Agenda Request Form

Meeting Date	Agenda Item Number
June 18, 2020	C-1

Title

Substantive Modifications to School Board Policies (43) and Rescinded School Board Policies (9) - - on First Reading

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of Substantive Modifications to School Board Policies (43) and Rescinded School Board Policies (9) - - on First Reading

Summary Explanation and Background

As part of this year's Policy review process, School Board Members have been involved in a comprehensive update of Policies in the A (School District Organization) and B (School Board Operations) sections of the School Board Policy Manual. As a result of that update and an extensive, annual staff and legal review of School Board Policies to ensure continued alignment with State and Federal Laws/regulations, the attached substantive modifications to 43 School Board Policies and rescission of nine Policies are recommended by the Superintendent for School Board approval on first reading.

Priority Area

Organizational and Operational Effectiveness

Financial Impact

N/A

Exhibits: (List)

Executive Summary of Changes to Policies; Policies (52)

Source of Additional Information

Dr. Brian V. Hightower, Superintendent of Schools	770.479.1871
Mike McGowan, Chief of Staff	770.479.1871
Tom Roach, School Board Attorney	770.479.1406

BOARD POLICY – EXECUTIVE SUMMARY

SUBSTANTIVE CHANGES/RESCINDED

AA School District Legal Status	Modifies Policy to contain adjustments as recommended after School Board and legal review.
ABB Board Powers and Duties	Modifies Policy to contain adjustments as recommended after School Board and legal review.
ABC Board Member Legal Status	Modifies Policy to contain adjustments as recommended after School Board and legal review.
AE School Year	Modifies Policy to contain adjustments as recommended after School Board and legal review, including State law and State School Board Rule requirements.
BA Goals and Objectives	Modifies Policy to include language previously contained in Policy CA relative to Goals and Objectives.
BBA Board Officers	Modifies Policy to reflect current protocols.
BBBC Board Member Development Opportunities	Modifies Policy to contain adjustments as recommended after School Board and legal review, including State law and State School Board Rule requirements.
BBD Board-School Superintendent Relations	Modifies Policy to contain adjustments as recommended after School Board and legal review.
BBE School Attorney	Modifies Policy to contain adjustments as recommended after School Board and legal review.
BCAC (Rescinded) Special Board Meetings	Policy language now contained in Policy BCBD.
BCBD Board Meetings ~~Agendas~~	Consolidates Board Meetings Policies to reflect current protocols.
BCBF (Rescinded) Rules of Order	Policy language now contained in Policy BCBD.
BCBG (Rescinded) Voting Method	Policy language now contained in Policy BCBD.
BCBH (Rescinded) Board Meeting Minutes	Policy language now contained in Policy BCBD.
BCBI Public Participation in Board Meetings	Modifies Policy to reflect current protocols.

BOARD POLICY – EXECUTIVE SUMMARY

SUBSTANTIVE CHANGES/RESCINDED

BDC ~~Policy Adoption~~ Board Policies	Consolidates Board Policies to reflect current protocols.
BDG (Rescinded) Administration in Policy Absence	Policy language now contained in Policy BDC.
BDH (Rescinded) Suspension of Policy	Policy language now contained in Policy BDC.
BH Board Ethics	Modifies Policy to contain adjustments to sanctions as recommended after School Board and legal review
CA (Rescinded) Goals and Objectives	Policy language now contained in Policy BA.
CGI Administrative Personnel Evaluation	Modifies Policy to reflect current protocols.
CGK Administrative Personnel Tenure	Modifies Policy to reflect current protocols.
DJCB Salary Deductions	Modifies Policy to contain legal requirements and reflect current protocols.
EA Business Management Goals and Objectives	Modifies Policy to reflect current protocols.
EB Buildings and Grounds Management	Modifies Policy to reflect current protocols.
EGD Liability Insurance	Modifies Policy to contain language recommended as a result of legal review.
FD Long-Range Planning	Modifies Policy to reflect current protocols.
GAEB Harassment	Modifies Policy to contain language recommended as a result of legal review.
GBRI Personnel Leaves and Absences	Modifies Policy to contain language recommended as a result of legal review.
IDB Health Education	Modifies Policy to contain language as required by State law and State Board Rule.

BOARD POLICY – EXECUTIVE SUMMARY

SUBSTANTIVE CHANGES/RESCINDED

IDDD Gifted Student Programs	Modifies Policy to contain language as required by State Board Rule.
IDDF Students with Disabilities	Modifies Policy to contain language as required by Federal law.
IFCB Field Trips and Excursions	Modifies Policy to contain language to require travel insurance and/or favorable cancellation policies and procedures.
IHAD Parent Conferences	Modifies Policy to reflect current protocols.
IHC Class Rankings	Modifies Policy to reflect current protocols.
IHE Promotion, Placement and Retention	Modifies Policy to reflect current protocols.
IHF Graduation Requirements	Modifies Policy to contain language as required by State Board Rule.
JAA Equal Educational Opportunities	Modifies Policy to contain language recommended as a result of legal review.
JBC School Admissions	Modifies Policy to contain language as required by State law.
JBD Absences and Excuses	Modifies Policy to contain legal citations and reflect current protocols.
JCAC Harassment	Modifies Policy to contain language recommended as a result of legal review.
JCEB Student Hearing Procedure	Modifies Policy to reflect current protocols.
JDD Student Suspensions-Expulsions	Modifies Policy to reflect current protocols.
JGF (2) Seclusion or Restraint of Students	Modifies Policy to contain language recommended as a result of legal review.
JGI Child Abuse or Neglect	Modifies Policy to contain language recommended as a result of legal review.

BOARD POLICY – EXECUTIVE SUMMARY

SUBSTANTIVE CHANGES/RESCINDED

JHC Student Organizations	Modifies Policy to reflect current protocols.
JQK Exchange Students	Modifies Policy to contain language recommended as a result of legal review.
KBCC (Rescinded) Board Meeting News Coverage	Rescinds Policy which was determined unnecessary after legal review.
KM ~~Visitors to School~~ Classroom Observation	Modifies Policy to contain language recommended as a result of legal review.
LEB Parents Organizations	Modifies Policy to contain language reflecting current National PTA Standards.
MF (Rescinded) Colleges and Universities	Rescinds Policy which was determined unnecessary after legal review.
MFB Student Teaching and Internships	Modifies Policy to reflect current protocols.

Board Authority

The Cherokee County Board of Education is charged by the Georgia Constitution and by the Official Code of Georgia ~~Statutory Authority~~ with the responsibility of management and control of all public schools within Cherokee County.

~~The School Board shall invite the Superintendent to make a recommendation for approval, modification, or rejection of all proposed policies. The Board of Education shall focus on the general policies of the School System while the day to day internal system administration shall be delegated to appropriate central and school based administration.~~

The School Board provides the authority to the Superintendent of Schools to implement established Policy and manage the schools and School District within those School Board Policies. Board Members will not individually or wholly micromanage the Superintendent in the daily operations of the School District. Board Members will be accountable to the public for the wise and prudent use of public funds.

The School Board holds the Superintendent responsible for carrying out its Policies within established guidelines and for keeping the School Board informed in a timely manner about school operations.

ADOPTED: August 2, 2001
REVISED: June/July 2020

Ga. Const. Art. VIII, § V, Para. II

Cherokee County Board of Education

Board Policy and Duties of the Board of Education

The ~~Board of Education is an agency~~ School District is a subdivision of the State of Georgia. The administration of the School District is vested in the Cherokee County Board of Education. As such, the Board's duties, responsibilities~~,~~ and authority ~~is~~ are derived from relevant local, state and federal law.

The duties, responsibilities~~,~~ and authority of the School Board ~~of Education~~ include, but are not limited to: (1) To interpret the educational needs of the s~~S~~chool c~~C~~ommunity and develop policies in accordance with those needs after taking into consideration local, state and federal law. (2) To appoint and evaluate in accordance with ~~the~~ State law a ~~County School~~ Superintendent of Schools. (3) Together with the Superintendent of Schools, to make rules to govern the School District ~~System~~. (4) To evaluate and act upon the Superintendent's recommendation regarding the hiring, retention~~,~~ or termination of School District ~~System~~ personnel. (5) To formulate, establish~~,~~ and adopt the annual budget for the School District ~~System~~ with the assistance of the Superintendent and staff. (6) Upon due consideration of the needs of its students as well as the desires of its stakeholders ~~of the budget, or proposed budget~~, the School Board ~~may~~ will impose a school tax upon real and personal property located in Cherokee County ~~by certification to the physical authority and/or impose by resolution of registered voters a sales tax.~~ (7) Upon consideration of the capital needs of the School District, the School Board may call a referendum to issue debt to be secured by the full faith and credit of the School District and to impose a sales tax known as a Special Purpose Local Option Sales Tax (SPLOST). ~~(7)~~ (8) To evaluate and pass upon the recommendation of the Superintendent for necessary capital outlay projects and to determine the means of financing such outlay, including but not limited to the issuance of general obligation (G.O.) bonds, tax anticipation notes (TANs), certificates of participation, and lease-purchase agreements. ~~and the issuance of special purpose local option sales tax anticipation bonds~~, ~~together with the imposition of additional school tax to retire such debt.~~ ~~(8)~~ (9) To adopt regulations and policies concerning the use of school facilities by the public. ~~(9)~~ (10) To accept bequests, donations, grants, and transfers of land, buildings, and other property for the use of the School District ~~System~~. ~~(10)~~ (11) To buy, condemn, sell and/or lease real or personal property for educational uses subject to the limitation imposed by law. ~~(11)~~ (12) To contract with educational and non-educational entities for the care, education~~,~~ and transportation of the School District's ~~System's~~ students. ~~(12)~~ (13) To keep the citizens intelligently informed of the purpose, value, condition~~,~~ and needs of public education within the c~~C~~ommunity. To that end the School Board will ~~shall~~ hold at least one ~~(1)~~ regular meeting in each calendar month and will ~~shall~~ establish a calendar of such meetings. The meeting calendar will ~~shall~~ be distributed to the public through the media. ~~The Board may change only one (1) of its regular meetings in each calendar year.~~ ~~(13)~~ (14) To support within the confines of School Board Policy the Superintendent in his/her duties. ~~(14)~~ (15) To review and decide petitions for charter schools. ~~(15)~~ (16) To appoint one of its members ~~each~~ to serve as vice-chair~~man~~ of the School Board ~~of Education~~ for a term of one ~~(1)~~ calendar year. ~~(16)~~ (17) To conduct the business of the School Board ~~of Education~~ by its majority vote unless a super majority is required by law ~~not the will of individual Board Members~~. ~~(17)~~ (18) To act as a tribunal for hearing and determining any matter of local controversy in reference to the construction and administration of school law. (19) To act as a tribunal to hear, decide matters and impose consequences if appropriate, regarding alleged School Board

Member conduct alleged to be in violation of Board Policy BH. (20) To act as an appellant body regarding school discipline matters. ~~(18)~~ (21) To possess such authority, responsibility~~,~~ and duty as may from time to time be imposed or bestowed on the School Board ~~Board of Educati~~on by law.

REVISED: July 25, 2012
REVISED: June/July 2020

Cherokee County Board of Education

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REVISED: July 25, 2012
REVISED: June/July 2020

Cherokee County Board of Education

The Cherokee County Board of Education abides by the following terms for its Members which are set forth in state and local law:

~~**Section 1.**~~

I. **Qualification**: To be qualified to serve as a School Board Member, a person must be a citizen of the State of Georgia, a resident of the School District in which he/she qualifies, must be at least ~~21~~ 18 years of age and~~,~~ ~~of good moral character~~ not have been convicted of a felony involving moral turpitude, unless that person's civil rights have been restored and at least 10 years have elapsed from the date of the completion of the sentence without a subsequent conviction of another felony involving moral turpitude. The following classes of individuals may not be qualified to serve on the Board of Education: (1) An individual employed by or serving on the governing body of a primary or secondary private educational institution. (2) Individuals employed by the Cherokee County Board of Education/Cherokee County School District ~~System~~. (3) Individuals employed by the State Department of Education. (4) Individuals serving as a member of the State Board of Education. (5) Individuals who have defaulted on any federal, state, county, municipal or school district taxes required of such individual if such person has been finally adjudicated by a court of competent jurisdiction to owe those taxes. (6) Individuals who have an immediate family member sitting on the School Board or serving as the Superintendent of Schools or as a Principal, assistant principal or district administrative staff in the School District.

~~**Section 2.**~~

II. **Term of Office**: Each School Board ~~m~~Member ~~of the Board of Education~~ will ~~shall~~ be elected to a four ~~(4)~~ year staggered term. The Chairman of the School Board and Members from ~~Posts~~ Districts 1 and 2 will ~~shall~~ be elected in the November, 2012 general election to serve a term from January 1, 2013 through December 31, 2016 and will ~~shall~~ be re-elected or replaced thereafter on a four ~~(4)~~ year rotating basis and Members from ~~Posts~~ Districts 3, 4, 5 and 6 will ~~shall~~ be elected in the November, 2014 general election to serve a term from January 1, 2015 through December 31, 2018 and will be re-elected or replaced in the same manner.

~~**Section 3.**~~

III. **Residency Requirement**: The Chairman of the School Board may reside anywhere within the Cherokee County School District and will be elected by the entire population of Cherokee County at-large. The six other Board Members~~,~~ must reside in one ~~(1)~~ of the legally constituted ~~d~~Districts ~~(Posts)~~ within Cherokee County and will be elected within that district. No more than one ~~(1)~~ member may represent any one ~~(1)~~ District ~~(Post)~~. A detailed map of said districts is maintained at ~~the Cherokee County School Board's central office~~ by the School Board in the Office of the Superintendent, as well as the Cherokee County Probate Judge's office. Said map is hereby incorporated herein by reference.

Any School Board Member who relocates his/her residence outside the ~~Post~~ District from which he/she was elected during his/her term of office will ~~shall~~ no longer be eligible to continue to serve. Such relocation will ~~shall~~ be considered as a resignation for purposes of this Policy.

~~**Section 4.**~~

IV. **Resignation:** In the event of a resignation or relocation ~~as provided hereinabove~~ of any School Board ~~of Education~~ Member, as described above, the remaining School Board Members ~~shall~~ by majority vote may appoint a qualified individual to fill the unexpired term of the vacant Board of Education Seat, provided such vacancy occurs within one year of the next general election. (*See 1966 Ga. Laws 1075 and 1987 Ga. Laws 3572*). In the event a vacancy occurs more than one year prior to the next general election, the Board Chair will ~~shall~~ notify the County Election Superintendent of such vacancy. The County Election Superintendent will ~~shall~~ then call for a special election to replace the vacant ~~seat provided~~ Board of Education District. ~~however, that if such vacancy occurs within ninety (90) days of the expiration of the resigning Board Member's term, the remaining Board Members may appoint a citizen possessing the qualifications and residence requirements specified hereinabove to fill the unexpired vacant term.~~

REVISED: ~~July 25, 2012~~ June/July 2020

Cherokee County Board of Education

Unless waived by the State Board of Education or ordered by the Governor, ~~T~~the school year will ~~shall~~ consist ~~of not less than~~ a minimum of 180 school days of education or its equivalent for each eligible student. ~~All make-up days shall be full-length days~~.

The State Board of Education may depart from the 180-day school year under the following emergency conditions: the President of the United States proclaims a national emergency; the Governor of the State of Georgia proclaims a state emergency; or when~~, because of disaster, civil disturbance, or a shortage of vital and critical materials, supplies, or fuel~~ due to emergency, disaster, act of God, civil disturbance, or shortage of vital or critical materials, supplies, or fuel, the continued operation of the schools in the School District ~~school system~~ according to the definitions of school year, school month~~,~~ or school day is impractical or impossible [O.C.G.A. § 20-2-168(c)(3)].

The Board may, without the necessity of authorization from the state board, elect not to complete, as make-up days, up to four additional days otherwise needed which are the result of days when school was closed due to emergency, disaster, act of God, civil disturbance, or shortage of vital or critical material, supplies, or fuel.

~~All teachers shall work 190 days, 180 days shall constitute a regular school year~~.

The School Board authorizes the Superintendent to utilize Digital Learning Days (DLDs) for continued delivery of instruction in lieu of normal school operations and attendance during school closures caused by inclement weather emergencies, disasters, acts of God, civil disturbances, or shortage of vital or critical materials, supplies, or fuel.

~~**Uninterrupted Instructional Time**~~

~~School administrators may use a maximum of three instructional days per year to schedule noninstructional activities.~~

~~Students may be permitted to be absent from class 10 days per year for school-sponsored noninstructional activities. (The three days provided for administrative, noninstructional activity are not included in the 10 days for students.)~~

~~No one class period may be missed more than 13 times during the 180-day school year (10 day maximum for school-sponsored noninstructional activity and the three days maximum for administrative noninstructional activity).~~

ADOPTED: August 2, 2001
REVISED: June/July 2020

Cross Ref.: IED – Scheduling for Instruction
JBD – Absences and Excuses

Cherokee County Board of Education

~~We believe in the democratic way of life and our American heritage. This being true, we have the responsibility of passing on an enriched heritage in which each student recognizes his/her own mental, physical, moral and social responsibility to him/herself, the home, school community and country. We believe that this can best be done through a system of free public schools, supported primarily by state and local funds, receiving such federal assistance as is necessary to provide an adequate program of education for all youth, according to their abilities and needs and for adults, depending on facilities and opportunities.~~

~~We believe that the Board of Education is a policy-making body, that the Board should formulate school policies with the Superintendent, following consultation with principals, representative teachers and interested citizens of the community. We believe that this will permit a free exchange of ideas among those concerned. We also believe that democratic procedure should be applied in the local school in planning and adopting local policies and programs and that each participant should accept and comply with the majority rule.~~

~~We believe the curricula of the schools should be cooperatively planned, continually re-evaluated and revised so as to meet the needs, abilities and interests of not only the college preparatory student, but the student who plans to attend trade, technical, or business school; and terminal student. We believe that student activities are a part of these offerings and that they serve to provide additional opportunities for the student to develop to one's fullest, satisfying his/her interest and desires.~~

~~We believe that it is our responsibility to use the latest proven teaching methods, techniques and materials available in order to create a situation conducive to learning, thereby challenging each student to the maximum of one's potentialities. The effectiveness of the learning process is influenced by the teacher's relationship with the pupil. Therefore, the teacher must accept and respect each student as an individual. The teacher should strive to establish rapport with every child but still maintain the dignity of the position.~~

~~We believe that it is the responsibility of the school program to attempt to instill in the minds of students that education is a right, a privilege and a duty. It is the responsibility of the child to strive to achieve to one's potential.~~

As reflected in the Cherokee County Board of Education and Cherokee County School District's Five-Year Strategic Plan, "Blueprint," the Mission Statement; Vision Statement; Core Beliefs Around Rigor, Relevance and Relationships; and, the Priority Areas, as contained below, will govern the School District's actions as it relates to continuous improvement.

I. MISSION STATEMENT

We are committed to educating the emerging generation through learning environments designed to increase the performance of all students.

II. VISION STATEMENT

Together, we will prepare the emerging generation to confidently rise up to limitless learning potential and success.

III. CORE BELIEFS AROUND RIGOR, RELEVANCE AND RELATIONSHIPS

A. We believe in a growth mindset, as every student can learn, achieve and thrive.

B. We believe the meaningful connections we forge with students, families and community partners positively influence how we teach, lead and prepare graduates for success in a knowledge-based, technology rich and culturally diverse world.

C. We believe safe, diverse and inclusive schools are critical for successful teaching and learning and strengthening our culture of belonging, kindness and possibility.

IV. PRIORITY AREAS

A. Student Achievement: Equity and Access

B. Organizational and Operational Effectiveness

C. Family, Partner and Community Involvement

D. Positive Culture and Climate

E. Quality Workforce

V. SCHOOL BOARD ROLES, RESPONSIBILITIES AND STRUCTURES

A. Responsibilities

1. Employ a professional Superintendent to operate the School District.

2. Adopt an annual budget as recommended by the Superintendent.

3. Review/approve all School Improvement Plans annually.

4. Monitor schools' progress in addressing the Priority Areas and School Improvement Plan (SIP) objectives.

5. Authorize and facilitate school and district-level partnerships with parents, businesses, community-based organizations and agencies, local institutions of higher learning and other public entities to improve student achievement and increase school effectiveness.

B. Vision/Philosophy/Goals

1. The School Board adopts, focuses and reviews the School District's Vision for students.

2. The School Board adopts, reviews and revises its Mission Statement that defines its work.

3. The School Board adopts Core Beliefs related to the importance of introducing rigor, relevance and relationships to all students.

4. The School Board, with Superintendent's input, adopts Priority Areas for continued improvement.

5. The School Board, upon recommendation of the Superintendent, adopts policies and strategic plans to facilitate the accomplishment of stated goals.

C. Systematic Improvement

1. The School Board participates in annual training and professional development that meets or exceeds the requirements of Georgia law.

2. The School Board and Superintendent participate in collaborative activities focused on developing Priority Areas for continued improvement.

3. The School Board and the Superintendent use a retreat/strategic work session environment and process to function as a team to accomplish the following:
   a. Assess progress made to update and revise action plans to accomplish the School District's Vision/Mission/Core Beliefs and Priority Areas for continuous improvement.
   b. Assess the strengths and improvements needed in the School District.
   c. Consider any compelling problem(s) or emerging issue(s).
   d. Study and explore trends, opportunities and anticipated challenges.
   e. Reflect on the leadership team's educational and leadership philosophy and performance.
   f. Complete any statutorily-specified reviews of laws, rules or regulations for local school boards.
   g. (May) participate in statutorily-required School Board training.
   h. (May) evaluate the Superintendent's annual performance.

4. Conduct a Governance Team self-evaluation in order to assess working relationships among the School Board and improve Superintendent and School Board relations.

D. Organizational Structure

1. The School Board establishes and, along with the Superintendent, follows federal law, state law, State Department of Education policies and rules, local

policies, procedures and ethical standards governing the conduct of the School Board and Superintendent.

2. The officers of the School Board are elected using the procedures defined in state law and board policy and carry out their duties that are clearly delineated in law or policy.

3. The School Board uses the Superintendent as its Chief Executive Officer with full authority to administer district affairs.

4. The School Board, organizes and distinguishes its role as a policy-making body from the roles/responsibilities authorized to the Superintendent for the administration of the district.

5. The School Board and Superintendent function as a leadership team, while maintaining careful recognition of appropriate roles and responsibilities.

E. Board Operations: Policy Development

1. The School Board adopts and revises its written policies so that they are clear, up-to-date, and in compliance with the state constitution and state and federal laws.

2. The School Board follows Policies and procedures for:
   a. Policy adoption
   b. Emergency adoption of Policy
   c. Policy dissemination
   d. Policy repeal
   e. The School Board considers the following when it adopts Policies:
      i. The recommendation, usually in writing from the Superintendent
      ii. An opportunity for public review
      iii. Provisions whereby Policies will be reviewed periodically

F. Board Operations: Board Meetings

1. The School Board develops meeting agendas, posts agendas for public review and conducts its meetings in accordance with the Open Meetings Law (O.C.G.A. § 50-14-1 et seq.)

2. School Board procedures provide an opportunity, prior to board meetings, for members of the School Board to:

   a. Suggest items to be removed from or placed on the agenda and/or
   b. Request additional information on an agenda item.

3. The agenda provides a sound order of business, including an opportunity to make adjustments to the agenda, which facilitates productive meetings.

4. The School Board uses a "consent agenda" procedure when appropriate.

5. The approved agenda is followed, and the School Board departs from it only under special circumstances and with concurrence of a majority of its members present.

6. The School Board has procedures in place to facilitate public input.

7. School Board minutes properly record agenda motions/votes/actions of the School Board.

G. Board Operations: Personnel

1. The School Board oversees the management of the School District by employing a Superintendent and evaluating his/her performance in providing educational leadership, managing daily operations and performing all duties assigned by the School Board and/or required by law.

2. The School Board authorizes the employment, assignment and dismissal of personnel only on the recommendation of the Superintendent.

3. The Superintendent is accountable to the School Board in developing, following state law, and conducting a fair and equitable evaluation of all personnel in the district.

4. The School Board refrains from applying pressure on the Superintendent to employ persons on the basis of any criteria other than professional and/or occupational qualifications as defined in currently approved job descriptions.

5. The School Board has been trained in the Superintendent evaluation process and follows that process for evaluation.

6. Periodically, but at least once in any 12-month period, the School Board, using the process agreed upon by the School Board and the Superintendent, evaluates the professional performance of the Superintendent.

H. Board Operations: Financial Management

1. The School Board provides guidance to the Superintendent in developing the budget and:
   a. Conducts pre-budgeting discussions with the Superintendent.
   b. May establish specific budget parameters where deemed necessary or appropriate.
   c. Examines allocations as they relate to the School Board and School District budget goals annually adopted.

2. The School Board receives the draft budget from the Superintendent and after careful study gives tentative budget approval.

3. The School Board publishes the budget and provides opportunity for public review and reaction.

4. The School Board approves the annual budget after consideration of the Superintendent's recommendation.

5. Once a budget that incorporates sound business and fiscal practices is approved, the Superintendent implements and administers the budget.

6. The School Board, by policy, establishes the level of spending beyond the budget for which the Superintendent must seek School Board approval.

7. The School Board receives monthly financial reports on the status of the budget.

8. The School District's financial records are audited annually.

I. Board/Staff/Community Relations

1. The School Board and individual School Board members maintain an appropriate and professional relationship with the Superintendent, staff and community.

2. The School Board recognizes and protects the concept of chain of command.

3. The School Board works with the Superintendent to provide and follow a process, when it is appropriate, that encourages and seeks the input of staff at all levels of decision-making on significant issues.

4. The School Board periodically receives input from citizens on matters relating to the School District.

5. The School Board working with the Superintendent seeks advice and communicates with the community through:
   a. Providing leadership, policies and training to school councils.
   b. Collaboration agreements with local and state agencies.
   c. Community groups, community forums and media.
   d. Allowing and considering appropriate public input.

VI. ORGANIZATION OF SCHOOL DISTRICT ADMINISTRATION

Proper administration of the schools is most vital to a successful educational program. The general purpose of the School District's administration will be to coordinate and supervise, under the policies of the School Board, the creation and operation of an environment in which students learn most effectively. Administrative duties and functions will be appraised in terms of the contribution made to improving instruction and learning. The School Board will rely on its chief executive officer, the Superintendent, to provide at the district level the professional administrative leadership demanded by such a far-reaching goal.

The School District's administrative organization will be designed so that all district-level divisions and departments and all schools are part of a single accountability system guided by School Board policies which are implemented through the Superintendent. Principals and district-level administrators are all expected to administer their units in accordance with School Board policy and the Superintendent's rules and procedures. However, the mere execution of directives cannot, by itself, be construed as good administration. Vision, initiative, resourcefulness, and wide leadership – as well as consideration and concern for staff members, students, parents and others – are essential for effective administration.

Within the concept of an effective total system, it will be the policy of the School Board that ways will be sought to decentralize administration in order to bring administrative decisions closer to, hence more responsible to, specific needs of individual students and the school communities.

The Superintendent, each principal, and all other administrators will have the authority and responsibility necessary for their specific administrative assignment. Each will likewise be accountable for the effectiveness with which the administrative assignment is carried out. The School Board will be responsible for clearly specifying requirements and expectations of the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent will be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration in the School District will be:

1. To manage the School District's various divisions, departments, units and programs effectively.

2. To provide professional advice and counsel to the School Board and to advisory groups established by the Superintendent.

3. To implement the management function so as to assure the best and most effective learning programs, through achieving such sub-goals as:

(a) providing leadership in keeping abreast of current educational developments;

(b) arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs;

(c) coordinating cooperative efforts at improvement of learning programs, facilities, equipment and materials;

(d) providing access to the decision-making process for improvement of ideas of staff, students, parents and others.

ADOPTED: August 2, 2001
REVISED: June/July, 2020

Cherokee County Board of Education

School Board Chair: ~~The Board of Education Chair~~ The Board Chair is elected by the citizens of Cherokee County specifically to hold that position and ~~will~~ preside at all meetings attended.

School Board Vice-Chair: The School Board ~~of~~ ~~Education~~ will select annually in January, from its membership, a Vice-Chair who will preside in the absence of the Chair.

The job duties and responsibilities of the School Board Chair and Vice-Chair are as follows:

School Board Chair

The Chair has the primary responsibility for facilitating meetings of the School B~~b~~oard. He/she serves as spokesperson for the School B~~b~~oard, as authorized herein by the School B~~b~~oard. The Chair represents the School B~~b~~oard in community organizations and serves as a liaison between the S~~s~~chool B~~b~~oard and the general public.

The Chair, along with the Superintendent of Schools, prepares the School B~~b~~oard meeting agenda and, therefore, receives proposed agenda items from members of the School B~~b~~oard in accordance with School Board Policy BCBD: Board Meeting Agendas. It is the responsibility of the Chair to ensure that the full School B~~b~~oard is privy to the same information and that all decisions are made by the School B~~b~~oard as a unit in a properly constituted meeting.

During meetings, the Chair is responsible for maintaining decorum for efficient flow of the agenda. To that end, he/she must recognize and respond to School B~~b~~oard members' requests to speak, offering the floor to each person, as appropriate. The Chair helps ensure that all members have equal opportunity to ask questions, that no one dominates discussion and that all meeting participants are treated with respect. The Chair processes all motions and, if necessary, clarifies the wording of motions, announcing the name of the individual making a motion, noting an appropriate second and the outcome of each vote. This facilitates accuracy of the official record. The Chair must be careful to avoid abuse of control of the microphone and should allow other School B~~b~~oard members to speak. ~~in spite of the temptation to promote his/her own opinion.~~

~~During meetings, the Chair also is responsible for overseeing Public Participation; the amount of time allotted in total and to each speaker, in accordance with Board Policy: BCBI regarding Public Participation in Board Meetings, is at the discretion of the Chair, as is whether speakers are called and the order in which speakers are called. The Chair has the same responsibilities regarding citizens who wish to speak to specific agenda items.~~

The Chair facilitates and oversees Public Participation/Agenda Participation at meetings of the School Board. These duties include adherence to Board Policy BCBI, appropriate allocation of time given to each speaker considering the total time allocated for Public Participation/Agenda Participation, the order that speakers are called to speak and the placement of Public Participation on the agenda taking into account the number of speakers, audience size, audience age and time of day.

The ~~school board~~ Chair ~~should be capable of articulating~~ will articulate the position of the School B~~b~~oard regardless of his/her feelings about the matter at hand. The Chair must interact effectively among diverse groups including students, parents, business people, other elected officials~~,~~ and the general public.

The Chair ~~should~~ will be ~~knowledgeable about~~ versed in parliamentary procedure and public education. He/she should be familiar with school law, the S~~s~~chool District ~~system~~ and School B~~b~~oard policies. The Chair needs to have active listening, negotiation and organizational skills and should be able to deal with the difficult issues in addressing inappropriate behavior of School B~~b~~oard members, as necessary.

The Chair is responsible for ensuring that fellow School Board members follow Board Policy; if violations occur, especially regarding Board Policy BH.~~: Board Ethics and/or any other action that potentially puts the School District's accreditation in jeopardy, it is the Chair's responsibility to call for corrective action including, but not limited to, sanctions as outlined in Board Policy BH.~~

Board Vice-Chair

The Vice-Chair has the same responsibilities as the Chair when the Chair is unable to serve. Additionally, the Vice-Chair should assist the Chair in monitoring the School B~~b~~oard so that members are recognized in the order in which they request permission to speak.

Other Duties ~~and Privileges~~

The Chair and the Vice-Chair may have other duties delegated to them by the School Board ~~of Education~~. When serving as presiding officer at any meeting of the School Board ~~of Education~~, the Chair or Vice-Chair will have the privilege of participating in debate and of voting.

REVISED: ~~June 13, 2013~~ June/July 2020

Cherokee County Board of Education

The Cherokee County Board of Education places a high priority on the importance of a planned and continuing program of ~~in-service~~ education for its members. The central purpose of the program is to enhance the quality, efficiency and effectiveness of public-school governance ~~in our community~~. The School Board ~~shall~~ will plan specific ~~in-service~~ training activities designed to assist School Board members in their efforts to improve their skills as members of a policymaking body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds may be budgeted annually to support the program. Individual School Board members ~~shall~~ will be reimbursed for expenses, according to State guidelines, incurred through participation in approved activities. The School Board as a whole ~~shall~~ will retain the authority to approve or disapprove the participation of members in planned activities.

The School Board regards the following as the kinds of in-person and online activities and services appropriate for implementing this policy:

1. Participation in S~~s~~chool B~~b~~oard conferences, workshops and conventions held by the state and national school boards associations.

2. School District-sponsored training sessions for School Board members, including an annual Superintendent/School Board retreat.

3. State Board of Education sponsored training sessions.

~~4. Subscriptions to publications addressed to the concerns of Board members.~~

All School Board members ~~shall~~ will ~~attend at least one day of professional training annually~~ comply with State Board Rule and/or State law as it pertains to annual training requirements. Such training sessions ~~shall~~ will be made available through the Georgia School Boards Association and other State Board of Education-approved training providers. ~~Institute and the Georgia Education Leadership Academy~~. ~~Certificates of completion shall be presented to Board members who attend these sessions~~ Records of each members training will be maintained by the Superintendent or his/her designee.

ADOPTED: August 2, 2001
REVISED: June/July 2020

Cherokee County Board of Education

The Cherokee County Board of Education believes that establishing the vision of the School District ~~the legislation~~ and the creation and adoption of ~~p~~Policies to achieve its vision is the most important function of a S~~s~~chool B~~b~~oard, and that the execution of the ~~p~~Policies should be the function of the Superintendent of Schools.

~~Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies, allowing the Board to devote its time to policy-making and appraisal functions.~~

The Superintendent is granted the authority to operate the schools and School District on a day-to-day basis together with the authority to implement Board Policies and Board approved plans.

The School Board will hold ~~holds~~ the Superintendent responsible for carrying out its ~~p~~Policies within established guidelines and for keeping the School Board informed in a timely manner about school operations.

In an effort to increase public/community engagement/involvement, the Superintendent will establish standing and ad hoc committees to gather data, analyze and make recommendations to him/her and ultimately to the School Board~~, as noted in the 1999 Southern Association of Colleges and Schools (SACS) Accreditation Status Report. As a result of this previous accreditation probation, t~~The School Board will not establish or serve on its own standing or ad hoc committees.

This ~~p~~Policy does not prohibit citizens from organizing education-related committees independent of the School Board (e.g., Renewing the Ed-SPLOST for Cherokee's Children); nor does it prevent an individual School Board member from establishing his/her own committee(s) independent of the School Board to provide him/her with input.

Stakeholders, customers and the public will continue to be provided various opportunities for engagement/involvement including, but not limited to:

- CCSD Partnership Agreements;
- Partners In Education (PIE) agreements, in conjunction with the Cherokee County Chamber of Commerce;
- School Councils;
- Public Participation during the ~~first~~ School Board Meeting ~~of the month~~;
- Opportunity for citizens to speak to agenda items at all School Board Meetings;
- Attendance Area ~~Boundary Focus Group annual~~ redrawing process, including community input meetings and public hearing;

- Superintendent's Recommended Tentative Budget and Millage Rate Public Hearing(s);

- Communication via CCSD publications, CCSD website, social media platforms, Parent Portal, emergency notification email system, etc.; and,

- Dedicated CCSD email address ~~(publicrelations@cherokee.k12.ga.us)~~ (communications@cherokeek12.net) for community questions.

In an effort to keep the School Board informed, the Superintendent will notify School Board members as promptly as possible of any happenings of an emergency nature which occur in schools.

ADOPTED: August 2, 2001
REVISED: ~~June 13, 2013~~ June/July 2020

Cherokee County Board of Education

A School Board Attorney may be retained by the School Board for legal services and ~~shall~~ will be paid for services rendered.

The School Board Attorney employed by the School Board will provide the legal services and counsel necessary for the successful operation of the School District. In the performance of legal services, the School Board Attorney will receive referrals and request for legal services from School Board members, the Superintendent of Schools and School District employees who may be designated in writing from time-to-time by the Superintendent or the Chair. The School Board Attorney is authorized to discuss school-related matters and handle day-to-day legal business with attorneys representing parties adverse to the School District, attorneys representing other governmental entities and other attorneys representing the School District without express permission. The School Board Attorney will provide counsel and management regarding other attorneys who may be employed from time-to-time by the School District. In matters requiring a major expenditure of time, except in an emergency situation, the School Board Attorney will obtain permission to proceed with services from the Chair, by a majority vote of the School Board at a public meeting or from the Superintendent.

~~Requests for legal opinions and other legal services will be directed through the Superintendent's Office.~~

Each School Board member will have the right to contact the School Board Attorney or a member of his/her staff to ask legal questions and seek out advice regarding their public duties. If the question and the answer are in the School Board Attorney's opinion beneficial to the other School Board members, the School Board Attorney will provide a written response copied to all School Board members and the Superintendent that appropriately frames the question posed and the answer provided. From time-to-time, the School Board Attorney may be required to provide a reasoned legal opinion regarding school-related legal matters. Such requests should be made in writing and only be made by a member of the School Board or the Superintendent.

The School Board Attorney and his/her firm are hired to represent the School District and the School Board as a whole. The School Board Attorney will refrain for providing legal services to further individual School Board Member causes or concerns without at least the concurrence of the Chair or Vice-Chair of the School Board.

The Board Attorney may be asked to attend ~~such~~ School Board meetings and other meetings and/or functions where such services may be needed.

ADOPTED: August 2, 2001
REVISED: June/July 2020

Cherokee County Board of Education

~~Special Board meetings may be called by the chairperson and Superintendent upon twenty-four hours notice to the Board membership or upon written request of two-thirds of the Board Members.~~

~~Requests by patrons for special meetings to reconsider a decision previously made by the Board shall be submitted in writing stating the complete case in opposition to the decision. The Superintendent and chairperson will review the statement for the purpose of deciding for or against calling a special meeting.~~

~~For special called meetings, a notice will be posted at the regular place of meeting giving twenty-four hours notice of the meeting and the media will be notified.~~

~~In an emergency, the Board may meet without a twenty-four hour notice and will record the reasons for the emergency and the nature of the notice in the minutes. Notice of the said meeting shall be provided to the media as soon as practicable.~~

ADOPTED: August 2, 2001
RESCINDED: June/July, 2020

Cherokee County Board of Education

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

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

- Pledge of Allegiance
- Inspiration
- Agenda Approval
- Previous Meeting Minutes Approval
- Consent Agenda Approval
  Agenda Items:
  - Resolutions/Recognitions/Partnerships
  - Public Participation
  - School Board Members' Items
  - School Board Policies
  - Financial Management
  - Curriculum and Instruction
  - Support Services
  - Human Resources
  - Attorney
  - Superintendent of Schools
- Adjournment
- Executive Session (if necessary)

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

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

2. The Superintendent will immediately copy such request to all School Board m~~M~~embers.

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

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

5. ~~Pursuant to the Goals and Objectives Policy (BA), the~~ The School Board will invite the Superintendent to make a recommendation for approval, modification or rejection when ~~p~~Policies are submitted to the School Board for consideration.

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

Once the School Board Chair~~man~~ has called a meeting to order, he/she will ask the School Board m~~M~~embers, and then visitors present, if there are any questions regarding agenda items. In the event an agenda item is questioned by a School Board member or a visitor, the item will be addressed individually in order to allow questions or comments prior to a vote. ~~School Board Members and visitors will subsequently be granted the opportunity to pose questions or make statements in this regard, as agenda items are considered in the course of the School Board Meeting.~~ All other ~~eligible~~ unquestioned agenda items ~~will~~ may be approved by the School Board on consent.

Special School Board Meetings

Special School Board meetings may be called by the Board Chair and Superintendent of Schools upon 24 hours notice to the School Board membership or upon written request of two-thirds of the School Board members.

Requests by patrons for special meetings to reconsider a decision previously made by the School Board will be submitted in writing stating the complete case in opposition to the decision. The Superintendent and Board Chair will review the statement for the purpose of deciding for or against calling a special meeting.

For special called meetings, a notice will be posted at the regular place of meeting giving 24 hours notice of the meeting and the media will be notified.

In an emergency, the School Board may meet without a 24 hour notice and will record the reasons for the emergency and the nature of the notice in the minutes. Notice of the said meeting will be provided to the media as soon as practicable.

Rules of Order

The current edition of Robert's Rules of Order will be the official guide to the conduct of School Board meetings.

Voting Method

Voting at all meetings of the School Board will be by voice vote, roll call vote, show of hands, or in the case of Vice-Chair election, by ballot unless otherwise established by majority vote of the School Board and duly recorded in the minutes.

Board Meeting Minutes

The Superintendent of Schools will serve as Secretary of the Board. The School Board Secretary or his designee will keep complete records of meetings of the School Board. The minutes will include a record of all actions taken by the School Board and resolutions and motions in full, and the names of members making and seconding them. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.

Once approved by the School Board, the minutes will become permanent records of the School Board and will be in the custody of the Superintendent.

ADOPTED: August 2, 2001
REVISED: ~~July 19, 2018~~ June/July 2020

Cherokee County Board of Education

~~The most recent edition of Robert's Rules of Order shall be the official guide to the conduct of Board meetings.~~

ADOPTED: August 2, 2001
REVISED: April 18, 2013
RESCINDED: June/July, 2020

Cherokee County Board of Education

~~Voting at all meetings of the Board shall be by show of hands unless otherwise established by majority vote of the Board and duly recorded in the minutes.~~

ADOPTED: August 2, 2001
RESCINDED: June/July, 2020

Cherokee County Board of Education

~~The Superintendent or designee shall serve as secretary of the Board. The Board secretary shall keep complete records of meetings of the Board. The minutes shall include a record of all actions taken by the Board and resolutions and motions in full, and the names of members making and seconding them. Reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.~~

~~The minutes shall become permanent records of the Board and shall be in the custody of the Superintendent.~~

ADOPTED: August 2, 2001
RESCINDED: June/July, 2020

Cherokee County Board of Education

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

~~**Open Session**~~ Public Participation Session

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

Procedures for Speaking Before the School Board during the Public Participation Session

Individuals desiring to appear before the School Board must first complete a sign-in questionnaire ~~sheet~~, which will be available at the beginning of the meeting. The questionnaire is intended to record the speaker's name, address, email address, phone number and other information to allow the School District to follow up with the speaker, if necessary. The Superintendent of School's designee will provide ~~this form~~ the questionnaire to prospective speakers and be available to answer questions regarding procedures. Any materials the speaker desires the School Board to receive related to his/her remarks will be given to the Superintendent's designee at this time for distribution to the School Board.

Speakers will be called to speak randomly by the Chair and receive ~~given~~ three minutes to speak before the School Board~~,~~. ~~with~~ The total time allocated for the ~~during the~~ ~~Open~~ Public Participation Session ~~not to~~ will not exceed 30 minutes. The Chair may equally vary the individual speakers allocated time in order to as allow as many speakers as possible during the 30 minute session. The Chair will ask the Superintendent to designate an official timekeeper.

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

Agenda Item Participation

Citizens and/or employees may address the School Board regarding any pending agenda item. As the School Board develops its consent agenda, the Chair will ask if any member of the audience wishes to address any pending agenda item. In order to be recognized, the audience member must provide their name, address, email address and phone number. When the agenda item is reached, the Chair will first entertain a motion followed by a second regarding the agenda item. The Chair will then solicit question and comments by members of the School Board. Unless the motion and second made are to table the agenda item, the Chair will then recognize the audience member to address the School Board for no more than three minutes. The Chair may limit the allocated time depending upon the number of audience members wishing to participate. In no event will Agenda Item Participation exceed 30 minutes.

~~Items not to be Discussed~~ Prohibited Discussion Topics

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

Public Participation and Agenda Item Participation Speakers may not address the following topics:

1. Real property acquisitions
2. Attorney/Client Privilege
3. Personnel or employees
4. Specific students

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

1. The speaker will state his/her name and address (address only if response requested).
2. All remarks will be made to the School Board as a body and not to an individual School Board m~~M~~ember.
3. No person will be allowed to make obscene, derogatory~~,~~ or slanderous remarks while addressing the School Board. Any School Board member may stop comments.
4. No person will be allowed to disrupt or interfere with procedures.
5. Remarks will end when the speaker's allotted time has expired.
6. Questions from School Board members or the Superintendent may be asked for clarification; however, no person from the floor will be permitted to enter into any discussion either directly or through any member of the School Board.

ADOPTED: August 2, 2001
REVISED: August 15, 2013
REVISED: July 19, 2018
REVISED: June/July 2020

Cherokee County Board of Education

Policy Adoption

Except for policy actions to be taken on emergency measures, the adoption of School Board policies ~~shall~~ will follow this sequence which will take place at two consecutive regular or special meetings of the School Board:

1. Announcement and distribution of proposed new or revised policies as an item of information on first reading.

2. Initial and final action by the School Board on policy proposals on final reading.

Prior to enactment, all policy proposals ~~shall~~ will be titled and coded as appropriate to subject and in conformance with the codification system used in the School Board policy manual.

Insofar as possible, each policy statement ~~shall~~ will be limited to one subject.

Policies and amendments adopted by the School Board ~~shall~~ will be attached to and made part of the official minutes of the meeting at which they are adopted and ~~shall~~ will be included in the policy manual of the School D~~d~~istrict.

Policies and amendments to policies ~~shall~~ will be effective immediately upon adoption unless a specific effective date is provided in the adopted agenda item.

Emergency Procedure

On matters of unusual urgency, the School Board may waive the two-reading limitation and take immediate action to adopt new or revised existing policies.

Suspension of Policy

A School Board Policy may be suspended, amended or rescinded at any School Board meeting by a majority vote of the membership. Additionally, any School Board Policy, or applicable portions contained therein, which is aligned with provisions contained within State Board of Education Rules, will be considered waived at the same time that a waiver of the identified State Board Rule is implemented.

Administration in Policy Absence

In cases when action must be taken within the School District for which the School Board has provided no Policy for administrative action, the Superintendent of Schools will have the power to act.

Such decisions, however, will be subject to review by action of the School Board at a regular or special called meeting. It will be the duty of the Superintendent to inform the School Board promptly of such action and of the need for Policy.

ADOPTED: August 2, 2001
REVISED: June/July 2020

Cherokee County Board of Education

~~In cases where action must be taken within the school system where the Board has provided no policy for administrative action, the Superintendent shall have the power to act.~~

~~Such decisions, however, shall be subject to review by action of the Board at its regular meeting. It shall be the duty of the Superintendent to inform the Board promptly of such action and of the need for policy.~~

ADOPTED: August 2, 2001
~~Cross Ref.: Also CMB - Administration in Policy Absence~~
RESCINDED: June/July, 2020

Cherokee County Board of Education

~~A Board of Education Policy may be suspended, amended or rescinded at any board meeting by a majority vote of the total membership. Additionally, any Board of Education Policy, or applicable portions contained therein, which is aligned with provisions contained within State Board of Education Rules, will be considered waived at the same time that a waiver of the identified State Board Rule is implemented.~~

ADOPTED: November 6, 2014
RESCINDED: June/July, 2020

Cherokee County Board of Education

The Cherokee County Board of Education desires to operate in the most ethical and conscientious manner possible and to that end the School Bboard adopts this Code of Ethics and each member of the School Bboard agrees that he or she will:

Domain I: Governance Structure

1. Recognize that the authority of the School Bboard rests only with the School Bboard as a whole and not with individual School Bboard members and act accordingly.

2. Support the delegation of authority for the day-to-day administration of the sSchool system District to the local sSuperintendent of Schools and act accordingly.

3. Honor the chain of command and refer problems or complaints consistent with the chain of command.

4. Recognize that the local sSuperintendent should serves as secretary, ex-officio to the School Bboard and should be present at all meetings of the School Bboard except when his or her contract, salary or performance is under consideration.

5. Not undermine the authority of the local sSuperintendent or intrude into responsibilities that properly belong to the local superintendent or school administration, including such functions as hiring, transferring or dismissing employees.

6. Use reasonable efforts to keep the local sSuperintendent informed of concerns or specific recommendations that any School Board mMember of the board may bring to the attention of the School bBoard.

Domain II: Strategic Planning

1. Reflect through actions that his or her first and foremost concern is for the educational welfare of children attending schools within the sSchool system District.

2. Participate in all planning activities to develop the vision and goals of the School Bboard and the sSchool system District.

3. Work with the School Bboard and the local sSuperintendent to ensure prudent and accountable uses of the resources of the sSchool system District.

4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.

5. Uphold and enforce all applicable laws, all rules and regulations of the State Board of Education and the School Bboard and all court orders pertaining to the sSchool system District.

Domain III: Board and Community Relations

1. Seek regular and systemic communications among the School Bboard and students, staff and the community.

2. Communicate to the School Bboard and the ~~local~~ sSuperintendent expressions of public reaction to School Bboard policies and school programs.

Domain IV: Policy Development

1. Work with other School Bboard members to establish effective policies for the ~~s~~School ~~system~~ District.

2. Make decisions on policy matters only after full discussion at publicly held School Bboard meetings.

3. Periodically review and evaluate the effectiveness of policies on ~~s~~School ~~system~~ District programs and performance.

Domain V: Board Meetings

1. Attend and participate in regularly scheduled and called School Bboard meetings.

2. Be informed and prepared to discuss issues to be considered on the School Bboard agenda.

3. Work with other School Bboard members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at School Bboard meetings.

4. Vote for a closed executive session of the School Bboard only when applicable law or School Bboard policy requires consideration of a matter in executive session.

5. Maintain the confidentiality of all discussions and other matters pertaining to the School Bboard and the ~~s~~School ~~system~~ District during executive session of the School Bboard.

6. Make decisions in accordance with the interests of the ~~s~~School ~~system~~ District as a whole and not any particular segment thereof.

7. Express opinions before votes are cast, but after the School Bboard vote, abide by and support all majority decisions of the School Bboard.

Domain VI: Personnel

1. Consider the employment of personnel only after receiving and considering the recommendation of the ~~local~~ ~~s~~Superintendent.

2. Support the employment of persons best qualified to serve as employees of the ~~s~~School ~~system~~ District and insist on regular and impartial evaluations of ~~s~~School ~~system~~ District staff.

3. Comply with all applicable laws, rules, regulations, and all School B~~b~~oard policies regarding employment of family members.

Domain VII: Financial Governance

~~1.~~ Refrain from using the position of School B~~b~~oard member for personal or partisan gain or to benefit any person or entity over the interest of the ~~s~~School ~~system~~ District.

Conduct as Board Member

1. Devote sufficient time, thought and study to the performance of the duties and responsibilities of a member of the School B~~b~~oard.

2. Become informed about current educational issues by individual study and through participation in programs providing needed education and training.

3. Communicate in a respectful professional manner with and about fellow School B~~b~~oard members.

4. Take no private action that will compromise the School B~~b~~oard or ~~s~~School ~~system~~ District administration.

5. Participate in all required training programs developed for School B~~b~~oard members by the School B~~b~~oard or the State Board of Education.

6. File annually with the local superintendent and with the State Board of Education a written statement certifying that he or she is in compliance with this Code of Ethics.

Conflicts of Interest

1. Announce potential conflicts of interest before School B~~b~~oard action is taken.

2. Comply with the conflicts of interest policy of the School Bboard, all applicable laws and Appendix B of the Standards document.

Upon a motion supported by a two-thirds (2/3) vote, the School Bboard may choose to conduct a hearing concerning a possible violation of this Code of Ethics by a member of the School Bboard. The School Bboard member accused of violating this Code of Ethics will have thirty (30) days notice prior to a hearing on the matter. The accused School Bboard member may bring witnesses on his or her behalf to the hearing, and the School Bboard may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all the members of the School Bboard that the accused School Bboard member has violated this Code of Ethics, the School Bboard ~~shall~~ will determine an appropriate sanction, including suspension from participation in meetings of the School Board and school activities for no more than 90 days, pubic or private censure, a fine not to exceed $1,000 or other sanctions as determined by the School Board. A School Bboard member subject to sanction may, within ~~thirty (~~30~~)~~ days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board of Education. A record of the decision of the School Bboard to sanction a School Bboard member for a violation of this Code of Ethics ~~shall~~ will be placed in the permanent minutes of the School Bboard.

ADOPTED: January 20, 2011
REVISED: June/July 2020

Cherokee County Board of Education

As reflected in the Cherokee County Board of Education and Cherokee County School District's Five-Year Strategic Plan, "Blueprint," the Mission Statement; Vision Statement; Core Beliefs Around Rigor, Relevance and Relationships; and, the Priority Areas, as contained below, will govern the School District's actions as it relates to continuous improvement.

I. MISSION STATEMENT

We are committed to educating the emerging generation through learning environments designed to increase the performance of all students.

II. VISION STATEMENT

Together, we will prepare the emerging generation to confidently rise up to limitless learning potential and success.

III. CORE BELIEFS AROUND RIGOR, RELEVANCE AND RELATIONSHIPS

A. We believe in a growth mindset, as every student can learn, achieve and thrive.

B. We believe the meaningful connections we forge with students, families and community partners positively influence how we teach, lead and prepare graduates for success in a knowledge-based, technology rich and culturally diverse world.

C. We believe safe, diverse and inclusive schools are critical for successful teaching and learning and strengthening our culture of belonging, kindness and possibility.

IV. PRIORITY AREAS

A. Student Achievement: Equity and Access

B. Organizational and Operational Effectiveness

C. Family, Partner and Community Involvement

D. Positive Culture and Climate

E. Quality Workforce

V. SCHOOL BOARD ROLES, RESPONSIBILITIES AND STRUCTURES

A. Responsibilities

1. Employ a professional Superintendent to operate the School District.

2. Adopt an annual budget as recommended by the Superintendent.

3. Review/approve all School Improvement Plans annually.

4. Monitor schools' progress in addressing the Priority Areas and School Improvement Plan (SIP) objectives.

5. Authorize and facilitate school and district-level partnerships with parents, businesses, community-based organizations and agencies, local institutions of higher learning and other public entities to improve student achievement and increase school effectiveness.

B. Vision/Philosophy/Goals

1. The School Board adopts, focuses and reviews the School District's Vision for students.

2. The School Board adopts, reviews and revises its Mission Statement that defines its work.

3. The School Board adopts Core Beliefs related to the importance of introducing rigor, relevance and relationships to all students.

4. The School Board, with Superintendent's input, adopts Priority Areas for continued improvement.

5. The School Board, upon recommendation of the Superintendent, adopts policies and strategic plans to facilitate the accomplishment of stated goals.

C. Systematic Improvement

1. The School Board participates in annual training and professional development that meets or exceeds the requirements of Georgia law.

2. The School Board and Superintendent participate in collaborative activities focused on developing Priority Areas for continued improvement.

3. The School Board and the Superintendent use a retreat/strategic work session environment and process to function as a team to accomplish the following:
   a. Assess progress made to update and revise action plans to accomplish the School District's Vision/Mission/Core Beliefs and Priority Areas for continuous improvement.
   b. Assess the strengths and improvements needed in the School District.
   c. Consider any compelling problem(s) or emerging issue(s).
   d. Study and explore trends, opportunities and anticipated challenges.
   e. Reflect on the leadership team's educational and leadership philosophy and performance.

f. Complete any statutorily-specified reviews of laws, rules or regulations for local school boards.
g. (May) participate in statutorily-required School Board training.
h. (May) evaluate the Superintendent's annual performance.

4. Conduct a Governance Team self-evaluation in order to assess working relationships among the School Board and improve Superintendent and School Board relations.

D. Organizational Structure

1. The School Board establishes and, along with the Superintendent, follows federal law, state law, State Department of Education policies and rules, local policies, procedures and ethical standards governing the conduct of the School Board and Superintendent.

2. The officers of the School Board are elected using the procedures defined in state law and board policy and carry out their duties that are clearly delineated in law or policy.

3. The School Board uses the superintendent as its chief executive officer with full authority to administer district affairs.

4. The School Board, organizes and distinguishes its role as a policy-making body from the roles/responsibilities authorized to the Superintendent for the administration of the district.

5. The School Board and Superintendent function as a leadership team, while maintaining careful recognition of appropriate roles and responsibilities.

E. Board Operations: Policy Development

1. The School Board adopts and revises its written policies so that they are clear, up-to-date, and in compliance with the state constitution and state and federal laws.

2. The School Board follows policies and procedures for:
   a. Policy adoption
   b. Emergency adoption of policy
   c. Policy dissemination
   d. Policy repeal
   e. The School Board considers the following when it adopts policies:
      i. The recommendation, usually in writing from the Superintendent
      ii. An opportunity for public review
      iii. Provisions whereby policies will be reviewed periodically

F. Board Operations: Board Meetings

1. The School Board develops meeting agendas, posts agendas for public review and conducts its meetings in accordance with the Open Meetings Law (O.C.G.A. § 50-14-1 et seq.)
2. School Board procedures provide an opportunity, prior to board meetings, for members of the School Board to:

   a. Suggest items to be removed from or placed on the agenda and/or
   b. Request additional information on an agenda item.

3. The agenda provides a sound order of business, including an opportunity to make adjustments to the agenda, which facilitates productive meetings.
4. The School Board uses a "consent agenda" procedure when appropriate.
5. The approved agenda is followed, and the School Board departs from it only under special circumstances and with concurrence of a majority of its members present.
6. The School Board has procedures in place to facilitate public input.
7. School Board minutes properly record agenda motions/votes/actions of the School Board.

G. Board Operations: Personnel

1. The School Board oversees the management of the School District by employing a Superintendent and evaluating his/her performance in providing educational leadership, managing daily operations and performing all duties assigned by the School Board and/or required by law.
2. The School Board authorizes the employment, assignment and dismissal of personnel only on the recommendation of the Superintendent.
3. The Superintendent is accountable to the School Board in developing, following state law, and conducting a fair and equitable evaluation of all personnel in the district.
4. The School Board refrains from applying pressure on the Superintendent to employ persons on the basis of any criteria other than professional and/or occupational qualifications as defined in currently approved job descriptions.
5. The School Board has been trained in the Superintendent evaluation process and follows that process for evaluation.

6. Periodically, but at least once in any 12-month period, the School Board, using the process agreed upon by the School Board and the Superintendent, evaluates the professional performance of the Superintendent.

H. Board Operations: Financial Management

1. The School Board provides guidance to the Superintendent in developing the budget and:
   a. Conducts pre-budgeting discussions with the Superintendent.
   b. May establish specific budget parameters where deemed necessary or appropriate.
   c. Examines allocations as they relate to the School Board and School District budget goals annually adopted.

2. The School Board receives the draft budget from the Superintendent and after careful study gives tentative budget approval.

3. The School Board publishes the budget and provides opportunity for public review and reaction.

4. The School Board approves the annual budget after consideration of the Superintendent's recommendation.

5. Once a budget that incorporates sound business and fiscal practices is approved, the Superintendent implements and administers the budget.

6. The School Board, by policy, establishes the level of spending beyond the budget for which the Superintendent must seek School Board approval.

7. The School Board receives monthly financial reports on the status of the budget.

8. The School District's financial records are audited annually.

I. Board/Staff/Community Relations

1. The School Board and individual School Board members maintain an appropriate and professional relationship with the Superintendent, staff and community.

2. The School Board recognizes and protects the concept of chain of command.

3. The School Board works with the Superintendent to provide and follow a process, when it is appropriate, that encourages and seeks the input of staff at all levels of decision-making on significant issues.

4. The School Board periodically receives input from citizens on matters relating to the School District.

5. The School Board working with the Superintendent seeks advice and communicates with the community through:
   a. Providing leadership, policies and training to school councils.
   b. Collaboration agreements with local and state agencies.
   c. Community groups, community forums and media.
   d. Allowing and considering appropriate public input.

VI. ORGANIZATION OF SCHOOL DISTRICT ADMINISTRATION

Proper administration of the schools is most vital to a successful educational program. The general purpose of the School District's administration will be to coordinate and supervise, under the policies of the School Board, the creation and operation of an environment in which students learn most effectively. Administrative duties and functions will be appraised in terms of the contribution made to improving instruction and learning. The School Board will rely on its chief executive officer, the Superintendent, to provide at the district level the professional administrative leadership demanded by such a far-reaching goal.

The School District's administrative organization will be designed so that all district-level divisions and departments and all schools are part of a single accountability system guided by School Board policies which are implemented through the Superintendent. Principals and district-level administrators are all expected to administer their units in accordance with School Board policy and the Superintendent's rules and procedures. However, the mere execution of directives cannot, by itself, be construed as good administration. Vision, initiative, resourcefulness, and wide leadership – as well as consideration and concern for staff members, students, parents and others – are essential for effective administration.

Within the concept of an effective total system, it will be the policy of the School Board that ways will be sought to decentralize administration in order to bring administrative decisions closer to, hence more responsible to, specific needs of individual students and the school communities.

The Superintendent, each principal, and all other administrators will have the authority and responsibility necessary for their specific administrative assignment. Each will likewise be accountable for the effectiveness with which the administrative assignment is carried out. The School Board will be responsible for clearly specifying requirements and expectations of the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent will be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

~~Major goals of administration in the School District will be:~~

1. ~~To manage the School District's various divisions, departments, units and programs effectively.~~

2. ~~To provide professional advice and counsel to the School Board and to advisory groups established by the Superintendent.~~

3. ~~To implement the management function so as to assure the best and most effective learning programs, through achieving such sub-goals as:~~

   (a) ~~providing leadership in keeping abreast of current educational developments;~~

   (b) ~~arranging for the staff development necessary to the establishment and operation of learning programs that better meet more learner needs;~~

   (c) ~~coordinating cooperative efforts at improvement of learning programs, facilities, equipment and materials;~~

   (d) ~~providing access to the decision-making process for improvement of ideas of staff, students, parents and others.~~

REVISED: October 17, 2019

RESCINDED: June/July, 2020

Cherokee County Board of Education

The Superintendent of Schools ~~shall~~ will implement and supervise an annual evaluation system for all administrative personnel. The Superintendent ~~shall~~ will report to the School Board on the performance of all administrators ~~and~~ by ~~make~~ making annual recommendations for re-appointment. ~~regarding their employment and/or salary status.~~

Formal evaluations ~~shall~~ will be conducted at least once a year or more frequently if necessary or required. They ~~shall~~ will be conducted according to the following guidelines:

1. Evaluative criteria for each position ~~shall~~ will be ~~in written form and~~ made permanently available to the administrator;

2. Evaluations ~~shall~~ will be ~~made~~ completed by the ~~person~~ supervisor to whom the administrator is assigned. ~~is immediately responsible~~;

3. Results of evaluations ~~shall~~ will be ~~put in writing and shall be~~ discussed with the administrator by the assigned supervisor ~~person who makes the evaluations~~;

~~4.~~ The administrator being evaluated will not have the right to grieve their evaluation. The administrator will have the right to attach a statement of explanation to the evaluation that will become a part of the evaluation ~~have the right to attach a memorandum to the written evaluation~~; and

5. All results of the evaluations ~~shall~~ will be kept in ~~confidential~~ personnel files maintained by the Office of Human Resources.~~at the Superintendent's Office~~.

ADOPTED: August 2, 2001
REVISED: June/July 2020

Cherokee County Board of Education

In accordance with the laws and regulations of the State of Georgia, the Cherokee County Board of Education ~~shall~~ will have no policy authorizing tenure for school administrators. No official, including the Superintendent of Schools ~~or any p~~P~~rincipal~~, has the authority to promise, offer or confer administrative tenure. No existing policy of the School District, nor any faculty manual or other written document ~~shall~~ will be construed as offering, promising or authorizing the acquisition of administrative tenure.

For purposes of this Policy "school administrator" is defined as any professional school employee who is required to hold a leadership certificate and is assigned to a leadership position pursuant to rules of the State Board of Education, Georgia Department of Education, Professional Standards Commission or requirements of local Policy or job description.

ADOPTED: August 2, 2001
REVISED: June/July 2020

Cherokee County Board of Education

~~The retirement of professional is based upon the provisions of the Georgia Teachers Retirement System. Membership in the retirement system is mandatory for all personnel in positions covered under the retirement system.~~

The School District is required and may be authorized to make eligible deductions from employee's wages via payroll deduction.

In accordance with the law, the School District will deduct via payroll deduction and remit on the employee's behalf the following:

1. Federal Tax
2. State Tax
3. FICA
4. Garnishments
5. Child support income deduction orders
6. Certified Employee and other designated contribution to the Teacher Retirement System of Georgia (TRSGA)

In meeting the requirements of the TRSGA ~~retirement system~~, an appropriate amount of each participating employee's earned salary is deducted each month by the ~~Board of Education~~ School District, as calculated and required by the ~~Georgia Teachers Retirement System~~ TRSGA.

~~Social Security is provided for all personnel in the system. Deductions are made at current rate as established by federal guidelines~~.

Employees may request that the School District deduct and remit on the employee's behalf voluntary payroll deductions for eligible entities such as;

1. Voluntary contributions to other retirements plans (e.g. 403(b), 457(b), Roth, IRA)
2. Employee share of health, vision, and dental insurance
3. Eligible professional association dues
4. Contributions to flex spending accounts
5. Eligible charitable contributions

~~Payroll deductions are made from employees' gross pay for mandatory requirements such as Federal Income Tax, State Income Tax, Social Security Tax, Retirement and for other purposes that benefit the employee, such as insurance, credit union, etc.~~ Each employee must provide the Office of Human Resources ~~personnel department~~ with pertinent information and authorizations relative to mandatory and voluntary payroll deductions. ~~withholding tax exemptions and an authorization for other payroll deductions at the time of employment.~~ Thereafter, employees may make changes in payroll deductions by accessing the payroll system or contacting payroll staff.

Garnishment

~~Salaries due officials or employees of the Board of Education shall be subject to garnishment.~~

In accordance with State law, employees and officials of the School District are subject to additional payroll withholding to satisfy Court Orders for garnishments and child support.

ADOPTED: August 2, 2001
REVISED: ~~July 24, 2013~~ June/July, 2020

Cherokee County Board of Education

~~The business operations of the school system are essential yet auxiliary to the system's central function of education. The Board serves as trustee of school facilities and supervisor of school business operation for the purpose of providing the facilities and services supporting the educational program.~~

~~In the operation and maintenance of the school plant, equipment and services, the school system shall maintain high standards of safety, promote the health of pupils and staff, reflect the aspirations of the community, and support the efforts of the staff to provide good instruction.~~

As a major business enterprise, the School District will establish model business management practices and review them annually to insure the strategic, operational and financial goals and objectives of the School Board are met.

ADOPTED: August 2, 2001
REVISED: June/July, 2020

Cherokee County Board of Education

The Superintendent of Schools ~~shall~~ will be charged with the care, custody~~,~~ and safekeeping of all ~~s~~School District real and personal property.

The Superintendent ~~shall~~ will be responsible for:

1. the constant review of school building needs and, when a building program is approved by the School Board, for the supervision of new construction and/or renovation;

2. maintenance and acquisition of s~~S~~School District property and for the operation of school plants; and

3. employment and training of maintenance personnel.

Within each individual school, the ~~p~~Principal ~~shall~~ will be responsible for the care and upkeep of the building. ~~and for the supervision of the school custodial services.~~

ADOPTED: August 2, 2001
REVISED: June/July, 2020

Cherokee County Board of Education

In accordance with State law, the School District will maintain insurance policies to protect, reimburse and indemnify the School District, the School District's elected officials, employees and covered third parties from damages that may result from a covered act or omission. ~~In addition to other compensation paid to the Board of Education, the Superintendent of Schools, staff and employees of the Cherokee County School System, the Board of Education of Cherokee County will maintain, if possible, liability insurance or indemnity to cover the Board, Superintendent, staff and all personnel against damages~~ arising out of the good faith performance of their duties, while acting within the scope of their employment. Other than the minimum required amount of Bus Fleet Liability Insurance and workers compensation insurance, the Superintendent of Schools is authorized to determine other necessary types, coverage terms and amounts of insurance. ~~or indemnity shall be in the discretion of the Board. The deductible portion of any liability will be underwritten by the Board.~~

All liability insurance policies will include the cost to defend any claim made which will include the payment of an attorney hired by the insurance company to defend the School District, as well as its elected officials and employees. ~~In addition to the above, the Board will undertake to defend all or specified civil actions brought or maintained against such officials and employees specified above arising out of the performance of their duties.~~ The School Board ~~of Education~~ may expend State, ~~County,~~ ~~or~~ Federal ~~and~~ or local funds, or any combination thereof for such purposes.~~, including but not limited to, attorney's fees, court costs, expenses and fees. The cost of these defenses will not include:~~

~~1. Fines imposed by law.~~

~~2. Punitive damages.~~

~~3. Other matters that may be deemed uninsurable under the law.~~

The School Board ~~shall~~ will not be required to pay damages or provide a defense outside of insurance for any employee or official acting outside the scope of their duties, obligations, contracts, or mandates.

ADOPTED: August 2, 2001
REVISED: June/July, 2020

Cherokee County Board of Education

The Cherokee County Board of Education ~~is authorized to~~ will make comprehensive studies to determine the need and location of public school buildings, to determine the safety and educational requirements of school buildings~~,~~ and to plan the methods of financing the cost of constructing and equipping such buildings. The construction of all school buildings must be approved by ~~the Superintendent and~~ the School Board ~~of Education~~ and must be according to the plans furnished by the School District ~~architect~~ to the State ~~Board~~ Department of Education.

The School Board ~~of Education is required to~~ will have a comprehensive, updated facility inventory in order to qualify for state capital outlay funds. ~~The County Board of Education also must have a local facilities plan stating~~ The inventory will include a list of all new facilities needed, those scheduled to be abandoned~~,~~ and those requiring renovation within the next five years. At least once every five years, the School Board will cooperate with the State Department of Education in conducting a facility inventory which will include the School Board's priorities for new school construction and/or renovation. ~~the State Board of Education will conduct a comprehensive facilities survey. All members of the survey team must be approved by the local School board. The Board of Education must submit a list of priorities for construction and renovation to the State Board of Education in order to be eligible for state capital outlay funds~~. The State Board of Education may approve or reject the survey team's findings. The School Board ~~of Education~~ also has the right to appeal the team's findings before the State Board.

~~The cost of school facilities is shared between state and local sources in accordance with a formula prescribed in State law. The Board of Education earns an annual entitlement for capital facility improvement, but its final allotment each year is based upon the level of total State entitlement which is designated through the General Appropriations Act.~~

The School Board and School District will take all reasonable actions to maximize the State Department's contribution to local school construction.

ADOPTED: August 2, 2001
REVISED: June/July, 2020

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.

This Policy establishes the role and responsibility of the applicable Title Coordinator(s) ("Coordinator") and the role of the ~~Deputy Superintendent ("DS")~~ Chief Operations Officer (COO) in action steps, and the collection and analysis of reporting data in this regard.

The Superintendent will also develop administrative checklists to aid investigations.

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 appropriate Title 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 who will then forward the complaint to the appropriate Title ~~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~~ COO. The ~~DS~~ COO 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~~ COO or designee will promptly notify appropriate parties of the appeal decision.

5. The decision of the ~~DS~~ COO 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 ~~p~~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.

*Appropriate Federal agencies promulgate regulation from time-to-time to implement Federal Laws prohibiting discrimination in schools and the work place. To the extent that this Policy is inconsistent with or conflicts with any of those regulations, the current regulation controls, and the part or parts of this Policy inconsistent with or in conflict with those regulations will be rescinded.

ADOPTED: **August 2, 2001**
REVISED: ~~**July 18, 2019**~~ **June/July, 2020**

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 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 ~~s~~School ~~system~~ District in the ~~s~~State of Georgia to another and to or from the State Department of Education.

Sick leave provided for under this ~~p~~Policy is available only for personal illness, injury, ~~or~~ exposure to contagious diseases and medical related reasons, ~~or~~ for absences necessitated by illness or death in the employee's immediate family, for any reason(s) required by State or federal law or emergency executive orders. For any absence in which sick leave is used, the Superintendent of Schools or appropriate designee will have the right to require ~~a physician's certificate stating that the employee is ill and is unable to perform his or her duties.~~ adequate proof of the reasons giving rise for the need for leave.

An employee will 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 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 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 School District, to cash in unused sick leave days earned in the service of the School District at one-half of their value up to a maximum reimbursement of 45 days.

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

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.

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 School District, all eligible employees will be paid for accrued annual leave at their current daily rate of pay.

The annual leave schedule will be arranged so that each school and department can maintain effective service levels. Leave may be taken only after approval by the Superintendent 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 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 Superintendent or appropriate designee. Personal leave does not accrue from year-to-year; however, an employee who does not utilize personal leave does not lose any accumulated sick leave.

PERSONAL LEAVE FOR EMPLOYEES ELECTED TO PUBLIC OFFICE

The 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 will be eligible to serve as a member of that board of education.

AUTHORIZED PROFESSIONAL LEAVE

Authorized professional 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 Superintendent or appropriate designee.

ADMINISTRATIVE AND SUSPENSION LEAVE
The Superintendent will have the authority to place an employee on administrative or suspension leave with or without pay in accordance with applicable School Board ~~p~~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 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 School District. Jury and/or witness leave will not be deducted from an individual's accumulated vacation or sick leave. No employee utilizing jury leave will be required to pay the cost of employing a substitute to serve during his or her absence for jury or witness leave.

~~MATERNITY~~ PARENTAL LEAVE
Employees who have been employed for at least 12 months and have at least 1,250 hours of service in the preceding 12 months may receive up to 12 cumulative weeks (60 work days) of unpaid parental leave during pregnancy, within one year of the birth of child, as a result of proceedings to prepare for the adoption or foster care of a child or within one year following the adoption or foster care placement of a child. The employee will be required to provide satisfactory proof of pregnancy, adoption or foster care.

Leave of absence related to Parental Leave runs concurrently and in coordination with any approved Family Medical Leave. If both parents of a newborn child, newly adopted child or foster child as described above are employed by the School District, the 12-week leave will be limited to a combined 12 weeks total leave.

Employees who do not qualify for FMLA are provided 30 calendar days unpaid Parental Leave and may utilize accrued leave for that absence. In cases of maternity, Parental Leave may be extended beyond 30 calendar days, not to exceed the doctor's estimated length of physical disability.

Employees may utilize accrued leave during the term of Parental Leave.

~~Any employee who is pregnant will be entitled to a leave of absence to begin at a time to be determined by the employee, the physician, and the Superintendent or 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 be made by the School District. An employee wishing~~

~~to work to the date of physical disability will 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 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 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 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 ~~g~~Governor or the appropriate officials of the United States ~~a~~Armed ~~f~~Forces. Employees who have military commitments will inform the Superintendent or appropriate designee annually and will 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.

~~**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 least 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 not exceed 30 days.~~

FAMILY MEDICAL LEAVE

The School 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 ~~p~~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~~ District. The School Board does intend to elect certain options as the Act authorizes. Any portion of this ~~p~~Policy inconsistent or contrary to the Act is unintentional and will not be given effect. As to the interpretation of this ~~p~~Policy, the School ~~Board~~ District'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 ~~p~~Policy conflicts with or is superseded by State or Federal law, the applicable regulations control.

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

ADOPTED: August 2, 2001
REVISED: ~~July 18, 2019~~ June/July 2020

Cherokee County Board of Education

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. Sexual assault and abuse awareness and prevention;
   h. Safety;
   i. Mental health; and,
   j. 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 these specified units 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**~~ **June/July, 2020**

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. The State Board of Education defines a gifted learner as "a student who meets the eligibility criteria as identified by State Board of Education Rule 160-4-2-.38." Per state guidelines, this individual must demonstrate a high degree of intellectual and/or creative ability(ies), exhibit an exceptionally high degree of motivation, and/ or excel academically. ~~, 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 educational environment provides students the opportunity to extend competencies in the areas of cognitive and academic skills. ~~skills, research and reference skills, communication skills, and metacognitive skills~~ Services include but are not limited to resource, cluster grouping, and advanced content. ~~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 will be compatible with the Instructional Program Philosophy – – Educational Accountability and School Improvement Policy Specific program goals and 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~~. Automatic referrals are made based on available data. Additionally, a student may be referred for consideration for gifted education services by any individual with knowledge of the student's abilities. Following a reported referral, a student will be screened using current data to determine the need for further assessment.

Students in the 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,~~ identification ~~referral and assessment~~ and the specific instruments used to determine eligibility are ~~included~~ noted on the ~~Cherokee County~~ School District website and in the ~~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~~ identified as gifted 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 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 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 <u>or cluster grouped</u> 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 or <u>cluster grouped</u> classes qualifies for placement in a different course at the end of the grading period or <u>removal from classroom groupings designed to provide advanced differentiation.</u> 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.

REVISED: ~~**July 18, 2019**~~ **June/July 2020**

Cherokee County Board of Education

The Cherokee County School ~~system~~ District is responsible to provide a free appropriate public education ~~to all students~~ and a goal of providing full educational opportunity to all children with disabilities, aged birth through 21. In keeping with its responsibility, the ~~s~~School ~~system shall~~ District will develop and implement procedures consistent with Individuals with Disabilities in Education Act, Section §504 of the Rehabilitation Act and the ~~Georgia Department~~ State Board of Education ~~State Board~~ Rules.

ADOPTED: ~~**August 2, 2001**~~ **June/July, 2020**

Cherokee County Board of Education

The Cherokee County Board of Education supports and encourages field trips and expects the Superintendent of Schools, ~~p~~Principals and teachers to make every effort to ensure that both curricular and extracurricular field trips are effectively planned, well-organized, capably implemented, properly supervised and affordable.

Field trips are valuable options in educational programs and can be either a curricular or an extracurricular activity. Students are allowed to take field trips under the guidance of a certified employee, provided written permission is given by the parent/guardian. All field trips must be pre-approved by the ~~p~~Principal; and field trips that are both overnight and out-of-state must also be pre-approved by the Superintendent and School Board.

The School Board hereby approves those field trips/excursions that result from a school team, squad, or individual qualifying for a state, regional~~,~~ or national competition where recommended by the Superintendent. If circumstances require both an overnight and/or out-of-state stay, relative to the above-mentioned excursions in this paragraph, the Superintendent or designee must approve the field trip request prior to the trip.

The Superintendent will establish administrative guidelines for administration of field trips that include provisions requiring the purchase of travel insurance and/or favorable cancellation policies and procedures.

ADOPTED: August 2, 2001
REVISED: ~~September 1, 2016~~ June/July, 2020

Cherokee County Board of Education

SCHEDULING A CONFERENCE

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

REVISED: ~~July 19, 2018~~ June/July, 2020

Cherokee County Board of Education

I. CUMULATIVE AVERAGE AND CLASS RANKING

Final ~~C~~class ranking will be determined by the weighted Numeric Grade Average (NGA) of graduating seniors ~~at the~~ upon completion of ~~high school graduation requirements~~ their high school four-year class cohort.

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

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

Quality Points:

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

II. CLASS RANKING/HONOR ROLLS

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

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

III. CUMULATIVE AVERAGE AND HONOR GRADUATE STATUS

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

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

IV. HONOR ROLL PLACEMENT

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

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

ADOPTED: August 2, 2001
REVISED: ~~July 19, 2018~~ June/July, 2020

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 of Schools 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).

For students with disabilities who are eligible for an Individualized Education Program (IEP), the decision regarding grade placement will be made by the IEP Team.

The Superintendent will establish administrative guidelines necessary to provide for implementation of this ~~p~~Policy.

REVISED: ~~July 18, 2019~~ June/July, 2020

Cherokee County Board of Education

I. PURPOSE

This policy specifies high school programs of study that will be offered by the School District and lists specific courses that meet core, required or elective credits for students. ~~This policy becomes effective for students enrolling in Cherokee County School District high schools for the first time in the ninth grade in the 2008-09 school year and for subsequent years~~.

Definitions:

Career, Technical and Agricultural Education (CTAE) Pathways - three elective units in a coherent sequence that includes rigorous content aligned with industry-related standards leading to college and work readiness in a focused area of student interest.

Core Courses – any courses identified as "c" or "r" in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 Courses that fulfill the unit requirements for graduation.

Elective Courses - any courses identified as "e" in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 Courses that a student may select beyond the core requirements to fulfill the unit requirements for graduation.

Required courses - specific courses identified as "r" in Rule 160-4-2-.03 List of State-Funded K-8 Subjects and 9-12 Courses that each student in a program of study will pass to graduate from high school.

Secondary School Credential - a document awarded to students at the completion of high school experience.

1. *High School Diploma* – the document awarded to students certifying that they have satisfied attendance requirements, unit requirements and the state assessment requirements as referenced in Rule-160-3-1-.07 Testing Programs – Student Assessment.

2. *High School Certificate* – the document awarded to pupils who do not complete all of the criteria for a diploma or who have not passed the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment, but who have earned 23 units.

3. <u>*Alternate Diploma* – the document awarded to students with the most significant cognitive disabilities who were assessed using the alternate assessment aligned to alternate academic achievement standards. While this diploma is standards-based and aligned with the state requirements for the regular high school diploma, it is not a regular high school diploma. Therefore, an alternate diploma does not terminate Free and Appropriate Public Education (FAPE) for students with an Individualized Education Program (IEP).</u>

4. ~~Life Skills Diploma or Employment~~ *Special Education Transition Diploma* – the document awarded to students with disabilities assigned to a special education program who have not met the state assessment requirements referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment or who have not completed all of the requirements for a high school diploma but who have nevertheless completed their Individualized Education Programs (IEP).
   (a) *Significant Cognitive Disabilities* – students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the Georgia Alternative Assessment (GAA) as determined by their IEP Teams in both 8th and 11th grades.
   (b) *Unit* – one unit of credit awarded for a minimum of 150 clock hours of instruction or 135 hours of instruction in an approved block schedule.
   (c) *Unit, Summer School* – one unit of credit awarded for a minimum of 120 clock hours of instruction.

Requirements of the School District:

The School District will provide secondary school curriculum, instructional delivery~~,~~ and support services that reflect the high school graduation and state assessment requirements and assist all students in developing their unique potential to function in society.

The School District will base local graduation requirements on ~~Georgia~~ State Board of Education Rule 160-4-2-48, will submit a copy of this locally adopted ~~p~~Policy to the Georgia Department of Education and will place on file a letter from the State Superintendent of Schools or designee stating that the locally developed policy meets all state requirements.

The School District will maintain ~~develop policies~~ a Policy on post-secondary enrollment as referenced in Rule 160-4-2.34 (Post-secondary Options) and for joint enrollment and early admission programs (Board Policy IDCH).

The School District requires that~~:~~ ~~S~~students who enroll from another state meet the graduation requirements for the graduating class they enter and the state assessment requirements as referenced in Rule 160-3-1-.07 Testing Programs – Student Assessment.

~~Students who enroll in the ninth grade for the first time in the 2008-09 school year and withdraw will meet the graduation requirements specified in this rule and the assessment requirements specified in Rule 160-3-1-.07 Testing Programs – Student Assessment.~~

Units of Credit:

(a) All state-supported high schools will make available to all students the required areas of study.
(b) A course will count only once for satisfying a unit of credit expect in those instances, as defined by the Georgia Department of Education, where one course can satisfy two separate credit requirements.

See the following chart.

Core Areas of Study		**Units Required**
(I)	English/Language Arts*	4
(II)	Mathematics*	4
(III)	Science*	4
	The 4th science unit may be used to meet both the science and elective requirement	
(IV)	Social Studies	3
(V)	CTAE and/or Modern Language/Latin and/or Fine Arts	3
(VI)	Health and Physical Education*	1
(VII)	Electives	4
Total Units (Minimum)		23

*Required Courses and/or Core Courses

Required/Core/Elective Credit:

Unit credit will be awarded only for courses that include concepts and skills based on the Georgia Student Performance Standards for grades 9-12 or those approved by the State Board of Education. Unit credit may be awarded for high school courses offered in the middle grades that meet 9-12 Georgia Student Performance Standards requirements. The Individualized Education Program (IEP) will specify whether core courses taken as part of an IEP will receive core unit credit.

No high school course credit may be awarded for courses in which instruction is based on the Georgia Student Performance Standards for grades K-8.

Completion of diploma requirements does not necessarily qualify students for the HOPE Scholarship Program.

Areas of Student Course Offerings:

(I) Courses that will earn unit credit are listed in Rule 160-4-2-.03 List of State-funded K-8 Subjects and 9-12 Courses.

(II) Any student may select any course listed in the course listing rule. The one exception to this provision is where the letter "r" appears with course names. These courses are required. These courses must be successfully completed and cannot be substituted with any other course. Any course identified as "c" is a core course and may be selected to count as one of the core unit requirements. A course identified as "e" is an elective course that may be selected beyond the core requirements to fulfill the unit requirements.

English/Language Arts: Four units of credit in English/Language Arts will be required of all students. A full unit of credit in American Literature/Composition and a full unit of credit in Ninth-Grade Literature and Composition will be required. All courses that may satisfy the remaining units of credit are identified with a "c." The Writing, Conventions, and Listening, Speaking, and viewing strands of the Georgia Student Performance Standards will be taught in sequence in grades 9-12. Literature modules may be taught in any sequence in grades 10-12.

Mathematics: Four units of credit in mathematics will be required of all students, including Algebra I, Geometry and Algebra II or its equivalent. Additional units needed to complete four credits in mathematics must be chosen from the list of AP/IB designated courses.

Students with disabilities: refer to the Mathematics Graduation Requirement Guidance Document from the Georgia Department of Education for the most current requirements for students with disabilities.

Science: Four units of credit in science will be required of all students, including one full unit of Biology; one unit of either Physical Science or Physics; one unit of either Chemistry, Earth Systems, Environmental Science or an AP/IB course; and one additional science unit. The fourth science unit may be used to meet both the science and elective requirements. Any AP/IB science course may be substituted for the appropriate courses listed above.

Social Sciences: Three units of credit will be required in social studies. One unit of credit will be required in United States History. One unit of credit will be required in World History. One-half unit of American Government/Civics will be required. One-half unit of Economics will be required.

CTAE/Modern Language/Latin/Fine Arts: A total of three units of credit will be required from the following areas: CTAE and/or Modern Language/Latin and/or Fine Arts. Students are encouraged to select courses in a focused area of interest.

1. *Career, Technical and Agriculture Education (CTAE) Pathways*: Students may earn three units of credit in a coherent sequence of CTAE courses through a self-selected pathway leading to college readiness and a career readiness certificate endorsed by related industries.

2. *Modern Language/Latin*: All students are encouraged to earn two units of credit in the same modern language/Latin. Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two units of the same modern language/Latin. Georgia Department of Technical and Adult Education (DTAE) institutions (Technical College System of Georgia) do not require modern language/Latin for admissions.

   A. Students whose native language is not English may be considered to have met the foreign language expectation by exercising the credit in lieu of enrollment option if they are proficient in their native language. A formal examination is not necessary if other evidence of proficiency is available.

   B. American Sign Language may be taken to fulfill the modern language requirements.

   C. Two approved units of Computer Science may be used to satisfy the Foreign Language/American Sign Language/Computer Science Requirement for graduation and to meet admission standards at University System of Georgia institutions. However, students who use Computer Science courses to meet this requirement may not use these courses to meet the 4th year Science requirement.

3. *Fine Arts*: Electives may be selected from courses in fine arts.

4. *Health and Physical Education*: One unit of credit in health and physical education is required. Students shall combine one-half or one-third units of credit of Health (17.011), Health and Personal Fitness (36.051), or Advanced Personal Fitness (36.061) to satisfy this requirement. Three (3) units of credit in JROTC (Junior Reserve Officer Training Corps) may be used to satisfy this Comprehensive Health and Physical Education Rule requirements in rule 160-4-2-.12 and 2) the local Board of Education must approve the use of ROTC courses to satisfy the one required unit in health and physical education.

Required Procedures for Awarding Units of Credit:

A unit of credit for graduation will be awarded to students only for successful completion of state-approved courses of study based on a minimum of 150 clock-hours of instruction provided during the regular school year, 135 clock-hours of instruction in an approved block schedule during the regular school year, or a minimum of 120 clock-hours of instruction in summer school.

Students with Significant Cognitive Disabilities:

1. Students with significant cognitive disabilities who entered the ninth grade for the first time prior to the 2020-21 school year may graduate and receive a regular high school diploma when the student's Individual Education Plan (IEP) team determines that the student has:

(a) completed an integrated curriculum based on the Georgia Student Performance Standards that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 23 units of instruction, and

(b) participated in the Georgia Alternate Assessment (GAA) during middle school and high school and earned a proficient score on the high school GAA test, and

(c) reached the 22nd birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school ~~system~~ district.

2. Students with significant cognitive disabilities who entered the ninth grade for the first time on or after the 2020-21 school year may graduate and receive an alternate diploma when the student's IEP team determines that the student has:

a) completed an integrated curriculum based on the Georgia Standards of Excellence (GSE) that includes instruction in Mathematics, English/Language Arts, Science and Social Studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 23 units of instruction, and

b) participated in the GAA during middle school and high school, and

c) has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school district.

Local Authorities and Responsibilities:

The School District will provide instructional, support and delivery services. These services shall include, but are not limited to, the following:

(a) A continuous guidance component beginning with the eighth grade. The purposes of the guidance component are to familiarize students with graduation requirements, to help them identify the likely impact of individual career objectives on the program of studies they plan to follow and provide annual advisement sessions to report progress and offer alternatives in meeting graduation requirements and career objectives.

(b) Record keeping and reporting services that document student progress toward graduation and include information for the school, parents and students.

(c) Diagnostic and continuous evaluation services that measure individual student progress in meeting competency expectations for graduation.

(d) Instructional programs, curriculum and course guides and remedial opportunities to assist each student in meeting graduation requirements.

(e) Appropriate curriculum and assessment procedures for students who have been identified as having disabilities that prevent them from meeting the prescribed competency performance requirements.

REVISED: ~~July 21, 2016~~ June/July, 2020

The Cherokee County Board of Education respects the deep diversity of its students and employees. Accordingly, it will, to the extent practicable, accommodate that diversity provided, however, no procedure provided for herein will infringe upon students' and employees' right to privacy.

The School District will not discriminate on the basis of "Constitutionally-Protected Differences" and other legally protected statuses (e.g., race, age, gender, gender identity, color, religion, national origin, disability or other protected status in its programs, activities or employment practices.

The School District will maintain its educational programs, including extracurricular/ interscholastic activities, in compliance with all Federal and state laws, Georgia High School Association rules and State Board of Education rules relating to discrimination.

The Superintendent will establish procedures and designate individuals to coordinate compliance with this policy. Notice of this ~~p~~Policy and procedures for redress with names, titles and contact information of District-level coordinators will be published and maintained on the School District website and included in the Student/Parent Handbook.

REVISED: July 21, 2016
RESCINDED: June/July, 2020

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.

Case Management Consultation (CMC): a consultation by a school social worker or case manager in which a process is used to discover whether any transition problems exist and whether any services are necessary for a child placed by the Department of Human Services (DHS) or Department of Juvenile Justice (DJJ).

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.

Fictive Kin: an individual who is known to a child as a relative but is not in fact related by blood or marriage to such child and with whom such child has resided or had significant contact.

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.

"in loco parentis:" term meaning "to assume the duties and responsibilities of a parent without a formal legal process."

"Other Person:" an adult at least 18 years of age or an emancipated minor at least sixteen years of age residing within the boundaries of Cherokee County who is not the parent or guardian of a child or children but stands *in loco parentis.*

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.*,.

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.

Withdrawal Code: an official code which signifies the reason a student has withdrawn from a Georgia public school as defined in the guidelines and timelines published by the GaDOE.

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, grandparent, or kinship caregiver 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).

8. A student will be identified in the local Student Information System (SIS) and in the Georgia Department of Education official data collection and reporting systems by the student's legal name as it appears on the documentation submitted for age verification or in a court order changing the student's name.

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~~ the 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 (at the beginning of each school year).

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 or kinship caregiver.

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 ~~p~~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,

ADOPTED: **August 2, 2001**
REVISED: ~~**July 18, 2019**~~ **June/July, 2020**

Cherokee County Board of Education

A. Introduction

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

Although circumstances may necessitate that a student be absent from school, the School District recognizes that optimal learning takes place when the student is present and involved in classroom activities. ~~Accordingly, it is critically~~ Unless the student is ill, suspected of being ill or has been exposed to a viral pathogen, it is important that parents/guardians make every effort to have their children attend school.

B. Lawful/Authorized Absences from Class/School

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

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

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

Additional Notes:

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

events provided the student provides documentation prior to or immediately after the absence.

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

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

a. attending school at least one-half of the instructional day;
b. serving as pages of the Georgia General Assembly (O.C.G.A § 20-2-692);
c. ~~serving as a poll worker on an election day~~ participating in the Student Teen Election Participation (STEP) program; or,
d. as a student in foster care, attending court proceedings related to that care (O.C.G.A § 20-2-692.2).

C. Excuses

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

D. Requiring Medical Documentation for Absences

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

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

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

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

E. Qualifying for Hospital/Homebound Instruction

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

F. Make-Up Work

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

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

The time limit to complete missed work is not to exceed ~~ten~~ 10 school days after the date the student resumes attendance. Exceptions will be decided by the parent/guardian, student, teacher and ~~p~~Principal, with the ~~p~~Principal having the final decision.

Final course grades of students will not be penalized because of absences if the following conditions are met:

1. Absences are justified and validated for excusable reasons.
2. Make-up work for excused absences was completed satisfactorily.

G. Incentives for Good Attendance

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

H. Truancy, Parent Notifications and Reporting Protocol

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

Parents/guardians of students with five unexcused absences will be notified by the school regarding the consequences of such absences. ~~This notification will be accomplished through certified or first-class mail, if all other reasonable attempts to notify the parents/guardians have failed.~~ After two reasonable attempts to notify the parent, guardian or other person who has charge of the student, the School District will send written notice via certified mail with return receipt requested, or first-class mail. Further parent notification will be made at 10 and 12 days of excused or unexcused absences.

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

When all administrative actions taken to correct truancy have not had the desired effect, the school social worker may require families to attend the Cherokee County Truancy Panel and request them to sign a contract designed to help improve attendance, file proceedings in Cherokee County Juvenile Court for violation of the State's compulsory attendance law for students under ~~sixteen~~ 16 years of age or refer families to the ~~Cherokee County~~ School Police if proceedings need to be filed against parents for failure to send their children to school.

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

I. Absence Notification Procedures

School personnel will monitor absences by following the steps below:

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

J. Additional High School Absence Procedures

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

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

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

K. Student Withdrawals and Notification

Any student who is absent unlawfully either ~~ten~~ 10 consecutive days or ~~forty~~ 40 total days in a school year, is beyond the compulsory attendance age or is not receiving instructional services from the School District through hospital/homebound instruction or instructional services required by the Federal Individual with Disabilities Education Act (IDEA), may be withdrawn. The ~~p~~Principal has the discretion of entering or re-entering in the present grading period any student 16 years old or older, who has failed to attend for unlawful reasons.

In the case of a school's plan to withdraw a student, the ~~p~~Principal will use reasonable measures to notify the parents/guardians if the student is not ~~eighteen~~ 18 years old.

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

The School District will establish appropriate protocol relative to State law regarding the ~~denial or suspension of driver's licenses/learner's permits for truant students~~ the documentation of students who are enrolled in the School District and not under an expulsion for purposes of denial or suspension of driver's licenses/leaner's permits.

ADOPTED: **August 21, 2008**
REVISED: ~~**July 19, 2018**~~ **June/July, 2020**

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.

This Policy establishes the role and responsibility of the applicable Title Coordinator(s) ("Coordinator") and the role of the ~~Deputy Superintendent ("DS")~~ Chief Operations Officer (COO) in action steps, and the collection and analysis of reporting data in this regard.

The Superintendent will also develop administrative checklists to aid investigations.

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; unwelcome sexual conduct or unwelcome conduct on the basis of sex that effectively denies a student access to an educational program; 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 and/or supportive measures 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~~ COO. The ~~DS~~ COO 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~~ COO or designee will promptly notify appropriate parties of the appeal decision.

5. The decision of the ~~DS~~ COO 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 ~~p~~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.

*Appropriate Federal agencies promulgate regulation from time-to-time to implement Federal Laws prohibiting discrimination in schools and the work place. To the extent that this Policy is inconsistent with or conflicts with any of those regulations, the current regulation controls,

and the part or parts of this Policy inconsistent with or in conflict with those regulations will be rescinded.

ADOPTED: **August 2, 2001**
REVISED: ~~**July 18, 2019**~~ **June/July, 2020**

Cherokee County Board of Education

I. DUE PROCESS HEARINGS

A hearing by a disciplinary panel will determine what, if any, disciplinary action ~~shall~~ will be taken in instances when schools have recommended long term suspension or expulsion. Any student suspended for more than 10 days will be afforded the opportunity for a hearing.

II. SELECTION OF DUE PROCESS HEARING PANEL MEMBERS

The Superintendent of Schools will ~~have the authority to designate~~ recommend to the School Board for approval active and/or retired personnel to serve as a hearing panel or Tribunal to conduct due process hearings in accordance with ~~s~~State and ~~f~~Federal law and impose punishment, if necessary including suspension or expulsion for violations of the School District Code of Conduct.

III. COMPOSITION AND CHARGE OF THE DUE PROCESS HEARING PANEL

At least t~~T~~hree members will be selected to serve on a tribunal panel to hear the facts surrounding disciplinary cases and to provide due process with an evidentiary hearing. The tribunal panel's decision will be in writing and based solely on the evidence received at the hearing. The Superintendent will arrange and provide annual training to the members of the tribunal panel.

IV. RIGHTS OF STUDENTS

In due process hearings, students have the right to be represented at their own cost by legal counsel or be assisted by the parent(s) or legal guardian.

Additionally, ~~they~~ students have the right to testify ~~in~~ on their own behalf or to remain silent. If they remain silent, ~~then~~ the panel will imply no inference of violation of school rules.

Students are entitled to subpoena witnesses ~~in~~ on their own behalf and to cross-examine witnesses brought by the School District.

Students and/or their parents/guardians may obtain copies of any documents introduced at the hearing.

V. RIGHTS OF APPEAL

Decisions made by the panel may be appealed to the School Board. The request for appeal must be in writing to the Superintendent within 20 days of the date of the decision. Any Tribunal decision may be upheld, modified or suspended at the Superintendent's discretion pending the outcome of the appeal.

The Superintendent will develop and recommend annually to the School Board a "~~Parent/~~Student/Parent Handbook" and "Student Code of Conduct" that will contain, among other things deemed necessary by the Superintendent, due process hearing procedures.

In the event of a conflict between this ~~p~~Policy and current law, current law ~~shall~~ will prevail.

ADOPTED: August 2, 2001
REVISED: ~~August 11, 2016~~ June/July, 2020

Cherokee County Board of Education

The ~~p~~Principal of a school may suspend any pupil for any violation of the Student Code of Conduct and/or state criminal law occurring at or disrupting school or a school function. ~~Such suspension will be for a period not longer than 10 days.~~

I. SUMMARY SUSPENSION

If the ~~p~~Principal witnesses any serious student misconduct and immediate removal of the student(s) is necessary to restore order or to protect persons on the school grounds, the ~~p~~Principal may, after hearing from the student, suspend the student immediately for not more than ~~the~~ 10 school days.

Once a ~~p~~Principal has decided to suspend a student, he/she will follow the procedures described below for sending a student home during the school day.

II. SHORT-TERM SUSPENSION

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time but not longer than 10 school days. The principal may invoke a short-term suspension after conducting a (Level I) investigation that will at a minimum consist of a formal or informal interview with the student wherein the principal will explain the nature of the offen~~c~~se and give the student an opportunity to respond.

III. SENDING A SUSPENDED STUDENT HOME DURING THE SCHOOL DAY

When a student is suspended, the ~~p~~Principal will attempt to reach the student's parents or legal guardian (hereinafter the term parent(s) including legal guardian) to inform them of the school's action and to request that they come to the school for their child. If the parents are unable to come for their child, or if the ~~p~~Principal cannot reach the parents, the student must remain on school property until the close of the school student day (except that a high school student may be sent home if there is a parent at home).

Notwithstanding the above requirement that a suspended student be released only to a parent, the ~~p~~Principal may order a student~~s~~ to leave the school premises immediately when he/she is faced with mass violations to school rules, and it is not possible to keep ~~the~~ a student~~s~~ on school grounds and restore order to protect people on the school grounds. Even in this case, distance to home and the age and sex of the individual student may require keeping him/her until the parents can be contacted.

IV. INFORMING THE PARENTS IN CASES OF SHORT-TERM SUSPENSION

When a student is suspended, the ~~p~~Principal will:

1. Send a statement to the parents fully describing the misconduct, stating the rule violated, and stating the ~~p~~Principal's reasons for action;

2. Make every effort to ~~hold a conference~~ confer with ~~the~~ parents before or at the time of the students return to the school;

3. Secure written statements and keep on file all documents and relevant information received about the misconduct.

V. IN-SCHOOL SUSPENSION PROGRAM

The In-School Suspension (ISS) program is ~~a program~~ designed to provide a student~~s~~ with a school-based consequence rather than to suspend them out of school. A ~~S~~student~~s~~ assigned to ~~in-school suspension~~ ~~(~~ISS~~)~~ will be afforded appropriate due process. The program is designed to isolate a student~~s~~ from the regularly assigned classrooms and activities of the school until ~~they~~ he/she demonstrates sufficient adjustment to warrant returning to ~~their~~ his/her previously assigned classes. The program allows the student to continue progress relative to classroom assignments.

When a student is assigned to the ~~In-School Suspension~~ ISS program, the ~~p~~Principal /designee will attempt to reach the student's parents or legal guardian to inform them of the school's action. A letter will be sent to the parents stating the rule violated, the period of suspension and the rules of the ~~In-School Suspension~~ ISS Program.

The two types of ~~In-School Suspension~~ ISS programs provided for ~~Cherokee County~~ students are:

- ~~In-School Suspension~~ ISS - this program is housed in the regularly assigned school.

- Alternative School - this ~~school~~ placement is specifically organized to house students suspended for five days ~~or more and can be located away from the regularly assigned school~~.

VI. SUSPENSION OR EXPULSION OF STUDENTS WITH DISABILITIES

Students with Disabilities (SWD) served with an Individualized Education Plan (IEP) or a 504 plan must be afforded a meeting to determine if the misconduct is related to or caused by the diagnosed disability or the School District's failure to follow the student's IEP. If it is concluded that the misconduct is the result of a diagnosed disability, or the School District's failure to follow the IEP, the student may not receive further consequences ~~be punished~~. If it is determined that the misconduct is not directly related to the ~~does not arise from the~~ diagnosed disability ~~and is not attributable thereto~~, the student then is subject to discipline, however, under no circumstances can special educational services be discontinued altogether for a student served under the Individuals with Disabilities in Education Act (IDEA) ~~handicapped child~~.

VII. LONG-TERM SUSPENSION/EXPULSION

Where the suspension/expulsion is for a period in excess of 10 days or where outright expulsion is involved, either for the remainder of the school year or longer, the student must be afforded (Level II) due process rights of notice and hearing~~,~~. Level II due process procedures ~~which~~ are more formal than those ~~involved where~~ involving a suspension ~~is~~ for 10 days or less. In the case of long-term suspension/expulsion, due process will include those procedures required by O.C.G.A. § 20-2-754, as amended.

VIII. SCHEDULING THE HEARING

In accordance with state law, due process hearings must generally occur within 10 school days of a student's short term suspension from school. This time period may be extended upon the parent's or adult student's written request or to conclude complicated investigations. In order to postpone a hearing based upon the parent's or adult student's request, the parent must agree, in writing, to waive the scheduling requirement and keep the student out of school until the hearing can be rescheduled. If the hearing is postponed as a result of the school's request or because the student is served by an IEP or 504 plan, the student will be allowed to return to ISS or school-based alternative school pending the rescheduled hearing. In some cases, a student may be returned to school prior to a hearing as a result of their IEP or 504 plan.

ADOPTED: August 2, 2001
REVISED: ~~September 1, 2016~~ June/July, 2020

Cherokee County Board of Education

The Cherokee County Board of Education ~~shall~~ will require that all schools and programs within the School ~~d~~District comply with State Board of Education Rule 160-5-1-.35 and associated State Guidance concerning "seclusion" and "restraint," as those terms are defined within the rule.

Seclusion of students, where a student is isolated and confined in a separate area without adult supervision and is prevented from leaving, is prohibited by the School District in its schools and educational programs.

The use of physical restraint is prohibited by the School District in its schools and educational programs except in those situations in which the student is an immediate danger to himself or others and the student is not responsive to less intensive behavioral interventions, including verbal directives or other de-escalation techniques. Additionally, the use of prone, mechanical and/or chemical restraint is prohibited in all schools and educational programs.

This ~~p~~Policy is not intended to prevent the use of physical restraint in limited circumstances where a student exhibits behaviors that place the student or others in imminent danger, and the student is not responsive to verbal directives or less intensive de-escalation techniques. The ~~CCSD~~ School Board ~~of Education~~ recognizes that in determining when and how to implement this ~~p~~Policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the ~~p~~Policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties of law enforcement or emergency medical personnel.

For schools and educational programs within the School ~~d~~District that use physical restraint as defined within the ~~Georgia Department of Education~~ State Board of Education ~~r~~Rule, the Superintendent of Schools or designee ~~shall~~ will develop (or adopt) and implement written procedures governing its use, which ~~shall~~ will include the following provisions:

1. Staff and faculty training on the use of physical restraint;

2. Written parental notification within a reasonable time, not to exceed one school day from the use of restraint, when physical restraint is used to restrain a student;

3. Procedures for observing and monitoring the use of physical restraint;

4. Documentation by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained; and,

5. Periodic staff and faculty review of the use of restraint and the required documentation. ~~described in item 4.~~

Guidelines necessary to provide for implementation of this Policy will be incorporated into the Principals' Handbook.

APPROVED: July 28, 2011
REVISED: June/July, 2020

Cherokee County Board of Education

CHILD ABUSE AND NEGLECT REPORTING

School District employees and school-affiliated volunteers are required to immediately report suspected child abuse and neglect to the appropriate authorities and/or to the Principal or designee of the school in which the student is enrolled.

For purposes of this Policy, the following from the Guidelines for Mandatory Reporting of Child Abuse applies:

> ~~"Any child under 18 years of age who is believed to have had physical injury or injuries inflicted upon him or her, other than by accidental means, by a parent or caretaker or has been neglected or exploited by a parent or caretaker or has been sexually assaulted shall be identified to a child welfare agency providing protective services where the child lives and having been designated to the county's Department of Family and Children Services by state law and the Georgia Department of Human Resources."~~
>
> "Child Abuse means physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child" O.C.G.A.§ 19-7- 5 (b)(A). The term 'child abuse' also includes the neglect or exploitation of a child by a parent or caretaker, as well as the sexual abuse or sexual exploitation of a child by any person."

In order to meet legal responsibilities, reports of suspected child abuse and neglect are to be made in good faith, and the education of School District personnel and school-affiliated volunteers in the identification of child abuse and neglect ~~shall~~ will rest with the School District. This reporting is legal under Section 99.31(a)(5) and 99.36 of the Family Educational Rights and Privacy Act and does not constitute a violation if the disclosure is to appropriate parties in connection with ~~the~~ a health or safety emergency and knowledge of the information is necessary to protect the health or safety of the student or others.

REVISED: ~~July 25, 2012~~ **June/July, 2020**

Cherokee County Board of Education

The Cherokee County Board of Education recognizes the importance of student involvement in school-sponsored clubs and organizations, which offer students ~~an~~ opportunity~~y~~ies to ~~learn,~~ ~~and~~ expand their knowledge base, work collaboratively with others, ~~as well as~~ develop leadership skills and ~~the ability to~~ work effectively with peers ~~groups~~. The School District also encourages involvement and participation of parents/guardians and realizes the importance of effective and timely communication regarding potential opportunities available through student clubs.

Accordingly, ~~p~~Principals will ensure that the School District's standard procedures for notification of all parents/guardians at the beginning of each school year regarding all school-sponsored clubs and organizations available for students enrolled in their respective schools are followed. This notification will include, but may not be limited to, the following information for each club or organization: name, sponsor(s), times/location of meetings, mission/purpose and a description of past or planned activities.

Additionally, as part of the notification process, principals will ensure that parents/guardians are provided with the opportunity to withhold permission, in writing, relative to participation of their student in all, or selected, school clubs or organizations. Participation in school-sponsored clubs and organizations constituted after the notification process at the beginning of each school year will also require parent notification and the opportunity to withhold participation permission in writing. ~~written permission prior to student participation~~.

ADOPTED: May 18, 2006
REVISED: ~~September 1, 2016~~ June/July, 2020

Cherokee County Board of Education

The attendance of foreign exchange students in schools is accepted as an educational opportunity for local schools and an expression of international goodwill by the ~~Cherokee County~~ School ~~System~~ District. Under the direction of the Superintendent, the following administration procedures ~~are established and~~ will be followed ~~to carry out~~ regarding the foreign exchange program.

1. A foreign exchange student ~~shall~~ will be defined as a student who possesses a J-1 Visa issued by the U.S. State Department and who requests authorization for enrollment in the ~~Cherokee County~~ School District through a foreign exchange ~~agency~~ program currently ~~approved~~ certified by the Council of Standards for International Educational Travel (CSIET).

2. Students eligible for the foreign exchange program must not have completed the final year of high school as organized in their home country, possess a valid J-1 Visa and be allowed unrestricted entry into the United States by the U.S. State Department and the Transportation Security Administration (TAS).

3. The ~~age of the~~ foreign exchange student must be between 15 years of age and 18 years of age ~~not exceed 18 years~~ on or before September 1 of the school year that the student is to be enrolled.

4. The host family and the certified exchange program ~~agency~~ of the foreign exchange student will provide evidence of legal placement of the student with the host family including the permission of parents or guardians to do so. The host family will act as guardians for the student in all matters including educational decisions.

5. Foreign exchange students must be classified as high school students (grades 9-12). Students in grades K through 8 are prohibited from enrolling as foreign exchange students. Foreign exchange students may not enroll in publicly-funded Adult Education classes. (U.S. Department of State rule).

6. The ~~p~~Principal of the high school ~~shall~~ will certify and approve any student applying for admission to that school. Enrollment may be denied a foreign exchange student if the school is already over-enrolled as per the critical over-crowding formula.

7. The ~~Cherokee County~~ School District reserves the right to limit the number of foreign exchange students placed in high schools ~~and with host families~~ to a maximum of five (5) students and/or suspend acceptance based upon declaration of a State or National emergency.

8. Foreign exchange students must be involved in a full semester program or a full year program. In no cases will a foreign exchange student be enrolled for more than one school year. All foreign exchange students must abide by any rules and regulations that apply to all students in the ~~s~~School ~~d~~District, including the requirement that the foreign exchange student attend the school that is in the zone assigned to the address of the host family.

9. All foreign exchange students who wish to enter the ~~Cherokee County~~ School District are eligible to participate in all federally-funded programs and activities. No student will be refused participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

10. Foreign exchange students will not qualify for graduation from ~~any Cherokee County~~ the School District ~~high school~~. Parents/guardians must ~~file a signed written statement~~ acknowledge in writing that they understand a diploma will not be awarded. They may be recognized at a graduation ceremony~~,~~ but will neither march nor participate as a graduating senior.

11. Any foreign exchange student who wishes to participate in organized athletics in any ~~Cherokee~~ secondary school must adhere to the rules and regulations of the Georgia High School Association. ~~which requires a program be approved by and listed on the "Advisory List of International Educational Travel and Exchange Program" published by the Council on Standards for International Educational Travel (CSIET).~~

ADOPTED: April 18, 2002
REVISED: ~~September 5, 2013~~ June/July, 2020

Cherokee County Board of Education

~~All Board meetings are open to the news media as provided by law.~~

~~The decisions of the Board of Education will become part of the official minutes and every effort shall be made to disseminate information to the local news media.~~

ADOPTED: August 2, 2001
RESCINDED: June/July, 2020

~~**Cross Ref.: Also BCBJ Board Meeting News Coverage**~~

Cherokee County Board of Education

Individuals are welcome to visit the ~~system's~~ School District's schools provided the ~~p~~Principal or designee approves the purpose of the visit.

However, in accordance with State law it ~~shall be~~ is unlawful for any person to disrupt or interfere in the operation of any school within the ~~system~~ School District. Any person violating this provision ~~shall~~ will be prosecuted for a misdemeanor.

~~Classroom Observation~~

Parent participation in the educational process is encouraged. Generally, parents are invited to confer with teachers, counselors~~,~~ and principals regarding concerns about a student's progress and well-being.

On those occasional instances where parental observation in the classroom is deemed appropriate, the following guidelines ~~shall~~ will be strictly adhered to in order that the visit not interfere with the instructional process nor violate privacy rights of other students in the classroom.

1. Observer must be a parent or a legal guardian of the child in the class to be observed. A noncustodial parent must obtain the written permission of the primary custodial parent and provide a certified copy of the Final Judgement of Divorce, Parenting Plan, settlement agreement and /or Court Order.

2. A request for observation ~~shall~~ will be approved in advance by the ~~p~~Principal.

3. Scheduling ~~shall~~ will take place at least ~~twenty-four~~ 24 hours prior to the visit and must be done with the consent of both ~~p~~Principal and teacher. The ~~p~~Principal or designee will notify the parent.

4. If two-way mirrors or closed circuit television is available, observation must be done via that method.

5. Maximum observation time ~~shall~~ will be one period or 45 minutes, whichever is more appropriate to the school's schedule.

6. Observations will be limited to one per semester per child.

7. Under no circumstances is there to be any interaction between the observer and anyone in the classroom.

Exception to this ~~p~~Policy must be granted by the Superintendent of Schools or a designee in response to the specific request.

ADOPTED: August 2, 2001
REVISED: June/July, 2020

Cherokee County Board of Education

The Cherokee County Board of Education is aware of the constructive role which parent-teacher groups play in the ~~s~~School District ~~system~~. The effective leadership provided by the PTA organizations and ~~advisory~~ School ~~c~~Councils is valuable to the improvement of educational programs and community support of schools. The School Board ~~shall~~ will offer these groups its cooperation and ~~shall~~ urge parents, teachers and administrators to become active participants.

PARENT/FAMILY INVOLVEMENT

In keeping with the belief that learning should take place at home, in school and in the community and with research showing that parent involvement is the single most important indicator of school success, the School Board has identified "Family, Partner and Community Engagement" as one of its Priority Areas in its Five-Year Strategic Plan "Blueprint." ~~of Cherokee County has identified~~ **~~"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"~~** ~~as a major system priority~~. The purpose of this policy is to promote meaningful parent and family participation and to identify standards for effective parent/family involvement.

Other School Board ~~p~~Policies that directly support parent/family involvement are ~~School Accountability~~ Goals and Objectives and Public Participation at School Board Meetings.

The parent/family involvement policy is adopted from "National Standards for Family-School Partnerships ~~Parent and Family Involvement Programs~~," developed by National PTA.

~~The specific initiatives and procedures for implementing this policy will be included in the District Strategic Plan; for example, schools should extend an offer to parents/guardians to attend parent/teacher conferences.~~

I. **Parent~~'s~~' Responsibilities**
Assumptions:

1. In order for students to achieve, parents must provide a climate in the home that supports education; sets high but reasonable expectations for student learning; and be involved in their children's education at school and in the community.

2. Students whose parents are involved in the above manner have better grades, higher test scores, better attendance records and more homework assignments completed.

3. Regardless of socio-economic status, ethnic/racial background or education level, when parents are involved in their children's education process, students achieve more.

4. When parents and teacher collaborate, there are higher expectations for the students' success.

5. There are significant benefits for learners when parents of students of all ages and all grades are directly involved with their education.

6. There are many different ways for parents to be involved in their child's education. To have long-lasting results, parent and family involvement activities must be planned, continuous, inclusive and comprehensive.

II. **Schools' Responsibilities**
Assumptions:

1. Schools that work well with families improve teacher morale and engender more teacher support by parents.

2. When parents receive frequent and effective communication from a school and ~~s~~School District ~~system~~, their attitude about the school is more positive and their involvement increases. A school's and the ~~system's~~ School District's practices to inform and involve parents are strong determinants in the frequency and quality of parent involvement.

3. Parents contribute most effectively to improved student achievement and school effectiveness when they are treated as equal partners and given needed information in a timely manner.

4. Parent and family involvement is a critical component of school reform. It is not a substitute for high quality educational programs, effective instruction or systemic research-based school improvement.

III. ~~Standards for Family Involvement*~~

~~A. *Communicating* – Communication between home and school is common, consistent, two-way and meaningful.~~

~~B. *Parenting* – Parenting skills are promoted and supported.~~

~~C. *Volunteering* – Parents are welcome in schools, and their support and assistance are actively sought and appreciated.~~

~~D. *School Decision-Making and Advocacy* – Parents are full partners in decisions that affect children and families.~~

~~E. *Collaborating with the Community* – Community resources are used and/or redirected to strengthen schools, families and student learning.~~

~~F. *Student Learning* – Parents play an integral role in assisting student learning.~~

National Standards, Goals and Indicators for Family-School Partnerships

Standard One: Welcoming All Families into the School Community
Families are active participants in the life of the school, and feel welcomed, valued and connected to each other, to school staff and to what students are learning and doing in class.

Standard Two: Communicating Effectively
Families and school staff engage in regular, two-way, meaningful communication about student learning.

Standard Three: Supporting Student Success
Families and school staff continuously collaborate to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard Four: Speaking Up for Every Child
Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success**.**

Standard Five: Sharing Power
Families and school staffs are equal partners in decisions that affect children and families and together inform, influence and create policies, practices and programs.

Standard Six: Collaborating with Community
Families and school staff collaborate with community members to connect students, families and staff to expanded learning opportunities, community services and civic participation.

*Adopted from "National Standards for Family-School Partnerships ~~Parent/Family Involvement Programs~~," used by permission of National PTA.

ADOPTED: August 2, 2001
REVISED: June/July, 2020

Cherokee County Board of Education

~~The Board believes that the staff and students of the system should take full advantage of the resources provided by the college and universities in the area. The Superintendent shall keep the Board informed of all opportunities for shared and cooperative services between the system and institutions of higher learning.~~

ADOPTED: August 2, 2001
RESCINDED: June/July, 2020

Cherokee County Board of Education

The Cherokee County Board of Education authorizes contractual arrangements to be made for the acceptance for training of student interns ~~teachers~~ from ~~regular~~ accredited colleges and universities to the extent that the training of these student interns ~~teachers~~ will both enhance educational opportunities of the classroom students as well as provide a training opportunity for the student intern ~~teacher~~.

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

~~Guidelines will be prepared for the direction of staff members in handling the student teacher program. These guidelines also will be written to provide a definite program for the improvement of the student teacher while assigned to this School District.~~

ADOPTED: August 2, 2001

Cherokee County Board of Education