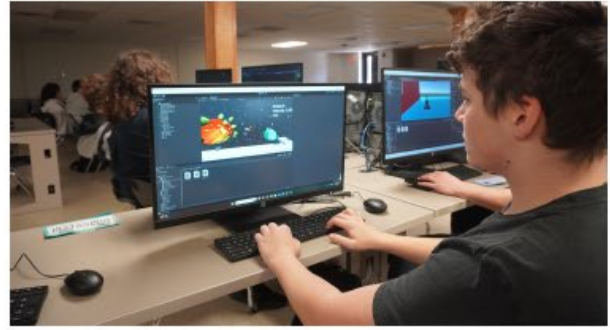


# STUDENT/PARENT HANDBOOK



Cherokee County  
School District

2024-25  
SCHOOL YEAR

[www.cherokeek12.net](http://www.cherokeek12.net)

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## Section I: Introduction

### School Board Meetings

The Board of Education meets once a month in the School Board Auditorium located at 1205 Bluffs Parkway, Canton, GA 30114. A calendar of School Board meeting dates may be obtained by contacting the Office of Communications at 770.704.4228 or visiting the website at <https://www.cherokeek12.net/board-of-education>. All meetings of the Board of Education are open to the public.

### School Board Members

<p>Kyla Cromer School Board Chair</p> <p>2019 Gold Leaf Parkway Canton, GA 30114 678.777.2592 <a href="mailto:kyla.cromer@cherokeek12.net">kyla.cromer@cherokeek12.net</a></p>	
<p>Kelly Poole District 1</p> <p>310 Maple Grove Ct. Canton, GA 30114 678.895.9044 <a href="mailto:kelly.poole@cherokeek12.net">kelly.poole@cherokeek12.net</a></p>	<p>Patsy Jordan District 2 and Vice Chair</p> <p>4422 Yellow Creek Road Ball Ground, GA 30107 770.893.2970 <a href="mailto:patsy.jordan@cherokeek12.net">patsy.jordan@cherokeek12.net</a></p>
<p>John Harmon District 3</p> <p>1078 Meadow Brook Dr. Woodstock, GA 30188 770.855.1562 <a href="mailto:john.harmon@cherokeek12.net">john.harmon@cherokeek12.net</a></p>	<p>Robert Rechsteiner "Rick Steiner" District 4</p> <p>250 Heritage Walk Woodstock, GA 30188 <a href="mailto:rick.steiner@cherokeek12.net">rick.steiner@cherokeek12.net</a></p>
<p>Erin Ragsdale District 5</p> <p><a href="mailto:eragsdale@cherokeek12.net">eragsdale@cherokeek12.net</a></p>	<p>Dr. Susan Padgett-Harrison District 6</p> <p><a href="mailto:sph@cherokeek12.net">sph@cherokeek12.net</a></p>

## Message from the Superintendent



### Cherokee County Board of Education

From left: Erin Ragsdale, Kelly Poole, Vice Chair Patsy Jordan, Chair Kyla Cromer, Superintendent Mary Elizabeth Davis, Dr. Susan Padgett-Harrison, John Harmon and Robert "Rick Steiner" Rechsteiner.

[www.cherokeek12.net](http://www.cherokeek12.net)

## Message from the Superintendent

Dear CCSD Students and Families,

Welcome to the 2024-25 School Year! We are proud to begin our new school year with you as a valued member of our CCSD community.

You are an important part of our family of 42,000 students and 6,000 employees ... we're one of the top 10 largest school districts in our state -- and we're on the path of becoming one of the highest-performing school districts in our great nation.

Your School Board and I are dedicated to providing the most exceptional education possible for each one of our students and to ensuring that our students' families feel welcome in our schools. We have an outstanding team of talented teachers and supportive staff all focused on providing the best learning opportunities for our students in a safe and secure environment.

This handbook is designed to help you have the best school year possible, as it outlines our expectations and protocols to make each day successful for all of us. Please take time to review it together as we begin our journey during this exceptional year together!

*Mary Elizabeth Davis*





## Letter from the PTA President

Dear Cherokee County Families,

On behalf of the Cherokee County Council PTA (CCC PTA), we are pleased to welcome you to the 2024-2025 school year!

The PTA membership is made up of parents, students, staff, and community members who volunteer countless hours a year. We all work together tirelessly for one common cause - to advocate for ALL students to receive an excellent education. Connecting parents and schools ensures effective engagement and academic achievement for all children. It promotes the welfare of children throughout the community, works to secure laws for the care and protection of our children, and seeks to develop united efforts between educators and the general public, so that children can receive every educational advantage. We strive to involve parents in the education process by partnering with teachers and school administrators. This collaboration ensures that our students will achieve more. Within our schools, hard work and dedication continues to provide a foundation of support for educational excellence.

We are proud that there are many active PTA units throughout Cherokee County, working together with their principals and administrations to provide excellent educational opportunities for every student.

The overall purpose of PTA is *to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.*

PTA's Values include:

- **Collaboration:** We work in partnership with a wide array of individuals and organizations to accomplish our agreed-upon goals.
- **Commitment:** We are dedicated to promoting children's health, well-being, and educational success through strong parent, family, and community involvement.
- **Accountability:** We acknowledge our obligations. We deliver on our promises.
- **Respect:** We value our colleagues and ourselves. We expect the same high quality of effort and thought from ourselves as we do from others.
- **Inclusivity:** We invite the stranger and welcome the newcomer. We value and seek input from as wide a spectrum of viewpoints and experiences as possible.
- **Integrity:** We act consistently with our beliefs. When we err, we acknowledge the mistake and seek to make amends.

As Alice McLellan Birney, Cofounder of National PTA, stated so many years ago,

*"The National Congress of Mothers, irrespective of creed, color or condition, stands for all parenthood, childhood, homehood."*

Those words, true in 1898, are even truer today.

PTAs everywhere must understand and embrace the uniqueness of all individuals, appreciating that each contributes a diversity of views, experiences, cultural heritage/traditions, skills/abilities, values and preferences.

With these values in mind, PTA offers a variety of resources to help us develop excellent advocacy, parenting, and communication skills. We encourage you to visit [www.georgiapta.org](http://www.georgiapta.org) and [www.pta.org](http://www.pta.org).

CCC PTA encourages each and every one of you to become engaged in your local school. It is through the service of parents, grandparents, and mentor volunteers at our children's schools, alongside our teachers and school staff, who help our children become successful. Membership in PTA is open to anyone who wants to be involved and make a difference for the education, health, and welfare of children and youth. We are so very thankful for your support.

Sincerely,  
 Audrey Legrand  
 President, Cherokee County Council PTA  
[cccptapres@gmail.com](mailto:cccptapres@gmail.com)

## Section II: Contact Information/School Year Calendar

### Accessing this Student/Parent Handbook

Parents and students may access an electronic copy of the Student/Parent Handbook at [www.cherokeek12.net](http://www.cherokeek12.net). Parents can request a hard copy of the handbook from their local school(s).

Requests for alternative formats for individuals with disabilities may be submitted to the Office of Risk Management by email at [risk.management@cherokeek12.net](mailto:risk.management@cherokeek12.net) or by phone at 770.479.1871.

### CCSD Contact Information

Cherokee County Board of Education Office is located at 1205 Bluffs Parkway, Canton, GA 30114. Correspondence may be sent to Cherokee County Schools, P. O. Box 769, Canton, GA 30169. The telephone number is 770.479.1871. FAX: 770.479.7758. The policies and procedures of the Cherokee County School District "CCSD" and other pertinent information can be located on our website at [www.cherokeek12.net](http://www.cherokeek12.net).

### Testing Dates

*At publication, this calendar was in draft form. Please visit <https://www.cherokeek12.net/calendar> for the most current version.*

TENTATIVE DATES	ELEMENTARY & MIDDLE GRADES TESTING
	Georgia Kindergarten Inventory of Developing Skills 2.0
Aug. 1 - Sept. 12, 2024	GKIDS Readiness
Oct. 17, 2024	
Jan. 9, 2025	** Dates Will Coordinate With Report Card **
Mar. 21, 2025	
May 23, 2025	May 12, 2025 Final Report Deadline for State
Apr. 7 - May 16, 2025	Georgia Milestones End of Grade Main Administration (Grades 3, 4, 5, 6, 7, and 8)
	Language Arts and Mathematics (Grades 3 - 8)
	Science (Grades 5 & 8 only) and Social Studies (Grade 8 only)
Sept. 30 - Oct. 4, 2024	CogAT (Grades 2 and 4)
TENTATIVE DATES	HIGH SCHOOL TESTING
Oct. 16, 2024	SAT - Grade 11 (optional-taken by registration)
Oct. 30, 2024	Preliminary Scholastic Aptitude Test (PSAT 8/9) - Grade 9
	Preliminary Scholastic Aptitude Test (PSAT/NMSQT) - Grade 10
	Preliminary Scholastic Aptitude Test (PSAT/NMSQT) - Grade 11 (optional-taken by registration)
	SAT - Grade 12 (optional-taken by registration)
Dec. 2 - 13, 2024	Georgia Milestones End of Course (No Retest) - Winter Main Administration (High Schools)
March 28, 2025	SAT - (optional - taken by registration)
Apr. 21 - May 14, 2025	Georgia Milestones End of Course (No Retest) - Spring Main Administration (Middle and High Schools)
	Georgia Milestones End of Course Mid-Month and Retest:
	Aug. 5-23; Sept. 9-20; Oct. 7-18; Nov. 4-15; Jan. 13-24; Feb. 3-14; Mar. 3-14**; Jun 9-July 11***
	**Test-Out Option Available (MS and HS)
	***Pending Summer School Schedule
May 5-16, 2025	Advanced Placement Exams (Taken By Registration)
	ACT - Taken by registration. Please visit <a href="https://www.act.org">https://www.act.org</a> for more information and to register
TENTATIVE DATES	SPECIAL POPULATIONS TESTING
Jan. 8 - Feb. 28, 2025	ACCESS 2.0 for English Language Learners
Jan 27 - Mar. 7, 2025	National Assessment of Educational Progress (NAEP) - Select Schools (Grades 4, 8 and 12)
Mar. 24 - May 2, 2025	Georgia Alternate Assessment 2.0 for selected Special Education Students (Grades 3-8, 11)

School Calendar

## CHEROKEE COUNTY SCHOOL DISTRICT 2024-2025 SCHOOL YEAR CALENDAR

<p><b>23-31</b> Pre-planning</p>	<p><b>JULY '24</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #1a3d54; color: white;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td style="background-color: yellow;">23</td><td style="background-color: yellow;">24</td><td style="background-color: yellow;">25</td><td style="background-color: yellow;">26</td><td>27</td></tr> <tr><td>28</td><td style="background-color: yellow;">29</td><td style="background-color: yellow;">30</td><td style="background-color: yellow;">31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p><b>1</b> First Day of Semester</p>	<p><b>AUGUST '24</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #1a3d54; color: white;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td style="background-color: #90ee90;">1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	Th	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							
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**Inclment Weather**

In the event school is cancelled due to the inclment weather, Digital Learning Days will be implemented to provide content instruction.



## School Listing/Contact Information by Innovation Zone

### Cherokee Innovation Zone

Cherokee High School (9-12)  
Mr. Andrew Hall, Principal  
930 Marietta Highway  
Canton, GA 30114  
770.721.5300

Liberty Elementary School (K-5)  
Dr.. Sandra Harrison, Principal  
10500 Bells Ferry Road  
Canton, GA 30114  
770.704.1300

M.A. Teasley Middle School (6-8)  
Ms. Katherine Monti, Principal  
151 Hickory Log Drive  
Canton, GA 30114  
770.721.5420

R.M. Moore Elementary School STEM Academy (K-5)  
Ms. Kim Moody, Principal  
1375 Puckett Road  
Waleska, GA 30183  
770.704.1212

Clayton Elementary School (K-5)  
Ms. Valerie Lowery, Principal  
221 Upper Burris Road  
Canton, GA 30114  
770.721.5860

W.G. Hasty, Sr. Elementary School Fine Arts Academy (K-5)  
Dr. Maria Rosario-Regan, Principal  
205 Brown Industrial Pkwy  
Canton, GA 30114  
770.721.6555

Knox Elementary School STEM Academy (K-5)  
Ms. Jennifer McIntosh, Principal  
151 River Bend Way  
Canton, GA 30114  
770.704.1265

### Creekview Innovation Zone

Creekview High School (9-12)  
Mr. Mark Vance, Principal  
1550 Owens Store Road  
Canton, GA 30115  
770.704.4400

Ball Ground Elementary School STEM Academy (K-5)  
Ms. Melinda Roulier, Principal  
321 Valley Street  
Ball Ground, GA 30107  
770.721.5900

Creeklend Middle School (6-8)  
Mr. Matthew May, Principal  
1555 Owens Store Road  
Canton, GA 30115  
770.704.4460

Free Home Elementary School (K-5)  
Ms. Julie Peppers, Principal  
12525 Cumming Highway  
Canton, GA 30115  
770.721.5960

Avery Elementary School (K-5)  
Dr. Lisa Turner, Principal  
6391 East Cherokee Drive  
Canton, GA 30115  
770.704.1343

Macedonia Elementary School (K-5)  
Dr. Carrie O'Bryant, Principal  
10370 East Cherokee Drive  
Canton, GA 30115  
770.704.1372

## Etowah Innovation Zone

Etowah High School (9-12)  
Mr. Robert Horn, Principal  
6565 Putnam Ford Drive  
Woodstock, GA 30189  
770.721.3120

Boston Elementary School (K-5)  
Ms. Jessica Currie, Principal  
105 Othello Drive  
Woodstock, GA 30189  
770.704.1400

E. T. Booth Middle School (6-8)  
Mr. Todd Sharrock, Principal  
6550 Putnam Ford Drive  
Woodstock, GA 30189  
770.721.5500

Clark Creek Elementary School STEM Academy (K-5)  
Ms. Joey Moss, Principal  
3219 Hunt Road  
Acworth, GA 30102  
770.721.5800

Bascomb Elementary School (K-5)  
Dr. Carolyn Daugherty, Principal  
1335 Wyngate Parkway  
Woodstock, GA 30189  
770.721.6630

Oak Grove Elementary School Fine Arts Academy (K-5)  
Ms. Laura Akers, Principal  
6118 Woodstock Road  
Acworth, GA 30102  
770.721.8550

## River Ridge Innovation Zone

River Ridge High School (9-12)  
Mr. Todd Miller, Principal  
400 Arnold Mill Road  
Woodstock, GA 30188  
770.721.6500

Johnston Elementary School (K-5)  
Ms. Lori Etheridge, Principal  
2031 East Cherokee Drive  
Woodstock, GA 30188  
770.721.8461

Mill Creek Middle School (6-8)  
Mr. Justin Sanderson, Principal  
442 Arnold Mill Road  
Woodstock, GA 30188  
770.721.6400

Little River ES (K-5)  
Ms. Joni Adams, Principal  
3170 Trickum Road  
Woodstock, GA 30188  
770.721.5940

Arnold Mill Elementary School (K-5)  
Mr. Daniel H. Fuller, Principal  
710 Arnold Mill Road  
Woodstock, GA 30188  
770.721.6470

## Sequoyah Innovation Zone

Sequoyah High School (9-12)  
Mr. Robert Van Alstyne, Principal  
4485 Hickory Road  
Canton, GA 30115  
770.721.3200

Holly Springs Elementary School STEM Academy (K-5)  
Ms. Ashley Polito, Principal  
1965 Hickory Road  
Canton, GA 30115  
770.704.1420

Dean Rusk Middle School (6-8)  
Ms. Dawn Weinbaum, Principal  
2761 East Cherokee Drive  
Canton, GA 30115  
770.704.1135

Indian Knoll Elementary School (K-5)  
Ms. Kim Cerasoli, Principal  
3635 Univeter Road  
Canton, GA 30115  
770.721.6600

Hickory Flat Elementary School (K-5)  
Ms. Kerry Estep, Principal  
2755 East Cherokee Drive  
Canton, GA 30115  
770.704.1444

Mountain Road Elementary (K-5)  
Ms. Erica Morrie, Principal  
615 Mountain Road  
Woodstock, GA 30188  
770.721.8520

## Woodstock Innovation Zone

Woodstock High School (9-12)  
Mr. Charles Ingham, Principal  
2010 Towne Lake Hills South Drive  
Woodstock, GA 30189  
770.721.3000

Carmel Elementary School (K-5)  
Ms. Lisa Rich, Principal  
2275 Bascomb-Carmel Road  
Woodstock, GA 30189  
770.704.1184

Freedom Middle School (6-8)  
Dr. Chad Flatt, Principal  
10550 Bells Ferry Road  
Canton, GA 30114  
770.704.1100

Sixes Elementary School (K-5)  
Dr. Ginger Morgan, Principal  
20 Ridge Road  
Canton, GA 30114  
770.721.5840

Woodstock Middle School (6-8)  
Mr. Ken Nix, Principal  
2000 Towne Lake Hills South Drive  
Woodstock, GA 30189  
770.721.3060

Woodstock Elementary School (K-5)  
Ms. Ann Jordan, Principal  
230 Rope Mill Road  
Woodstock, GA 30188  
770.704.1320

## Educational Centers

Hasty Preschool Center (PreK)  
Ms. Debbie Ritter, Administrator  
205 Brown Industrial Parkway  
Canton, GA 30114  
770.721.6555

L. R. Tippens Education Center (K-12)  
Ms. Kim Barger, Administrator  
2450 Holly Springs Parkway  
Canton, GA 30115  
770.721.6450

Holly Springs Preschool Center (PreK)  
Ms. Debbie Ritter, Administrator  
1965 Hickory Road  
Canton, GA 30114  
770.704.1420

Oak Grove Preschool Center (PreK)  
Ms. Debbie Ritter, Administrator  
6118 Woodstock Road  
Acworth, GA 30102  
770.721.8550

Johnston Preschool Center (PreK)  
Ms. Debbie Ritter, Administrator  
2031 East Cherokee Dr.  
Woodstock, GA 30188  
770.721.8490

Ralph Bunche Center (PreK)  
Ms. Debbie Ritter, Administrator  
400 Belletta Drive  
Canton, GA 30114  
770.721.5370

## Academies

A.C.T.I.V.E. Academies  
ACE Academy  
i-Grad Virtual Academy  
Transition Academy  
C3 Academy  
Mr. Mark Smith, Principal  
8871 Knox Bridge Highway  
Canton, GA 30114  
770.721.6680

School Start/End Times

Elementary Schools	Start Time	End Time	Middle Schools	Start Time	End Time
Arnold Mill ES	7:35 a.m.	2:15 p.m.	Booth MS	9:00 a.m.	4:00 p.m.
Avery ES	7:35 a.m.	2:15 p.m.	Creekland MS	8:30 a.m.	3:30 p.m.
Ball Ground ES	7:35 a.m.	2:15 p.m.	Dean Rusk MS	9:00 a.m.	4:00 p.m.
Bascomb ES	7:35 a.m.	2:15 p.m.	Freedom MS	9:00 a.m.	4:00 p.m.
Boston ES	7:35 a.m.	2:15 p.m.	Mill Creek MS	9:00 a.m.	4:00 p.m.
Carmel ES	7:35 a.m.	2:15 p.m.	Teasley MS	8:30 a.m.	3:30 p.m.
Clark Creek ES	7:35 a.m.	2:15 p.m.	Woodstock MS	9:00 a.m.	4:00 p.m.
Clayton ES	7:35 a.m.	2:15 p.m.	<b>High Schools</b>	<b>Start Time</b>	<b>End Time</b>
Free Home ES	7:35 a.m.	2:15 p.m.	Cherokee HS	8:30 a.m.	3:30 p.m.
Hasty ES	7:35 a.m.	2:15 p.m.	Creekview HS	8:30 a.m.	3:30 p.m.
Hickory Flat ES	7:35 a.m.	2:15 p.m.	Etowah HS	8:15 a.m.	3:15 p.m.
Holly Springs ES	7:35 a.m.	2:15 p.m.	River Ridge HS	8:15 a.m.	3:15 p.m.
Indian Knoll ES	7:35 a.m.	2:15 p.m.	Sequoyah HS	8:15 a.m.	3:15 p.m.
Johnston ES	7:35 a.m.	2:15 p.m.	Woodstock HS	8:15 a.m.	3:15 p.m.
Knox ES	7:35 a.m.	2:15 p.m.	<b>Centers/Academies</b>	<b>Start Time</b>	<b>End Time</b>
Liberty ES	7:35 a.m.	2:15 p.m.	ACE Academy	8:45 a.m.	2:45 p.m.
Little River ES	7:35 a.m.	2:15 p.m.	C3 Academy	8:15 a.m.	3:15 p.m.
Macedonia ES	7:35 a.m.	2:15 p.m.	i-Grad Virtual Academy	8:15 a.m.	3:15 p.m.
Mountain Road ES	7:35 a.m.	2:15 p.m.	L.R. Tippens	7:45 a.m.	2:10 p.m.
R.M. Moore ES	7:35 a.m.	2:15 p.m.	Transition Academy	8:45 a.m.	2:45 p.m.
Oak Grove ES	7:35 a.m.	2:15 p.m.			
Sixes ES	7:35 a.m.	2:15 p.m.			
Woodstock ES	7:35 a.m.	2:15 p.m.			

## Section III: General Notices

### Weapons Prohibited

In keeping with CCSD's Major System Priority of providing a safe and secure environment for teaching and learning and except as permitted by the Official Code of Georgia O.C.G.A. 16-11-127.1, it is unlawful for any parent/legal guardian, or visitor with exception of law enforcement and other public safety officials acting in their official capacity, to possess, carry or have within their control any weapon, or explosive compound as defined by Georgia law O.C.G.A. 16-11-127.1 in, or on any property owned by or leased to CCSD, including but not limited to, a school building, administrative or support facility, any school function or activity, on school buses or school vehicles. Individuals who believe they meet the requirements set forth in O.C.G.A. § 16-11- 130(c)(2) must provide adequate documentation upon the request of a school official showing they meet and are qualified to possess a firearm pursuant to the aforementioned code section.

Persons who are licensed in accordance with Georgia law O.C.G.A. 16-11-129 or issued a permit pursuant to O.C.G.A. 43-38- 10 may possess any weapon legally kept within a vehicle and under the person's control when such vehicle is used to carry or pick up a student at a school building, school function, or school property, is in transit through a designated school zone, or is parked at such school property. In the event the licensed person leaves the vehicle, all weapons shall be properly stored in a locked compartment of the vehicle, a locked container, or locked firearms rack pursuant to Georgia law. It is preferable to have the weapon out of sight while parked.

A parent/legal guardian or visitor, who possesses, carries or has within their control any weapon or explosive compound may be in violation of Georgia law and upon investigation may face criminal prosecution.

### Vector Solutions Alert/"See Something, Say Something"

Expressed or implied threats of violence will be treated seriously. Students should always report any potential threats regarding the safety or welfare of students and/or staff to a school administrator or staff member.

Students should also notify an administrator or staff member when illegal, suspicious, dangerous or banned items are known to be or are found in the school building, on the school campus, or on the school bus.

CCSD utilizes the Vector Solutions Alert System to allow stakeholders to report concerns. Through Vector Solutions Alert, safety concerns can be submitted to CCSD four (4) different ways:

By Phone or Text:	470.315.9171
By Email:	<a href="mailto:1695@alert1.us">1695@alert1.us</a>
By Online Message:	<a href="https://cherokee-ga.safeschoolsalert.com/">https://cherokee-ga.safeschoolsalert.com/</a>
Reminder:	This system does not replace 911; please call 911 in an emergency

### Parent Notifications in Times of Emergency

CCSD endeavors to notify parents in a timely manner relative to any schoolwide or districtwide emergencies or campus safety concerns. While letters may be sent home to parents impacted by the occurrence, when circumstances require a more immediate notification, this information, as it becomes available, will be posted on the CCSD website ([www.cherokeek12.net](http://www.cherokeek12.net)), Facebook page ([www.facebook.com/CherokeeGASchools](http://www.facebook.com/CherokeeGASchools)) and Twitter feed (@CherokeeSchools); emailed and texted to parents using contact information from Synergy.

Parents are encouraged to verify the accuracy of their contact information in Synergy ParentVue at the beginning of each school year. The email addresses and cell phone numbers in this system are used by CCSD to send emergency and non-emergency notifications by email and text. In addition to verifying your cell phone number is accurate in the system, you also need to subscribe to the text message service: please text the word SUBSCRIBE to the number 68453 in order to do so. You should receive an immediate response by text; if you do not, please contact your wireless provider, as some providers do not accept texts that use short code (SMS) messages. Additionally, some CCSD schools and individual teachers use a school-based Remind text system to send emergency and non-emergency notices; please contact your child's school and/or teacher for more information.

### Inclement Weather Information

If severe weather (such as sleet, snow, tornado, etc.) is approaching our area and it becomes necessary to cancel school/dismiss early, the announcement will be posted on the CCSD website ([www.cherokeek12.net](http://www.cherokeek12.net)), Facebook page ([www.facebook.com/CherokeeGASchools](http://www.facebook.com/CherokeeGASchools)) and Twitter feed (@CherokeeSchools); and emailed and texted to parents using contact information from Synergy (see subscription information above in the *Parent Notifications in Times of Emergency* section).

#### Rules for Bus Transportation and Student Drivers During Severe Weather:

- TORNADO WATCH: Principal will make decision on when to release students.
- TORNADO WARNING: Principal will not release buses and student drivers until the warning is lifted or the Superintendent or his designee gives permission.
- THUNDERSTORMS: Principal will make decision on when to release students.

## School Wide Drills

CCSD conducts practice safety drills in accordance with recommendations from state safety agencies so that, in the event of an emergency, students and staff are prepared according to local school plans.

**CODE RED:** A situation is occurring on school grounds or inside a school or CCSD facility that potentially endangers the health, welfare and safety of students, staff and others. All exterior and interior doors are locked and students will shelter in place.

**CODE ORANGE:** A situation could occur on or near school grounds or inside a school that has the potential to cause a major disruption to the daily operations of the school. All exterior and interior doors will be locked and students will remain in classrooms, but normal classroom activities can continue.

**CODE YELLOW:** A situation that presents no immediate danger to students, staff or others, but is in the immediate vicinity of a school, as advised by law enforcement, School Police, or the Office of School Leadership and Operations. All outside activities will be discontinued and students and staff will return to the building. Exterior doors are locked. Normal operations continue inside the school; student check-out is allowed.

**CODE BLUE:** A medical or psychological health emergency that is occurring on school grounds or inside a school or CCSD facility that has the potential to cause harm to a student, staff member or District visitor. Activities may continue in classrooms but movement in hallways and/or outside of the school building may be suspended.

## School Websites

Each school within CCSD has an individual school website. Valuable information about academic progress, school news, contact information, upcoming school events and a variety of timely, useful information can be accessed at each of these sites. These websites can be accessed through CCSD's website at [www.cherokeek12.net](http://www.cherokeek12.net).

## Community Bulletin Board

Information on camps, classes, youth sports, events and other items of community interest sponsored by outside organizations can be found on the Community Bulletin Board on CCSD's website at [www.cherokeek12.net](http://www.cherokeek12.net). Printed materials sent home with students are restricted to communication from the schools, CCSD and school-allied organizations such as the PTA.

## Visitor/School Guest Sign-In Procedures

Georgia law requires that visitors, with the exception of students, CCSD employees, law enforcement officers or other public safety officials in the performance of an emergency call, sign-in at the designated location of any school building between the official starting and dismissal times and to provide a reason for their presence at the school. All visitors are required to wear proper identification and remain in the areas designated for the visit.

The school administrator or designee shall have the authority to ask any visitor to explain their presence in the school at any time when the school is in official session. Any person who does not have legitimate need or cause to be on the premises or on school property, fails to explain their presence upon request and/or who fails to sign-in at the designated location will be removed from school property and may be in violation of Georgia law and upon investigation may face criminal prosecution.

## Guidelines for Parents Visiting Schools During Lunch Time/Lunch Delivery

While the participation of parents at school is encouraged, it may become necessary, from time to time, for individual Principals to limit the access of parents visiting with their child during lunch due to the time and space constraints. Food purchased from outside "fast food" restaurants including food deliveries (i.e., Door Dash, Grub Hub, etc.) and remaining in original packaging (i.e., bags and wrappers), are not permitted on the school campus.

## Third-Party/Private Service Providers

The Cherokee County School District's (CCSD) obligation is to provide a Free and Appropriate Public Education ("FAPE") to all students it serves. CCSD strives to focus on the student and work collaboratively with parents and private service providers. Private and third-party service providers and therapists, engaged or contracted by parents, may visit the school to conduct an observation, per Board Policy KM however, they may not provide direct therapy or other outside service in the educational environment. If the principal or designee approves the purpose of the visit, the visitor must strictly adhere to the guidelines outlined below to ensure that his or her visit does not interfere with the instructional process nor violate the privacy rights of other students in the classroom. In accordance with State Georgia law, it is unlawful for any person to disrupt or interfere in the operation of any school within the School District. Any person violating this provision will be prosecuted for a misdemeanor.

## Guidelines for Classroom Observations by Parents

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

- Observer must be a parent or a legal guardian of the child in the class to be observed. A request for observation shall be approved in advance by the Principal.

- Scheduling shall take place at least twenty-four hours prior to the visit and must be done with the consent of both Principal and teacher. The Principal or designee will notify the parent.
- Maximum observation time shall be one period or 45 minutes, whichever is more appropriate to the school's schedule.
- Observations will be limited to one per semester per child.
- Under no circumstances is there to be any interaction between the observer and anyone in the classroom.
- Use of cell phones or electronic devices to record audio, video or still photography in the classroom is strictly prohibited.
- Exception to this policy must be granted by the Superintendent of Schools or a designee in response to the specific request.

*Note: The Special Education Department must be notified of all parental requests submitted to Principals for observations to be conducted as part of private evaluations (IEEs).*

### Privacy Issues, Camera Phones/Cameras/Recorders and Other Electronic Devices

The use of cellphone cameras and recorders of any type is limited to classwork or projects authorized by the instructor. Recording devices are not to be used to record individuals without their expressed consent and permission.

Additionally, CCSD will not be responsible for electronic devices owned by and brought to school by students (i.e., cell phones, tablets, smart devices, etc.). Such items should be brought to school only for use in the CCSD-approved BYLD program.

### Notice to Students, Parents and Staff Regarding the Use of Camera Surveillance on School Property

For the safety of our students, staff and visitors, CCSD employs camera surveillance equipment for security purposes. This equipment may or may not be monitored at any time. Surveillance cameras will be utilized only in public areas where there is no "reasonable expectation of privacy." Public areas may include school buses, building entrances, hallways, parking lots, front offices where students, employees and parents come and go; gymnasiums during public activities, cafeterias and supply rooms. However, it is not possible for surveillance cameras to cover all public areas of CCSD buildings or all CCSD activities. CCSD surveillance cameras will not be installed in "private" areas such as restrooms, locker rooms, changing areas or private offices (unless consent is given by the office occupant.)

### Classroom Cameras

The Cherokee County Board of Education has approved the use of cameras within some classrooms to enhance the safety and security of students and CCSD employees. In addition, the video recordings captured by the cameras may also be utilized by CCSD employees to enhance instruction. The recordings used to enhance instruction may contain the image(s) and voice(s) of students within a classroom equipped with cameras, as such the recordings are educational records pursuant to Family Educational Rights and Privacy Act (FERPA). Refer to Board Policy ECAF on the CCSD website for more information.

### Alcohol/Drug Abuse

CCSD does not allow student possession, or use of unlawful drugs, nor the use or possession of alcohol.

### Title Coordinators/Public Notice

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and the Carl D. Perkins Career and Technical Education Act of 2006); disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990); or age (Age Discrimination in Employment Act of 1967-ADEA) in educational programs or activities receiving federal financial assistance. Students, parents, employees and the general public are hereby notified that it is the policy of the Cherokee County Board of Education to ensure non-discriminatory practices in educational programs or activities and in employment. CCSD does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in its programs, activities or employment practices. The following individuals have been designated to coordinate CCSD's efforts to implement this nondiscriminatory policy:

Title IX	Tia Bryller, Director, School Leadership and Operations
ADEA	Melissa Whatley, Executive Director, Human Resources
Title VI	Tia Bryller, Director, School Leadership and Operations
Section 504	Charlette Green, Executive Director, Special Education
ADA	Melissa Whatley, Executive Director, Human Resources
Perkins V	Dr. Krista Webb, Coordinator, Academics and Accountability

Grievance procedures or inquiries regarding this policy may be addressed to the persons listed above at:

Cherokee County School District  
1205 Bluffs Parkway  
Canton, Georgia 30114  
Phone 770.479.1871

Requests for disability assistance including requests for documents, information or communications in alternate format may be submitted to the Office of Risk Management: By email: [risk.management@cherokeek12.net](mailto:risk.management@cherokeek12.net); by phone: 770.704.4200.

### Hearing and Vision Screenings

CCSD conducts annual hearing and vision screenings for all students in Grades 1, 3 and 6, and as possible, at other grade levels. Notification and follow-up information is communicated to parents/guardians of students who fail this screening.

### Student Data Privacy

The Student Data Privacy, Accessibility and Transparency Act, also known as SB 89, is a Georgia State law that is designed to ensure student electronic data is kept private and secure from unauthorized access. Any parent or eligible student ("Complainant") may file a complaint with CCSD if that individual believes and alleges that a possible violation of rights under the federal or state privacy and security laws has occurred as a result of the action or inaction of any CCSD employee. The complaint form is available as Appendix M in the Code of Conduct. The complaint must be submitted in writing to the District's Chief Information Officer as soon as possible upon suspecting a data privacy violation. The Chief Information Officer or his/her designee will investigate your complaint and endeavor to provide a response within 15 school days. If a data privacy violation is confirmed and not resulting from a violation of the Acceptable Use Policy (IFBG) by a student, the response will include a plan to address the data privacy violation.

Complainants may file a complaint with:

Bobby Blount  
Chief Information Officer  
P. O. Box 769  
Canton, GA 30169  
[bobby.blount@cherokeek12.net](mailto:bobby.blount@cherokeek12.net)

### Parent Notification for Water Safety (Edna Mae McGovern Act, 2023)

Parents should be aware that drowning and water-related accidents are leading causes of injury and death in children. Water competency is a way of improving water safety for yourself, family and others through three basic skills: water smarts, swimming skills and understanding how to help. More information on the importance of water safety and a listing of swimming and water safety courses in our area can be found on the Red Cross website at <https://www.redcross.org/take-a-class/swimming>.



## Section IV: School Enrollment/Attendance/Student Records

### Student Enrollment Requirements

- Students must reside in Cherokee County with their parent or legal guardian and must register in the local school of residence.
- Students must provide proof of residence.
- Students must have a certified copy of their birth certificate.
- Students must have a Certificate of Immunization, Georgia Department of Public Health, Form 3231.
- Students must have a Certificate of Vision, Hearing, Dental and Nutrition Screening, Georgia Department of Public Health, Form 3300.
- Students are requested to present their Social Security card.

### Student Enrollment Age Requirements

- Students who are five years of age on or before September 1 are eligible for entrance to kindergarten.
- Students who are six years of age on or before September 1 are eligible for entrance to first grade.

### Absences and Excuses

A student shall not be absent from school or from any class or during other required school hours except for illness or other providential cause, unless with written permission of the teacher, Principal or other duly authorized school official. No student shall encourage, urge or counsel other students to violate this policy.

#### Excused Absences:

As permitted under state law and State Board of Education policies, students may be excused lawfully for the following reasons: personal illness, serious illness or death in the family, special and recognized religious holidays observed by one's faith, absence as mandated by order of governmental agencies, conditions rendering school attendance impossible or hazardous to one's health or safety and registering to vote or voting, (for a period not to exceed one day). Additionally, any student whose parent or guardian is in the U.S. Armed Forces/National Guard and said parent or guardian has been called to duty for, or is on leave from, an overseas deployment to a combat zone or combat support posting, shall be granted up to five excused absences per school year, for the day(s) missed from school to visit with the parent or legal guardian prior to such deployment or during such leave. Finally, high school Principals are authorized to excuse absences by students who are visiting prospective college campus as visiting Juniors or graduating Seniors (limit two days).

#### Requirements/Time Limits for Student Excuses:

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

For purposes of accurate record-keeping and student accountability, excuses for all absences must be received and validated within five school days of the student's return to school-excuses received after that time limit will not be considered unless the Principal deems extenuating circumstances exist.

#### Truancy:

Students with seven unexcused absences will be referred to the school social worker. Parents of students with excessive absences may be required by the school administrator to provide physician's notes for absences to be considered excused.

Any student 16, or older, who is absent unlawfully either 10 consecutive days or 40 total days may be dropped from the attendance records. The Principal has the discretion of re-enrolling in the present grading period any student 16, or older, who has failed to attend for unlawful reasons.

#### Hospital/Homebound Services:

If major sickness or injury occurs and absenteeism is lengthy, the student may receive credit by instruction through application to the hospital/homebound program. Parents/guardians of students needing these services must contact the Principal.

#### Attendance Credits:

Students shall be counted "present at school" when in attendance at school for at least one-half of the instructional day; attending a school or CCSD-sponsored field trip; serving as Pages of the Georgia General Assembly at the high school level; attendance is assessed period-by-period, but students would still be credited with being present as it relates to field trips and service as Pages; as a student in foster care attending court related to that care; or participating in approved 4-H activities.

### Foster Care Student Attendance:

A student who is in a foster home or otherwise in the foster care system under the Division of Family and Children Services (DFCS) of the Department of Human Services who attends court proceedings relating to the student's foster care, shall be credited as present by the school and shall not be counted as an absence, either excused or unexcused, for any day, portion of a day or days missed from school.

### Tardies and/or Early Check-Outs as Part of Student Attendance Procedures

Any unexcused tardy (arriving to school/class beyond the posted school start-time) or early check-out (leaving school/class before the posted school end-time) can negatively impact a student's attendance record and jeopardize his/her overall achievement due to lost instructional time.

Due to the impact of absences, tardies and early check-outs, our schools have developed interventions that would reduce the amount of lost instructional time due to unexcused reasons. Parents and students should know that excuses for school tardies and/or early check-outs are governed by the same State established rules regarding school absences. These rules are listed in the previous section dealing with "Absences and Excuses."

### Attendance Policy (High School Only)

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 Attendance Committee. However, students shall 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 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 Attendance Committee. The Principal has the final decision on this matter. School Principals may develop plans for students to earn back attendance credit for days missed.

The Attendance Committee is a standing committee composed of five (5) members appointed by the Principal and chaired by an administrator. The chair shall vote only in case of a tie. On the seventh absence, a waiver hearing will be scheduled by the school at the request of the student or parent/guardian.

For purposes of accurate record-keeping and student accountability, excuses for all absences must be received and validated within five school days of the student's return to school. Excuses received after that time limit will not be considered unless the Principal deems extenuating circumstances exist.

### Extracurricular Attendance

Student attendance at extracurricular and non-instructional events is guided by the CCSD Student Code of Conduct. All persons attending these events are subject to the following Event Attendance/Code of Conduct:

#### EVENT ATTENDANCE/CODE OF CONDUCT WE MAINTAIN A "FAMILY FRIENDLY ENVIRONMENT"

OUR STAFF RESERVES THE RIGHT TO DETERMINE WHAT CONSTITUTES UNACCEPTABLE/DISRUPTIVE BEHAVIOR AND TO DENY ADMITTANCE TO ANYONE.

#### PROHIBITED ITEMS

- NO WEAPONS OF ANY KIND (EVEN WITH PERMIT) AUTHORITY: GEORGIA LAW O.C.G.A. 16-11-127.1
- NO ILLEGAL SUBSTANCES
- NO ALCOHOLIC BEVERAGES
- NO PETS OR ANIMALS OF ANY KIND OTHER THAN SERVICE ASSISTANCE ANIMALS

#### INSPECTION GUIDELINES

You are entering a School Safety Zone; YOU AND/OR YOUR PERSONAL BELONGINGS ARE SUBJECT TO INSPECTION FOR THE PURPOSE OF ASSURING COMPLIANCE AND MAINTAINING ORDER.

NO SMOKING NO EXIT PASSES

## Student Transfer and Reassignment (Includes CCSD Stem and Fine Arts Academies)

Parents/guardians interested in school reassignment should review the current School Board Policy and Student Reassignment Guidelines. Refer to Board Policy JBCC on the CCSD website for more information.

The reassignment window for each coming year is for one month, February 1st through March 1st of the current school year.

Only Hardship Reassignments will be considered when the submission deadlines are not met (as provided above); and, then only considered in cases of special circumstances (i.e., late employee hires, removal of student by DFCS, etc.).

## Classroom Assignments for Twin Students

Parents who have twin students (or higher order multiples) may request that the students be assigned to a classroom together if the students are in the same grade level, at the same school and meet the eligibility requirements of the class. Additionally, all parental requests for these placements must be submitted to the school no later than five days prior to the beginning of the school year, or within five days of enrollment of the students if enrolled after the school year commences. Note: These requests are allowable under current GA Law unless current and/or past performance documentation proves the students should be separated; or, the aforementioned timelines are not met.

## Medication Policy

When possible, we encourage you to schedule your child's medication so that it may be given at home under your direct supervision. However, we realize that this is not always possible. The CCSD Medication Authorization Form available at your school and on the CCSD website, must be completed by the parent/guardian before a medication is given. A separate form is necessary for each medication request.

The school will not accept more than a one-month supply of prescription or over-the-counter medication. Prescription medication must be in the original pharmacy container. The written instructions on the pharmacy label will be followed. Over-the-counter medications must be in the original sealed container. Dosage will not exceed instructions on label regardless of parent instructions. A secondary prescription bottle must be provided for students receiving medication during the After-School Program. Parents/students should deliver any medications to the proper school personnel immediately upon arrival at school. Please contact your child's Principal or school nurse for guidelines specific to your school.

Forms are available at your school and on the CCSD website to provide for special situations such as injections, personal possession of inhalers, EpiPen's, etc.

The Code of Conduct prescribes severe consequences for use or possession of medications unless used in compliance with CCSD Procedures.

## Publication of Directory Information Regarding Your Student

The *Family Educational Rights and Privacy Act (FERPA)*, a Federal law, requires that CCSD with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, CCSD may disclose appropriately designated "directory information" without written consent, unless you have advised CCSD to the contrary. If a parent/guardian objects to his/her child being included in any or all of the below, he/she must annually complete the survey link below by September 1st, or within one week of admission/enrollment if enrollment occurs after September 1st.

Parents/legal guardians who wish to "opt-out" of directory information regarding their student may use the FORM [link](#) here.

The primary purpose of directory information is to allow CCSD to include information from your child's education records in certain school publications and events. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs;
- Recognition of achievement at School Board meetings;
- Military list;
- Club Rosters, Announcements, etc.;
- District and School Websites;
- School and District Social Media; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings, companies that publish yearbooks, military recruiters, college recruiters, law enforcement agencies and the news media.

Directory information includes:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

### Notification of Rights: The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School Principal (or appropriate school official) written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Procedures for a parent/guardian of a student to review records relating to his or her minor child are contained in School Board Policy - Student Records (JR).
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of FERPA. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School Principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the school or District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The school discloses education records without consent to officials of another school or District in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Student Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202

- (5) FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information and disclosures to the parent or eligible student, FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:
- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, including educational software companies.
  - To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.
  - To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or Georgia Department of Education. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met.
  - In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
  - To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released.
  - To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met.
  - To accrediting organizations to carry out their accrediting functions.
  - To parents of an eligible student if the student is a dependent for IRS tax purposes.
  - To comply with a judicial order or lawfully issued subpoena if applicable requirements are met.
  - To appropriate officials in connection with a health or safety emergency.
  - To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement.
  - To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions.

### Notification of Rights: The Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our collection of surveys, collection and use of information for marketing purposes and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
  7. Religious practices, affiliations or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.

- *Receive notice and an opportunity to opt a student out of –*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- *Inspect, upon request and before administration or use –*
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents of a student who is 18 years old or an emancipated minor under State law.

This notice shall serve as CCSD's policy relative to student privacy in the administration of protected information surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. CCSD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. CCSD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. CCSD will make the notification to parents at the beginning of the school year if the District has identified the specific or approximate date of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Students Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, D.C. 20202-5901

### Notice of Rights: Children's Online Privacy Protection Act (COPPA)

The Children's Online Privacy Protection Act imposes certain requirements on operators of websites or online services directed to children under 13 years of age and on operators of other websites or online services that have actual knowledge that they are collecting personal information online from a child under 13 years of age.

### Notice of Rights: Children's Internet Protection Act (CIPA)

The Children's Internet Protection Act was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet. CIPA imposes certain requirements on schools or libraries that receive discounts for Internet access or internal connections through the E-rate program. In early 2001, the FCC issued rules implementing CIPA and provided updates to those rules in 2011.

### Administrative Guidelines: Extended Observations for Special Education Eligibility, Re-Eligibility or Placement

#### Purpose:

The Cherokee County School District ("District") welcomes the opportunity to work collaboratively with parents/guardians to meet the needs of its students with disabilities as envisioned by The Individuals with Disabilities Education Act (IDEA) while also protecting the confidentiality of all its students and preserving the learning environment of its classrooms. To meet both the needs of parents and the school, the District established the following administrative guidelines governing observations which extend beyond the scope of the District's Policy KM.

Appropriate Observations that Extend Beyond the Scope of Policy KM:

- A. The District recognizes that student observations may be used as a tool for data collection and educational planning, as well as a tool to assist the District and parent/guardian in determining a student's special education eligibility or provisions of a student's special education services. Therefore, the District may designate district-level staff and/or contract with outside service providers to conduct observations of a student in the classroom setting.

- B. The District further recognizes that observations may be an important component of some educational evaluations. A parent/guardian may request that a private evaluator conduct a classroom observation of his/her child as part of an independent educational evaluation ("IEE") of their child whether the evaluation is at pre-approve public or at the parent's expense. The private evaluator's observation will be restricted to the parent's child and the observation will not be for the purpose of critiquing the teacher's performance or to observe other children.
- C. Finally, a parent/guardian may request to observe a classroom that an IEP team intends to propose as an option for discussion regarding the placement for his/her child as part of the child's special education services in an upcoming IEP meeting.

Administrative Guidelines for When a Parent Requests Extended Observations:

When a parent/guardian requests an extended classroom observation of their child as described in paragraph B and C above, the Principal (or designee) will follow these administrative guidelines for the extended classroom observations.

- A. If contacted by the parent/guardian wanting additional considerations for observation, the Principal (or designee) will review the parent/guardian's request and inform of a decision.
- B. If the request is for an observation by a private evaluator, the following requirements must be met:
  1. Parent(s) will contact the Principal (or designee) of the school they want to observe to request the Private Evaluator Classroom Observation Request (Form A).
  2. At least five school days in advance of the preferred observation date, the parent will submit to the Principal (or designee) a completed Private Evaluator Classroom Observation Request (Form A), which will include the parent's name, the name and title of the evaluator, purpose of the observation, preferred days and times and contact information.
  3. The Principal (or designee) will provide the Parent/Guardian Release for Private Evaluator Observation (Form B1) and Private Evaluator Confidentiality Agreement (Form B2) to the parent/guardian and inform that party that he/she should forward the signed release to the private evaluator conducting the observation. If the parent/guardian is unable to provide that form to the private evaluator prior to the observation, the Principal (or designee) will keep the signed copy of Form B1 signed by the parent/guardian and a blank copy of Form B2 to be signed by the evaluator's signature upon his/her visit to the school and prior to any observation.
  4. The private evaluator will provide the signed, Parent/Guardian Release for Private Evaluator Observation (Form B1) the Private Evaluator Confidentiality Agreement (Form B2), to the school administration prior to the classroom visit.
  5. The original of the Parent/Guardian Release for Private Evaluator Observation (Form B1) and Private Evaluator Confidentiality Agreement (Form B2) will be retained in the student's special education file at the school and a copy sent to the special education central records.
  6. The private evaluator's observation will not take the place of a parent/guardian's observation under Policy KM.
- C. If the parent/guardian's request an observation of a proposed classroom placement, the following requirements must be met before parent/guardian may observe the classroom:
  1. Parent(s) may request an observation request form from the Special Education Facilitator (SEF) at their child's current school.
  2. At least one (1) week in advance of the preferred observation date, the parent will submit a completed Parent Observation of Proposed Classroom Request (Form C), which will include the parent/guardian's name, proposed school (if applicable), preferred days and times and contact information to the current school's SEF.
  3. The current school's SEF will forward the completed Parent Observation of Proposed Classroom Request (Form C) to the proposed school's SEF for processing. The proposed school's Special Education Facilitator will notify the Principal (or designee) of the request. The Principal (or designee) will advise the SEF if the preferred observation date is approved or suggest alternate dates/times. The Principal (or designee) will communicate with the parent regarding the approval or adjustment to the date/time requested.
  4. The parent will sign and provide the Parent Class Observation Confidentiality Agreement (Form D) to the proposed school's Principal (or designee) prior to observing in the classroom.
  5. The original of the Agreement will be retained in the student's special education file at the school and a copy sent to the special education central records.
- D. The Principal (or designee) will arrange any extended observation by the parent or private evaluator in compliance with the following requirements:
  1. The Principal (or designee) will schedule the extended observation to accommodate the student's classroom schedules, school personnel schedules and considering the requests of the parent and/or private evaluator.
  2. The parent/guardian or the private evaluator may observe for the same amount of time that the District's evaluators observed the student in the classroom unless an extended time period has been granted in advance of the scheduled observation. The Special Education Facilitator and/or School Psychologist will provide the parent with the amount of time that the District's evaluator observed the student during the evaluation upon request by the Principal (or designee).
  3. The parent or private evaluator will sign-in at the school's front office before any observations.
  4. The Principal (or designee) will escort and remain with the parent or private evaluator during the classroom observation.
  5. The parent or private evaluator will not address the teacher or support staff present, interact with students or otherwise disrupt the teaching and learning environment of the students.
  6. All questions regarding the observation should be submitted to the Principal (or designee), via email after the observation.

## Notification of Rights of Students and Parents Under Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. A student with a disability is a student with a physical or mental impairment that substantially limits a major life activity. Eligibility for Section 504 is determined by the Section 504 eligibility team.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact your local system's Section 504 Coordinator at the following address:

Section 504 Coordinator  
Cherokee County School District  
1205 Bluffs Parkway  
Canton, GA 30114  
Phone: 770.704.4315  
Email: [charlette.green@cherokeek12.net](mailto:charlette.green@cherokeek12.net)

The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides parents and/or students with the following rights:

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the District's request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the District will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the District regarding the identification, evaluation or placement of your child. 34 CFR 104.36.
12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the District's actions regarding your child's identification, evaluation or educational placement, with opportunity to parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the District's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other District employees are not considered impartial hearing officers), you have a right to a review of that decision according to the District's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

## Section 504 Procedural Safeguards

### 1. Overview:

Any student or parent or guardian ("grievant") may request an impartial hearing due to the District's actions or inactions regarding your child's identification, evaluation or educational placement under Section 504. Requests for an impartial hearing must be in writing to CCSD's Section 504 Coordinator; however, a grievant's failure to request a hearing in writing does not alleviate CCSD's obligation to provide an impartial hearing if the grievant orally requests an impartial hearing through the District's Section 504 Coordinator. The District's Section 504 Coordinator will assist the grievant in completing the written Request for Hearing.

### 2. Hearing Request:

The Request for the Hearing must include the following:

- A. The name of the student;
- B. The address of the residence of the student;
- C. The name of the school the student is attending;



- D. The decision that is the subject of the hearing;
- E. The requested reasons for review;
- F. The proposed remedy sought by the grievant; and
- G. The name and contact information of the grievant.

Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.

### 3. Mediation:

CCSD may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing. Mediation is voluntary and both the grievant and school system must agree to participate. The grievant may terminate the mediation at any time. If the mediation is terminated without an agreement, the school system will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.

### 4. Hearing Procedures:

- A. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- B. Upon a showing of good cause by the grievant or District, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- C. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- D. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel will constitute good cause for continuance of the hearing.
- E. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e., A recipient will place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34.)
- F. One or more representatives of the District, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- G. The impartial review official will not have the power to subpoena witnesses and the strict rules of evidence will not apply to hearings. The impartial review official will have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- H. The impartial review official will determine the weight to be given any evidence based on its reliability and probative value.
- I. The hearing will be closed to the public.
- J. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- K. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- L. Testimony will be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- M. Unless otherwise required by law, the impartial review official will uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- N. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official, or just cause is shown, will constitute a waiver of the right to a personal appearance before the impartial review official.

### 5. Decision:

The impartial review official will issue a written determination within 20 calendar days of the date the hearing concluded. The determination of the impartial review official will not include any monetary damages or the award of any attorney's fees.

### 6. Review:

If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

## Notification of Rights: Right to Know Professional Qualifications of Teachers and Paraprofessionals

### **By 8-1-2024**

In compliance with the requirements of the Every Students Succeeds Act, parents may request the following information:

1. Whether the student's teacher –
  - A. Has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - B. Is teaching under emergency or other provisional status through which the State qualification or licensing criteria have been waived; and
  - C. Is teaching in the field of discipline of the certification of the teacher.
2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/or paraprofessional's qualifications, please contact the Principal of your child's school or the Director of Federal Programs at 770.704.4285.

## Notification of Rights: Right to Review Instructional Materials

During the first two weeks of each nine-week grading period, parents can access instructional materials online through the School District's learning management system. If such instructional materials are not made available for review online, then they will be made available for review on-site upon a parent's request during the review period.

During the first two weeks of each nine-week grading period, parents can access instructional materials online through the School District's learning management system. If such instructional materials are not made available for review online, then they will be made available for review on-site upon a parent's request during the review period.

## Notification of Rights: Right to Object to Instructional Materials

A parent/guardian who wants to opt-out of specific instructional materials intended for use in his or her child's classroom or recommended by his or her child's teacher and receive alternative instructional materials may contact the child's teacher for assistance.

## Section V: Instructional Program Guidelines/Policies/Information

### Make-Up Work

It is the expectation of CCSD that all work missed due to any 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 will be the final authority in determining alternative assignments.

The responsibility for arranging to complete work missed 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 Superintendent will establish and maintain guidelines as necessary for administration of make-up pursuant to School Board Policy JBD.

### End-Of-Term/Report Card Dates

End of Term	Day	Report Card Day	Day	Total Days in Term
October 10, 2024	Thursday	*October 17, 2024	Thursday	45
December 20, 2024	Friday	January 9, 2025	Thursday	46
March 14, 2025	Friday	*March 21, 2025	Friday	44
May 23, 2025	Friday	See Notes Below	----	45

- These dates are subject to change due to days missed as a result of school closings, furlough days or schedule changes.
- Progress Reports and End-of-Year report cards will be sent home via the District's Learning Management System.
- \*ES Only.

### Academic Achievement Recognition Manual

The CCSD Academic Achievement Recognition Manual, which includes districtwide elementary, middle and high school standard practices and procedures for academic achievement recognition, can be accessed on the CCSD website: [Handbook>Academic Achievement Recognition Manual](#).

### Grading System

#### Kindergarten

The stages of learning progressions are based on the range of student performance that can be observed for each learning progression.

- Not Yet Assessed
- Not Yet Demonstrated
- Beginning
- Emerging
- Developing
- Demonstrating
- Exceeding

#### Grades 1-3

Academic Courses	Participation Courses	Behaviors That Support School Success
3 – Meets/Exceeds Standard	3 – Satisfactory	3 – Consistently Demonstrates
2 – Approaching Standard	2 – Needs Improvement	2 – Developing
1 – Below Standard	1 – Unsatisfactory	1 – Area of Concern

#### Grades 4-12 Academic Courses

A = 90-100	B = 80-89	C = 71-79	D = 70	F = Below 70
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#### Grades 4-5 Participation Courses

(Music, Art and Physical Education) Grades 4-5  
 S - Satisfactory  
 N - Needs Improvement  
 U - Unsatisfactory

#### Grades 4-8 Conduct

Conduct: Grades 4-8  
 S - Satisfactory  
 N - Needs Improvement  
 U - Unsatisfactory

## School Attendance Certificates

Annual attendance certificates are awarded for the following categories of attendance:

- Platinum Award for Perfect Attendance: For no absences, tardies or early check-outs
- Gold Award for Perfect Attendance: For no absences and fewer than five tardies/early check-outs
- Silver Award for Excellent Attendance: For three or fewer absences and fewer than five tardies or early check-outs
- Award of Merit for Excellent Attendance: For three or fewer absences.

## Cumulative Average and Class Ranking (High School Only)

Final class ranking, including determination of Valedictorian and Salutatorian, will be determined by the weighted cumulative numeric grade average of graduating Seniors who have met all graduation requirements at the completion of their high school four-year class cohort. Refer to Board Policy IHC on the CCSD website for more information.

The weighted cumulative average summarizes each student's academic performance in high school. The weighted cumulative average is used in determining eligibility for numerous awards and activities and may be a factor in college admissions.

For the purpose of computing the weighted numeric grade average (NGA) for class rank, quality points will be awarded for advanced courses as follows:

Quality Points:

- Honors Courses 5 points
- Advanced Placement (AP) Courses 10 points
- Dual Enrollment Courses:
  1. 10 points, whenever the college course taken is equivalent to an AP high school course for which the student has not already taken and received quality points, as determined by the individual institution the Dual Enrolled student is attending.
  2. For select courses, the Office of Academics and Accountability may assign quality points based upon the following criteria:
    - A. Demonstrates rigor;
    - B. Serves as a replacement for an on-campus course receiving quality points; or,
    - C. Exceeds the highest instructional level course available at the local high school.

Students who successfully complete a course(s) in a post-secondary institution through Dual Enrollment (as described in Board Policy IDCH) will receive the above quality points whenever the college course taken is equivalent to an Honors or Advanced Placement (AP) high school course as determined by the Principal or designee and the Chief Academic Officer of Academics and Accountability.

Note: All quality points earned through the successful completion of an Honors Class, Advanced Placement Class or a course in a post-secondary institution will be applied to a student's transcript when the credit for the course is awarded. However, for HOPE Scholarship purposes, only AP courses and Dual Enrollment classes that have been verified by the Georgia Student Finance Commission are eligible for quality points. For more information regarding HOPE Scholarship, please refer to the Georgia Student Finance Commission website at <https://gsfc.georgia.gov/hope>.

CUMULATIVE AVERAGE AND HONOR GRADUATE STATUS: The distinction of Honor Graduate will be awarded to graduating Seniors who have a weighted cumulative average (NGA) of 90.0 or above.

## Promotion, Placement and Retention

CCSD acknowledges that the awarding of grades and all decisions relative to promotion, placement and retention are serious responsibilities. Promotion, Placement and Retention Policy (IHE) outlines appropriate pupil progression and provides additional information based upon State Board of Education (SBOE) requirements. The policy, which is available on the CCSD website, defines promotion, placement and retention for all grade levels, K-12. Refer to Board Policy IHE on the CCSD website for more information.

## Extended Day Program

The purpose of the Extended Day Program (ExP), which is available for all eligible K-12 students, is to provide students an opportunity to strengthen their academic skills based on an identified area of need. School based ExP programs may be scheduled during the day, before and/or after school. Credit is not awarded for attendance.

## Advanced Academic Programs

CCSD students become eligible for gifted education program services based on the criteria provided in State Board of Education Rule 160-4-2-.38. A multiple-criteria assessment process is provided in the areas of mental ability (intelligence), achievement, motivation and creativity. The procedures for referral and assessment and the specific instruments used to determine eligibility are included in the CCSD *Advanced Academic Programs/Gifted Education FAQ About Gifted Service* on the CCSD website.

Students who meet the State Board of Education (SBOE) eligibility criteria on district-wide norm-referenced mental ability and achievement tests are automatically screened for possible further assessment to determine eligibility for gifted education services. Teachers, counselors, administrators, parents, guardians, or other individuals with knowledge of the student's abilities may refer a student for consideration. Students who are eligible by state guidelines in another Georgia school district are automatically eligible for gifted education services upon transfer (with appropriate documentation) to a CCSD school. Any student eligible for gifted education services in a school system outside of Georgia must be referred, assessed and placed using Georgia SBOE guidelines.

Students eligible for gifted services are served through various models: Cluster Grouping, Resource class model and/or Advanced content model. Identified gifted students who are served through Cluster Grouping receive services through differentiation in a heterogeneous classroom. Differentiated instruction, student assessment and flexible grouping allow highly motivated and/or high achieving non-gifted eligible students to participate in these advanced curriculum opportunities (when available).

Students who are served through the Resource Class Model, known as AIM Classes, receive services for a minimum of 5 segments per week. The content and pacing is differentiated to the degree that the activities are clearly not appropriate for more typical students at that grade level. The resource class has an academic content foundation based on the Georgia Curriculum Standards with a focus on interdisciplinary enrichment activities incorporating all content areas. Students in Advanced Content Classes are served in the areas of Language Arts, Literature, Math, Science and Social Studies. High school students who meet gifted eligibility have Advanced Academic Program opportunities through the following identified classes/courses: Honors Classes and Advanced Placement (AP) Courses in the areas of Literature, Science, Social Studies, Math, Foreign Language and Fine Arts. The content, pacing, process skills emphasis and expectation of student outcomes in an advanced course differ from the course typical students at that grade level would take in the specific content area. Middle and high school students who are not identified as gifted-eligible but demonstrate exceptional ability, achievement, motivation or interest in a particular content area may be included in Advanced Content Classes, Honors Classes and AP Courses based upon school-level criteria and guidelines.

A student who is officially placed in the K-12 Gifted Education Program will continue to receive gifted programming services, provided the student meets the following continuation criteria: In grades K-5, the student must maintain annual progress in the AIM classroom as determined by the Annual Feedback Report. In grades 6-12, the student maintains satisfactory performance in advanced coursework, 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, steps will be taken to review the student's gifted services, determine a probationary period of at least one semester and provide an Academic Intervention Plan (AIP). The student, parent(s), gifted program teacher and other teacher(s) involved will be invited to attend a final review before services are withdrawn.

## English Learners

CCSD students become eligible for English language development services based on the criteria provided in the State Board of Education Rule IDDG 160-4-5-.02. Upon enrollment into a U.S. school, each student's parent or guardian completes a Home Language Survey. A response other than English to any of the three state-required questions indicates the student has a Primary Home Language Other Than English (PHLOTE) and, as such, is considered a potential English Learner and must be administered the state-required, grade-level appropriate English language proficiency (ELP) screener. Students who score below proficient on the screener are determined to be English Learners and are eligible for language development services. All CCSD schools have English Speakers of Other Languages (ESOL) endorsed teachers to provide these services to the District's English Learners through state approved delivery models.

## Section 504

Students may be eligible for a Section 504 Plan if they have a physical or mental impairment that substantially limits one or more major life activities; a record (or history) of such an impairment; or are being regarded as having a disability. A Section 504 Plan provides protections from disability discrimination for identified students. Parents may request an evaluation to determine their child's eligibility via their school Section 504 Chair. Upon determination of eligibility, a Team, including the parent, will develop a Section 504 Plan to address the needs of the child.

### Georgia Special Needs Scholarship (GSNS) Program

The Georgia Special Needs Scholarship (GSNS) Program is a school choice program available for special needs students attending Georgia public schools who have a Section 504 Plan relating to one or more conditions that are identified by the State Board of Education.

To newly qualify for the Georgia Special Needs Scholarship Program for this school year a student must meet ALL the following requirements:

1. The student's parent currently resides within Georgia and has been a Georgia resident for at least one calendar year however, that the one-year requirement shall not apply if the student's parent is an active-duty military service member stationed in Georgia within the previous year; AND
2. Spent the prior school year in attendance at a Georgia public school. For the 2021-2022 school year only, prior school year in attendance means that the student was enrolled and reported by a public school system or school systems for funding purposes at the time of at least one FTE program count, conducted each school year in October and March, during either the 2019-2020 or 2020-2021 school years. Prior school year in attendance shall not apply if:
  - The student's parent is an active-duty military service member stationed in Georgia within the previous year, OR
  - The student has been adopted or placed in a permanent guardianship from foster care pursuant to an order issued by a court of competent jurisdiction within the previous year, OR
  - The student previously qualified for a scholarship as provided in state law; AND
3. The student had a 504 plan in effect during the 2020-2021 school year relating to one or more of these conditions:
  - Attention deficit hyperactivity disorder (ADHD),
  - Attention deficit disorder (ADD)
  - Autism spectrum disorder
  - Bipolar disorder
  - Cancer
  - Cerebral palsy
  - Cystic fibrosis
  - Deafness
  - Down syndrome
  - Drug or alcohol abuse
  - Dual sensory impairment
  - Dyslexia
  - Emotional or behavioral disorder
  - Epilepsy
  - Hearing impairment
  - Intellectual disability
  - Muscular dystrophy
  - Specific learning disability
  - Spina bifida
  - Traumatic brain injury
  - Visual impairment; or
  - Any rare disease identified by the National Institutes of Health's Genetic and Rare Diseases Information Center's list of rare disease disorders.

If a student meets the eligibility criteria for the GSNS Program; a parent/guardian has the right to request a transfer from a student's current public school to:

- Another public school within their district of residence (CCSD reassignment form would apply) <http://www.cherokee.k12.ga.us/parentinfo/pages/studentenrollment.aspx>; or
  - Another public school district outside their district of residence; or
  - One of the three state schools for the blind or deaf; or
  - A private school authorized to participate in the GSNS Program. Funds received through the GSNS Program can only be used to pay for tuition and fees at a private school authorized by the State Board of Education to participate in the program. Funds cannot be used to pay the costs of out of district tuition, charter schools, or other options available under public school choice.
- (Source: Georgia Department of Education)

Additional Information Available Via Georgia Department of Education Website:

<https://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program-%20INFO%20504.aspx>

The parent must complete the Section 504 Plan Qualification for Participation Form located on the GaDOE's Special Needs Scholarship Program's website and submit to:

Cherokee County School District  
 Executive Director for Special Education and 504  
 P.O. Box 769  
 Canton, GA 30169

The Cherokee County School District will complete the LEA section for Local School System and submit the completed form to the Georgia Department of Education.

## Communication to Parent Advocates

The Cherokee County School District's (CCSD) obligation is to provide a Free and Appropriate Public Education ("FAPE") to all students it serves. CCSD strives to focus on the student and work collaboratively with parents and their advocates on all issues.

CCSD believes parent advocates can prove valuable mediators during meetings, build bridges between parents and school staff, and keep communications focused on the student.

Parents have the right under IDEA to include, "...other individuals who have knowledge or special expertise regarding the child." 34 CFR 300.321 (a)(6). CCSD should include parent advocates in IEP meetings/504 Meetings/RTI Meetings and provide them an opportunity to be meaningful participants in meetings on behalf of their clients. Parent advocates who attend meetings in the school setting with parents should be treated as members of the team and afforded the opportunity to fully participate. CCSD team members should consider the advocate's suggestions and, to the extent appropriate, incorporate these suggestions into in the IEP/504 Plan or RTI summary. However, parent advocates are not legal decision-makers under the ADA and IDEA.

CCSD will communicate directly with parents and leave it up to parents how much they want to communicate to their advocate. CCSD's practice of limiting communication between school staff and parents ensures parents remain in control of educational decisions regarding their child and are not inadvertently circumvented. Communicating with parents ensures all CCSD staff are compliant with the Family Educational Rights and Privacy Act (FERPA).

## Special Education

CCSD provides an appropriate education in the least restrictive environment for all students found eligible for special education services under the Individuals with Disabilities Education Act (IDEA). Eligible students are provided the specialized instruction, accommodations and/or supports identified in their Individual Education Program (IEP) as determined by the student's IEP Team. Parents should contact either the Special Education Administrator or the Special Education Facilitator assigned to their school if they have concerns with their child's special education eligibility or IEP.

### Georgia's Special Needs Scholarship Program (GSNS)

The Georgia Special Needs Scholarship (GSNS) Program is a school choice program available for special needs students attending Georgia public schools who are served under an Individualized Education Plan (IEP). Award amounts for eligible students for each school year will be available as early as June on the GaDOE's GSNS website.

To newly qualify for the Georgia Special Needs Scholarship Program for this school year, a student must meet ALL the following requirements:

- Student Eligibility Criteria 1-A student must have a parent/guardian who currently lives in Georgia and has been a resident for at least one calendar year.
- Student Eligibility Criteria 2-A student was enrolled and completed the past school year in a Georgia public school in grades kindergarten through twelfth.
- Student Eligibility Criteria 3-A student was reported as attending a Georgia public school by a school district(s) during last year's mandatory student counts conducted in October and March.
- Student Eligibility Criteria 4-A student does not need to have an Individualized Education Plan (IEP) for the entire school year to qualify for the GSNS Program. A student must have received special education services at some point during the past school year through an IEP. A student must be reported by a school district(s) in either the October OR March student counts OR in final student record as a student receiving special education services by the end of the school year.

At the end of the school year, school systems update student records for students served by an IEP after the March count to reflect that they are special education students. By mid-July, the database for the scholarship calculator is updated to include these students.

If a student meets the eligibility criteria for the GSNS Program, a parent/guardian has the right to request a transfer from a student's current public school to:

- Another public school within their district of residence (CCSD reassignment form would apply); or
- Another public-school district outside their district of residence; or
- One of the three state schools for the blind or deaf; or
- A private school authorized to participate in the GSNS Program. Funds received through the GSNS Program can only be used to pay for tuition and fees at a private school authorized by the State Board of Education to participate in the program.

Funds cannot be used to pay the costs of out of district tuition, charter schools or other options available under public school choice.

(Source: Georgia Department of Education)

Additional Information Available Via Georgia Department of Education Website:

<http://www.gadoe.org/External-Affairs-and-Policy/Policy/Pages/Special-Needs-Scholarship-Program-Resources.aspx>

## Prohibition of Seclusion and Use of Restraint

The Georgia Department of Education (GaDOE) supports a positive approach to behavior that uses proactive strategies to create a safe school climate that promotes dignity, creates authentic student engagement, increases instructional time, and improves student achievement for all students. When teachers and administrators implement evidence based positive behavior supports with fidelity, a school environment is created that is conducive to learning and students are able to achieve without the constant interruptions that occur when teachers are required to address discipline problems in the classroom.

Unfortunately, students sometimes exhibit behaviors which place themselves or others in imminent danger. Schools and programs must implement proactive strategies and interventions to reduce the likelihood of these situations, and they must have clearly identified responses to address such situations when they occur. Responses to these dangerous situations can be addressed in the School Safety Plan developed under O.C.G.A. § 20-2-1185 and should include a continuum of increasingly more intensive interventions.

To protect the safety of students and staff, the Georgia State Board of Education has adopted Rule 160-5-1-.35: SECLUSION AND RESTRAINT FOR ALL STUDENTS, which prohibits the use of seclusion and limits the use of restraint to those situations in which students are a danger to themselves or others. If a student exhibits behaviors that place themselves or others in imminent danger requiring physical restraint, parental notification is required within a reasonable amount of time, not to exceed one school day.

### Health Resource Instruction

Georgia law requires that sex education, AIDS prevention, sexual abuse and assault awareness/prevention instruction be a part of the curriculum. Abstinence, or saying no to sexual involvement, will be stressed. Parents have the right provided in O.C.G.A. 20-2-143, which states, "Any parent or legal guardian of a child to whom the course of study set forth in this Code section is to be taught shall have the right to elect, in writing, that such child not receive the course of study." Further, CCSD requires that permission to participate in Sex Education courses be expressly granted by a parent/legal guardian.

CCSD is currently mandated in a statewide Georgia Department of Education initiative to provide physical education program activities focused on improving the physical fitness and well-being of Georgia students. The initiative is based on the Fit Georgia Program, which assesses the physical fitness levels of individual students.

Fit Georgia is a quality assessment for three reasons:

1. Fit Georgia establishes a baseline from which a student can set goals and check progress to help in planning for lifelong physical activity and to maintain and improve levels of fitness. Fitness assessments measure aerobic capacity, muscular strength/endorance, flexibility and body composition.
2. Fit Georgia provides recommended activity program options that will help students work toward meeting established standards for optimal physical fitness.
3. Fit Georgia is non-competitive. It does not compare students to other students. Individual fitness assessments are considered an educational record; accordingly, the results are confidential.

The Fit Georgia Program/Assessment includes:

- The Pacer or Mile (measures aerobic capacity)
- Push Ups (measures upper body muscular strength/endorance)
- Curl Ups (measures abdominal muscular strength/endorance)
- Back Saver Sit and Reach (measures flexibility)
- Height/Weight (measures healthy body composition)

Students in grades 1-3 will practice and become familiar with the above assessments; but only height and weight will be recorded. Students in grades 4-12 will be evaluated and results will be recorded on all of the above assessments. Students enrolled in a physical education class taught by a certified physical education teacher will be assessed.

A confidential, Fit Georgia assessment report will be prepared for each participating student in grades 4-12 at the end of the school year. This report will include assessment scores and information about each fitness component. For more information regarding the Fit Georgia assessment, please contact your child's physical education teacher.

### Instructional Resources

Once instructional resource materials (i.e., textbooks, library books, technology hardware, curricular materials, etc.) paid for by public funds are issued to a student, the responsibility for the return of these materials in good, useable condition to the school for further use will be the sole responsibility of the student and his or her parents/guardians.

When instructional resource materials are not returned to the school in a form suitable for continued use, it will be the responsibility of the student and his/her parents/guardians to reimburse CCSD for the full replacement cost of the instructional resource materials.

In cases involving damaged instructional resource materials, such materials will become the property of the student and his/her parents/guardians once replacement funds are received by the school. The exception is for technology items. These items and installed software are registered with ownership to CCSD and are to be disposed of through a surplus property process. Thus, ownership cannot be transferred to private individuals. Refunds for restitution of technology items recovered within 90 days of the receipt of payment will receive a full refund. Technology items recovered after 90 days will receive a prorated refund to account for depreciation. In no case will a student be eligible to participate in graduation exercises and activities of the CCSD if debts related to lost or damaged books or materials remain unpaid.

Students who meet graduation requirements but are ineligible for graduation exercises due to unpaid debts related to lost, damaged or unreturned instructional resource materials will receive their official high school diploma by mail along with an official transcript.



## Section VI: Student Support Services

### Breakfast and Lunch Prices

\*Prices are subject to change without notice

SCHOOL	MEAL	STUDENT Regular Price	STUDENT Reduced Price	ADULT STAFF and STUDENT SECOND MEAL	VISITORS (Adult/Child)
Elementary	Breakfast	\$1.60	\$.30	\$2.50	\$2.75
Elementary	Lunch	\$2.45	\$.40	\$5.00	\$5.25
Middle/High	Breakfast	\$1.60	\$.30	\$2.50	\$2.75
Middle/High	Lunch	\$2.70	\$.40	\$5.00	\$5.25

### Meal Payment Options

1. **ONLINE:** Use [linqconnect.com](http://linqconnect.com), our online prepayment site, for convenient and secure meal account management. The site allows users to monitor and apply funds to their account, check account balance, and schedule future meal account prepayments. Visit <https://linqconnect.com/main/faq> to view the FAQ's page for helpful information.
2. **CASH:** Cash payments are accepted in the cafeteria at the cash register.
  - o Elementary cash payments should be placed in the School Nutrition payment envelope with the student(s) name and ID number(s) clearly included.
3. **CHECK:** Check payments are accepted in the cafeteria at the cash register. (If your check is returned, it may be re-presented electronically. Applicable collection service charges and processing fees, as permitted by state law, will be deducted from the same account.)
  - o Elementary check payments should be placed in the School Nutrition payment envelope with the student(s) name(s) and ID number(s) clearly included.

### Charge Policy

Parents are responsible for ensuring that children have an adequate lunch from home or sufficient funds to purchase school meals. Charging breakfast and/or lunch is for emergencies only and should not be considered as a choice on a routine basis; however, if a student without sufficient funds inadvertently selects a meal, or a food item that cannot be returned to the serving line, the student's account will be charged. Students who owe meal charges are not permitted to purchase supplemental sale items. Supplemental sale items cannot be charged (unless the student inadvertently selects an open/unwrapped food item that cannot be safely returned to the serving line, in which case the student's account must be charged for the item).

#### Meal Charge Procedure and Substitute Meals:

- Elementary School Students – The procedure for elementary students without sufficient funds to purchase school meals allows them to charge up to two (2) days of meals. Students who have charged two days of meals and do not have any money may be offered a substitute meal. The cost of a substitute meal is \$1.00 and consists of a cheese sandwich, milk and one serving of a fruit or vegetable.
- Middle School Students – The procedure for middle school students without sufficient funds to purchase school meals allows them to charge one (1) day of meals. Students who have charged one day of meals may be offered a substitute meal. The cost of a substitute meal is \$1.00 and consists of a cheese sandwich, milk and one serving of a fruit or vegetable.
- High School Students – High school students who do not have sufficient funds to purchase school meals will not be allowed to charge a regular meal. Students may be offered a substitute meal. The cost of a substitute meal is \$1.00 and consists of a cheese sandwich, milk and one serving of a fruit or vegetable.

Parental notification in Online Registration must be on file if a student is not allowed to purchase supplemental sale items from their account.

To prevent your child from being offered a substitute meal, please provide money for your student's meals each day or prepay for meals in advance. To assist parents, student account balances can be monitored at any time via our online prepayment site, <https://linqconnect.com>. This service can be used regardless of whether you use the online funding option (convenience fees apply) or send cash or checks directly to the school. Parents may create an account for each student, then throughout the year monitor the student meal account balance (or fund their account). Parents are highly encouraged to set a Low Balance Alert (\$10 or higher is suggested) using the links on the page to receive an email reminder when funds are low.

During the month of May, students who owe \$5 or more will not be allowed to charge meals and may receive a substitute meal.

School nutrition management and school administration make every effort to inform students and parents when funds are insufficient using the following communication methods: emails to parents, telephone calls, letters sent home with students, verbal reminders to students, and notification letters mailed to the student's home address.

Parent notification letters and emails are sent using the following debt amounts and time frames:

- Any student charge amount – School Nutrition Manager Letter (via email).
- Student charge level reaches \$30 – Principal phone call, if no response within three business days, then Principal Charge Letter sent via regular mail. Please notify School Nutrition Free and Reduced Clerk by email with a copy of the Principal Charge Letter.
- If no response after two weeks, District School Nutrition Executive Director Letter sent via regular mail.
- If contact or payment is not made within two weeks of the District School Nutrition Executive Director letter, the District Chief Financial Officer Letter will be sent via regular mail.
- If continued no response, referral to Collection Agency. If the parent contacts the school or District Office, they will be re-directed to the Collection Agency.

### Guidelines for Students Bringing Lunch to School

- Food purchased from outside (e.g., “fast food” restaurants), including food deliveries (i.e., Door Dash, Grub Hub, etc.) and remaining in original packaging (i.e., bags and wrappers), is not permitted on the school campus.
- Food brought from home must be prepared at home. Food will not be stored, refrigerated, heated or prepared by staff.
- Student use of kitchen equipment is not permitted.

### Free and Reduced-Price Meal On-Line Application Procedure

Benefits can be processed faster by entering Free & Reduced-Price Meal Applications online. A new free and reduced application must be submitted each school year after July 1st. To apply online, follow the steps below:

1. Go to <https://lingconnect.com/public/meal-application/new>
2. Type in “Cherokee County School District GEORGIA (Canton, Georgia) in the “search for school district” field
3. Enter all information requested in the form.
4. Notification letters will be sent either by (a) email for accounts with a current email address, or (b) by hardcopy. Hardcopy notification letters will be mailed to the home address. Parents/guardians are encouraged to retain a copy of the letter for future needs (i.e., testing or other possible discounts).

### Free and Reduced-Price Meal Paper Application Procedure

1. Free and Reduced-Price Meal Applications may be obtained through the front office or school nutrition manager at your child’s school. Paper applications can be printed from the school nutrition website at <https://schoolnutrition.cherokeek12.net/free-reduced-price-meals>. A new free and reduced application must be submitted each school year in July.
2. After the application is completed, it should be submitted to the school nutrition manager. (Note: If a family has more than one child in the school system, only one application with all students listed needs to be submitted.)
3. The manager will send the application to the School Nutrition Department at the Central Office. The School Nutrition Department will process the application for final status determination within 10 business days of receiving the application at the office.
4. Notification letters will be sent either by email for accounts with a current email address, or by hardcopy. Hardcopy notification letters will be mailed to the parent/guardian’s home address. Parent(s)/guardian(s) are encouraged to retain a copy of the notification letter for future needs (i.e., testing or other possible discounts).

Students who are approved for free or reduced-price meals are eligible for free or reduced-priced breakfast and lunch.

Free and reduced meal applications are valid for one school year only. Applications expire June 30 of each year; therefore parent(s)/guardian(s) must complete an application each year the child(ren) is enrolled in CCSD.

Parent(s)/guardian(s) of all children, including free, reduced and foster, are responsible for paying for all meals their children charge until his/her application has been completed, submitted and approved.

### Donations for Student Meal Charges

Donations of funds toward unpaid meal charges can be made using two (2) methods. If you are interested in donating funds to pay for unpaid meal charges, please use one of the below options:

- ONLINE: Go to <https://ccsd.graystep.com/Index.aspx#/115942/product/338> and select your donation type.
- PAPER: Go to <https://resources.finalsite.net/images/v1676942870/cherokeek12net/eel5ga6s6eat5rvthkni/donationtrackingform.pdf> to print the Meal Donation Tracking form. Fill out the form and return the form and monetary donation to the address listed on the bottom of the form.

### Meal Account Refunds and Transfer of Funds

Funds remaining in a student account at the end of the school year will be carried over in their account for the next school year. However, if you wish to request a refund, transfer funds to another child’s account, or pay it forward provide the information needed to process refund/transfer request. Refund requests must be submitted in writing to the School Nutrition Accounting Office as follows:

- Go to <https://resources.finalsite.net/images/v1676943382/cherokeek12net/vdkfqtgrromeawr51fob/refund-transfer-payitforwardform.pdf>
- Fill out the form and submit using the methods indicated at the bottom of the form.

Student Accident Insurance

School Accident Insurance is offered through CCSD to students. Several insurance plans are available to provide protection against medical expenses resulting from accidental injury to your child. Information regarding student accident insurance can be found in Synergy ParentVue.

Safe Usage of School Facilities/Equipment

It is imperative that any student, parent or community member using school facilities and/or equipment, whether it be for recreational or educational purposes (with approved Facility Use Application), do so in a responsible and safe manner and under appropriate supervision. School facilities and/or equipment are not to be used for any purpose other than for what they are designed. This applies to any and all playgrounds, gymnasiums, auditoriums, kitchens, stadiums, field houses, outdoor education classrooms, stairwells or other areas, which may be accessible before, during or after school hours (with approved Facility Use Application). A Facility Use Application and all related information can be located on the District’s website.

School-Sponsored Clubs and Organizations

Schools are responsible for annually notifying parents regarding all school-sponsored clubs and organizations. While this notification may be done through the school’s websites, schools will determine the most appropriate vehicle for this notification. Additionally, parents/guardians must be given the opportunity to withhold participation of their students in all, or selected, clubs via the link below. Please refer to Synergy ParentVue where more information can be found. Parents/legal guardians who wish to opt their student out of club eligibility can do so by completing the FORM [link](#) here.

Fundraising, Solicitations and Sales of Items

No fundraising organizations are permitted to solicit funds from students without prior approval from the Board of Education.

Students are not permitted to solicit funds or sell items on campus or in school-sponsored activities, either before or after school or during the school day, without prior approval from the Board of Education and the school Principal.

The Board of Education prohibits students in grades eight or lower from participating in door-to-door sales. Refer to Board Policy JK on the CCSD website for more information.

Athletic Eligibility

GRADES 6-12: COMPETITIVE INTERSCHOLASTIC ACTIVITIES are defined as any organized competition between schools that is held outside the regular instructional day. This does not include Career and Technical Student Organizations (CTSO), academic bowls, geography bees, spelling bees, science fairs, math bowls or specific subject area fairs. A competitive interscholastic activity is an activity specifically pertaining to any organized athletic sport including cheerleading. To be eligible for participation, a student must be enrolled and attending the full six segments as defined in the Quality Basic Education Act or the equivalent thereof.

NOTE: The Georgia High School Association has a cooperative relationship with the Georgia Board of Education to establish statewide regulations for interscholastic competition in grades 9-12.

REQUIREMENT	COMPETITIVE INTERSCHOLASTIC ACTIVITIES
All Students Grades 9-12	Pass 2.5 units the semester immediately preceding participation (except first semester 9th grade students) and be enrolled and attending the full six segments as defined in the Quality Basic Education Act or the equivalent thereof during the semester of participation.
First Year Students (9th)	First semester: No Requirements; 2nd semester: Pass a minimum of 2.5 units previous semester.
Second Year Students	Pass a minimum of 2.5 units previous semester; Accrue 5 units leading toward graduation.
Third Year Students	Pass a minimum of 2.5 units previous semester; Accrue 11 units leading toward graduation.
Fourth Year Students	Pass a minimum of 2.5 units previous semester; Accrue 17 units leading toward graduation.
Fifth Year Students	Not eligible
Age	Must NOT have attained the 19th birthday prior to May 1st preceding the year of participation.
Enrollment	Meet the Cherokee County School System Policy JBC: Admissions and Enrollment.
Residency	Must reside within the school’s designated attendance zone with a custodial parent/guardian and have not previously attended another high school (public or private) while living in this attendance zone as required for GHSA activities.
Medical	Must satisfy medical clearance procedures including an annual physical exam/medical history, proof of insurance and consent form as required for certain GHSA activities.

Retention for Athletic Purposes

A student will not be retained in any grade for athletic purposes.

Sports Equity

CCSD does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for CCSD is the Supervisor of Student Activities/Athletics. Inquiries or complaints concerning sports equity in this District may be submitted to the Sports Equity Coordinator.

### Obtaining/Maintaining a Valid Georgia Driver's License or Learner's Permit

The 2015 Georgia General Assembly amended the Teen and Adult Driving Responsibility Act (O.C.G.A. § 40-5-22 (TAADRA) eliminating many requirements. CCSD only certifies that a student is enrolled in and not under expulsion from school to be eligible for a driver's license or learner's permit (using the Certificate of School Enrollment form).

See Appendix H in the Code of Conduct for further explanation of the Teen and Adult Driving Responsibility Act (TAADRA).

### Obtaining/Maintaining a Valid Georgia Work Permit

New Georgia Department of Labor regulations went into effect July 1, 2015, with the passage of State Law HB366. Students who are 16 years or older will no longer be required to obtain a work permit prior to employment. The only exception to the new regulations are students employed in the entertainment industry—work permits are required for students who are 16 or 17 in this category of employment.

### Student Assistance Program

A Student Assistance Program is available for students who may be experiencing problems both academic and otherwise. See your counselor for information.

### CCSD Tiered System of Support (TSS)

Each CCSD school uses the Tiered System of Support (TSS) framework to provide students with the tools and supports they need to be successful. TSS intentionally recognizes the needs of the whole child by supporting students academically, social emotionally and behaviorally. The TSS framework includes the Student Support Team (SST) and Response to Intervention (RTI) processes, but acknowledges educating the whole child and addresses non-academic factors that impact academic outcomes.

In accordance with Georgia's Board of Education Rule Code: IGB 160-4-2-.32 STUDENT SUPPORT TEAM - each CCSD school has a Student Support Team (SST) that falls under the umbrella of TSS. Students can be referred to the SST by teachers, parents or other instructional staff. A systemic, collaborative problem-solving process is used to generate recommendations and/or interventions that are targeted to address the needs of the whole child.

### After School Program

Students in an Elementary School setting can be provided after school care at minimal cost from the end of school until 6:00 p.m. on days when school is in session. After school children are supervised in a safe and caring environment with a minimal amount of structure that allows for individual and social growth. Children engage in many activities including study time, physical recreation, art, music, computers and sports. Daily snacks are provided. Fees are paid in advance with an extra charge for drop-ins or late pick up.

### Counseling

Counselors provide students with a variety of services:

#### Elementary/Middle School

- Counseling personal concerns
- Information giving
- Academic advisement
- Career guidance
- Classroom counseling
- Group counseling

#### High School

- Counseling personal concerns
- Information giving
- Academic advisement
- Interpretation of test results
- Career/College guidance
- Financial aid and scholarship information

### Student Wellness Surveys

In providing learning, academic and wellness supports for students, CCSD may conduct District-generated Student Needs Assessments (SNA). Parents/legal guardians will have access to review the SNA questions prior to the administration and will receive a copy of their student(s) results. The CCSD Student Needs Assessment is linked to the student (not anonymous).

The Georgia Department of Education (GaDOE) may require school districts to administer the Georgia Health Survey (GHS) in order to determine the overall health and well-being of students in our state, District and schools. The survey is anonymous. Parents/legal guardians have the opportunity to review sample questions of the survey prior to administration; however, individual student results cannot be shared due to the anonymous nature of the survey.

Parents/legal guardians who would like to opt-out their student from taking the CCSD Student Needs Assessment and/or the GaDOE Georgia Health Survey may do so by completing the FORM [link](#) here.

## Homeless Children and Youth (HCY) Awareness & Support

### Education of Homeless Students

Through the dedicated efforts of teachers, coaches, counselors, nurses, social workers, school administrators and district office personnel, many students that have been declared homeless during their K-12 educational journey are excelling through District and community supports. In accordance with the School Board Policy JBC (1), due to the special needs of homeless students, the School District establishes this policy to assist in removing barriers to the education process for homeless students so they may fully participate in the education opportunities offered in Cherokee County.

### Identification of Homelessness:

The McKinney-Vento Homeless Assistance Act defines children and youth lacking a fixed, regular and adequate nighttime residence as homeless.

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

### Unaccompanied Homeless Youth (UHY):

Definition of (UHY):

- Unaccompanied – A student not in the physical custody of a parent or guardian; in practical terms, this means the youth does not live with the parent or guardian.

Determining UHY status is a 2-Step Process:

1. Does the student's living arrangement meet the McKinney-Vento Act's definition of homeless?
2. Once homelessness is determined, is the student unaccompanied?

### School Admission and Enrollment

Subtitle B of Title VII of the McKinney-Vento Homeless Assistance Act [42 U.S.C. § 11432(g)(6)(A)(i)] requires each state to ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youth. School Board Policy JBC fulfills this mandate. The McKinney-Vento Homeless Assistance Act requires the immediate enrollment of children and youth experiencing homelessness, even in the absence of records normally required for enrollment.

### Comparable Services

- Transportation services
- Educational services: Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocation and technical education
- Programs for gifted and talented students
- School nutrition programs

### Local Homeless Liaison

The local homeless liaison has the authority and responsibility to ensure that eligible students are identified. CCSD promotes a collaborative process with school personnel, and through outreach and coordination activities with other entities and agencies [42 U.S.C. § 11432(g)(6)(A)(i)].

## Section VII: Student Transportation

### School Bus Safety

School bus discipline and school bus safety are intertwined and inseparable. Students must properly ride the bus to ensure everyone's safety including other students, motorists and pedestrians. Conduct that is disruptive or distracting will not be tolerated. All bus safety rules apply to regular bus routes, bus stops, field trips and athletic trips. Furthermore, school buses will not enter gated communities or drive on private roads.

### Disruptions and Unlawful Behavior

- Georgia Code § 20-2-1181 states it is unlawful for a person to disrupt or interfere with the operation of a school bus or designated bus stop. Any person violating this Code is guilty of a misdemeanor of a "high and aggravated nature."
- Georgia Codes § 16-5-20, §16-5-23 and § 16-5-23.1 further protect school employees on buses and/or at school bus stops against behavior legally defined as "simple assault" and "simple battery," stating that people found guilty of violating these codes will be punished for misdemeanors of a "high and aggravated nature."

### Safety Rules at the Bus Stop

- Take the shortest, safest route to the bus stop.
- Be at assigned bus stop five minutes before time for the bus to arrive.
- Walk on the left shoulder of the road facing traffic unless there are sidewalks.
- Wear light or brightly colored clothing.
- Wait a safe distance from the road but be prepared to quickly board the bus.
- Respect the property of other people.
- Refrain from pushing, fighting or any other unsafe activity at the bus stop.
- Report disturbances immediately to school administration for resolution.

### Safety Rules for Entering and Exiting the Bus

- Parents should establish an emergency plan with their child in case the parent or an appropriate-aged sibling is unable to be at the bus stop or at home when the child exits the bus. For example, in the event of an emergency, one option would be to coordinate a plan with a trusted neighbor, who is always home, for your child to walk to their home and then call you.
- Students in kindergarten through third grade will be transported back to school if there is not a guardian, parent or appropriate-aged sibling present to supervise the child upon departure from the school bus (note: DFCS guidelines stipulate that children 13 and older can safely supervise a younger child in most cases). Parents will be responsible for supervision fees assessed by the school in this regard.
- Students will be transported back to school if a potential safety issue is apparent or is brought to the bus driver's or the school's attention by the student and/or the parent or guardian. Parents will be responsible for supervision fees assessed by the school in this regard.
- Be sure all traffic has stopped both ways before crossing the road (Stop, Look, Listen). Watch for driver signals.
- Walk 12 feet in front of the bus to stay in the driver's view when crossing the road.
- Never cross the road behind a school bus.
- Stop at the centerline of the road and look both ways before crossing after exiting the bus.
- Do not linger in the "Danger Zone". (The "Danger Zone" is a 12-foot parameter around the bus where most accidents happen.)
- Do not go back for items dropped in the "Danger Zone." Leave the item. Get the driver's attention before retrieving anything!
- No headphones or earbuds while entering or exiting a school bus.
- Never stop in the "Danger Zone" to get mail from the mailbox.
- Secure loose items such as toys, key chains and drawstrings to avoid hanging them on the bus, especially the handrail.
- When exiting the bus, stop on the bottom step and look left and right before stepping off the bus.

### Safety Rules on the School Bus

- Observe the same conduct as in the classroom.
- Never throw objects in or out of the bus.
- Remain seated and keep head and hands inside the bus. Keep head, hands and legs out of the aisle.
- Be courteous and avoid the use of profane or abusive language.
- Show proper respect to the bus driver and follow all directions.
- Do not eat or drink on the bus.
- Never bring objectionable or dangerous objects such as weapons, glass, skateboards or large projects on the bus.
- Cell phones and/or other electronic equipment that cause distractions are not allowed on the bus.
- Refrain from unnecessary noise.
- Remain quiet at railroad crossings.
- Do not tamper with safety equipment including crossing gate, emergency doors, windows or hatches.
- Be seated quickly and remain seated until arriving at destination.

### Transporting Projects and Prohibited Items

Occasionally projects and/or items are transported to and from school. These items may include woodworking projects, Science/Social Studies projects and band instruments. The following guidelines must be followed to ensure the safety of students during a possible evacuation and the comfort and well-being of all students:

- Items, including large display boards, should not exceed 18"x24" and must not contain sharp edges, corners or sharp displayed objects.
- Glass, animals, chemicals, flammable materials or other hazardous items are prohibited and will not be transported.
- Band instruments small enough to hold in the student's lap, without interfering with the safety or comfort of others in the seat, may be transported.
- Permitted Instruments: Violin, Viola, Flute, Piccolo, Oboe, Clarinet, Bass Clarinet, Bassoon, Alto Saxophone, Tenor Saxophone, Trumpet, French Horn, Trombone, Cymbals in pouches, Bells in a single case and Snare Drum in a single case.
- Non-Permitted Instruments: Cello, String Bass, Electric Bass, Percussion Combo Kit (Snare and Bells), Kettle Drum (Timpani), Tuba, Bass Drum, Baritone Saxophone, Sousaphone, Field Drum, Baritone/Euphonium, Contrabass/Contralto Clarinet, Guitar, Concert Xylophone.
- No item will be stored in the aisle, driver's compartment or behind the driver's seat.
- No items should be placed/stored in front of the emergency exits (especially ice coolers).
- Skateboards, scooters and other similar objects are prohibited on the bus.
- Other Items Not Permitted: Flag Poles, Golf Bags, Skateboards, ROTC Guns, Color Guard Flags, Sabers and Guns, Lacrosse Sticks and large projects that do not fit in the student's lap. All Baseball/Softball equipment must be in a proper equipment bag to be transported.

### Additional Guidelines

- Parents are responsible for providing transportation for students suspended from riding the bus.
- Bus drivers are in complete charge at all times and are authorized to assign seats.
- Conversation with the bus driver or behavior distracting the bus driver by students during loading and unloading of buses should be avoided. During this critical time complete concentration by the bus driver is required.
- Parents with concerns or complaints that need to be addressed by the bus driver should schedule a conference with the bus driver through the school. Under no circumstances should parents distract the bus driver by boarding the bus or complaining at the bus stop. Student safety must be top priority during this time.
- Student conduct in school and on school buses may be videotaped with surveillance equipment. This equipment is installed for the purpose of promoting a safe environment for students, personnel, passengers and drivers.
- Any action or disturbance that endangers the well-being of any student will be handled in accordance with the CCSD Code of Conduct.
- No bus transportation will be provided to any student who has been granted a reassignment.
- If a bus is at full capacity, no guest riders will be permitted.

### Student Parking

1. Each person who chooses to park a vehicle at a CCSD high school during normal day hours must obtain a parking permit. A parking space will be assigned, or an area will be designated for legal parking. Parking permits must be completely visible at all times from the outside of the vehicle and will be displayed as specified by the school. Parking permits are not transferable.
2. Student parking permits for available parking spaces will be issued upon application and payment of a parking fee. The annual parking permit fee is \$100 or \$50 for permits purchased after Winter Break. No REFUNDS. Motorcycles shall have student decal although assigned to a designated parking area. A one-day parking pass is available at each campus upon payment of \$1 fee and the availability of parking spaces.
3. Priority in assignment of parking spaces will be established by the local school administration.
4. CCSD Parking Permit Application and Vehicle Registration Form will be used to register vehicles and by copy, advise the applicant and legal parent/guardian of the Rules and Regulations.
5. Violations on school campus will be subject to, but not limited to, the following:
  - For minor violations, fine imposed must be paid the next day of school or imposed fine will increase \$1.00 per day.
  - For serious violations, traffic citations, warrants or juvenile complaints may be issued and sent to the Court having jurisdiction.
  - Suspension of parking privileges.
  - Revocation of parking privileges.
  - Impounding of vehicle.

6. Parking, traffic and administrative violations on campus subject to the above discipline shall include, but not be limited to:

<p><u>No Parking Permit:</u> All Offenses - \$30.                  2nd and subsequent offenses may result in vehicle being towed and impounded at owner's expense.</p>			
<p><u>Parking Violations:</u> Repetition of the violations listed in this category will result in the suspension and/or revocation of the student's parking permit.</p> <table border="0"> <tr> <td> <ul style="list-style-type: none"> <li>● Parking in a Handicap Space - \$50</li> <li>● Blocking Handicap Ramp - \$50</li> <li>● Parking in a Fire Lane - \$50</li> <li>● Parking within 15 feet of a hydrant - \$20</li> <li>● Improper parking of a vehicle in more than one space - \$15</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>● Parking within 30 feet of a stop sign - \$20</li> <li>● Parking in a place prohibited by official signs - \$20</li> <li>● Obstructing an Intersection - \$20</li> <li>● Parking on a sidewalk or grassy area - \$15</li> <li>● Parking in an unauthorized space not addressed above - \$25</li> </ul> </td> </tr> </table>		<ul style="list-style-type: none"> <li>● Parking in a Handicap Space - \$50</li> <li>● Blocking Handicap Ramp - \$50</li> <li>● Parking in a Fire Lane - \$50</li> <li>● Parking within 15 feet of a hydrant - \$20</li> <li>● Improper parking of a vehicle in more than one space - \$15</li> </ul>	<ul style="list-style-type: none"> <li>● Parking within 30 feet of a stop sign - \$20</li> <li>● Parking in a place prohibited by official signs - \$20</li> <li>● Obstructing an Intersection - \$20</li> <li>● Parking on a sidewalk or grassy area - \$15</li> <li>● Parking in an unauthorized space not addressed above - \$25</li> </ul>
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7. The driver/owner will be responsible for the use of the vehicle while on campus and subsequently for any violation of these rules and regulations by persons other than the driver/owner if the offense is committed with or in the vehicle.
8. CCSD will not be responsible for losses or damages to the property of users of its facilities including loss due to bodily injury. Proof of insurance with student's name on policy as required by state law will be required prior to issuance of a parking permit.
9. The local school Principal or designee is authorized to revoke or suspend parking/driving privileges on campus due to violations of the Student Code of Conduct or attendance policies. To emphasize the importance of being on time to school, remaining at school and attendance at school, the Principal or designee will suspend the student's parking privilege for the remainder of any semester at the time of the eighth unexcused absence, or the sixth unexcused tardy. There will be no refund of fees.
10. Towing a Vehicle: A Principal (or designee) may authorize vehicles that are improperly parked, block emergency access, violate the student parking regulations and/or pose a reasonable interruption to school operations, to be towed by a designated wrecker service. All towing fees will be at the owner's expense.
11. Students who obtain a parking permit and park their cars in a CCSD parking areas agree not to transport, store or conceal firearms, weapons, dangerous instruments, illegal drugs, alcohol, tobacco, tobacco products, vape pens (juuls), vape oils or any other item or substances prohibited by the Code of Conduct. As a condition of being allowed to park in CCSD parking areas parents/guardians/students agree to a search of their automobiles upon reasonable suspicion that the automobile may contain prohibited items.

Note: Students/parents/guardians should closely review all rules and regulations contained on the parking contract prior to signing.

Texting/Cellphone Use While Driving Prohibited

Effective July 1, 2010, drivers under 18 years of age with an instruction permit or Class D license are prohibited by Georgia law, O.C.G.A. 40-6-241.1 to use a wireless communication device while driving a motor vehicle.

A wireless communication device includes:

- Cellphone
- Text messaging device
- Personal digital assistant (PDA)
- Stand-alone computer
- Any other wireless device used to initiate or receive wireless communication
- Smart electronic devices



Any conviction for violation will result in a fine of \$150 and one (1) point will be assessed by the Department of Driver Services towards suspension or revocation of the license held by a habitually negligent or dangerous driver.

In addition, CCSD, in order to provide for a safe and secure environment for teaching and learning, will assess penalties to student drivers when they are observed using a wireless communication device on the roadways leading into or surrounding the campus; this does not include use of a device while parked in a parking space.

- First Offense – Warning
- Second Offense - \$15 fine
- Third Offense - \$30 fine/permit suspended

## Section VIII: High School Information

### Advisement

Upon entry into high school, each student is assigned a Teacher/Advisor. The advisor will assist the student with appropriate course selection, make the student aware of graduation requirements and other school requirements. Parents are encouraged to review all pre-registration materials and assist in the selection of proposed courses. The responsibility for ensuring selected courses fulfill graduation requirements will rest with the individual student and his/her parents. Parents are encouraged to call the school when a question or problem exists.

### Schedule Changes

Schedule changes may be initiated by a student, a parent or teacher referral within the mandated guidelines based on course availability:

- Prior to the first day of the course—parent/student initiated elective changes
- Other schedule changes—within the first 10 days of the course
- Schedules may be changed ONLY if one of the following circumstances apply:
  - Course lacks school identified prerequisites,
  - Credit has already been earned for the course,
  - Student Support Team (SST) or Special Education recommends a change,
  - Obvious schedule error as determined by Principal/designee, or
  - Documented medical condition requires change (physician's note required).
- All final decisions are at the discretion of Professional School Staff

### AP Classes

Once committed to an AP course, only teacher recommended course changes will be honored in the first 10 days of the semester.

### Dual Enrollment

Georgia's Dual Enrollment program allows high school students the opportunity to earn college credit while completing their high school diploma. The Dual Enrollment program covers tuition, mandatory fees and required textbooks. Students must meet the Dual Enrollment admissions requirements set by the participating postsecondary institution that they wish to attend. Those requirements may include a minimum grade level and/or age requirement. Students must also meet the postsecondary institution's satisfactory academic progress policies.

Students who wish to take advantage of this program should make the decision in consultation with his/her parent/guardian and school counselor as part of an overall plan for graduation. Prospective students should familiarize themselves with CCSD BOE Policy IDCH which governs these programs. Also, students who might wish to be competitive for valedictorian or salutatorian should be aware of the implications Dual Enrollment may have on their eligibility as governed by CCSD BOE Policy IHC. Refer to Board Policies IDCH and/or IHC on the CCSD website for more information.

Prior to enrolling, parent(s)/guardian(s) and the student who elects to participate will be required to sign the CCSD Dual Enrollment Participation Form, meet with their School Counselor, meet the admissions requirements at the postsecondary institution of their choice and make satisfactory academic progress. District information on Dual Enrollment can be found on the CCSD website.

### Graduation Requirements

In order to graduate from CCSD, students must meet state requirements as outlined on the CCSD website in Board Policy IHF.

### High School Summer School

Summer School information can be obtained from local schools in April. The summer program is financially self-supporting from funds paid by participating students (these fees will be determined each Spring). Attendance is compulsory to earn unit credit. A maximum of two units may be earned during any one summer, but these units may be counted for eligibility purposes.

### Scholarship Information

#### HOPE SCHOLARSHIP:

Legislation passed by the Georgia General Assembly and signed by the Governor significantly changed the HOPE Scholarship and Grant programs for students graduating from high school. Please refer to the Georgia Student Finance Commission website (<https://gsfc.georgia.gov>) for current information.