ not be subject to termination, discipline or other adverse employment related action solely on the basis of such self-referral. Participation in the EAP will ~~shall~~ not affect an employee's career advancement or employment. Participation in the EAP will ~~shall~~ not protect an employee from disciplinary action that is based upon substandard job performance.

An employee, who has taken advantage of confidential self-referral to the EAP with or without the knowledge of the School District, will ~~shall~~ not be excused from required drug and alcohol testing in compliance with this policy even when the self-referral of the employee occurred prior to the testing in question. No employee will ~~shall~~ be permitted to use voluntary self-referral to the EAP to avoid otherwise legitimate disciplinary action against said employee by the School District.

IV. EMPLOYEE DRUG TESTING

It is ~~shall be~~ a condition of employment for employees to submit to substance abuse testing under the following circumstances:

A. When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol in the workplace.

"Reasonable suspicion" is based on a belief that an employee is using or has used drugs or alcohol in violation of School Board policy; drawn from specific objective and describable facts and reasonable inferences; and drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

1. Observation of actions while at work such as substance abuse or the physical symptoms of being impaired due to substance abuse;
2. Abnormal conduct or erratic behavior of the employee while at work or a significant deterioration in the employee's work performance;
3. A report of substance abuse provided by a reliable and credible source;
4. Information that an individual has tampered with any substance abuse test during his or her employment with the current employer;
5. Information that an employee has caused or contributed to an accident or injury while at work; or
6. Information that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer's premises or while operating the employer's vehicle, machinery, or equipment.

B. When an employee is involved in an accident while on ~~s~~School ~~d~~District business that results in an injury and/or damage to District property and loss of work time. For purposes of this policy "loss of work time" will ~~shall~~ mean any period of time during which an employee stops performing normal job duties due to injury and/or property damage.

C. When a substance abuse test is conducted as part of a scheduled employee fitness-for-duty medical examination that is part of the School District's ~~Board's~~ established guidelines or that is scheduled for all members of an employment classification or group.

D. As part of a follow-up program to treatment for drug abuse when an employee has entered a rehabilitation program because of a positive confirmed test result. The frequency of such testing will ~~shall~~ be a minimum of at least once a year for a two-year period after completion of the rehabilitation program. Advance notice of testing will ~~shall~~ not be given to the employee.

An employee with a confirmed positive test result may, at said employee's option and expense, have a second confirmation test made on the same specimen. An employee will ~~shall~~ not be allowed to submit another specimen for testing. Both the initial screen test and the first confirmation test will ~~shall~~ be at School District expense.

Employees will ~~shall~~ not tamper with specimens of bodily fluid collected pursuant to this policy. Any tampering will ~~shall~~ result in employee discipline. For purposes of this policy, tampering ~~shall~~ includes, but is ~~shall~~ not be limited to: 1) substitution of fluid 2) adulteration either internally or externally of the fluid 3) any other action which is intended to provide false results of drug or alcohol use or abuse.

V. ALCOHOL ABUSE

An employee who is under the influence of alcoholic beverages at any time while on School District business or at any time during the hours between the beginning and ending of the employee's work day, and whether on ~~Cherokee County~~ School District property or not, will ~~shall~~ be guilty of misconduct and is subject to discipline up to and including termination.

An employee will ~~shall~~ be determined to be under the influence of alcoholic beverages if the employee's normal faculties are impaired due to the consumption of alcohol, or if the employee has a detectable blood alcohol level. For purposes of this policy a detectable blood alcohol level will ~~shall~~ be .02% alcohol concentration or greater in the blood, breath or urine.

If an employee is called into work during non-scheduled hours on an emergency basis, the employee must inform the supervisor or manager of any recent off-duty consumption of alcoholic beverages, legally prescribed or over-the-counter medication that may cause impairment. Under such circumstances an employee may not begin working if said employee's performance would be impaired. Under such circumstances, the use of alcoholic beverages or medication does not violate this policy.

VI. OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS

Employees who have a positive confirmed test result may explain or contest the result to the School District, through the Division of Human Resources ~~Office of Personnel Management~~, within five (5) working days of receiving notice from the School District of the positive test result.

VII. CONFIDENTIALITY

The confidentiality of any information received by the School District through referrals to or participation in the EAP, and of any treatment for addictive disorders or diseases, and records of drug and alcohol screening test results, will ~~shall~~ be maintained, except as otherwise provided by law. Said information will ~~shall~~ be maintained in files separate and distinct from employee personnel files.

VIII. DRUG AND ALCOHOL TESTING FOR APPLICANTS AND EMPLOYEES WHO MUST HOLD A COMMERCIAL DRIVER'S LICENSE

In accordance with School Board policy GCRA(1), U.S. Department of Transportation ("DOT"), Federal Motor Carrier Safety Administration's, anti-alcohol and controlled substances policies and regulations will ~~shall~~ apply to an employee of ~~Cherokee County~~ the School District who holds a Commercial Driver's License ("CDL"), and who operates or has reason to move a school bus or other commercial motor vehicle (as that term is defined by Federal regulations). To the extent that any provision in this policy conflicts with or is superseded by the U.S. DOT, Federal Motor Carrier Safety Administration's policies and regulations, the regulations promulgated thereunder, will ~~shall~~ control.

IX. COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT

Pursuant to the provisions of the Americans with Disabilities Act ("ADA"), an employee may not be discriminated against on the basis of medical history related to either drugs or alcohol; however, the School District will ~~shall~~ take into proper account any evidence of an employee's current abuse of such substances, violation of this policy, or any history of criminal activity involving such use.

The Superintendent will ~~shall~~ establish guidelines as necessary for the administration of the Drug-free Workplace Staff Rights and Responsibilities policy.

ADOPTED: **August 2, 2001**
REVISED: **~~July 22, 2009,~~ July 18, 2019**

Cherokee County Board of Education

The Cherokee County Board of Education recognizes and adheres to Georgia Department of Education and Professional Standards Commission rules and regulations.

All persons holding certified educator positions in the Cherokee County School ~~System~~ District must meet state certification requirements or CCSD Professionally Qualified waiver status approved by ~~for which certification from~~ the Georgia Department of Education's Professional Standards Commission. Each educator must have completed the course work and all other requirements necessary for certification or professional qualification prior to employment and must maintain ~~certification~~ requirements during employment.

All professional applicants are required to complete a standard application form and furnish a copy of college transcripts. The transcript requirement may be waived at the discretion of the Superintendent when time does not permit securing a transcript.

Certificated personnel of the ~~Cherokee County Schools~~ School District may be employed by the School Board only upon the recommendation of the Superintendent. The Superintendent's recommendation, which ~~shall~~ will be in his or her discretion, ~~shall~~ will follow the completion of employment procedures established by the Superintendent and staff to provide adequate screening of persons for employment.

ADOPTED: August 2, 2001
REVISED: July 18, 2019

Cherokee County Board of Education

Outside Employment

School ~~personnel~~ District employees are reminded that their job assignments within the ~~s~~School ~~system~~ District are their first obligation and ~~if~~ that outside employment ~~is taking time or energy from this position they will be asked to choose one or the other~~ must not interfere with the employee's job assignments with the School District. Each administrator has direct responsibility to determine if outside employment is interfering with job responsibilities.

Endorsements

No employee of the ~~Cherokee County Board of Education~~ School District ~~shall~~ will give a written or oral endorsement to any company or representative for promotional purposes for any ~~periodical, book or~~ product (e.g., article, book, software, program, etc.) which may be offered for sale to parents ~~to~~ or students in the ~~Cherokee County~~ School District.

ADOPTED: August 2, 2001
REVISED: July 18, 2019

Cherokee County Board of Education

ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS

In accordance with Georgia law, regular (not temporary) employees will accrue sick leave with pay at the rate of one and one quarter work days for each completed month of service. Employees regularly working less than 100% but at least 50% will accrue sick leave prorated for the percentage of time worked. Employees working less than 50% will not accrue sick leave. All unused sick leave will ~~shall~~ be accumulated from one work year to the next. Employees are entitled to transfer up to 45 days of accumulated, unused sick leave from one school system in the state of Georgia to another and to or from the State Department of Education.

Sick leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family. For any absence in which sick leave is used, the ~~s~~Superintendent or appropriate designee will ~~shall~~ have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties.

An employee will ~~shall~~ not be charged with sick leave for absence due to an injury caused by a physical assault while employee was engaged in the performance of his or her duties; provided, however, that this paragraph will ~~shall~~ apply only to the first seven workdays of absence resulting from a single injury. An employee who is absent for up to seven days due to such an injury also will ~~shall~~ not have his or her regular pay reduced because of such absence or be required to pay the cost of a substitute.

Employees who do not qualify for participation in the State of Georgia Teacher Retirement System and, as such, cannot utilize unused sick leave accumulated toward retirement service, will be allowed, upon completion of service with the ~~Cherokee County~~ School District, to cash in unused sick leave days earned in the service of the ~~Cherokee County~~ School District at one-half of their value up to a maximum reimbursement of 45 days.

SICK LEAVE BANK

A Sick Leave Bank is established and replenished from employee contributions of accumulated sick leave to provide its members with sick leave for catastrophic illness after their own sick leave has been exhausted. Membership in the Sick Leave Bank is voluntary by each eligible employee. Members may withdraw sick leave days from the Sick Leave Bank only in accordance with the guidelines established by the Sick Leave Bank Committee as appointed by the Superintendent.

An employee may donate up to ~~ten~~ 10 sick leave days to his or her spouse if such spouse is also an employee of the ~~Cherokee County~~ School District for purposes of maternity leave, illness, illness of a family member, or death of a family member.

ANNUAL (VACATION) LEAVE

Twelve-month employees regularly working in a position full-time (100%) will accrue annual leave at a rate of one day per month up to 12 days per year with a total maximum accumulation of 45 days. Employees regularly working less than 100% but at least 50% will accrue annual leave prorated for the percentage of time worked with a total maximum accumulation of 45

days. Employees working less than 50% will not accrue annual leave. Annual leave in excess of the maximum accrual will be forfeited after June 30 of each fiscal year. Upon retirement or completion of service with the ~~Cherokee County~~ School District, all eligible employees will be paid for accrued annual leave at their current daily rate of pay.

The annual leave schedule will ~~shall~~ be arranged so that each school and department can maintain effective service levels. Leave may be taken only after approval by the Superintendent ~~of Schools~~ or appropriate designee.

PERSONAL LEAVE
Three days of any accumulated sick leave may be utilized during each school year for personal reasons provided prior approval of the absence is given by the ~~s~~Superintendent or appropriate designee and provided the presence of the employee requesting absence is not essential for effective school operation. Personal leave may be granted at the discretion of the ~~s~~Superintendent or appropriate designee.

PERSONAL LEAVE FOR EMPLOYEES ELECTED TO PUBLIC OFFICE
The ~~Cherokee County Board of Education~~ School District recognizes and affirms the right of a citizen of Georgia to seek and hold public office. Accordingly, personal leave may be requested and granted to employees who are duly elected to a public office.

During the absence of an employee serving in a public office, a substitute (if necessary) will be employed. Upon completion of public service, the employee will immediately resume his/her employment responsibilities. Salary will not be provided for days absent from school duty after the "Personal Leave" allotment is used. Earnings will be reduced based on the individual employee's terms of employment.

Other benefits granted to employees may remain in force during the time of public service upon payment of the full cost of such benefits by the employee if not prohibited by law, contracts, or other agreements with service providers.

Pursuant to O.C.G.A. § 20-2-51(c): no person employed by a local board of education ~~shall~~ will be eligible to serve as a member of that board of education.

AUTHORIZED PROFESSIONAL LEAVE
Authorized leave is leave for which the School District has granted permission and is providing a substitute (if applicable) for the employee to attend a professional development or work related activity provided prior approval for the absence is given by the ~~s~~Superintendent or appropriate designee.

ADMINISTRATIVE AND SUSPENSION LEAVE
The ~~s~~Superintendent will ~~shall~~ have the authority to place an employee on administrative or suspension leave with or without pay in accordance with applicable School Board policies and procedures and State law.

OBSERVANCE OF RELIGIOUS HOLIDAYS
Employees may use personal leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal leave, the employee may take unpaid leave for such purposes provided that such leave is not excessive and does not interfere with fulfilling the obligations of his or her job.

JURY AND WITNESS LEAVE
Each regular (not temporary) employee will ~~shall~~ be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's job duties with the ~~Cherokee County~~ School District. Jury and/or witness leave will ~~shall~~ not be deducted from an individual's accumulated vacation or sick leave. No employee utilizing jury leave will ~~shall~~ be required to pay the cost of employing a substitute to serve during his or her absence for jury or witness leave.

MATERNITY LEAVE
Any employee who is pregnant will ~~shall~~ be entitled to a leave of absence to begin at a time to be determined by the employee, the physician, and the ~~s~~Superintendent or ~~appropriate~~ designee between the commencement of the pregnancy and the anticipated date of delivery. The employee may continue in active employment as late into her pregnancy as she desires provided she is able to perform properly the required functions of her job. Final determination of ability to perform properly the required job functions will ~~shall~~ be made by the ~~board of education~~ School District. An employee wishing to work to the date of physical disability will ~~shall~~ be entitled to the use of all accumulated sick leave credited to her, not to exceed the doctor's estimated length of physical disability. An employee wishing to discontinue work prior to the date of physical disability will ~~shall~~ be governed by the same sick leave provisions as apply to employees on leave for other reasons.

MILITARY FAMILY LEAVE
Regular (not temporary) employees who have spouses deployed overseas by the United States Military for service in a war zone or war zone support area may request up to a maximum of seven days of ~~Cherokee County~~ School District-paid leave during a 12-month period for Military Family Leave, for days immediately prior to deployment, days immediately upon returning from deployment, or during a spouse's temporary furlough. The 12-month period will ~~shall~~ be measured back from the date the employee begins using any Military Family Leave.

MILITARY LEAVE
Regular (not temporary) employees are eligible for paid leave not to exceed 18 days in any calendar year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or State of Georgia. Regular employees also are eligible for paid leave not exceeding 30 days in any one calendar year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials of the United States armed forces. Employees who have military commitments will ~~shall~~ inform the ~~s~~Superintendent or appropriate designee annually and will ~~shall~~ cooperate to the extent possible

in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the School Board ~~of Education~~.

ADOPTION LEAVE

An employee may utilize any accumulated sick leave not to exceed 30 consecutive days in connection with the adoption of a child by the employee. An employee seeking to utilize this leave must give at leave 30 days prior notice or as much notice as the employee has been furnished. The leave may be taken only during the first year following the placement of the child with the employee. If an employee elects family leave for the adoption of a child provided by The Family and Medical Leave Act, the employee must also utilize the paid leave provided by this policy. If both adoptive parents are employees of this school system, each employee may receive adoption leave but the total number of days for an adoption permitted by this policy will ~~shall~~ not exceed 30 days.

FAMILY MEDICAL LEAVE

The School Board ~~of Education ("Board")~~ adheres to the provisions of the Family and Medical Leave Act ("Act") as adopted by the U.S. Congress on February 5, 1993 and which became effective August 5, 1993 and which was later amended by the National Defense Authorization Act on January 28, 2008. This School Board does not intend by this policy to create any additional rights to leave not provided by the Act; provided, however, the School Board does wish to extend the rights of the Act to certain employees who have worked at least 12 months for the School Board. The School Board does intend to elect certain options as the Act authorizes. Any portion of this policy inconsistent or contrary to the Act is unintentional and will ~~shall~~ not be given effect. As to the interpretation of this policy, the School Board's employees should look to the Act itself and its regulations.

COORDINATION WITH STATE AND FEDERAL LAWS

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

The Superintendent will ~~shall~~ establish and maintain guidelines as necessary for administration of Board Policy: GBRI, Personnel Leaves and Absences.

ADOPTED: August 2, 2001
REVISED: ~~May 3, 2012,~~ July 18, 2019

Cherokee County Board of Education

~~**Drug and Alcohol Screening for Applicants and Employees Who Must Hold a Commercial Driver's License**~~

~~EFFECTIVE DATE: JANUARY 1, 1995 (Systems having 50 or more CDL Licensed Drivers on March 17, 1994)~~

The Cherokee County Board of Education is dedicated to providing safe, reliable, and efficient transportation for students transported on school buses ~~with unimpaired judgment, physical dexterity, reflex action, and unimpaired senses of sight and hearing, of employees in safety sensitive functions~~. The School District recognizes that unimpaired judgment of bus drivers and other employees who might drive or service buses is essential to providing safe transportation. The School District further recognizes the abuse of drugs or alcohol may impair the judgment of employees in safety sensitive positions. The goal of the School District ~~this Board~~ is, therefore, to provide ~~our~~ employees and students with an environment which promotes health and safety.

Employees engaged in a safety-sensitive function--~~an employee of a local school system~~ are defined as those who hold~~s~~ a Commercial Driver's License (CDL) and ~~who also~~ operate~~s~~ or ~~has~~ have reason to move a school bus or other commercial vehicle. Employees engaged in safety-sensitive functions include, but are not limited to mechanics, school bus drivers, substitute school bus drivers, maintenance workers, coaches, teachers and administrators.

In order to meet this goal, and also as referenced under Board P~~p~~olicy GAM:~~,~~ Drug-free Workplace Staff Rights and Responsibilities, the School District ~~we hereby endorse~~ utilizes the U.S. Department of Transportation Federal Motor Carrier Administration~~'s anti-alcohol and controlled substances policies and~~ drug and alcohol testing regulations. The School District ~~This Board~~ will not tolerate unauthorized use, abuse, possession or sale of controlled substances by its employees. The School District ~~We~~ will provide training, education and other assistance to ~~our~~ employees to help them understand their responsibilities in achieving an alcohol and ~~controlled substances~~ drug-free environment.

Non-compliance with this policy or violation of the regulations may result in severe disciplinary action including suspension or ~~dismissal~~ termination of employment.

ALCOHOL TESTING AND USE BY EMPLOYEES ENGAGED IN SAFETY SENSITIVE ~~JOBS~~ POSITIONS

The School District ~~Cherokee County Board of Education~~ will make every effort to ensure all students, employees and the public are afforded the highest level of safety. This level of safety will not be compromised by the use of alcohol by employees performing the duties required of safety-sensitive ~~jobs~~ positions.

The following prohibitive behavior will not be tolerated by any CDL driver:

1. Possession of alcohol on school grounds, including buses, or at school activities is prohibited.

2. Consumption of alcohol four hours or less prior to a driver performing the duties required of their safety-sensitive ~~job~~ position will be prohibited. This includes any medication containing alcohol ~~such as Nyquil and Robitussin~~.

3. ~~Driver's unavailability to test post-accident~~ Refusal or unavailability to test ~~up to eight hours~~ within established guidelines.

Violation of any of these items will result in disciplinary action, up to and including termination of employment, in accordance with O.C.G.A. §20-2-1122 (B).

Employees will be ~~tested~~ screened for alcohol using an approved Evidential Breath Testing (EBT) device and operated by a qualified Breath Alcohol Technician (BAT) and with ~~tested~~ confirmation testing as required. If test results are:

1. .00 to .019 breath alcohol will be reported as a negative.

2. .02 to .039 breath alcohol will require confirmation testing. Removal from duty, a minimum of 24 hours, will result. A driver found to have a measurable alcohol content in his or her system during the school day will ~~shall~~ be subject to disciplinary action at the discretion of the Superintendent and local board.

3. .04 or greater breath alcohol, will require confirmation testing; removal from duty and termination in accordance with O.C.G.A. §20-2-1122 (B).

ADOPTED: August 2, 2001
~~LAST REVISED: October 17, 2002~~
REVISED: July 18, 2019

Cherokee County Board of Education

The Cherokee County Board of Education makes provisions for its high school students to participate in Dual Enrollment as referenced in State Board Rule 160-4-2-.34. The School District requires these students to meet state assessment requirements.

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. 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. Dual Enrollment students must maintain full time enrollment status (enrollment for the equivalent of 4 or more 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 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 Dual Enrollment will adhere to all guidelines associated with the program.

5. For students who participate in 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 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 Dual Enrollment.

2. For funding purposes, report 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 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 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 Dual Enrollment criteria.

III. STUDENTS' PARTICIPATION AND RESPONSIBILITIES IN DUAL ENROLLMENT

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

~~to approval~~ acknowledge an understanding of the requirements for student participation in Dual Enrollment.

2. Student participation in 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 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 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.

~~REVISED: July 19, 2018~~
REVISED: July 18, 2019

Cherokee County Board of Education

The Cherokee County Board of Education recognizes that gifted education programming is a coordinated and comprehensive structure of informal and formal services provided on a continuing basis intended to effectively nurture gifted learners. A Gifted learner is defined as "a student who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/ or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities."

Programs for gifted students assure that the education environment provides students the opportunity to extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and metacognitive skills in the regular elementary classroom through differentiation of instruction (cluster grouping), in elementary gifted education resource classes and in middle school and high school advanced content classes. The program for the gifted ~~shall~~ will be compatible with the Instructional Program Philosophy - - Educational Accountability and School Improvement Policy. ~~that includes: rigorous Student Performance Standards; Major System Priorities and School Improvement Plans (SIPs)~~. Specific program ~~Curriculum~~ goals and ~~program~~ objectives are outlined in the School District's *Advanced Academic Programs/Gifted Education Administrative Manual*.

Students who score at the base level of the State Board of Education (SBOE) eligibility criteria on district-wide norm-referenced mental ability and achievement tests are automatically referred for further assessment to determine eligibility for gifted education services. Teachers, counselors, administrators, parents, guardians, peers, the student or other individuals with knowledge of the student's abilities may also refer a student for consideration.

Students in the ~~Cherokee County~~ School District are determined to be eligible for gifted education program services based on the criteria provided in SBOE Rule 160-4-2-.38. The procedures for nomination, referral and assessment and the specific instruments used to determine eligibility are included in the Cherokee County School District *Advanced Academic Programs/ Gifted Education Administrative Manual*.

GIFTED EDUCATION CONTINUATION POLICY

A student who is officially placed in the K-12 Gifted Education Program will continue to receive gifted programming services, provided the student meets the following continuation criteria:

> The student maintains satisfactory performance in the gifted education classrooms, indicated by a (non-weighted) grade of at least 70 [as defined in the Board-approved Pupil Progression Policy (IHE) and Local Administrative Procedures Manual].

In the event that the student does not meet the continuation criteria in the elementary gifted education resource classes, the following steps will be taken to review the student's gifted services:

1. A student who fails to maintain satisfactory academic performance in gifted education classes will be referred to the Response To Intervention (RTI) Committee or Gifted Eligibility Team for appropriate interventions. Parents will be notified in writing by the principal or designee that the student will be given a probationary period of at least one semester. A student who is on probation will be provided with an Academic Improvement Plan (AIP), which will be monitored by the gifted education teacher who serves the student.

2. The student ~~shall~~ will continue to receive gifted education services during probation, while receiving the services of the RTI Committee or Gifted Eligibility Team and attempting to achieve satisfactory performance status.

3. The individuals involved with the RTI Committee or Gifted Eligibility Team will review the student's progress at the end of the probationary period and determine the student's further academic needs. The student's demonstrated academic strengths will direct the recommended course of study.

4. A student who fails to demonstrate satisfactory performances based upon the continuation criteria in gifted education classes during the probationary period and for whom gifted services are no longer appropriate ~~shall~~ will have a final review. The student, parent, and gifted program teacher involved will be invited to attend the review before services are withdrawn.

5. A student can be reinstated as eligible for gifted services when evidence of satisfactory academic performance in gifted education classes as defined by the Pupil Progression Policy and Local Administrative Procedures Manual over at least one semester is submitted to the school's Eligibility Team for consideration.

In the event that the student does not meet the continuation criteria in the middle and high school advanced content classes, the following steps will be taken to review the student's gifted services:

A student who fails to maintain satisfactory academic performance in gifted education advanced content classes qualifies for placement in a different course at the end of the grading period. Parents will be notified in writing by the Principal or designee that the student will be placed in a different course for the next academic semester.

~~ADOPTED: August 2, 2001~~
~~REVISED: July 25, 2012~~
REVISED: July 18, 2019

Cherokee County Board of Education

The Cherokee County Board of Education recognizes the importance of offering a comprehensive, balanced school program to all students; therefore, ~~E~~extracurricular/ ~~I~~interscholastic ~~A~~activities are provided for the enhancement of the students' ~~total~~ mental, physical, and social, ~~and~~ emotional development. These programs ~~shall~~ will be offered in compliance with all laws and State Board of Education Rules relating to non-discrimination and ~~no pass/no participate~~ academic eligibility.

In order to assure that reasonable rules and regulations prevent interference from interscholastic/extracurricular participation on academic achievement, the School District ~~Board of Education~~ endorses and adopts the rules and regulations set forth in the Georgia High School Association's Constitution and By-Laws, as well as those promulgated by the State Board of Education and/or Local Administrative Guidelines and as may be amended.

ADOPTED: August 2, 2001
REVISED: July 18, 2019

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~~ This Policy establishes 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: ~~**July 19, 2018**~~ **July 18, 2019**

Cherokee County Board of Education

The Cherokee County Board of Education welcomes ~~C~~constructive criticism from its community and other stakeholders when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. ~~is welcomed by the Board of Education.~~

The ~~Board~~ School District believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher
2. Principal
3. Office of School Operations
4. Superintendent
5. School Board Members ~~Board of Education~~

Any complaint about school personnel shall always be referred back through proper administrative channels before it is presented to the School Board for consideration and action.

When a complaint is made directly to an individual School Board member, the procedure outlined below will be followed:

1. The School Board member ~~shall~~ will request the person making the complaint to reduce the complaint to writing and transmit or deliver the written complaint to the ~~principal or~~ Superintendent ~~in person~~.

~~2.~~ If, at any time, the person making a written complaint feels that he/she has not been given a satisfactory reply from the ~~principal~~ school, the person ~~shall be~~ is advised to consult with the ~~Assistant Superintendent~~ Office of School Operations and then the Superintendent and, if still not satisfied, to request of the Superintendent a hearing before the School Board. ~~of Education.~~

If the matter is brought before the School Board, the School Board ~~shall~~ will arrange a hearing at a regular or special meeting called by the School Board.

ADOPTED: August 2, 2001
REVISED: July 18, 2019

Cherokee County Board of Education

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	D-1

Title

SY2019-20 School Fund-Raising Activities List

Requested Action

School Board Pre-Approval of Authorized School Fund-Raising Activities for SY2019-20

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 SY2019-20.

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
2019-20 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
- Comedy/Hypnosis Show
- 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
- 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
- Message Marquee
- 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 18, 2019	E-1

Title

Out of State Travel Request

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of Out of State Travel

Summary Explanation and Background

See attachment for out of state travel requests to attend professional conferences.

Major System Priority

Attracting, retaining, and training the best teachers, principals, and support staff

Financial Impact

See Legend on Attached Out of State Travel Requests

Exhibits: (List)

Attached Out of State Travel Requests

Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Nicole H. Holmes 770.479.1871 Dr. Keith A. Bryant 770.479.1871 Jackie Miller 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

OUT OF STATE TRAVEL REQUESTS

Name	School	Dates	Reason	Place	Cost
Amy Graham, Director Lindsay Bowley, Coordinator	Division of Human Resources	10.08.19 – 10.10.19	*To attend American Association of School Personnel Administrators (AASPA) Annual Conference*	New Orleans, LA	$1,735 ● (Each Participant)
Katherine Henry, Board Certified Behavior Analyst Carole Rich, Board Certified Behavior Analyst	Department of Special Education	09.18.19 – 09.21.19	*To attend Florida Association of Behavior Analysis (FABA) Conference*	Ponte Vedra, FL	$1,210 ■ $733 ■
Jennifer Norton, Teacher	River Ridge HS	08.11.19 – 08.14.19	*To attend Advanced Placement Computer Science Principles Teacher Summit*	Menlo Park, CA	$291 ❖

Legend

● – Local Funds, FY2019-20
■ - Title VIB Funds, FY2019-20
❖ - Carl Perkins Funds FY2019-20

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	E-2

Title

Out of State and Overnight Field Trips

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of Out of State and Overnight Field Trips

Summary Explanation and Background

See Attached List of Field Trips

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)	Dr. Brian V. Hightower 770.479.1871 Dr. Nicole Holmes 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

ATTACHMENT: OVERNIGHT AND OUT-OF- STATE FIELD TRIPS

I. Curriculum-Based Trips

School	Grade	Date	Destination	Reason/Nature
Creekview HS	9 – 12	08.16.19 – 08.19.19	Muncie, IN	Aeronautics Drone Team will compete at the UAS4STEM National Competition.
Creekview HS	9 - 12	06.29.20 – 07.02.20	Salt Lake City, UT	Future Business Leaders of America students will attend the National Leadership Conference.
Creekview HS	9 - 12	06.03.21 – 06.13.21	London, England; Caen, Normandy, Paris, France; Bastogne, Belgium; Cologne, Berlin, Germany	World History Authentic Learning Experience group will experience culture and tour historical sites.

II. Student Activities/Athletic-Based Trips

School	Grade	Date	Destination	Reason/Nature
Creekview HS	9 – 12	09.20.19 – 09.21.19	Charlotte, NC	Creekview's Cross Country Team is traveling to Charlotte, NC to participate in the McAlpine Park Invitational.

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	F-1

Title

Monthly Update on Capital Outlay Projects

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of the Monthly 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 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: 9 July 2019

TO: Dr. Brian V. Hightower
Superintendent of Schools

FROM: William J. Sebring
Chief Support Services Officer

SUBJECT: Construction Status Reports

Capital Improvements 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:

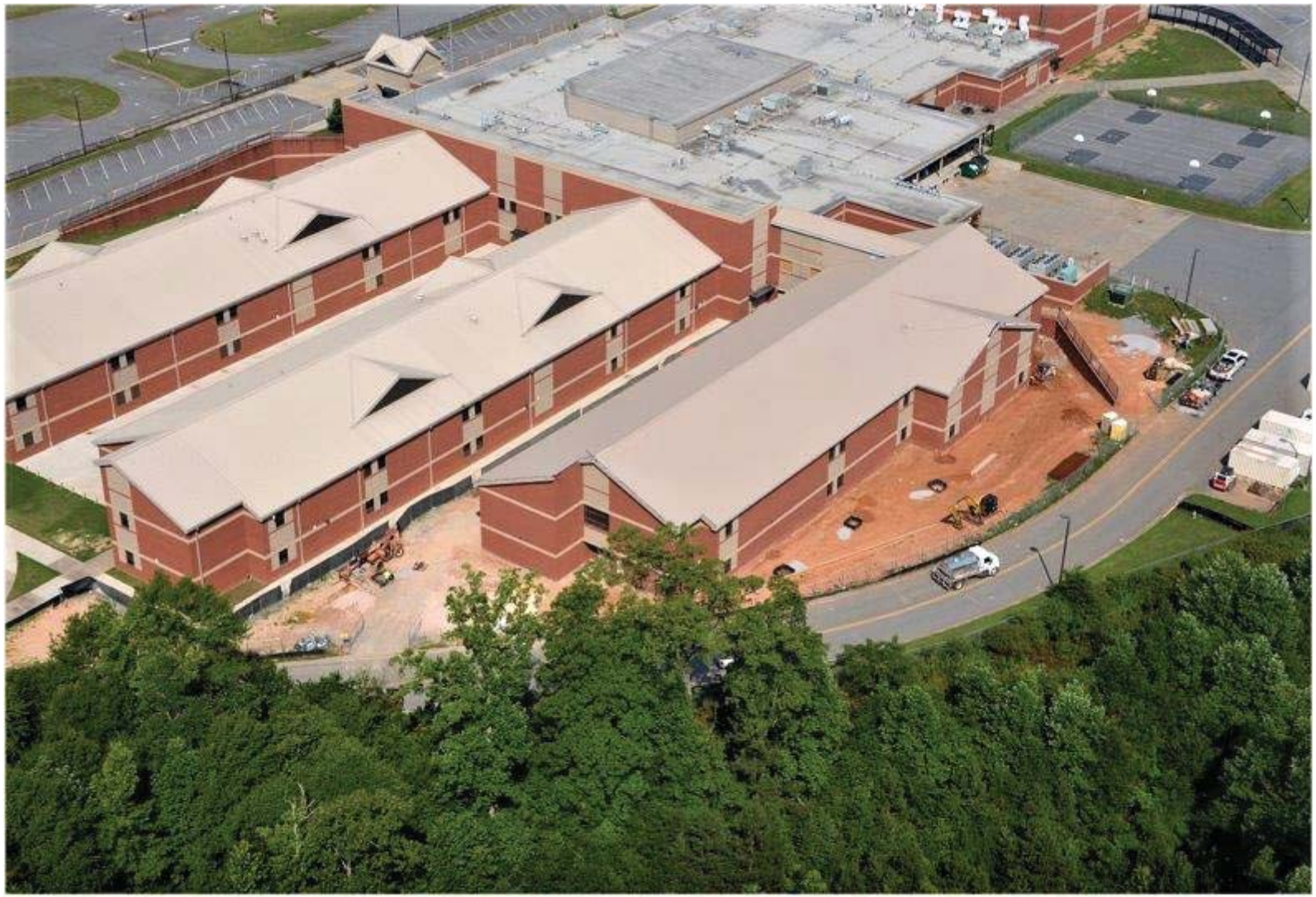
Mill Creek Middle School Classroom Addition

- Installation of mechanical/electrical/plumbing systems on the mechanical mezzanine are progressing.
- Rain leader connections are underway.
- Sidewalk construction is underway.
- Hot and chilled water loop pumps have been replaced.
- Demolition/construction continues in the existing computer lab(s) and in the connecting corridors between the existing/new classroom wing.
- Painting activities continue.
- Ceiling grid installation is underway on the lower level.
- This project is scheduled for completion August 2020.

WJS

WJS:dm

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



Womack Lewis & Smith Inc

Mill Creek Middle School

Print #190628082
Date: 06/28/19
Lat/Lon: 34.117435 -84.477930
Order No. 65859
Aerial Photography, Inc. 954-568-0484



Family & Consumer Science



Global Learning

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	F-2

Title

Special Lease Agreements

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of Special Lease Agreements

Summary Explanation and Background

Pursuant to the School Board's Community Use of System Facilities Policy (KG), special lease agreements applicable to non-school allied groups (users applying for extended use of school facilities who are required to pay rental fees) and for-profit summer camps, summer recreational leagues and/or any activities where Cherokee County School District employees are compensated, must be recommended by the Principal to the Superintendent for consideration of approval by the School Board prior to use of the facility. Extended use is defined as an event involving four or more consecutive days or for recurring activities.

Attached is a synopsis of detail of the special lease agreements, which adhere to the guidelines stipulated for such use and which have been approved by the Principal and Superintendent.

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 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

Special Lease Agreements July 2019

School Facility: Hickory Flat ES

Event Dates: One Wednesday per month - 9.13.19 to 4.17.19

Name of Organization: Rise Up for Christ

Director of Activity Name: Jessica Mosley

Object or purpose: Character Development

Term: 8 months

Areas: GYM

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	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 Transfers
3. Certified Resignations/Terminations of Employment
4. Classified Recommendations
5. Classified Transfers
6. 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)

Summary List of Recommendations

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 07/18/2019

Last	First	Position	Location	Start Date
Wiltgen	Dolleen	Teacher	Avery ES	07/25/19
Tedder	Julia	Teacher	Carmel ES	07/25/19
McCall	Jarrett	Teacher	Cherokee HS	07/25/19
Webb	Kailey	Teacher	Cherokee HS	07/25/19
Webb	Kelly	Teacher	Cherokee HS	07/25/19
Sasso	Colin	Teacher	Creekview HS	07/25/19
Daniel	Courtney	Counselor	Dean Rusk MS	07/25/19
McCarthy	Amy	Teacher-MGE	Dean Rusk MS	07/25/19
Bailey	Victoria	Teacher	ET Booth MS	07/25/19
Stahler	Jamie	Teacher	ET Booth MS	07/25/19
Funderburk	Lisa	Teacher	Etowah HS	07/25/19
Meskimen	Amy	Teacher	Liberty ES	07/25/19
Redman	Sabrina	Teacher	Liberty ES	07/25/19
Rokarya	Mahirah	Teacher	Liberty ES	07/25/19
Paulison	Shane	Teacher	LR Tippens Center	07/25/19
Aybar	Sayonara	Teacher	Oak Grove Preschool	07/25/19
McFalls	Caitlin	Teacher	RM Moore ES	07/25/19
Bryant	Bailey	Speech Language Pathologist	Special Education	07/25/19
Louis-Jeune	Dorothy	Speech Language Pathologist	Special Education	07/25/19
Poston	Rebekkah	Psychologist	Special Education	07/25/19
Baxter	Michaela	Teacher	Teasley MS	07/25/19
Sobolewski	Katherine	Teacher	Teasley MS	07/25/19
Aszman	Rachel	Teacher	Woodstock MS	7/25/2019
Devine	Sharon	Teacher	Woodstock MS	07/25/19

CERTIFIED TRANSFERS 07/18/2019

Last	First	Position	Location	Start Date
Carnes	Richard	Administrator on Special Assignment to Principal	Creekland MS	07/22/19
Zinkil	Sue	Principal to Principal	Creekview HS	07/22/19
Seibert	Jillian	Asst. Principal to Administrator on Special Assignment	Curriculum & Instruction	07/22/19
Wasserman	Rachel	Teacher to Assistant Principal	Holly Springs ES	07/22/19
Hultquist	John	Assistant Principal to Assistant Principal	Little River ES	07/22/19
Merges	Mark	Principal to Executive Director	School Operations	07/22/19
Murdock	Debra	Executive Director to Executive Director on Assignment	School Operations	07/22/19

CERTIFIED RESIGNATIONS/TERMINATIONS OF EMPLOYMENT 07/18/2019

Last	First	Position	Location	End Date
Martin	Sara	Teacher	Cherokee HS	05/31/19
Landreth	Allison	Counselor	Macedonia ES	05/31/19
Fremeau	Ryan	Psychologist	Special Education	05/31/19
Berry	James	Instructional Technology Specialist	Technology	10/31/19
Rice	Dianne	Teacher	Woodstock HS	07/31/19
Spink	Charmaine	Teacher	Woodstock MS	09/30/19

CLASSIFIED RECOMMENDATIONS 07/18/2019

Last	First	Position	Location	Start Date
Carcamo	Pia	Paraprofessional	Arnold Mill ES	07/31/19
Primm	Jennifer	Paraprofessional	Arnold Mill ES	07/31/19
Muller	Kelley	Nurse	Boston ES	07/30/19
Duke	Krista	Paraprofessional	Dean Rusk MS	07/31/19
Fagan	Sean	Paraprofessional	Dean Rusk MS	07/31/19
McDaniel	Mary	Paraprofessional	ET Booth MS	07/31/19
Rutledge	Mishelle	Paraprofessional	ET Booth MS	07/31/19
Landry	Deborah	School Secretary	Etowah HS	07/31/19
Weidler	Robynn	School Nutrition Worker	Hasty ES	07/26/19
Conner	Kelly	School Nutrition Worker	Johnston ES	07/26/19

CLASSIFIED RECOMMENDATIONS 07/18/2019 (Continued)

Last	First	Position	Location	Start Date
Lakeram	Nadira	Paraprofessional	Johnston Preschool	07/31/19
D'Antuono	Sara	School Secretary	River Ridge HS	07/15/19
Howell	Laura	Paraprofessional	River Ridge HS	07/31/19
Petrovich	Carol	Paraprofessional	River Ridge HS	07/31/19
Gama	Elizabeth	Occupational Therapist	Special Education	07/25/19
Schneider	Julie	Paraprofessional	Teasley MS	07/31/19
Kerckhof	Steven	Applications Analyst	Technology	07/01/19
Abraham	Tamiko	Bus Driver	Transportation	07/31/19
Barnet	Benjamin	Bus Driver	Transportation	07/31/19
Fowler	Michele	Bus Driver	Transportation	07/31/19
Gantt	Virginia	Bus Attendant	Transportation	07/31/19
Hendrix	Sarah	Bus Attendant	Transportation	07/31/19
Hughes	Jeanette	Bus Driver	Transportation	07/31/19
Lance	Mike	Bus Attendant	Transportation	07/31/19
Louzader	Kristi	Bus Driver	Transportation	07/31/19
Murdock	Cassandra	Bus Driver	Transportation	07/31/19
Oliver	Janice	Bus Attendant	Transportation	07/31/19
Rondonuwu	Pandu	Bus Driver	Transportation	07/31/19
Struder	Steven	Bus Driver	Transportation	07/31/19
Acuff	Parker	Paraprofessional	Woodstock HS	07/31/19

CLASSIFIED TRANSFERS 07/18/2019

Last	First	Position	Location	Start Date
Price	Rebecca	Secretary III to Student Records Facilitator	ET Booth MS	07/08/19
Stanley	Connie	School Clerk II to Secretary III	Etowah HS	07/15/19
Robertson	Kelly	Paraprofessional to Teacher	LR Tippens Center	07/25/19
Renaud	Jennie	Clerk IV to Clerk V	School Nutrition	07/01/19
Reboucas	Renee	School Secretary to Executive Director's Secretary	School Operations	07/01/19
Locke	Ken	Police Lieutenant to Captain	School Police	07/01/19
Rich	Richard	Police Sergeant to Lieutenant	School Police	07/01/19
DuBois	Fred	Warehouseman to Lead Warehouseman	Support Services	07/01/19
Ferris	Kelly	Clerk IV to Supervisor's Secretary	Support Services	07/01/19
White	Renee	Paraprofessional to Teacher	Teasley MS	07/25/19
Henderson	Paula	Bus Attendant to Bus Driver	Transportation	07/31/19
Maikoski	Joice	Paraprofessional to Bus Driver	Transportation	07/31/19
Young	Glenda	Bus Driver to Bus Attendant	Transportation	07/31/19

CLASSIFIED RESIGNATIONS/TERMINATIONS OF EMPLOYMENT 07/18/2019

Last	First	Position	Location	End Date
Warrington	Lisa	School Nurse	Carmel ES	05/30/19
Lowenthal	Maureen	School Nutrition Worker	Indian Knoll ES	05/31/19
Vines	Gaylor	School Nutrition Worker	Oak Grove ES	05/31/19
Acocello	Mark	Bus Driver	Transportation	05/30/19
Andretta	Theresa	Bus Driver	Transportation	05/30/19
Elliott	Twyla	Bus Driver	Transportation	08/30/19
Humphrey	Tina	Bus Driver	Transportation	05/30/19
Manley	Christen	Bus Attendant	Transportation	05/30/19
Smith	Joseph	Bus Driver	Transportation	05/30/19
Jones	Benjamin	Paraprofessional	Woodstock ES	05/30/19

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	H-1

Title

SY2019-20 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 SY2019-20 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 SY2019-20 tribunal panel.

Major System Priority

Increasing Accountability

Financial Impact

Funds for this panel are included in the FY2019-20 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 2019-20 TRIBUNAL PANEL

Jan Adamson

Elliott Berman

David Childress

Carla Cohen

Tim Feltner

Karen Hawley

Catherine Holman

Susan McCarthy

Susan Padgett-Harrison

Tammy Sandell

Deborah Wiseman

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	H-2

Title

School Board Attorney's Recommended Plan for SY2019-20 Local School Board Governance Training

Requested Action

School Board Consideration for Approval of School Board Attorney's Recommended Plan for SY2019-20 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 SY2019-20 Local School Board Governance Training in accordance with State requirements. All required training will be concluded by June 30, 2020.

Major System Priority

Increasing Accountability

Financial Impact

N/A

Exhibits: (List)

Local Board 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 (System) **Date of approval: _____**

Please remit by email to: mcardoza@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 7 & 8, 2020.**
2. Six (6) additional hours annual training.	**Conducted in conjunction with Whole Board training by RCG and North Georgia RESA (NGRESA) Executive Director Dr. Sam DePaul. These sessions will be accomplished at the School Board's Annual Retreat and additional hour-long trainings during the course of the school year. Additionally, school board members may access Georgia School Board (GSBA) events or online training opportunities.**
3. Zero (0) additional hours required during SY2019-20 for New Board member Training.	
	All training will be concluded by June 30, 2020.
Whole Board Training	
Local Orientation for new member(s)	

*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 18, 2019	I-1

Title

Surplus Request for Buffington Educational Services Center and Property Tract

Requested Action

School Board Consideration of Superintendent's Recommendation to Surplus and Advertise for Sale the Buffington Educational Services Center and Property Tract

Summary Explanation and Background

The School Board is requested to approve the surplus and advertisement for sale of the Buffington Educational Services Center facility and property tract located at 4568 Cumming Highway, Canton, GA 30114, which is approximately 9.88 acres.

Major System Priority

Addressing Growth

Financial Impact

Revenue TBD

Exhibits: (List)

Aerial Photograph of Property Tract/Plat

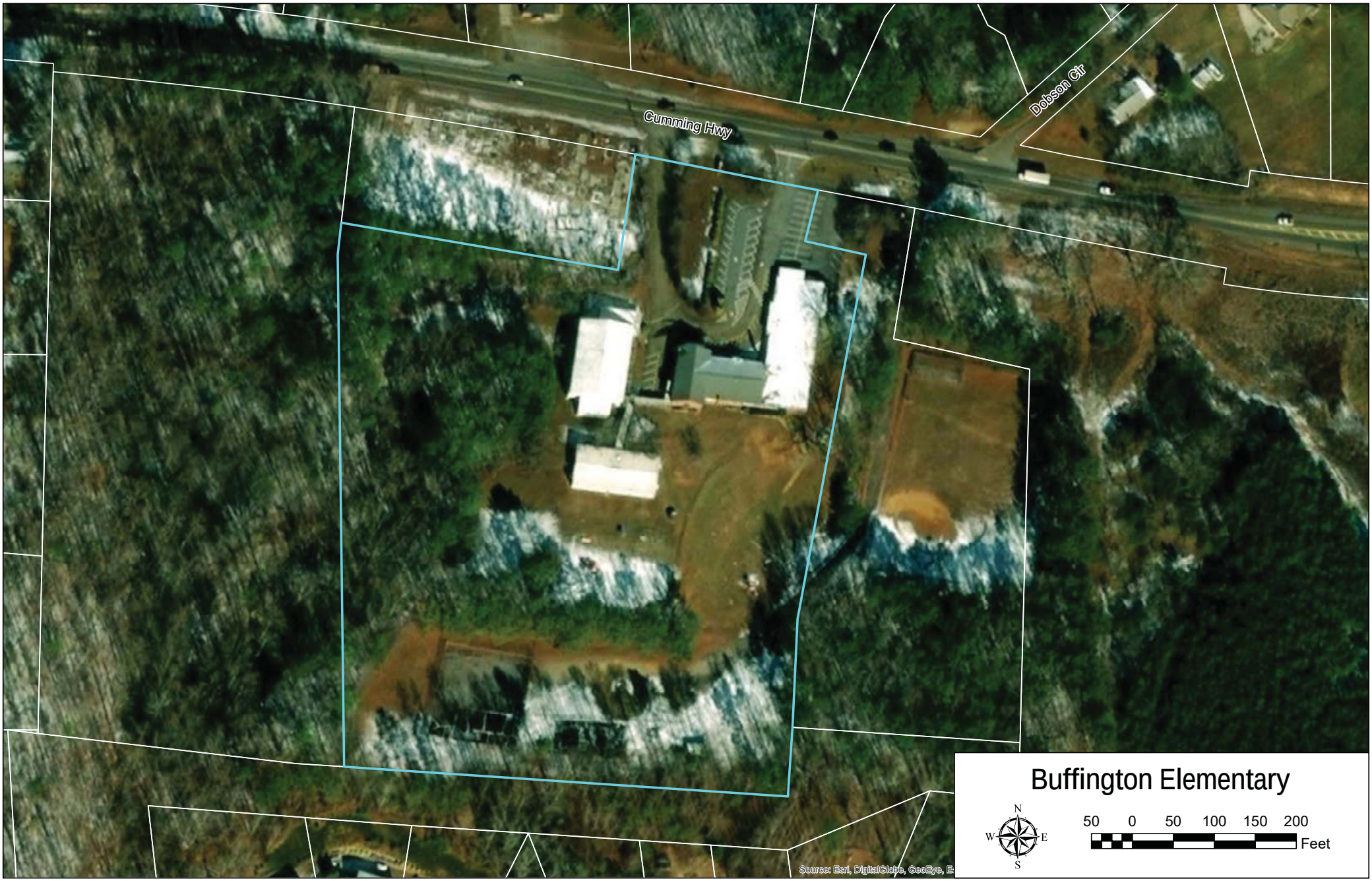
Board Action	Source of Additional Information
(For Official School Board Records Only)	Dr. Brian V. Hightower 770.479.1871 William J. Sebring 770.479.1871 Tom Roach 770.479.1871

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


Cumming Hwy
Dobson Cir
Buffington Elementary
N
W
E
S
50 0 50 100 150 200
Feet
Source: Esri, DigitalGlobe, GeoEye, E

Agenda Request Form

Cherokee County School District

Meeting Date	Agenda Item Number
July 18, 2019	I-2

Title

SY2019-20 Attendance Area Map Adjustment

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of SY2019-20 Attendance Area Map Adjustment

Summary Explanation and Background

As part of the Attendance Area Focus Group process for SY2019-20, there were no schools projected to reach critically-overcrowded status for the coming year and as such, there were no Public Input meetings conducted by CCSD staff during the October/November 2018 time frame. However, as is sometimes the case, a residential development (Victory Preserve) has begun to break ground that, upon completion, would potentially send students to two different elementary schools because its location overlays the boundaries of the two impacted schools (Boston ES and Oak Grove ES).

As such, it is the Superintendent's recommendation to conduct a Scrivener's Map adjustment to the existing Attendance Area in order to accommodate future students from this 54-home development into one elementary school location. Using its Housing Capacity data from SY2018-19 and the projected enrollment for SY2019-20, Boston ES is projected to be at 68% capacity. This recommendation shifts the entire development's student population into the Boston ES Attendance Area and can be accomplished without overcrowding that facility and/or affecting any currently enrolled CCSD students.

Major System Priority

Increasing Accountability; Addressing Student Population Growth

Financial Impact

N/A

Exhibits: (List)

See Attachments

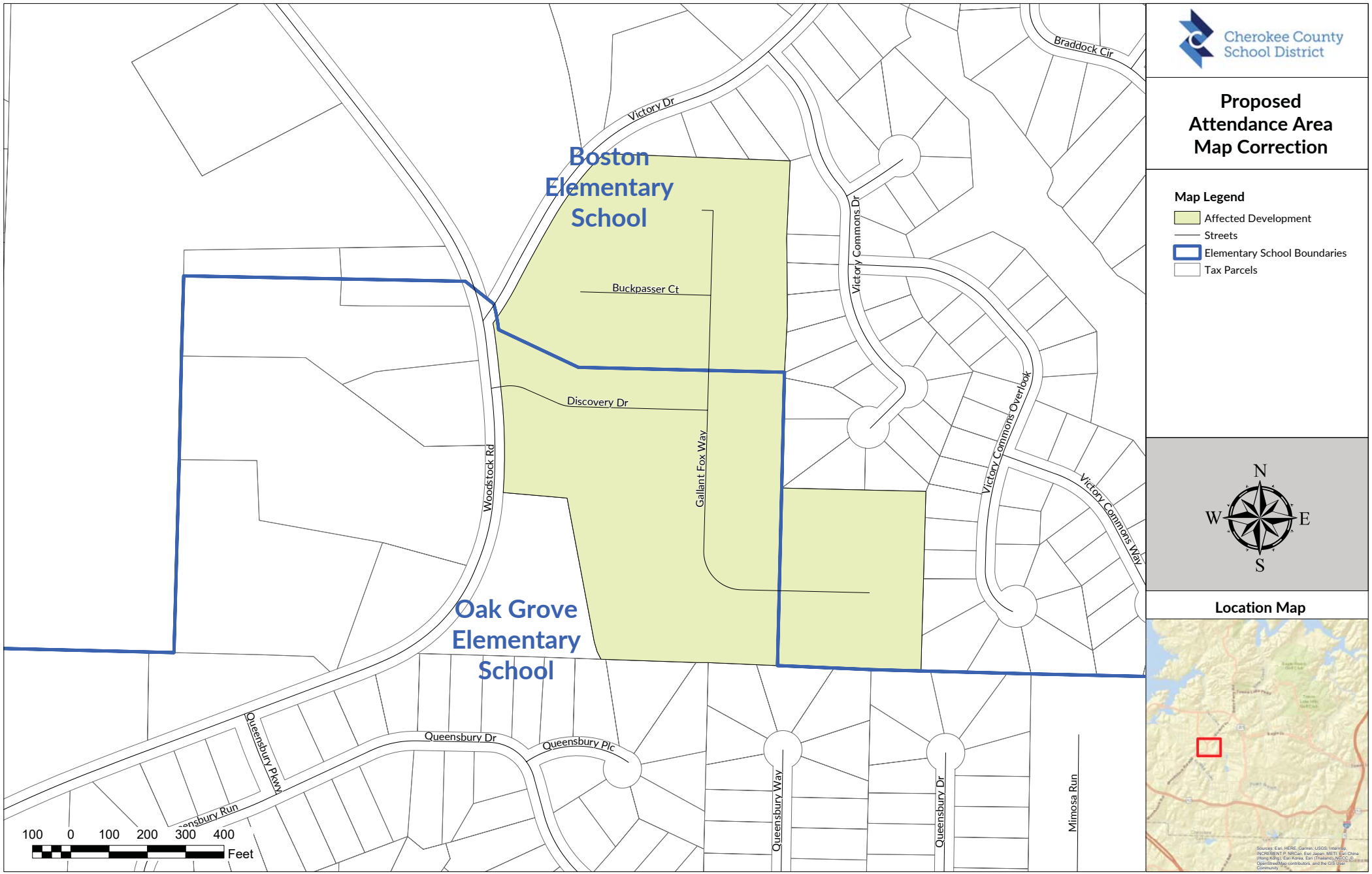
Board Action	Source of Additional Information
(For Official School Board Records Only)	William J. Sebring 770.479.1871 Mitch Hamilton 770.479.1871

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

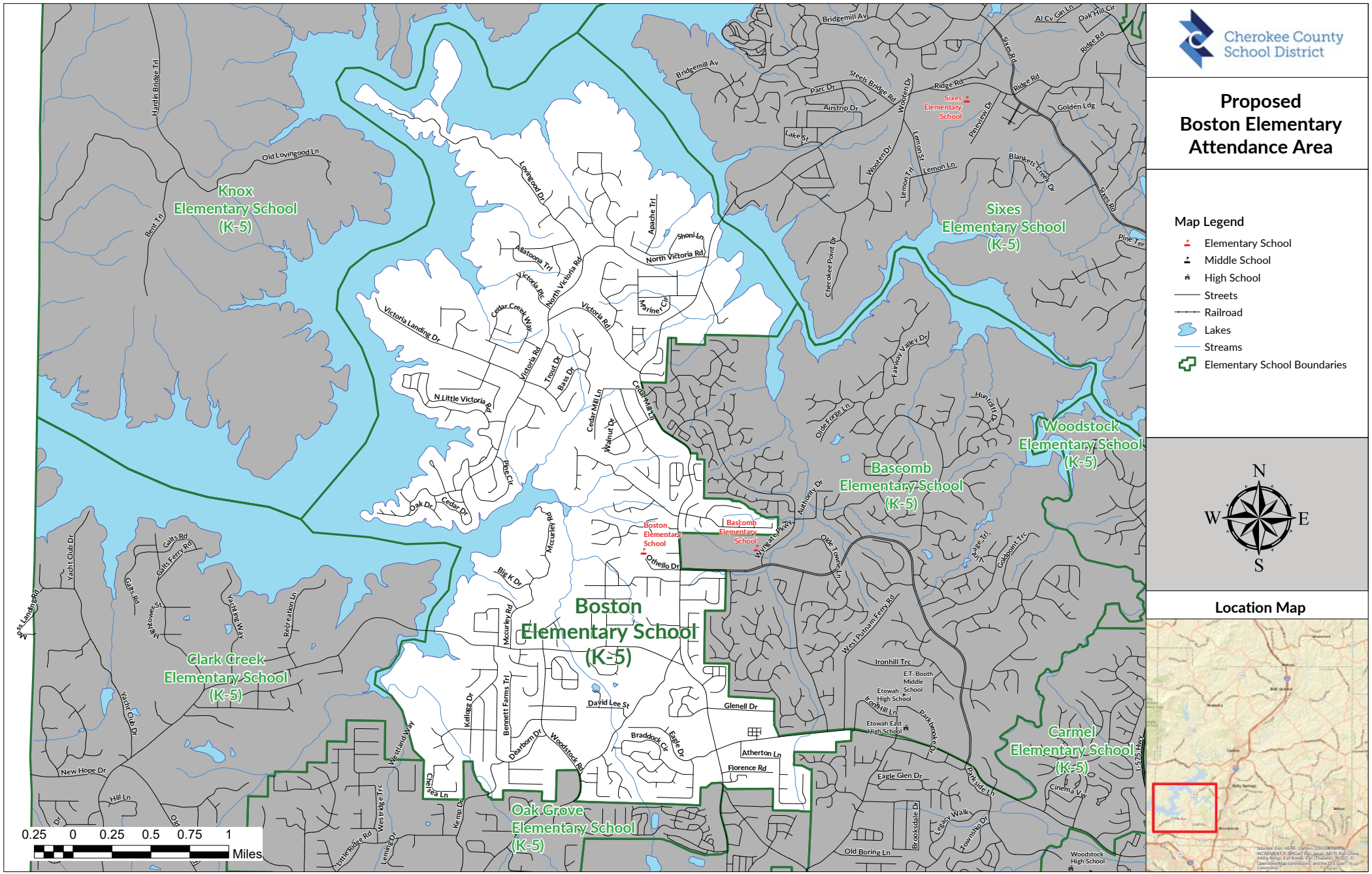
Proposed Attendance Area Map Correction

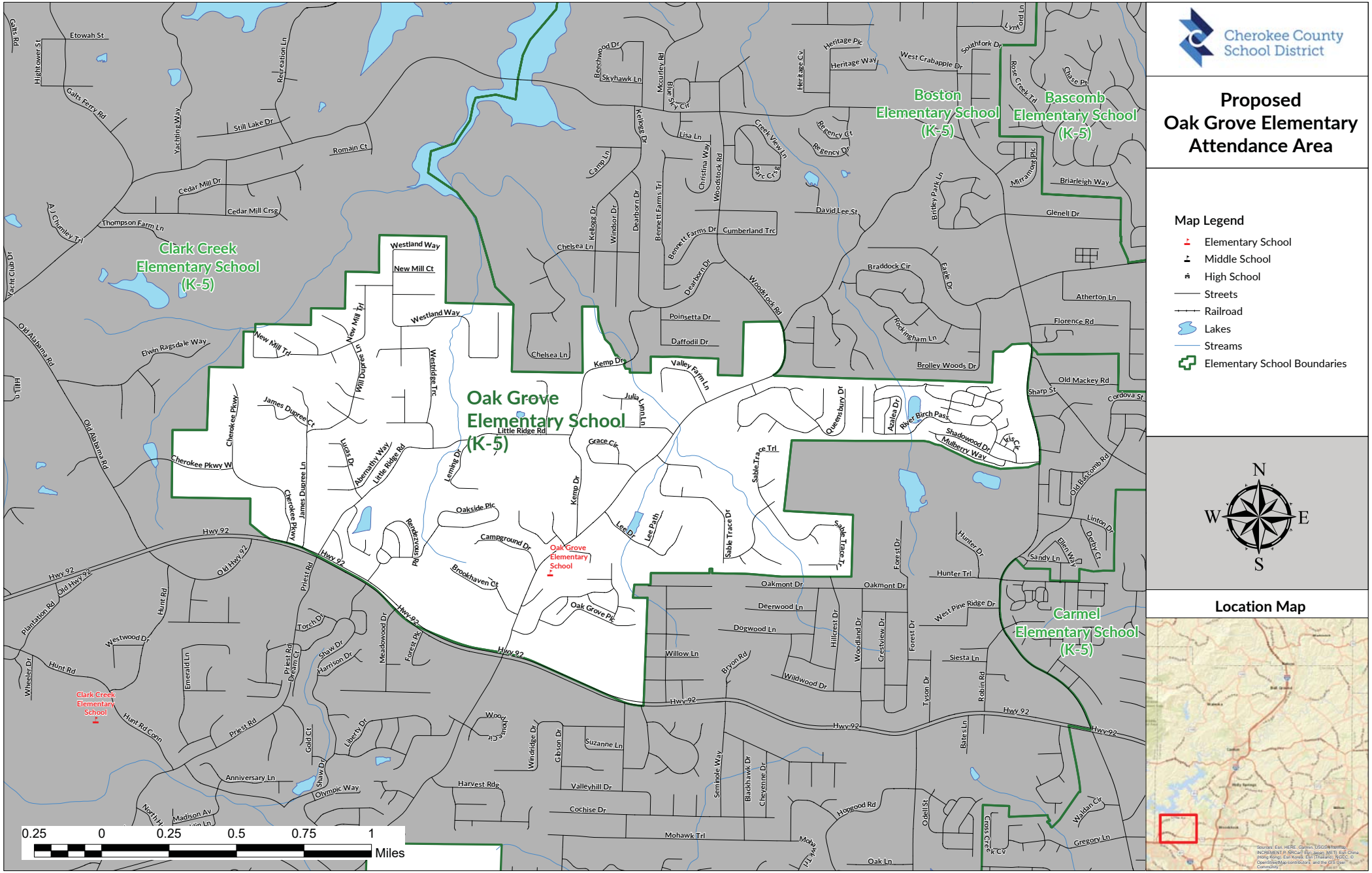
Map Legend

- Affected Development
- Streets
- Elementary School Boundaries
- Tax Parcels

N
W E
S

Location Map


Cherokee County School District
Proposed Boston Elementary Attendance Area
Map Legend
Elementary School
Middle School
High School
Streets
Railroad
Lakes
Streams
Elementary School Boundaries
N
W
E
S
Location Map
Knox Elementary School (K-5)
Sixes Elementary School (K-5)
Woodstock Elementary School (K-5)
Bascomb Elementary School (K-5)
Boston Elementary School (K-5)
Clark Creek Elementary School (K-5)
Oak Grove Elementary School (K-5)
Carmel Elementary School (K-5)
Boston Elementary School
Bascomb Elementary School
Sixes Elementary School
Etowah High School
E.T. Booth Middle School
Etowah East High School
Woodstock High School
0.25 0 0.25 0.5 0.75 1
Miles


Cherokee County School District
Proposed
Oak Grove Elementary
Attendance Area
Map Legend
Elementary School
Middle School
High School
Streets
Railroad
Lakes
Streams
Elementary School Boundaries
Location Map
Clark Creek Elementary School (K-5)
Boston Elementary School (K-5)
Bascomb Elementary School (K-5)
Carmel Elementary School (K-5)
Oak Grove Elementary School (K-5)
Oak Grove Elementary School
Clark Creek Elementary School
N
S
E
W
0.25 0 0.25 0.5 0.75 1
Miles