Cherokee County School District

Agenda Request Form

Meeting Date	Agenda Item Number
July 15, 2021	C-1

Title

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

Requested Action

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

Summary Explanation and Background

As part of this year's Policy review process, an annual staff and legal review of School Board Policies was conducted to ensure continued alignment with State and Federal Laws/regulations. The attached substantive modifications to eight School Board Policies are recommended by the Superintendent for School Board approval on final reading.

Policies include:

- School Properties Disposal Procedures (DO)
- Evaluation Appeals (GAE3)
- Drug-free Workplace Staff Rights and Responsibilities (GAM)
- Personnel Leaves and Absences (GBRI)
- Dual Enrollment (IDCH)
- Gifted Student Programs (IDDD)
- Field Trips and Excursions (IFCB)
- Promotion, Placement and Retention (IHE)

Priority Area

Organizational and Operational Effectiveness

Financial Impact

N/A

Exhibits: (List)

Policies (8)

Source of Additional Information

Dr. Brian V. Hightower	770.479.1871
Mike McGowan	770.479.1871
Tom Roach	770.479.1406

Upon the Superintendent's recommendation, School District property may be declared surplus by the School Board. The Superintendent or designee will establish procedures for the disposal of surplus property that are the most advantageous to the School District and conform to applicable statutes and regulations governing such matters. ~~Upon declaration of surplus property, a date, time, and location of the property sale will be set and advertised. The School District may reject all bids if it deems it appropriate.~~

ADOPTED: August 2, 2001
REVISED: ~~July 19, 2018~~ June 2021

Cherokee County Board of Education

SECTION I. PURPOSE: INFORMAL RESOLUTION

It is the purpose of this Policy to implement the provisions O.C.G.A. §20-2-989.7 et seq. In accordance with the foregoing, certified teachers of the Cherokee County School District will have the right to appeal 'Unsatisfactory' or 'Ineffective' performance ratings on a summative evaluation in accordance with the provisions hereof. The School District encourages all employees to resolve their complaints at the lowest organizational level possible and in an attitude of congeniality. The procedure provided hereby is available where such efforts are not successful or, where for any other reasons, the employee desires review of a unsatisfactory or ineffective performance rating in a summative evaluation.

SECTION II. DEFINITIONS

A. *Cherokee County School District Professional Standards Committee ("CCSD PSC")* is a committee appointed by the Superintendent of Schools comprised of certified educational leaders designated to conduct reviews, hearings and appeals in a variety of employment situations. CCSD PSC will be considered an Administrator in the system office for purposes hereof.

B. *Appeal* is a request for review by a teacher which is filed pursuant to this Policy and which comes within the scope of the Policy.

SECTION III. SCOPE OF APPEAL

A. Scope. Unless excluded by paragraph (B) hereof, this Policy applies to teachers who have accepted a school year contract for the fourth or subsequent consecutive school year and received summative performance rating of 'Unsatisfactory' or 'Ineffective' in their personnel evaluations conducted pursuant to O.C.G.A § 20-2-210, procedural deficiencies on the part of the local school district in conducting an evaluation pursuant to O.C.G.A § 20-2-210, and job performance will be subject to appeal pursuant to this paragraph.

B. This procedure does not apply to: termination, nonrenewal, demotion, suspension, or reprimand of any employee, as set forth in O.C.G.A. §20-2-940; will not be subject to complaint under this part.

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

SECTION IV. APPEAL PRESENTATION; TIME; CONTENTS

The Appeal will be made in writing to the Chief Human Resources Officer (CHRO) within five calendar days (which may be extended if the last day falls on a weekend or holiday) of employee receipt of his/her summative evaluation. The appeal will include the following:

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

B. A detail of facts, witnesses and/or special circumstances related specifically to the summative performance rating of 'Unsatisfactory' or 'Ineffective;'

C. A statement of the relief desired.

SECTION V. HEARING AND DECISION

Upon timely written request, the CHRO will notify the Complainant of receipt. The CHRO or designee will have up to 20 business days to review the appeal. The review may consist of interviewing the complainant and person(s) with direct knowledge of information relating to the appeal. Upon completion of the review, the CCSD PSC will conduct a review and render a final decision. The CHRO will notify all parties in writing of the final decision within five business days of the review date.

SECTION VI. REPRISALS PROHIBITED

No certified personnel will be subjected to reprisals as a result of filing any complaint under this Policy. Any reprisals may be referred to the Georgia Professional Standards Commission.

PROPOSED: June 2021

Cherokee County Board of Education

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

I. POLICY STATEMENTS

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

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

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

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

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

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

7. In accordance with School Board policy GAMC, any employee who is arrested, charged, indicted, bound over by or to a grand jury, convicted, exonerated, enters a plea, or who is nolle prosecuted for any crime or criminal offense in violation of a criminal drug statute in the State of Georgia or any other state in the United States, whether the crime or criminal offense is a felony or misdemeanor, is required to report each and all of these events, occasions, or developments to the Superintendent of Schools or appropriate designee as soon as reasonably practical, but no later than five (5) calendar days after its occurrence. This also includes any arrest or conviction outside of the

United States. Driving Under the Influence (DUI) is not exempt from the requirement and must be reported.

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

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

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

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

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

II. EMPLOYEE EDUCATION

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

III. EMPLOYEE ASSISTANCE PROGRAM

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

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

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

IV. EMPLOYEE DRUG TESTING

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

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

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

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

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

<u>An employee must submit to a substance abuse test at a School District-designated testing location immediately, and no later than 24 hours, following a work-related accident or injury. An exception may be granted only if an employee experiences extenuating circumstances (i.e., emergency room visit, hospitalization/admission) due directly to the work-related accident or injury. All exceptions will be reviewed for validity. Once emergency treatment is obtained, the employee is required to follow protocol of reporting to a designated facility for substance abuse testing.</u>

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

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

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

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

V. ALCOHOL ABUSE

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

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

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

VI. NOTICE REGARDING USE OF CBD OIL PRODUCTS

The Food and Drug Administration (FDA) does not currently certify levels of tetrahydrocannabinol (THC), the primary psychoactive component of marijuana, in Cannabidiol (CBD) products. There is no Federal oversight to ensure that labels are accurate.

Therefore, CBD products may be misleading because the products could contain higher levels of THC than what the product label states.

It is a violation of School Board Policy GAM: Drug Free Workplace, for employees to use illegal drugs, including marijuana, for any reason. CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result, even if an employee claims they only used a CBD product.

Employees should exercise caution when considering the use of CBD products.

VII. OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS

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

VIII. CONFIDENTIALITY

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

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

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

X. COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT

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

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

ADOPTED: **August 2, 2001**
REVISED: ~~**July 18, 2019**~~ **June 2021**

Cherokee County Board of Education

CCSD Administrative Guidelines Regarding Drug-Free Workplace Staff Rights and Responsibilities

Pursuant to the School Board's Drug-Free Workplace Staff Rights and Responsibilities Policy (GAM), these administrative guidelines are to be utilized by CCSD staff in Policy application:

An employee who is involved in an accident while on School District business or while using School District property will be required to submit to a substance abuse test when any one or more of the following circumstances applies:

- Any driver of a School System vehicle involved in a collision resulting in injury that requires treatment by a medical professional.
- Any driver of a School System vehicle involved in a collision resulting in property damage of more than $1,000.
- When injured on-the-job and off-site medical treatment is required.
- When involved in an accident that results in damage to School System property of more than $1000.
- When involved in an accident where two or more vehicles are involved.

An employee must submit to a substance abuse test at a School District-designated testing location immediately, and no later than 24 hours, following a work-related accident or injury. An exception may be granted only if an employee experiences extenuating circumstances (i.e., emergency room visit, hospitalization/admission) due directly to the work-related accident or injury. All exceptions will be reviewed for validity. Once emergency treatment is obtained, the employee is required to follow protocol of reporting to a designated facility for substance abuse testing.

Duly authorized School District personnel at the scene of the accident or upon receiving notice of an accident will assess the circumstances surrounding the accident, and in accordance with the above guidelines, will immediately contact the Office of Risk Management to order a substance abuse test when required.

A request for an employee to submit to a substance abuse test is not an accusation of blame or fault for an accident. It is a routine screen to assure compliance with the School District Drug-free Workplace Policy in support of the School District's Major System Priority of "Insuring that all students and staff have a Safe and Secure Environment".

The above guidelines for post-accident drug testing do not override or supersede in any way the policy provision for post-accident drug testing as a result of "reasonable suspicion". This policy language is restated for reference as follows:

It will be a condition of employment for employees to submit to substance abuse testing following an accident under the following circumstances:

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

- *Information that an employee has caused or contributed to an accident or injury while at work.*

The employee's work location supervisor will immediately contact the Office of Risk Management to request a test based on "reasonable suspicion" when required.

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 workdays 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 School District in the State of Georgia to another and to or from the State Department of Education.

Sick leave provided for under this Policy is available only for personal illness, injury, exposure to contagious diseases and medical related reasons, 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 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 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 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.

PARENTAL LEAVE

Paid Parental Leave

Under 2021 revisions of O.C.G.A. § 45-20-17, employees who are considered full-time by the School District and who have completed six continuous months of employment will be eligible for paid parental leave for qualifying life events of birth of a child, placement of a minor child for adoption, or placement of a minor child for foster care. The employee will be required to provide satisfactory documentation of birth, adoption or foster care.

The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 120 work hours, regardless of the number of qualifying events that occur within such period. The rolling 12-month period will be measured backward from the date an eligible employee first uses parental leave. Such leave may be taken in increments of less than eight hours. Any remaining paid parental leave 12 months after the qualifying life event will not carry over for future use. Unused paid parental leave has no cash value at the time of an employee's separation of employment with the School District.

Leave of absence related to paid parental leave will run concurrently and in coordination with any approved Family and Medical Leave Act (FMLA) leave. If both parents who experience a qualifying event as described under paid parental leave are employees of the School District, both employees are eligible for up to 120 hours of paid parental leave. The maximum 12-work week leave provided under federal FMLA will continue to be limited to a combined 12 work weeks total leave.

Eligible ~~E~~employees who do not qualify for leave under the ~~Family and Medical Leave Act~~ FMLA are provided up to 30 calendar days of a combination of paid or unpaid ~~P~~parental ~~L~~leave. Once paid parental leave reaches the maximum of 120 hours, the employee's accrued leave may be utilized up to the maximum of 30 calendar days. In cases of maternity, unpaid Parental Leave may be extended beyond 30 calendar days, not to exceed the doctor's estimated length of physical disability.

Unpaid 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, birth, adoption or foster care.

Leave of absence related to paid or unpaid ~~P~~parental ~~L~~leave runs concurrently and in coordination with any approved ~~Family Medical Leave~~ FMLA leave. Under FMLA guidance, ~~I~~if both parents of a newborn child, newly adopted child or foster child as described above are employed by the School District, the 12-work week leave will be limited to a combined 12 work weeks total leave.

Employees who do not qualify for unpaid leave under the FMLA or paid parental leave under O.C.G.A. § 45-20-17 are provided up to 30 calendar days of unpaid parental leave. In cases of maternity, unpaid 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.

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 Governor or the appropriate officials of the United States Armed 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.

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 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 District. The School Board does intend to elect certain options as the Act authorizes. Any portion of this Policy inconsistent or contrary to the Act is unintentional and will not be given effect. As to the interpretation of this Policy, the School 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 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 16, 2020~~ July 15, 2021

Cherokee County Board of Education

CCSD Administrative Guidelines Regarding Personnel Leaves and Absences

Pursuant to the School Board's Personnel Leave and Absences Policy (GBRI), these administrative guidelines are to be utilized by CCSD staff in policy application:

I. SICK LEAVE AND ABSENCES FOR MEDICAL AND RELATED REASONS

1. Sick leave policies and guidelines apply to employees in positions eligible to earn leave. An employee must be regularly employed (not temporary or substitute) to earn leave. 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.

2. Sick leave is available for personal illness, injury, exposure to contagious diseases and medical related reasons, or for absences necessitated by illness or death in the employee's immediate family.

3. A member of the employee's immediate family is defined as spouse, child, father, mother, brother, sister, grandparents, grandchild, or in-law equivalents of the above, a relative living in the employee's household, or a dependent [as shown in the employee's most recent tax return].

4. For any absence for which sick leave is requested, the supervisor has the right to require a physician's statement stating that the employee or immediate family member is ill and that the employee is unable to perform his or her duties.

5. Cherokee County School District (CCSD), at its own expense, may require the employee to obtain a second certification from a health care provider confirming the medical necessity of the absence.

6. CCSD may require an employee to provide updated certifications, as it deems necessary, to document continuing disability.

7. An employee absent 10 or more days due to a serious health condition will be required to provide a Fitness for Duty Certification from his/her health care provider. The Fitness for Duty Certification must be provided to the immediate supervisor, with a copy to the Benefits Office prior to the employee's requested return-to-work date. The statement from the provider must indicate if the employee is released to return to work, and if so, the effective date, and any applicable work restrictions. Based on the work restrictions, as noted by the physician, a determination will be made regarding return to duty.

8. An employee may be required to provide a Fitness for Duty Certification for an absence of less than 10 days related to an illness, injury or exposure to contagious disease if deemed necessary by CCSD.

9. CCSD may specify advance-notice requirements related to an employee's submission of a Fitness for Duty Certification.

10. CCSD may designate, at its expense, a physician to attest that the employee is emotionally and physically capable of resuming the responsibilities and duties of his/her position.

11. CCSD will make every reasonable effort to accommodate an employee's disability and/or work restrictions.

12. An employee who is requesting sick leave must follow school/departmental absence reporting procedures. If a position requires a substitute, the absent employee is to follow the school/departmental requirements for obtaining a substitute.

Pursuant to the School Board's Personnel Leave and Absences Policy (GBRI), these administrative guidelines are to be utilized by CCSD staff in policy application:

13. Up to 30 consecutive days of accumulated sick leave may be used during a work year by an employee in case of death of a member of the immediate family. Up to five consecutive days of accumulated sick leave may be used during a work year by an employee in case of death of another family member.

14. Up to three days of accumulated sick leave may be utilized during each work year for personal reasons provided prior approval of the absence is given by the employee's supervisor.

15. A CCSD employee may make a one-time donation of up to 10 sick leave days to his or her spouse for the purpose of parental leave, illness, illness of an immediate family member, or death of an immediate family member, if such spouse is also a CCSD employee.

A.
Authorized Sick Leave Without Pay

1. An employee may be granted up to twelve consecutive months of sick leave without pay related to his/her own personal illness or injury and substantiated by medical evidence. An employee must contact the Benefits Office for approval of any absence expected to extend 10 days or more.

2. Up to 10 days of sick leave without pay may be granted during a work year in case of illness or death of a member of the employee's immediate family. Sick leave without pay ~~days~~ will run concurrently with any Family and Medical Leave Act ~~FMLA~~ leave available.

3. An employee may be granted leave without pay related to the birth of a child or adoption in accordance with the Family and Medical Leave Act and/or CCSD's Policies and guidelines concerning ~~Adoption Leave, Maternity Leave or Paternity Leave~~ Parental Leave.

4. An eligible employee may be granted leave without pay for his/her own serious health condition or for the serious health condition of an immediate family member in accordance with the provision under the Family and Medical Leave Act. An employee must have been employed for 12 months and have worked 1250 hours over the previous 12 months in his/her position as of the date leave is to begin in order to be eligible.

5. An employee may be granted leave without pay related to a work-related illness or injury in accordance with applicable state laws and CCSD's Policies and guidelines related to Workers' Compensation Leave.

B.
Authorized Parental Leave With Pay

1. Under 2021 revisions of O.C.G.A. § 45-20-17, employees who are considered full-time by the School District and who have completed six continuous months of employment will be eligible for paid parental leave for the birth of a child, placement of a minor child for adoption, or placement of a minor child for foster care (Qualifying Life Events). The employee will be required to provide satisfactory documentation of birth, adoption or foster care.

2. The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 120 work hours, regardless of the number of qualifying events that occur within such period. The rolling 12-month period will begin on the date an eligible employee first uses parental leave. Such leave may be taken in increments of less than eight hours. Any remaining paid parental leave 12 months after the qualifying life event will not carry over for future use. Unused paid parental leave has no cash value at the time of an employee's separation of employment with the School District.

3. Leave of absence related to paid parental leave will run concurrently and in coordination with any approved Family and Medical Leave Act leave. If both parents who experience a qualifying event as described under paid parental leave are employees of the School District, both employees are eligible for up to 120 hours of paid parental leave. The maximum 12-week leave provided under the federal Family and Medical Leave Act will continue to be limited to a combined 12 work weeks total leave.

4. Eligible employees who do not qualify for leave under the Family and Medical Leave Act are provided up to 30 calendar days of a combination of paid or unpaid Parental Leave. Once Paid Parental Leave reaches the maximum of 120 hours, the employee's accrued leave may be utilized up to the maximum of 30 calendar days. In cases of maternity, unpaid Parental Leave may be extended beyond 30 calendar days, not to exceed the doctor's estimated length of physical disability.

C.

~~B.~~ Restoration of Employment Following Approved Leave of Absence

1. An employee is considered to be on a leave of absence from CCSD and not from a specific school or department.

2. If a leave of absence is 60 workdays or less, an employee will be restored to his or her same or equivalent position at the conclusion of leave.

3. If a leave of absence is greater than 60 workdays, the employee's position may be filled. If the employee's position is filled when a Fitness for Duty Certification is presented, the next available position fitting the employee's qualifications, as determined by the Division of Human Resources, will be offered to the employee. During the time a suitable position is being located, the employee will be placed on convenience leave without pay. If the employee refuses assignment to a comparable position as that occupied by the employee when the leave of absence was granted, the employee will be considered to have forfeited his/her employment with CCSD.

4. If the employee is unable to return to work at the end of approved leave, the employee will be separated from employment. If the employee's personal circumstances change so that they are able to reapply for employment with CCSD, it will make every effort to provide re-employment opportunities, however, CCSD is under no obligation to re-hire.

D.

~~C.~~ Benefits Continuation During Approved Leave of Absence

1. An employee will continue to accrue leave during an approved leave of absence with pay.

2. During an approved leave of absence with pay, an employee's benefits will continue through payroll deduction.

3. During a period of qualified Family and Medical Leave, or Disability Leave due to an employee's personal illness or injury, an employee is eligible to continue benefits during an approved leave without pay.

4. To continue benefits during a leave of absence without pay, an employee is required to complete all required forms, timely pay insurance premiums by direct payment to CCSD and provide regularly updated medical documentation of ongoing disability.

Pursuant to the School Board's Personnel Leave and Absences Policy (GBRI), these administrative guidelines are to be utilized by CCSD staff in policy application:

5. An employee is responsible to contact the Benefits Office to initiate direct pay of insurance premiums. Strict time limitations apply.

Note: Continuation of insurance provisions will be administered in accordance with applicable state and federal laws and insurance policies and procedures in effect at the time the leave of absence begins.

E.

~~D.~~ Supervisor Responsibilities

1. The supervisor must notify the Benefits Office upon receiving a request from an employee for a leave of absence that is expected to extend 10 days or more (intermittent or consecutive).

2. A leave of absence expected to extend 10 days or more (intermittent or consecutive) must be approved through the Benefits Office.

3. All leave must be entered in the payroll operating system for the period during which the leave is used.

4. The supervisor must notify the Benefits Office upon receiving a request from an employee for a return to duty with restrictions.

5. Requests from employees to extend an absence beyond an approved leave period must be directed to the Benefits Office.

6. All personnel staffing considerations related to leaves and absences must be coordinated and approved by the Division of Human Resources.

F.

~~E.~~ Employee Responsibilities

1. An employee must complete and submit the Extended Leave Request form and the Certification of Health Care Provider form to the Benefits Office for approval of any absence expected to extend 10 days or more.

2. An employee must contact the Benefits Office to request continuation of insurance benefits during an unpaid leave of absence; complete all required forms; and pay premiums when due.

3. To continue benefits during an approved leave of absence without pay, an employee must submit the first premium payment to the Benefits Office within thirty (30) days of the date coverage ends. Coverage ends as of the end of the month following the last payroll deduction. Subsequent benefit payments are due by the 1st of the month thereafter until payroll deduction of benefits resumes.

4. An employee is expected to report for duty the next scheduled workday following the ending date of an approved leave of absence.

5. If the employee is released by his/her health care provider to return to work with restrictions, the employee must notify his/her supervisor at least five (5) workdays prior to the date he/she desires to return to work. Additional notice may be required for specified regular employees on extended leave (See Section I, #7).

G.

~~F.~~ Other Considerations

CCSD Administrative Guidelines Regarding Personnel Leaves and Absences

Pursuant to the School Board's Personnel Leave and Absences Policy (GBRI), these administrative guidelines are to be utilized by CCSD staff in policy application:

1. An employee may appeal a decision related to a leave of absence to the Benefits Office, in writing, within 10 workdays of the date of the decision.

2. Guidelines for Personnel Leaves and Absences will not protect an employee from disciplinary action that is based upon substandard job performance.

3. The confidentiality of any information received by CCSD relative to a medical condition of an employee or an employee's family member will be maintained, except as otherwise required by law.

4. To the extent that any provision in these Guidelines conflicts with or is superseded by State or Federal law, including but not limited to the Family and Medical Leave Act, or the Americans with Disability Act, the applicable regulations control.

II. ACCUMULATION AND USAGE, RETIREMENT SERVICE CREDIT OR PAYMENT, TRANSFER AND RESTORATION OF SICK LEAVE

A. Sick Leave Accumulation and Usage

1. Each regular (not temporary) employee accrues sick leave at the rate of one and one quarter work days per month pursuant to the chart below:

Work Months	Work Days	Receive accruals from	Total Days Accrued
9	< 190	August – April	11.25
10	190-195	August – May	12.50
11	200- 220	July – May	13.75
12[1]	≥ 235	July – June	15.00

~~[1]Employees working 8.5 hours per day (42.5 hours per week) will receive total accruals of 10.625 hours per month.~~

2. Employees regularly working less than 100% but at least 50% will accrue sick leave prorated for the percentage of time worked.
3. Employees working less than 50% will not accrue sick leave.
4. Sick leave is available for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family. A member of the employee's immediate family is defined as spouse, child, father, mother, brother, sister, grandparents, grandchild, or in law equivalents of the above, a relative living in the employee's household, or a dependent [as shown in the employee's most recent tax return].
5. An employee seeking to take Family and Medical Leave Act to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent, spouse or child with a serious health condition must substitute any accumulated sick leave for otherwise unpaid FMLA leave.
6. An employee who is unable to work due to an injury arising out of a physical assault while on duty with CCSD will receive paid leave for the first seven days of a related absence and is not required to use accrued sick leave.
7. An employee will not be recorded absent on the day of injury or the day of a work-related illness is first reported if the employee's absence is required to leave work to seek authorized medical evaluation/treatment.

Pursuant to the School Board's Personnel Leave and Absences Policy (GBRI), these administrative guidelines are to be utilized by CCSD staff in policy application:

8. An employee may elect to use accumulated sick <u>or vacation</u> leave for a work-related injury or illness in lieu of receiving ~~of~~ Workers' Compensation benefits.
9. All unused, unpaid sick leave is accumulated from one work year to the next.

B. Retirement Service Credit or Payment for Accumulated, Unused Sick Leave

10. An employee who is a member of the Teachers' Retirement System (TRS) may use accumulated, unused sick leave toward creditable service; an employee must have a minimum of 60 accumulated, unused sick days to receive service credit.
11. Sick Leave credit cannot be used to achieve a vested status in TRS.
12. Sick leave for TRS service credit is a cumulative final balance from current and prior employers to attain the 60 days minimum requirement. An employee must request each current and past employer(s) to certify the total unused/unpaid sick leave balance on a TRS Retirement Sick Leave Certification form. Each employer is responsible for reporting to TRS and detailing the accumulated, unused sick leave. TRS forms for certification of sick leave credit earned during the employee's service with the CCSD may be submitted to the Office of Financial Management.
13. Sick leave transferred to CCSD from prior employers is not reported by CCSD to TRS for service credit. The prior employer should certify to TRS any accumulated, unused sick leave earned by the employee before the sick leave transfer.
14. An employee who does not qualify for participation in TRS and, as such, cannot utilize unused, accumulated sick leave toward retirement service, will be allowed, upon completion of service with CCSD, to cash in unused sick leave earned in the service of CCSD, at one-half of their value up to a maximum reimbursement of 45 days. Leave payments of $2,000 or more are automatically deferred into the CCSD tax-deferred 403(b) Plan. Leave payments of less than $2,000 will be processed with the employee's final pay.

C. Sick Leave Transfers and Restoration

15. Up to 45 accumulated, unused, unpaid sick leave days are transferable within the State of Georgia from a local board of education or from the State Department of Education to CCSD.
16. A CCSD employee may request restoration of accumulated, unused, unpaid sick leave after return to active employment with CCSD.
17. A CCSD employee may make a one-time donation of up to 10 sick leave days to his or her spouse, if such spouse is also a CCSD employee, for purposes of maternity leave, illness, illness of an immediate family member, or death of an immediate family member.
18. At separation of service or upon retirement, sick leave not eligible for retirement service credit or eligible for payment, as described previously, is forfeited.

Requests for transfer or restoration of Sick Leave as outlined in ~~Section II.C #15~~ <u>the</u> above <u>provisions</u> must be submitted in writing to the Office of Financial Management.

<u>D.</u>
<u>Leave of Absence (LOA)</u>

19. <u>An employee may be placed on a Leave of Absence (LOA) if they do not have accrued leave to use when absent.</u>
20. <u>If an employee is on extended leave at the beginning of the salary year and does not have enough accrued leave for all missed work days in the first month of the salary year, the employee will only be paid for the number of missed work days for which accrued leave is available.</u>
21. <u>If an employee has 10 – 15 days of leave without pay (LWOP) in a pay period and is not expected</u>

to return to work in the subsequent pay period, the employee may be placed on LOA.

22. All 11-month and 12-month employees on extended leave may be placed on LOA as of day 1 of LWOP if not expected to return in the subsequent pay period.
23. When returning from LOA, an employee's salary will be re-calculated based on the number of workdays remaining in the work calendar for the employee's position.

Inquiries related to leaves and absences policies and guidelines may be directed to the Benefits Office.

III. SICK LEAVE BANK

The Sick Leave Bank Committee is herein vested with the complete and final discretion of awarding members sick leave based upon the criteria herein established.

A. General Administration

1. The Superintendent will appoint a chairperson responsible for calling all meetings of the Committee and conducting such meetings and for maintaining all records of committee meetings and Sick Leave Bank requests. A group of at least five (5) Committee members will constitute a quorum to conduct official business of the Sick Leave Bank Committee.

2. The Committee will render a decision on applications submitted to the Sick Leave Bank within twenty (20) working days of receipt.

3. Any decision of the Sick Leave Bank Committee must be made by a simple majority of the entire Committee.

4. All such decisions will be final, not subject to any appeal or grievance procedure.

5. The chairperson will assure notification is provided to the payroll department for approved applications.

B. Membership

1. Any eligible employee entitled to earn sick leave and regularly working in a position 50% or more for CCSD, may become a member of the Sick Leave Bank by donating one (1) day of accumulated sick leave in the first year and not more than two (2) days per year thereafter. The Sick Leave Bank Committee may increase or suspend the annual donation depending upon the accumulated reserves of sick leave contained within the Bank.

2. Membership requests will only be accepted during the annual enrollment period. New employees are eligible for participation upon having completed 12 months of service and having accumulated at least five (5) days of sick leave as of January 1. The donation of the initial day of sick leave must be agreed upon in writing through the Sick Leave Bank Membership application process. A member will then be reassessed no more than two (2) days per year as of January 1 of each year. Donations of sick leave to the Sick Leave Bank are not refundable or transferable.

3. Membership to the Sick Leave Bank is considered continuous unless ~~written~~ notice of ~~withdrawal~~ cancellation of membership is received by the Committee within the annual enrollment period of a subsequent year.

C. Procedures for Application for Sick Leave Bank Withdrawals

CCSD Administrative Guidelines Regarding Personnel Leaves and Absences

Pursuant to the School Board's Personnel Leave and Absences Policy (GBRI), these administrative guidelines are to be utilized by CCSD staff in policy application:

1. Applications for withdrawal from the Sick Leave Bank will be made on forms prescribed by the Sick Leave Bank Committee and will include such information as the Committee from time to time deems necessary.

2. Such applications will include evidence that the member has missed at least 10 days out of the last 20 consecutive working days; and the member suffers from a catastrophic illness or member's family member suffers from a catastrophic illness which necessitates member's absence from work; and the member's accumulated vacation and sick leave is exhausted.

3. In the event a member is physically or mentally incapable of making application to the Sick Leave Bank, a family member or legally authorized agent of the member may file the request on the member's behalf.

4. The Sick Leave Bank withdrawal form will be accompanied by a statement from a physician, who after personally examining the individual, verifies catastrophic illness and attests to the individual's incapacity to perform assigned duties.

5. A member applicant may be required to undergo at his or her own expense a medical review by a physician approved by the Committee.

6. Any permitted withdrawal from the Sick Leave Bank will be in units of up to 20 consecutive working days and applicants may submit requests for additional withdrawals of sick days prior to their use of days previously withdrawn.

7. No member may withdraw more than 80 sick leave days from the Bank in any one fiscal year (July 1 through June 30), and no more than 120 cumulative sick leave days in a two-year period.

8. A new application must be submitted for each fiscal year. If at the end of a fiscal year an employee is on an unpaid leave of absence due to exhaustion of all available sick and vacation leave including sick leave bank days, the employee must be actively at work for one or more days in the fiscal year period for which a new application is made to be eligible to apply for withdrawals from the sick leave bank.

9. All withdrawals granted but not used by member must be returned to the Sick Leave Bank. Requests approved which include partial days will have those earnings credited as one day toward the annual maximum.

10. Additional sick days may be awarded up to the maximum allowable amount related to a reoccurrence, complication, or treatment which necessitates member's absence from work, as a result of a previously approved catastrophic illness during the same fiscal year, in so long as the employee has missed at least 5 days out of the last 20 consecutive working days and the member's accumulated vacation or sick leave is exhausted.

11. An employee who is absent from work and receiving income assistance benefits incidental to employment, including but not limited to Workers' Compensation or disability insurance, is not eligible to apply for withdrawals of days from the Sick Leave Bank.

12. An employee is prohibited from withdrawing days from the Sick Leave Bank while continuing to work for another employer.

13. Each member, as a part of enrollment, will execute an authorization form in which the member acknowledges an understanding of the Sick Leave Bank Policy and Guidelines and further agrees to relieve the Committee and CCSD, its employees, agents and representatives from any and all liability as a result of action(s) taken by the committee.

D. Criteria for Withdrawal

The Sick Leave Bank Committee will access each application on an individual basis and will review any and all pertinent medical evidence along with the member's need for personal or family related sick

leave withdrawal, employee attendance records, and any other information deemed relevant by the Committee.

E. Limitation and Reporting

1. No member may contribute more than 45 sick leave days to the Bank. Personnel utilizing sick leave under this part will not be required to pay the cost of employing a substitute to serve in their absence on such sick leave.

2. The Chairperson will cause to be maintained or maintain an up-to-date record of all sick leave days contributed to and withdrawn from the Sick Leave Bank for each member.

F. Definitions

1. Catastrophic Illness - A serious illness, disease, or injury which results in a detrimental effect on an employees' pursuit of his/her vocation, and/or a permanent and continuous health condition, and/or a serious financial hardship. In order to be considered a catastrophic illness the following criteria must be met:
   - Illness, disease or injury must affect employee or family member's physical or mental health as described above for a period of not less than twenty (20) consecutive days; and
   - the member has been unable to work at least 10 days out of the last (20) consecutive working days; and,
   - the member suffers from a catastrophic illness or member's family member suffers from a catastrophic illness which necessitates member's absence from work. To establish catastrophic illness one or more of the following criteria are also met:
     - A period of not less than five days (96 hours or more) of continuous confinement to a hospital as a result of the illness, disease or injury, and where room, board, and applicable charges are incurred; or
     - A period of continuous incapacity requiring absence of three or more calendar months from work that also involves continuing treatment by (or under the supervision of) a physician; or
     - Death of the employee or family member from the condition will likely occur as a result of the illness, disease, or injury within six months without the application of life-sustaining procedures.
2. Dependent Child- A natural born or adopted child under 26 years of age residing primarily with a member or primarily dependent on a member for support. This definition specifically includes children attending college and children residing with a member's ex-spouse.
3. Family- Relationship within the first degree: spouses and dependent children.
4. Hospital- A place which is legally licensed and operated as a hospital; provides overnight care of injured or sick people; is supervised by a doctor; has full-time nurses supervised by a registered nurse; has on-site or pre-arranged use of x-ray equipment, laboratory and surgical facilities; and maintains permanent medical history records.
5. Life-sustaining procedures - Any medical treatment in which the primary goal is to prolong life rather than treat the underlying condition. In such cases an individual's own body is not capable of sustaining proper functioning on its own without medical intervention. Examples of life-sustaining procedures include dialysis, mechanical ventilation, and artificial nutrition and hydration.

Pursuant to the School Board's Personnel Leave and Absences Policy (GBRI), these administrative guidelines are to be utilized by CCSD staff in policy application:

6. Membership- Any eligible CCSD employee may join the Sick Leave Bank during an annual enrollment period by contributing one (1) day of accumulated sick leave in the first year and at least one-half day of accumulated sick leave each year thereafter unless contributions are suspended or increased by the Sick Leave Bank Committee. In no event may the Sick Leave Bank Committee increase deposits of sick days in excess of two (2) days per year.

7. Physician- A person who is performing tasks that are within the limits of his or her medical license; and, is licensed to practice medicine and prescribe and administer drugs or to perform surgery; or, has a doctoral degree in psychology (Ph.D. or Psy.D) whose primary practice is treating patients.

8. Spouse- Your legally married spouse.

9. Sick Leave Bank Committee - A committee comprised of nine CCSD employees appointed by the Superintendent, including a school-based administrator; the Director of Risk Management and Employee Benefits; a secondary teacher; a middle school teacher; an elementary school teacher; two (2) non-certified employee representatives; the Chief Financial Officer, and a Human Resources administrator.

10. Sick Leave Contributions - One (1) full day of accumulated sick leave in the first year of membership and one-half (1/2) day of accumulated sick leave thereafter unless otherwise changed or suspended by the Sick Leave Bank Committee. In no event may the Sick Leave Bank Committee increase contributions of sick days to more than two (2) days per year.

IV. VACATION LEAVE

A. Accumulation, Usage, and Payment for Vacation Leave

1. 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.

2. 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.

3. Employees working less than 50% and temporary workers do not accrue annual leave.

4. 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 of Schools or appropriate designee.

5. Annual leave in excess of the maximum accrual will be forfeited after June 30 of each fiscal year.

6. Upon retirement or completion of service with CCSD, eligible employees will be paid for accrued annual leave at their current daily rate of pay. Leave payments of $2,000 or more are automatically deferred into the CCSD tax-deferred 403(b) Plan. Leave payments of less than $2,000 will be processed with the employee's final pay.

B. Procedures for Vacation Leave Requests by Administrators

1. All vacation requests by administrators must be submitted ~~in writing~~ to the immediate supervisor and appropriate Chief for approval five workdays prior to the date of the request, except in unusual circumstances as determined by the appropriate Chief. The vacation request must indicate the start and end date.

2. Vacations for school-based administrators will not normally be approved when school is in session. Any special circumstances necessitating such a request must be documented and approved by the Chief Operations Officer.

Pursuant to the School Board's Personnel Leave and Absences Policy (GBRI), these administrative guidelines are to be utilized by CCSD staff in policy application:

3. Central Office Administrators are expected to be on duty during crucial periods of departmental and district operations, as determined by the appropriate Chief.

C. Procedures for Vacation Leave Requests by Classified Personnel

1. All vacation requests by classified personnel must be submitted ~~in writing~~ to the supervising administrator for approval five workdays prior to the date of the request, except in unusual circumstances as determined by the supervising administrator. The vacation request must indicate the start and end date.
2. Vacation requests for school-based personnel will not normally be approved when school is in session. Any special circumstances necessitating such a request must be documented and approved by the supervising administrator.
3. Classified personnel are expected to be on duty during crucial periods of departmental and district operations, as determined by the appropriate Chief.

V. PERSONAL LEAVE

Three days of accumulated sick leave may be utilized during each school year (July 01-June 30) for personal reasons provided that prior approval of the absence is given by the Superintendent or appropriate designee and provided that the presence of the employee requesting absence is not essential for effective School District operation. CCSD does not require employees to disclose the purpose for which such absence is sought.

VI. PARENTAL LEAVE

Paid Parental Leave

Under 2021 revisions of O.C.G.A. § 45-20-17, employees who are considered full-time by the School District and who have completed six continuous months of employment will be eligible for paid parental leave for qualifying life events of birth of a child, placement of a minor child for adoption, or placement of a minor child for foster care. The employee will be required to provide satisfactory documentation of birth, adoption or foster care.

The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 120 work hours, regardless of the number of qualifying events that occur within such period. The rolling 12-month period will be measured backward from the date an eligible employee first uses paid parental leave. Such leave may be taken in increments of less than eight hours. Any remaining paid parental leave 12 months after the qualifying life event will not carry over for future use. Unused paid parental leave has no cash value at the time of an employee's separation of employment with the School District.

Leave of absence related to paid parental leave will run concurrently and in coordination with any approved Family and Medical Leave. If both parents who experience a qualifying event as described under paid parental leave are employees of the School District, both employees are eligible for up to 120 hours of paid parental leave. The maximum 12-week leave provided under federal FMLA (FMLA) will continue to be limited to a combined 12 work weeks total leave.

Eligible employees who do not qualify for leave under the FMLA are provided up to 30 calendar days of a combination of paid or unpaid parental leave. Once paid parental leave reaches the maximum of 120 hours,

the employee's accrued leave may be utilized up to the maximum of 30 calendar days. In cases of maternity, unpaid parental leave may be extended beyond 30 calendar days, not to exceed the doctor's estimated length of physical disability.

Unpaid 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.

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

Leave of absence related to paid or unpaid Parental Leave runs concurrently and in coordination with any approved ~~Family and Medical Leave Act~~ FMLA leave. Under FMLA guidance, ~~I~~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 unpaid leave under the FMLA or paid parental leave under O.C.G.A. § 45-20-17 are provided up to 30 calendar days of unpaid parental leave. In cases of maternity, parental leave may be extended beyond 30 calendar days, not to exceed the doctor's estimated length of physical disability.

Parental Leave Guidelines

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

1. The employee must notify the supervisor in writing of ~~her~~ the desire to take such leave and, except in case of emergency, will give such notice at least 30 calendar days prior to the date on which ~~her~~ leave is to begin.
2. An Extended Leave Request form and other documentation including, but not limited to, a Certification of Healthcare Provider form, adoption or foster care orders, must be completed and submitted to the Benefits Office at least 30 calendar days prior to the date on which leave is to begin.
3. An employee is required to return to work on the next scheduled work day following the approved leave period. An employee returning from Parental Leave will be assigned to the same or substantially equivalent position.
4. In cases of maternity:
    - Any employee who is pregnant will be eligible for a leave of absence to begin at a time to be determined by the employee, the physician, and the employee's immediate supervisor between the commencement of the pregnancy and the anticipated date of delivery.
    - An 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.
    - An employee may use all accumulated sick leave credited to her, not to exceed the doctor's estimated length of physical disability.
    - If the employee's accumulated sick leave is insufficient to cover the length of physical disability, the employee may apply for short-term disability benefits through the Benefits Office.
    - Maternity Leave is granted for the period of disability. An employee requesting maternity leave must include medical certification of the beginning and ending date of disability.

Pursuant to the School Board's Personnel Leave and Absences Policy (GBRI), these administrative guidelines are to be utilized by CCSD staff in policy application:

VII. MILITARY FAMILY LEAVE

Regular (not temporary) employees who have spouses deployed overseas by the United States Military for service in a war zone area (i.e., Iraq, Afghanistan, or other officially designated war zone or war zone support areas, as determined by the U.S. Military and approved by the Benefits Office) may request up to a maximum of seven days of CCSD-paid Military Family Leave during a 12-month period, 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 CCSD Military Family Leave for this purpose.

Prior to applying for Military Family Leave, an employee must exhaust all available personal leave.

In no case will the combination of CCSD-paid Military Family Leave, as described in the first paragraph, and personal leave referenced in the second paragraph, exceed 10 days during a 12-month period.

To apply for Military Family Leave, the employee must complete the Extended Leave Request form and provide a copy of the spouse's military orders to the Benefits Office at least five working days in advance of the requested absence, unless prevented by military necessity, as determined and approved by the Benefits Office.

VIII. MILITARY LEAVE

Every regular (not temporary or substitute) employee is eligible for military leave according to the following provisions:

A. Leave of Absence

1. An employee is eligible for a leave of absence from his/her duties while engaged in the performance of ordered military duty and while going to and returning from such duty.
2. An employee is eligible for a leave of absence while in attendance, as a member of the armed forces of the United States or reserve component, at any service school(s) conducted by the armed forces of the United States, and while going to and returning from such school(s), notwithstanding that orders for such attendance are or may be issued with the consent of the employee.

B. Notice of Leave Requirements

1. Employees who have military commitments must inform their immediate supervisor and cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties.
2. The employee is required to provide a copy of the official orders for military duty along with the School District Extended Leave Request form for military leave.
3. Upon receiving notice from the employee, the supervisor must immediately inform the <u>Benefits</u> Office ~~of Human Resources~~ and the Payroll ~~Department~~ Office of any and all leave requests.

C. Employment and Reemployment Rights

1. Time during which an employee is absent pursuant to the provisions above does not constitute an interruption of continuous employment. No such employee will lose any time, service, increment, vacation, or holiday privileges, or any other right or privilege, by reason of such

absence, or be prejudiced, by reason of such absence, with reference to continuance of employment or promotion.

2. The period an individual must make application for reemployment or report back to work after military service, is based on time spent on military duty, not on the category of service performed. Timely notice is determined as follows:
   a. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, considering safe travel home plus an eight-hour rest period.
   b. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service.
   c. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.
3. If the absence is for more than 90 days, the employee is required to provide documentation of the completion of military service and release date, including the discharge papers (if applicable).
4. Upon receiving request for reemployment from the employee, the supervisor must immediately inform the Benefits Office ~~of Human Resources~~ and the Payroll Office.

D. Paid Leave

1. An employee on military duty leave is paid their regular salary for any and all periods of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of 18 work days in any one calendar year and not exceeding 18 work days in any one continuous period of absence.
2. In the event the Governor of the State of Georgia declares an emergency and orders an employee to start active duty as a member of the National Guard, an employee, while performing such duty, is paid their regular salary for a period not exceeding 30 work days in any one calendar year and not exceeding 30 work days in any one continuous period of such State activated military duty service.

E. Continuation of Health Insurance Coverage and Retirement Service Credit

1. If an employee's State Health Insurance coverage would terminate because of an absence due to military service, the employee may be eligible to elect to continue the health plan coverage for up to 24 months after the absence begins, or the period of service, whichever is shorter. Inquiries related to continuation of health insurance benefits during a leave of absence may be directed to CCSD's Benefits Office or to the State Health Benefit Plan by calling 1-800-610-1863.*

2. An employee who has been absent for military leave may be eligible to establish retirement credits for military service. Inquiries may be directed to the Public School Employees Retirement System office by phone at 404-352-6400 or the Teachers Retirement System office by phone at 1-800-352-0650.*

**Strict time limitations will apply.*

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

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

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

I. ~~REQUIREMENTS FOR ELIGIBLE STUDENTS:~~

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

2. ~~Students must meet criteria specified by the Georgia Student Finance Commission (GSFC) for Dual Enrollment.~~

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

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

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

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

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

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

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

II. ~~RESPONSIBILITIES~~

~~The School District will:~~

1. ~~Identify eligible students according to Dual Enrollment program criteria.~~

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

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

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

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

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

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

1. ~~Students must complete the CCSD Dual Enrollment Participation Form and meet with their School Counselor prior to enrollment or participation in a Dual Enrollment program. Parents are also required to acknowledge an understanding of the requirements for student participation in Dual Enrollment.~~

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

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

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

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

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

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

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

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

REVISED: ~~July 16, 2020~~ <u>June 2021</u>

Cherokee County Board of Education

CCSD Administrative Guidelines Regarding Dual Enrollment

Pursuant to the School Board's Dual Enrollment Policy (IDCH), these administrative guidelines are to be utilized by CCSD staff in Policy application:

I. REQUIREMENTS FOR ELIGIBLE STUDENTS:

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

2. Students must meet criteria specified by the Georgia Student Finance Commission (GSFC) for Dual Enrollment.

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

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

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

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

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

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

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

CCSD Administrative Guidelines Regarding Dual Enrollment

Pursuant to the School Board's Dual Enrollment Policy (IDCH), these administrative guidelines are to be utilized by CCSD staff in Policy application:

II. RESPONSIBILITIES

The School District will:

1. Identify eligible students according to Dual Enrollment program criteria.

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

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

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

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

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

III. STUDENTS' PARTICIPATION AND RESPONSIBILITIES IN DUAL ENROLLMENT

1. Students must complete the CCSD Dual Enrollment Participation Form and meet with their School Counselor prior to enrollment or participation in a Dual Enrollment program. Parents are also required to acknowledge an understanding of the requirements for student participation in Dual Enrollment.

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

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

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

5. Participation in the program may require payment of additional fees to the

Pursuant to the School Board's Dual Enrollment Policy (IDCH), these administrative guidelines are to be utilized by CCSD staff in Policy application:

postsecondary institution. Such fees will be billed by the post-secondary institution to the student.

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

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

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

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

10. Students who withdraw from a Dual Enrollment course after the college/university drop date will receive a grade of 60 for the course on their CCSD high school transcript.

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.

Programs for gifted students assure that the educational environment provides students the opportunity to extend competencies in the areas of cognitive and academic skills. Services include but are not limited to resource, cluster grouping, and advanced content.

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 identification and the specific instruments used to determine eligibility are noted on the School District website and in the *Advanced Academic Programs/ Gifted Education Administrative Manual*.

GIFTED EDUCATION CONTINUATION POLICY

A student who is 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].~~

1. In grades K-5, the student must maintain quarterly and annual progress in the AIM classroom as determined by the Quarterly Feedback Report.

2. In grades 6-12, 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]. Refer to Board Policy IHE on the CCSD website for more information.

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 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 advanced content or cluster grouped 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 cluster grouped classes qualifies for placement in a different course at the end of the grading period or removal from classroom groupings designed to provide advanced differentiation. 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 16, 2020**~~ **June 2021**

Cherokee County Board of Education

The Cherokee County Board of Education supports and encourages field trips and expects the Superintendent, 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.

A Field Trip is defined as an optional learning experience designed to enhance student understanding through exploration with and exposure of content and artifacts in the authentic environment. Field trips are designed to enrich student learning by encouraging curiosity and discovery with subject matter that the student may otherwise not have had an opportunity to encounter.

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 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: ~~July 16, 2020~~ June 2021

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 eligible for an Individualized Education Program (IEP), and whose promotion to the next grade level is in question, the decision regarding the student's grade placement will be made by the student's IEP Team~~.~~, which may include the Principal and/or Principal's designee. If the student's parent does not agree with the promotion decision, then the parent can submit a written request to the Principal that their student be considered for retention by the school-based committee, which will include the Principal or the Principal's designee and the student's current special education teacher and any other staff the Principal deems necessary. The school-based committee will collect and review data on the student's performance to make a decision about the appropriateness of retention for the student. If a consensus decision cannot be reached by the committee, the Principal or Principal's designee will make the final decision.

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

REVISED: ~~**July 16, 2020**~~ **June 2021**

Cherokee County Board of Education

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

I. TERMINOLOGY AND DEFINITIONS

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

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

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

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

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

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

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

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

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

A. Elementary School Middle School

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

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

B. Middle School

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

C. High School

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

III. REPORTING OF GRADES

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

A. Report Cards

1. Report cards are issued in kindergarten through eighth grades at the end of every nine weeks of school and cover a period of approximately 45 school days. Such reports will be distributed to students for delivery to their parents/guardians according to the School District calendar. If a student withdraws and does not qualify for a report card under this provision, he/she will be issued a withdrawal form listing current grades in each subject area.
2. Report cards are issued in ninth through twelfth grades at the end of each semester of school and cover a period of approximately 90 school days. Such reports will be distributed to the students for delivery to their parents/guardians on the fifth school day following the end of the grading period except for the final report, which will be mailed to the parent.
3. Parents/Guardians of students in ~~third~~ fourth through twelfth grades will have access to students' current grades, including individual assignment grades and class averages, throughout the grading term through the School District's online learning management system.
4. Student attendance for the grading period will be recorded on the report card.
5. Elementary report cards will be signed by the parent/legal guardian and

returned to the teacher.

6. English Learners (EL) must receive appropriate grade-level instruction using English proficiency level as determined by the W-APT or ACCESS 2.0 assessment. Resources provided by the World Class Instructional Design and Application Consortium (WIDA) will assist teachers with differentiation. Grades must reflect work that has been differentiated to their English proficiency level and accommodations established in the English Language Learner–Testing Participation Committee Plan (ELL-TPC).
7. For some special education students, alternative report cards are used to report progress made on Individualized Education Program (IEP) goals and objectives. Some students will receive the regular education report card to report progress made in other subject areas.
8. Gifted identified learners who participate in AIM (Resource Model of Service) will receive a quarterly report to share performance feedback related to CCSD gifted standards. This report is correlated to requirements for continuation criteria and annual review.
9. Conferences will be scheduled at the request of the teacher or parent. Parents/guardians will be notified by the teacher and through report cards of the right to request and participate in conferences.

B. Grading System - Kindergarten

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

Academic Skills Code:

Not Yet Assessed
Not Yet Demonstrated
Beginning
Emerging
Developing
Demonstrating
Exceeding

C. Grading System - Grades One ~~and Two~~ - Three

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

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

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

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

3	=	Satisfactory
2	=	Needs Improvement
1	=	Unsatisfactory

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

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

D. Grading System - Grades ~~Three through~~ Four and Five

1. In reporting student performance in grades ~~three through~~ four and five, schools will utilize numerical grades for progress reporting in the areas of language arts, mathematics, science~~,~~ and social studies~~.~~ ~~and Accelerated Intellectual Movement (AIM-Gifted Resource Enrichment).~~ The following grading scale, correlated to letter grades, is shown below:

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

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

S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

E. Grading System – Grades Sixth through Eighth

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

1. In reporting student performance in grades sixth through eighth, schools will utilize numerical grades for progress reporting for all courses. The following grading scale, correlated to letter grades, is shown below:

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

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

S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

F. Grading System – Grades Ninth through Twelfth

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

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

2. The weighted NGA summarizes each student's academic performance in high school.
3. For the purposes of considering quality points when determining weighted NGA:
    I. Honors Courses, Five points
    II. Advanced Placement (AP) Courses, 10 points
    III. Dual Enrollment Courses:
        i. 10 points, whenever the college course taken is equivalent to an AP high school course for which the student has not already taken and received quality points, as recommended and approved by the Chief Academic Officer.

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

ii. A waiver for consideration of quality points (5 or 10) may be submitted to the Office of Curriculum and Instruction for Dual Enrollment Courses taken by students which meet the following criteria:
    1. Demonstrates rigor;
    2. Serves as a replacement for an on-campus course receiving quality points; or,
    3. Exceeds the highest instructional level course available at the local high school.

~~4. An incomplete (I) is given as an opportunity for students to make up incomplete class work. Class work will be made up 14 school days after the close of the grading period. If the work remains incomplete at the end of this period, the "I" will revert to a failing grade. The principal/designee has the discretion, upon request, to extend the deadline.~~

~~5.~~ 4.

Grade Adjustment:

I. The principal/designee is responsible for the supervision and maintenance of student records. The principal/designee assumes the responsibility for adjusting a student's grades or credits when the necessity arises, consistent with the following reasons:
    i. Erroneously computed or recorded grades.
    ii. Conversion of grades from other schools into the School District's grading system.
    iii. Averaging or grades earned by students who may be:
        1. Temporarily enrolled in another school in the United States or abroad, or
        2. Enrolled in a special program (homebound instruction, out- of-district placement, tutorial programs, make-up work, and so on).
    iv. Summer school grades: The original grade assigned, and the summer school grade earned, will appear on the student transcript. Both the original grade and summer school grade are used in computing class rank.
    v. Averaging grades earned by students who transfer to the high school from other schools during the course of the year with grades earned at the high school. Transfer grades received during the school year should be sent to individual teachers or department heads to be incorporated into the final average.
    vi. Granting credits earned in other high schools in subjects not offered in our curriculum.
    vii. Any other good and sufficient cause except that no grades

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

may be adjusted to facilitate athletic eligibility.

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

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

IV. PROMOTION, PLACEMENT AND RETENTION

A. General Guidelines for Kindergarten through Eighth Grades

1. Students in kindergarten through eighth grade will be promoted, placed or retained dependent upon their ability to meet the student performance standards and core curricular competencies of the School District and State Board of Education Rules 160-4-2-.11, Promotion, Placement, and Retention and 160-3-1-.07, Testing Programs-Student Assessment, and State law.
2. The principal/designee will have the final authority for appropriate grade placement of students in kindergarten and grades 1, 2, 4, 6 and 7. The principal/designee will be included in the placement committee for students in grades 3, 5 and 8 within the limitations of School Board Policy, Georgia Board of Education Rules 160-4-2 .11 and 160-3-1-.07 and Georgia law.
3. General education students in kindergarten through eighth grade will not be retained unless there has been a referral to the Response to Intervention (RTI) Tier III with sufficient timelines to assure that appropriate interventions to secure student success have been attempted and documented.
4. ~~For special education students in kindergarten through eighth grade, the Individualized Education Program (IEP) Committee, including the principal/designee and Special Education Facilitator, will determine grade placement~~. For students eligible for an Individualized Education Program (IEP), and whose promotion to the next grade level is in question, the decision regarding the student's grade placement will be made by the student's IEP Team, which may include the Principal and/or Principal's designee. If the student's parent does not agree with the promotion decision, then the parent can submit a written request to the

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

Principal that their student be considered for retention by the school-based committee, which will include the Principal or the Principal's designee and the student's current special education teacher and any other staff the Principal deems necessary. The school-based committee will collect and review data on the student's performance to make a decision about the appropriateness of retention for the student. If a consensus decision cannot be reached by the committee, the Principal or Principal's designee will make the final decision. ~~For students with disabilities who are eligible for an Individualized Education Program (IEP), and whose promotion is in question, the decision regarding grade placement will be made by the student's IEP Team, which includes the Principal or designee. The student's IEP Team will only consider grade placement if the student's promotion is in question. If the special education student has met the same standards for promotion that general education students must meet, then the final retention decision will be determined by a school-based committee and not the IEP Team.~~ Considerations made by the IEP Committee will include, but not limited to:

I. Reviewing documentation of attempted appropriate interventions and accommodations for a sufficient amount of time to secure student success and/or improved student performance;
II. Reviewing the present levels of academic achievement and functional performance;
III. Reviewing the progress on current IEP goals and objectives.
IV. Additionally, for special education students in grades sixth through eighth, the IEP Committee will also determine and document in the student's Individualized Education Program (IEP) the appropriate level of student performance standards and type of diploma the student will work toward. School-based committee meetings for students with disabilities will only occur after an IEP Meeting.

5. ~~English Learners (EL) who have been enrolled in the ESOL program for two years or less may not be retained solely due to lack of English proficiency.~~ English Learners (EL) being considered for retention must have received two or more academic years of language development services. These services may be provided through various state-approved delivery models of ESOL.
6. When determining the placement of students, academic performance based on mastery of standards with emphasis on proficiency in core subject areas and the student's level of social and emotional development will be considered.
7. Work completed under private instruction will not be accepted by the School District except in accordance with Georgia Board of Education administrative rules.

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

8. The principal/designee will establish or convene a RTI or IEP Committee meeting to address potential interventions and/or accommodations for any third through eighth grade student placed into a subsequent grade level for the next school year although the student did not achieve at grade level on reading and/or mathematics sections of the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment.
9. Students in grades Kindergarten through seventh grade whose academic needs cannot be met at the current grade level, as determined by locally collected data, nationally normed data, and the District-approved acceleration scale, may pursue the acceleration process outlined by the Department of Curriculum and Instruction. Local differentiation, personalization of instruction, and/or whole grade acceleration will be considered as options for students in grades Kindergarten through fourth grade. Local differentiation, specific placement, whole grade acceleration, and/or single subject acceleration will be considered as options for students in grades fifth through seventh grade.

   10.

   Students in grades sixth through eighth whose accelerated ~~academic~~ course needs cannot be met at the middle school level, as determined by the middle school principal/designee, high school principal/designee and Chief Academic Officer, may be permitted to attend a high school for the necessary course(s). Middle school students will not attend a high school for a course when that course is available at the middle school level or when the course sought at the high school level requires successful completion of the middle school curriculum. Transportation to a high school for coursework must be provided by the parents/guardians.

B. Specific Requirements for Grades Three, Five and Eighth

1. Students will be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs – Student Assessment.
2. Promotion of a student will be determined as follows:
   I. No third grade student will be promoted to the fourth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment in reading, unless otherwise specified in an Individualized Education Plan (IEP).
   II. No fifth grade or eighth grade student will be promoted to the sixth or ninth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment in reading

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

and/or mathematics and meet promotion standards and criteria established in Policy, unless otherwise specified in an Individualized Education Plan (IEP).

III. In the event that State and/or Federal statutes/rules waive the requirement of Reading proficiency for 3rd, 5th and 8th grade students and/or mathematics proficiency for 5th and 8th grade students on a state assessment, this guideline will also be waived for the duration of the State waiver.

IV. A student who is absent or otherwise unable to take the Georgia state assessment in reading and/or mathematics on the first administration or its designated make-up day(s) will take the reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the local Board of Education. Placement or promotion of these students will follow the same procedures as students who do not achieve grade level on the first administration of the assessment.

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

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

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

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

C. General Guidelines for Grades Ninth through Twelfth

1. Parents/guardians will be notified at the end of the school year when a student is not considered "on-track" for graduation. Refer to current guidelines for determination of "on track" status.
2. To earn credit for a course requiring an EOC test, a student transferring a

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

3. Semester and final examinations will be scheduled and administered in accordance with district procedures, rules and regulations. The End of Course Test, where required, serves as the final exam.
4. Students must receive approval prior to enrolling in any online course. Their school counselor must review the appropriateness for the student's program of study. ~~Additionally, the Office of Curriculum and Instruction must approve the course content.~~ Only virtual/online coursework offered through CCSD will be accepted. Full time students can take up to three online courses (i.e., half of their full-time enrollment) as part of their daily schedule at a local high school; full time students at i-Grad Virtual Academy may take a full online/virtual course load as part of their daily schedule. All students may also take one self-paid online course per semester earning up to .5 credits and/or two self-paid online summer courses totaling up to 1.0 credits.
5. Students will be assisted in meeting these requirements through accelerated instruction, differentiated instruction or additional instruction and other opportunities which may include but are not limited to:
   I.
   ~~I.~~ Summer school attendance
   ~~II. Special counseling~~
   ~~III. Volunteer and/or peer tutors~~
   II.
   ~~IV.~~ School sponsored help sessions
   ~~V. Study skill classes~~
   ~~VI. Polaris Evening School~~
   III.
   ~~VII.~~ Approved online courses
   IV.
   ~~VIII.~~ Course Extension
   V.
   ~~IX.~~ Course Rescue
6. Special Education Students:
   I. The Individualized Education Program (IEP) Committee, including the school's Special Education Facilitator, will determine and record on the IEP the type of diploma the student will work toward.
   II. The IEP Committee, including the school's Special Education Facilitator, has the discretion to determine that the student be permitted additional time or less time to complete a course. All

decisions regarding this time modification must be specified on the student's IEP.

D. Graduation Requirements

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