Cherokee County School District

Agenda Request Form

Meeting Date	Agenda Item Number
June 20, 2024	Action Item 5

Title

School Board Policies

Requested Action

School Board Consideration of Superintendent's Recommendation for Approval of School Board Policies - - on First 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 and Georgia Department of Education Rules.

Additionally, as noted in the Superintendent's 2024-26 Key Priorities and Action Steps, in order to elevate the excellence in effective School Board-Superintendent governance, Policies have been revised to promote meaningful discussion and public transparency around the business of the board.

As a result, the Superintendent is recommending modifications to the following Policies:

BCBD - Board Meetings
CN - Administrative Records
GBRI - Personnel Leaves and Absences
IFCB - Field Trips and Excursions
IHE - Promotion, Placement and Retention
IHF - Graduation Requirements
JBD- Absences and Excuses
KDC - Solicitations
KG - Use of School Facilities

Financial Impact

N/A

Exhibits: (List)

Policies Attached

Source of Additional Information

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

~~This order of business will include the following:~~

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

Pursuant to statutory requirements, the Cherokee County Board of Education will conduct a monthly business meeting with the following order of business observed:

Work Session

- Call to Order
- Superintendent Welcome
- Board Member Items
  1. Items as submitted
- Superintendent Reports
  1. Academics and Accountability
  2. Finance
  3. Capital Outlay
  4. Items as pertinent
- Agenda Action Items (for discussion only) Consent agenda items for action at the School Board Meeting will be determined during the Work Session. A Human Resources item will be recommended at each meeting.
  1. Items as pertinent

Executive Session (if necessary)

School Board Meeting

- Call to Order
- Pledge of Allegiance
- Inspiration
- Adoption of Agenda
- School Board Comments/Remarks/Announcements (non-actionable)
- Recognitions (as submitted)
- Public Participation
- Approval of Minutes
- Approval of Consent Agenda (as determined at Work Session)
- Agenda Action Items (as presented at Work Session, including Human Resources item)
- Executive Session (if necessary)
- Adjournment

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

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

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

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

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

~~5. The School Board will invite the Superintendent to make a recommendation for approval, modification or rejection when Policies are submitted to the School Board for consideration.~~

The Superintendent will prepare a proposed agenda for all meetings of the School Board.

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

2. The item will be placed on the agenda for discussion at the next Work Session, provided that it is submitted to the Superintendent and Board Chair on or before noon, eight days prior to the School Board meeting.

3. Requests for information and updates on District and school operations matters will follow the process outlined in norms and protocols and will be received and considered by the Superintendent when recommending a timely agenda.

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

~~Once the School Board Chair has called a meeting to order, he/she will ask the School Board members, and then visitors present, if there are any questions regarding agenda items. In the event an agenda item is questioned by a School Board member or a visitor, the item will be addressed individually in order to allow questions or comments prior to a vote. All other unquestioned agenda items may be approved by the School Board on consent.~~

Special School Board Meetings

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

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

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

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

Rules of Order

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

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

Board Meeting Minutes

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

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

ADOPTED: August 2, 2001
REVISED: ~~July 16, 2020~~ June/July 2024

Cherokee County Board of Education

The Cherokee County School District will maintain records in accordance with the regulations and requirements of the State of Georgia as listed by the Georgia Archives.

The Superintendent and/or a designated records manager(s) will plan, coordinate, implement and manage such activities and procedures as may be necessary to comply with state and federal requirements regarding the retention, storage, retrieval, and destruction of records, including electronic documents and communications. Such procedures shall be followed on a consistent basis throughout the School District and will provide for accurate and effective production of records and/or the prevention of routine destruction of records related to a legal claim that may be made against the School District.

The Official Code of Georgia section 50-18-70 *et seq.* (the Georgia Open Records Act) requires that most School District records that are exempt pursuant to state or federal law, must be open to inspection by any citizen at a reasonable time and place.

~~The School District will comply with the Georgia Records Act. The Superintendent or designee will be the Records Custodian. The School District will endeavor to provide proper maintenance and security for its records.~~

The records retention schedule approved by the Superintendent ~~adopted by the School Board~~ will be adhered to in the retention and disposal of records.

ADOPTED: August 2, 2001
REVISED: ~~July 16, 2020~~ June/July 2024

Cherokee County Board of Education

ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS

In accordance with Georgia law, regular (not temporary) employees will accrue sick leave with pay at the rate of one and one quarter 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~~ 240 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~~ 240 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 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~~ 240 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 parental leave runs concurrently and in coordination with any approved FMLA leave. Under FMLA guidance, 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 15, 2021~~ June/July 2024

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~~ or his/her designee.

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 15, 2021~~ June/July 2024

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~~ and grade-level readiness. 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.

Placement for students enrolling from a non-accredited institution, home study program, or non-traditional educational center will be determined by a school based committee. Evidence for placement may include assessment data, grade-level readiness and age.

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/guardian does not agree with the promotion decision, then the parent/guardian 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 15, 2021~~ June/July 2024

Cherokee County Board of Education

PURPOSE

This policy specifies high school programs of study that will be offered by the School District and lists specific courses that meet core, required or elective credits for students.

Definitions:

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

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

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

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

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

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

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

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

4. *Special Education Diploma* – the document awarded to students with disabilities assigned to a special education program who have not met the state assessment

requirements referenced in Rule 160-3-1-.07 Testing Programs - Student Assessment or who have not completed all of the requirements for a high school diploma but who have nevertheless completed their Individualized Education Programs (IEP).

(a) *Significant Cognitive Disabilities* – students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the Georgia Alternative Assessment (GAA) per State Board Rule 160-4-2-.48 ~~as determined by their IEP Teams in both 8th and 11th grades~~.

(b) *Unit* – one unit of credit awarded for a minimum of 150 clock hours of instruction or 135 hours of instruction in an approved block schedule.

(c) *Unit, Summer School* – one unit of credit awarded for a minimum of 120 clock hours of instruction.

Requirements of the School District:

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

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

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

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

Units of Credit:

(a) All state-supported high schools will make available to all students the required areas of study.

(b) A course will count only once for satisfying a unit of credit expect in those instances, as defined by the Georgia Department of Education, where one course can satisfy two separate credit requirements.

See the following chart.

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

*Required Courses and/or Core Courses

Required/Core/Elective Credit:

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

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

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

Areas of Student Course Offerings:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Required Procedures for Awarding Units of Credit:

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

Students with Significant Cognitive Disabilities:

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

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

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

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

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

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

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

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

Local Authorities and Responsibilities:

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

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

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

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

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

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

REVISED: ~~July 16, 2020~~ June/July 2024

A. Introduction

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

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

B. Lawful/Authorized Absences from Class/School

A student will not be absent from class or school or other required school activity except for illness, suspicion of illness, exposure to a viral pathogen or other providential cause. No student will encourage, urge or counsel other students to violate this policy.

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

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

Additional Notes:

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

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

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

a. attending school at least one-half of the instructional day;
b. serving as pages of the Georgia General Assembly (O.C.G.A § 20-2-692);
c. participating in the Student Teen Election Participation (STEP) program; or,
d. as a student in foster care, attending court proceedings related to that care (O.C.G.A § 20-2-692.2); or,
e. participating in 4-H activities.

C. Excuses

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

D. Requiring Medical Documentation for Absences

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

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

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

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

E. Qualifying for Hospital/Homebound Instruction

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

F. Make-Up Work

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

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

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

The Superintendent will establish and maintain guidelines as necessary for administration of make-up work pursuant to this Policy.

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

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

G. Incentives for Good Attendance

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

H. Truancy, Parent Notifications and Reporting Protocol

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

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

Students with seven or more unexcused absences in a class per semester will be referred to a school social worker for truancy evaluation. An additional social work referral will be made at 15 excused or unexcused absences in a class per semester. It is the role of the school social worker to work collaboratively with the school, student and parents/guardians to resolve

truancy issues. Schools may utilize a school-based attendance intervention meeting or school-based truancy panel to address absenteeism. The school-based intervention team may include, but is not limited to, the Principal and/or his/her administrative designee, school counselor, social worker and the school nurse.

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

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

I. Absence Notification Procedures

School personnel will monitor absences by following the steps below:

1. The School District will send electronic notifications to parents/guardians after the 5th unexcused absence as well as the 10th and 12th days of excused or unexcused absences.
2. The school will notify the parent/guardian on the fifth unexcused absence that continued absences will result in a referral to the school social worker.
3. On the seventh unexcused and 15th excused or unexcused absence in any class during a semester, a referral to the school social worker will be filed.
4. After the seventh unexcused absence, a school-based attendance intervention meeting may be conducted.
5. The school social worker will notify the proper authorities if unexcused absences continue.

J. Additional High School Absence Procedures

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

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

K. Student Withdrawals and Notification

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

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

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

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

ADOPTED: **August 21, 2008**
REVISED: ~~**July 21, 2022**~~ **June/July 2024**

Cherokee County Board of Education

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

Funding Guidance:

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

ADOPTED: August 2, 2001
REVISED: ~~July 19, 2018~~ June/July 2024

Cherokee County Board of Education

I. GENERAL POLICY

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

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

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

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

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

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

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

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

The School District herein differentiates uses of facilities into the following categories based upon the potential use of School District facilities, as well as, the purpose of the group making use of the facilities.

II. ELIGIBLE ORGANIZATIONS (By Category)

A. Community or Child-Oriented Organization

1. Adult Groups

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

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

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

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

2. School Allied Groups

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

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

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

3. Children Groups

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

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

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

B. Community Non-Profit Groups

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

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

C. General Facility Use

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

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

III. SCHOOL/FACILITY RENTAL FEES

A. Rental Fee

Each School District facility is rented on an hourly basis for a minimum of two hours. Each facility has hourly rental rates based upon utilization of the building, as described in the School District's facility rental guidelines. If any portion of an hour is exceeded during a rental period, the hourly billing "rounds-up" and includes the additional hourly charge for extended use. All rental fees reflect and are based upon the original intended use of the facilities. A listing of the current rates for School District facilities use may be obtained in the School District's online Principals' Handbook, Facility and Materials Management Section (www.cherokeek12.net).

B. Distance Learning

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

C. Extended Use

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

D. Supervision Fee

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

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

E. Custodial Fee

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

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

F. Security Fee

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

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

rates and payment procedures, since these may vary among other local law enforcement agencies.

G. Utility Fee

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

H. Gymnasium/Field Maintenance Fee

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

IV. MISCELLANEOUS

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

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

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

V. SPECIAL USE DETERMINATION

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

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

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

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

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

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

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

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

ADOPTED: August 2, 2001
REVISED: ~~July 18, 2019~~ June/July 2024

Cherokee County Board of Education