



Agenda Request Form

Meeting Date	Agenda Item Number
June 12, 2025	Action Item 1

Title
School Board Policies
Requested Action
School Board Consideration of Superintendent's Recommendation for Approval of School Board Policies - - on First Reading
Summary Explanation and Background
<p>As part of this year's Policy review process, an annual staff and legal review of School Board Policies was conducted to ensure continued alignment with State and Federal Laws/regulations and Georgia Department of Education Rules.</p> <p>Additionally, as noted in the Superintendent's Key Priorities 4th Quarter Report and SY2025-26 Outlook, in order to elevate the excellence in effective School Board-Superintendent governance, Policies have been revised to promote meaningful discussion and public transparency around the business of the board.</p> <p>As a result, the Superintendent is recommending modifications to the following Policies:</p> <p>BCBD - Board Meetings ECAAF - Cameras in the Classroom GBRI - Personnel Leaves and Absences IFBG - Internet Acceptable Use JBC- School Admissions JBC1 - Homeless Students</p>
Financial Impact
N/A
Exhibits: (List)
Policies Attached
Source of Additional Information
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Pursuant to statutory requirements, the Cherokee County Board of Education will conduct a monthly business meeting with the following order of business observed:

Work Session

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

Executive Session (if necessary)

School Board Business Meeting

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

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

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

2. The item will be placed on the agenda for discussion at the next Work Session, provided that it is submitted to the Superintendent and Board Chair on or before noon, eight days prior to the School Board meeting.
3. Requests for information and updates on District and school operations matters will follow the process outlined in norms and protocols and will be received and considered by the Superintendent when recommending a timely agenda.

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

Special School Board Meetings

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

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

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

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

Rules of Order

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

Voting Method

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

Board Meeting Minutes

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

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

ADOPTED: August 2, 2001

REVISED: ~~July 18, 2024~~ June/July 2025

Cherokee County Board of Education

BOARD POLICY
Cameras in the Classroom

Descriptor Code: ECAF

The Cherokee County Board of Education authorizes the installation and use of cameras which may include incorporated microphones and speakers (“Classroom Cameras”) in classrooms in order to provide a professional development tool that will allow teachers to utilize features of the cameras to record, review and improve teacher’s instructional delivery, as well as to promote and maintain a safe and secure learning environment.

A. Classroom Camera Recording Operations

1. The School District may place, operate and maintain Classroom Cameras in educational classroom settings. Once any such Classroom Cameras are installed, the School District will annually notify all students, parents, and employees that cameras have been placed in some classrooms within the School District.
2. Classroom Cameras will not be placed in areas where students, employees and the public have a reasonable expectation of privacy.
3. Except for staff’s legitimate authorized use of the professional development recordings, staff and students are prohibited from unauthorized use of, tampering with, or otherwise interfering with Classroom Cameras and/or video records.
4. Classroom Cameras will be used in accordance with all other School District policies.

B. Professional Development Recordings

1. Ensure professional development recordings are designated as educational records. As educational records, the Superintendent will ensure professional development recordings are used by the classroom teacher and professional staff for professional development only, with due regard to all School District policies as well as state and Federal laws respecting student privacy and confidentiality.
2. Ensure professional development recordings containing student images and/or voices will become a part of that student’s educational record if the image and/or voice is maintained by School District employees who are not in the School Police Department.
3. Ensure that administrators, classroom teachers and staff are aware that professional development recordings are educational records protected from dissemination pursuant to the provisions of the Family Educational Rights and Privacy Act (“FERPA”) (20 U.S.C. § 1232g; 34 CFR Part 99) through the distribution of this policy to all certified employees as a “Critical Issue” policy.

4. Ensure that professional development recordings are not shared, viewed, posted or otherwise disseminated with others if the video feed contains the image or voice of student(s) unless the viewer has a legitimate educational interest in the student(s) whose voice or image is contained in the video recording or the student's parent/legal guardian has provided written permission for viewing.
5. Ensure that professional development recordings are stored for no more than 30 days in a secure encrypted location free from "cyber-attack" and unintended dissemination to others.

C. Security Recordings

1. If the School District elects to purchase and install Classroom Cameras that allow for separate security recordings and professional development recordings, the Superintendent will ensure that the security recordings from the Classroom Cameras are maintained on school premises by the School District Police Department in a secure location for no more than three months. Security recordings will not be considered as an educational record.
2. If security recordings become evidence in any kind of disciplinary proceeding, litigation or the subject of a litigation hold (spoliation of evidence notice); or, if the security recording otherwise takes a status that would require a longer retention period according to the applicable retention schedule, it must be retained for the amount of time specified by the School District's records retention schedule, or until all actions have been resolved, whichever time period is greater.
3. Staff, students or parents/legal guardians alleging that a classroom incident has occurred requiring review of the security recording will file a written request on the form provided by the School District with the Principal or designee as soon as possible after the person suspects the alleged incident may be captured by the security recording. Upon notification from the Principal, the School District Police will review the appropriate security recording and determine if the alleged incident is recorded. If recorded, the security recording will be reviewed by and released within the discretion of the School District Police consistent with this policy as well as state and Federal law.

D. Body Cameras

1. The School District may authorize the use of body cameras by designated staff, including school resource officers or security personnel, to enhance safety/security and accountability within school environments.
2. Body camera recordings will be utilized to document interactions, ensure compliance with protective policies, and to provide an additional layer of security for students and staff, while respecting the privacy of individuals in sensitive situations.

3. Body camera recordings will not be considered educational records and will be maintained in accordance with applicable laws and School District policies. These recordings will be retained for no more than 90 days unless required for ongoing investigations or criminal proceedings.
4. When body camera recordings capture incidents involving students or staff, access to those recordings will be limited to authorized personnel as determined by the School District Police Department, and in compliance with relevant legal standards.

ADOPTED: July 19, 2018
REVISED: June/July 2025

Cherokee County Board of Education

ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS

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

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

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

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

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

SICK LEAVE BANK

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

ANNUAL (VACATION) LEAVE

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

leave prorated for the percentage of time worked with a total maximum accumulation of 45 days. Employees working less than 50% will not accrue annual leave. Annual leave in excess of the maximum accrual will be forfeited after June 30 of each fiscal year. Upon retirement or completion of service with the School District, all eligible employees will be paid for accrued annual leave at their current daily rate of pay.

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

PERSONAL LEAVE

Three days of any accumulated sick leave may be utilized during each school year for personal reasons provided prior approval of the absence is given by the Superintendent or appropriate designee and provided the presence of the employee requesting absence is not essential for effective school operation. Personal leave may be granted at the discretion of the Superintendent or appropriate designee. Personal leave does not accrue from year-to-year; however, an employee who does not utilize personal leave does not lose any accumulated sick leave.

PERSONAL LEAVE FOR EMPLOYEES ELECTED TO PUBLIC OFFICE

The School District recognizes and affirms the right of a citizen of Georgia to seek and hold public office. Accordingly, personal leave may be requested and granted to employees who are duly elected to a public office.

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

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

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

AUTHORIZED PROFESSIONAL LEAVE

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

ADMINISTRATIVE AND SUSPENSION LEAVE

The Superintendent will have the authority to place an employee on administrative or suspension leave with or without pay in accordance with applicable School Board Policies and procedures and State law.

OBSERVANCE OF RELIGIOUS HOLIDAYS

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

JURY AND WITNESS LEAVE

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

PARENTAL LEAVE

Paid Parental Leave

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

The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 240 work hours, regardless of the number of qualifying events that occur within such period. The rolling 12-month period will be measured backward from the date an eligible employee first uses parental leave. Such leave may be taken in increments of less than eight hours. Any remaining paid parental leave 12 months after the qualifying life event will not carry over for future use. Unused paid parental leave has no cash value at the time of an employee's separation of employment with the School District.

Leave of absence related to paid parental leave will run concurrently and in coordination with any approved Family and Medical Leave Act (FMLA) leave. If both parents who experience a qualifying event as described under paid parental leave are employees of the School District, both employees are eligible for up to 240 hours of paid parental leave. The maximum 12-work week leave provided under federal FMLA will continue to be limited to a combined 12 work weeks total leave.

Eligible employees who do not qualify for leave under the FMLA are provided up to 30 calendar days of a combination of paid or unpaid parental leave. Once paid parental leave reaches the maximum of 240 hours, the employee's accrued leave may be utilized up to the maximum of 30 calendar days. In cases of maternity, unpaid Parental Leave may be extended beyond 30 calendar days, not to exceed the doctor's estimated length of physical disability.

Unpaid Parental Leave

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

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

Employees who do not qualify for unpaid leave under the FMLA or paid parental leave under O.C.G.A. § 45-20-17 are provided up to 30 calendar days of unpaid parental leave. In cases of maternity, unpaid parental leave may be extended beyond 30 calendar days, not to exceed the doctor's estimated length of physical disability.

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

MILITARY FAMILY LEAVE

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

MILITARY LEAVE

Regular (not temporary) employees are eligible for paid leave not to exceed 18 days in any calendar year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or State of Georgia. Regular employees also are eligible for paid leave not exceeding 30 days in any one calendar year if ordered to duty as a result of the declaration of any emergency by the Governor or the appropriate officials of the United States Armed Forces. Employees who have military commitments will inform the Superintendent or appropriate designee annually and will cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the School Board.

FAMILY MEDICAL LEAVE

The School Board adheres to the provisions of the Family and Medical Leave Act ("Act") as adopted by the U.S. Congress on February 5, 1993 and which became effective August 5, 1993 and which was later amended by the National Defense Authorization Act on January 28, 2008. This School Board does not intend by this Policy to create any additional rights to leave not provided by the Act; provided, however, the School Board does wish to extend the rights of the

Act to certain employees who have worked at least 12 months for the School District. The School Board does intend to elect certain options as the Act authorizes. Any portion of this Policy inconsistent or contrary to the Act is unintentional and will not be given effect. As to the interpretation of this Policy, the School District's employees should look to the Act itself and its regulations.

MEDICAL LEAVE FOR ORGAN AND BONE MARROW DONATION

Under 2025 revisions of O.C.G.A. § 20-1-12, the “Georgia Supporting Living Donor Educators Act” enables public school employees to receive paid leave for purposes of bone marrow and organ donation. Public school teachers and employees may receive up to seven days of paid leave for bone marrow donation and up to 30 days for organ donation with these days not being deducted from annual or sick leave counting towards retirement or pension benefits. To qualify, employees must provide a medical statement from a practitioner or hospital administrator detailing the donation procedure at least seven days before the planned leave. The bill defines an organ as any human body part capable of transplantation, including eyes.

COORDINATION WITH STATE AND FEDERAL LAWS

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

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

ADOPTED: August 2, 2001

REVISED: ~~July 18, 2024~~ June/July 2025

Cherokee County Board of Education

Internet Acceptable Use

The Cherokee County Board of Education recognizes that electronic media, such as the Internet, offers vast, diverse, and unique resources to both students and teachers that should promote educational excellence in our schools. The intent of this Policy is to help ensure that all uses of the Cherokee County School District's (School District) Internet connection are for support of education and research and are consistent with the goals and educational philosophy of the School District.

I. INTERNET PROTECTION

The School District will utilize a required technology protection measure as defined in the Children's Internet Protection Act (CIPA). To the extent practicable, this technology protection measure will restrict access to visual depictions that are obscene, pornographic or harmful to minors, as defined in CIPA. Subject to administrative approval, technology protection measures may be disabled or minimized only for bona fide research or other lawful purposes.

All of the School District's Internet users are subject to the following rules and regulations:

II. STANDARDS FOR USAGE

1. **Acceptable Use** -- The purpose of the school Network/Internet is to support research and education in and among academic institutions in the United States and the world by providing access to unique resources and the opportunity for collaborative work. The use of the network must be consistent with the educational objectives of the School District. Transmission of any material in violation of any U.S., or state regulation or School District Policy is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material or material protected by trade secret. Use for commercial activities or product advertisement is not acceptable unless approved by the School District. Use for political lobbying is prohibited, however, users may communicate with elected officials to express an opinion on political issues. All users will follow Internet Safety Guidelines developed by the School District.
2. **Privileges** -- Each user who receives access to the Internet must first participate in an Internet safety/acceptable use Policy training session. The use of the Internet is a privilege, not a right, and inappropriate use will result in a restriction of those privileges and may result in additional administrative disciplinary action. Also, the School District network administrator may close an account at any time as deemed necessary for the safety of the users and for the security and integrity of the School District's Network/Internet services.
3. **Security** -- Security on any computer system is a high priority, especially when the system involves many users. Passwords provide a level of security and must not be shared. Unauthorized attempts to logon to a Network/Internet as a network administrator or other system user may result in cancellation/denial of user

Internet Acceptable Use

privileges. Any user(s) identified as a security risk or having a history of problems with other computer systems may be denied access to the Network/Internet services throughout the School District. If a security problem on the Network/Internet is suspected, users are required to notify the School District's Division of Technology and Information Services as soon as possible.

4. Network/Internet Use Behavior Standards -- All internet users are expected to abide by the following guidelines. These standards of behavior include, but are not limited to, the following:

- a. Illegal activities are strictly prohibited.
 - i. Violation of O.C.G.A. § 16-9-93 as it pertains to computer theft, computer trespass, and computer invasion of privacy, computer forgery, and computer password disclosure
 - ii. Violation of O.C.G.A. § 16-11-37.1 as it pertains to dissemination of information through a computer or computer network of information, any picture, photograph, drawing, or verbal description designed to encourage, solicit or promote terroristic acts and/or threats
- b. Submitting, publishing or displaying profanity, vulgarities, defamatory language, intentionally inaccurate information, or inappropriate language is prohibited.
- c. Use of an identity other than the user's own is prohibited.
- d. Publishing personal information about students such as full name, address, phone number or social security number is prohibited.
- e. Electronic mail (e-mail) instant messages and other forms of messaging using District resources are not private. Inappropriate or illegal messages will be reported to the proper authorities.
- f. A user will not intentionally and without authority spread computer viruses, vandalize the data, infiltrate systems, damage hardware or software, or in any way disrupt the use of the School District network. A student enrolled in a cybersecurity pathway course will not be in violation of this Policy when acting at the direction of the cybersecurity teacher(s). The teacher(s) of a cybersecurity pathway course will not be in violation of this Policy when acting within the guidelines for cybersecurity pathway courses established by the Superintendent.
- g. Engaging in non-educational games and monopolizing resource time and materials is prohibited.
- h. All communications and information accessible via the network should be assumed to be subject to copyright law. The user is responsible for checking for copyrighted or licensing agreements. Data received through the Internet is subject

Internet Acceptable Use

to the same rules of documentation as traditional information. Credit is to be given for all material used in research.

- i. Copying or downloading software illegally from network sources, disks, or other electronic material to another computer is prohibited. Software installation must be approved by the School District's Division of Technology and Information Services.
- j. Use of the Internet to access inappropriate matter is prohibited. This includes, but is not limited to the materials that are: obscene, sexually explicit, threatening, abusive, harassing, illegally damaging to another person's reputation and/or demeaning to genders, gender identity, sexual orientation, race, ethnicity, religion and national origins, contrary to the School District's Policy on harassment.
- k. An authorized user will be ultimately responsible for all activity under their account and password. Accounts will be used only by the authorized user for the purposes specified.
- l. Employee generated files are the property of the School District and may be accessed by appropriate authorized system personnel.
- m. Local, state or federal officials may obtain access to electronic communications in conjunction with investigations or other purposes. In addition, messages sent over the electronic network may be subject to disclosure under the Open Records Act.
- n. It will be the responsibility of all members of the School District staff to supervise and monitor usage of the computer, network device and access to the Internet in accordance with this Policy, the Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

5. RESPONSIBLE USE OF ARTIFICIAL INTELLIGENCE (AI)**a. Purpose and Scope**

- This section outlines the responsible use of AI technologies within the Cherokee County School District (CCSD) to ensure ethical, safe, and effective integration into educational practices and student learning.

b. Educational Value

- AI technologies may be used in accordance with the CCSD AI Guidelines for staff and students.
- The effectiveness of AI tools should be periodically evaluated to ensure they meet educational goals and standards.

c. Ethical Guidelines

- AI technologies should be used in ways that respect the privacy, rights, and dignity of all students, staff, and stakeholders.
- AI applications must comply with all relevant laws and regulations, including data protection and privacy laws.

Internet Acceptable Use

- The use of AI must support, not undermine, the principles of academic honesty as outlined in Section 13(D) of the CCSD Student Code of Conduct. Students should be guided to use AI responsibly and ethically, ensuring their work reflects their own understanding and effort.
 - The use of AI by employees must support, not undermine, the personal effort, critical thinking, and any work responsibility. If AI is used, it should be in a way that is responsible and ethical, ensuring that their work reflects their own thinking, understanding, and effort.
- d. **Data Privacy and Security**
- AI systems must adhere to strict data privacy and security protocols to protect sensitive information.
 - Only necessary data should be collected, and it should be anonymized wherever possible to protect individual identities.
- e. **Continuous Improvement**
- The Guidelines supporting this policy should be reviewed periodically and updated as needed to reflect technological advancements and emerging best practices.
 - Feedback from stakeholders should be actively sought and incorporated into policy revisions.

56. **Disclaimer** -- The School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The School District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, service interruptions and exposure to offensive or threatening material. Use of any information obtained via the Network/Internet is at each user's own risk. The School District specifically denies any responsibility for the accuracy or quality of any information obtained through its services.

ADOPTED: August 21, 2008

REVISED: ~~September 16, 2021~~ June/July 2025

Cherokee County Board of Education

STUDENT ENROLLMENT AND WITHDRAWAL

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

I. DEFINITIONS

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

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

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

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

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

Critical Records: means the following education records of a student, which shall be current and complete for a period of at least the most recent 12 months of such student's enrollment or the entirety of such student's enrollment if less than 12 months: (A) Academic transcript; (B) Attendance records; (C) Student discipline records, including, but not limited to, all records of any: (i) Disciplinary order of short-term suspension, long-term suspension, or expulsion made pursuant to Code Section 20-2-751.2; (ii) Notice of a report of criminal action made pursuant to Code Section 20-2-756; (iii) Notice of chronic disciplinary problem made pursuant to Code Section 20-2-765; (iv) Disciplinary and behavioral correction plan pursuant to Code Section 20-2-766; or (v) Report of the commission of a prohibited act made pursuant to Code Section 20-2-1184; (D) Records of the student having ever been adjudicated delinquent of the commission of a class A designated felony act or class B designated felony act, as defined in Code Section 15-11-2 and, if so, the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed; (E) An Individualized Education Program (IEP) pursuant to the federal Individuals with Disabilities Education Act or a plan under Section 504 of the federal Rehabilitation Act of 1973, if any; and (F) Psychological evaluations, if any.

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

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

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

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

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

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

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

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

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

Homeless Child or Youth: children or youth who lack a fixed, regular, and adequate

nighttime residence, including the following:

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

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

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

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

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

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

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

School Admissions

substantial compliance with the Supporting and Strengthening Families Act, O.C.G.A. § 19-9-120, *et seq.*,.

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

Provisional Enrollment: means the conditional and nonpermanent enrollment of student of a student in a school for a specified period of time.

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

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

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

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

II. STUDENT ENROLLMENT

A. Eligibility Age

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

1. Students who have attained the age of five by September 1 to enroll in the appropriate general education programs unless they attain the age of 21 by September 1 or they have received a high school diploma or the equivalent. Students who have dropped out of school for one quarter or more are eligible to enroll in the appropriate general education programs unless they attain the age of 20 by September 1.
2. Students with IEPs developed under the IDEA may attend public school until their 22nd birthday or until they receive a regular high school diploma.
3. Students who have attained the age of three years but are not yet eligible for kindergarten and who meet criteria for one or more of the disability categories as defined in Chapter 160-4-7 of the Georgia Special Education Rules are considered eligible for pre-school special education programs and related services. These disability categories are autism, deaf/blind, emotional and behavioral disorder, hearing impairment, intellectual disability (mild, moderate, severe, or profound), orthopedic impairment, other health

impairment, severe emotional and behavioral disorder, significant developmental delay, specific learning disability, speech-language impairment, traumatic brain injury and/or visual impairment.

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

B. Required Documentation

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

Primary Document:

A certified copy of ~~a~~ the original birth certificate issued at the time of birth;
~~certified hospital issued birth record or birth certificate;~~

Secondary Documents:

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

Tertiary Documents:

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

2. During the enrollment process, the School District will require documentation of compliance with:
 - A. The provisions of O.C.G.A. § 20-2-771 concerning the immunization of students, which includes an exception for religious grounds; and,
 - B. The provisions of O.C.G.A. § 20-2-770 concerning nutritional screening and eye, ear, and dental examinations of students.

3. Upon presentation of the required documentation or evidence, a copy of the

document will be placed in the student's record and the original document presented will be returned to the individual registering the student.

4. The School District will ensure that the employee or other designated individual responsible for care of homeless students will assist the homeless student in acquiring the necessary records for enrollment. Proof of residence is not required.
5. The School District will require a Child Agent, or grandparent empowered to enroll the child to produce the same documentation a parent would produce to enroll the child.
6. The following provisions apply to a child or children of military families.
 - A. In the event that official education records for a child cannot be released to the parents or legal guardian for the purpose of transfer, the School District will accept a complete set of unofficial educational records for a child prepared by the sending school and furnished to the parent or legal guardian.
 - i. Upon receipt of such unofficial education records, the School District will enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records.
 - ii. Simultaneously with the enrollment and conditional placement of the student, the School District will request the student's official education records from the sending school.
 - B. Students in the household of an active duty military member will be allowed to continue their enrollment at grade level in the local school system commensurate with their grade level, including kindergarten, from a local education agency in the sending school, regardless of age.
 - i. A student who has satisfactorily completed the prerequisite grade level in the local education agency in the sending school will be eligible for enrollment in the next highest grade level in the receiving school, regardless of age.
 - ii. The School District will initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending school or participation or placement in similar programs based on current educational assessments conducted at the sending school or participation or placement in similar programs in the sending school. Such programs include, but are not limited to: gifted and talented programs, and English as a second language.

- iii. Nothing in this section will preclude the receiving school from performing subsequent evaluations to ensure appropriate placement of the student.
- C. The School District will not charge local tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent.
- 7. Pursuant to O.C.G.A. § 20-2-150, before the final enrollment of a student to a publicly-funded Georgia school is complete, the individual registering the student will provide a copy of the enrolling student's Social Security number to the proper school authorities or will complete and sign a form stating the individual does not wish to provide the social security number. The School District will ensure that student Social Security numbers are treated in the same confidential manner as all other records and in accordance with the Family Educational Rights and Privacy Act (FERPA).
- 8. A student will be identified in the local Student Information System (SIS) and in the Georgia Department of Education official data collection and reporting systems by the student's legal name as it appears on the documentation submitted for age verification or in a court order changing the student's name.
- 9. The parent or legal custodian of a student seeking permanent enrollment in a grade higher than the third grade in any receiving school shall execute a document relative to knowledge of previous disciplinary and criminal infractions.

C. Residency Requirements

- 1. Except as may be provided herein to the contrary, in order to enroll in the School District, students must reside in Cherokee County with their parent(s), or guardian(s) or Child Agent. Students and their parent(s)/guardian(s)/Child Agent must remain residents of Cherokee County for the entire period of enrollment in the School District. For enrollment purposes, a resident is defined as an individual who is a full-time occupant of a residential dwelling located within the Cherokee County who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the county, but does not reside in the county, is not considered a resident for these purposes.
- 2. Pursuant to O.C.G.A § 20-2-293(d) a full-time School District employee who is the parent/guardian/Child Agent of a child otherwise eligible to enroll in school is not required to meet the residency requirements of this policy and will be allowed to enroll his/her student in the School District regardless of residence.
- 3. Except as may be otherwise provided herein the parent, guardian or Child Agent

will provide the following proof of residency at the time of enrollment:

- A. For property owners, a current residential property tax statement (if there is no tax bill, then the purchase/closing information for the residence can be used). The record must include the name of the parent/guardian/Child Agent.
- B. For renters, a lease or rental agreement; and (2) a School District-designated affidavit signed by the property owner which will allow for appropriate verification of residency.
- C. For those individuals sharing a residence with others: School District-designated Occupant Affidavit signed by the parent/guardian/Child Agent, as well as the permanent occupant of the residence. If the permanent occupants are renters, then the property owner's signature on the affidavit will also be required.
- D. A School District employee may visit the address given by any parent/guardian/Child Agent to verify residency. The property address given by the parent/guardian/Child Agent must be the actual location where the student and parent/guardian live full time.

D. Persons Authorized to Enroll Children

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

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

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

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

Upon notification by DJJ that a student will be enrolling in the School District, the

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

3. The Child Agent or Nonrelative Attorney in Fact: pursuant to the Supporting and Strengthening Families Act (the “Act”), O.C.G.A. § 19-9-120, *et seq.*, a parent of a child may delegate caregiving authority regarding such child to an individual who is an adult, who resides in Georgia, and who is the grandparent, great-grandparent, step-parent, former step-parent, step-grandparent, aunt, uncle, great aunt, great uncle, cousin, or sibling of such child (“Child Agent”) or is a nonrelative who is approved as a Nonrelative Attorney in Fact by a child-placing agency or a nonprofit entity or faith-based organization for a period not to exceed one year, except as provided in O.C.G.A. § 19-9-132, by executing a Power of Attorney in substantial compliance with the Act.
 - a. This Power of Attorney must be signed by both the parent and the individual accepting care of the child. Both signatures must be notarized as indicated on the Power of Attorney. In addition, a copy of the Power of Attorney must be filed by the parent, or his/her designee, with the Cherokee County Probate Court.
 - b. In order to enroll a student in the School District, the Child Agent or Nonrelative Attorney in Fact (collectively “Child Agents”) must provide the local school a copy of the Power of Attorney and proof the Power of Attorney has been filed with the Cherokee County Probate Court. In addition, the Agent must also provide all other documentation needed for student enrollment. Except as it relates to Grandparents given a Power of Attorney prior to August 30, 2018, the Power of Attorney must be renewed annually (at the beginning of each school year).
 - c. Upon transmitting to a school an executed Power of Attorney in compliance with O.C.G.A. § 19-9-120, the Child Agent named in the Power of Attorney will serve as the school's point of contact for the child regarding truancy, discipline and educational progress for as long as such affidavit will continue to be in effect.
 - d. The decision of a Child Agent to consent to or refuse educational services or medical services directly related to academic enrollment or any curricular or extracurricular activities for a child residing with the Child Agent will be superseded by any contravening decision of a parent or a person having legal custody of the child, provided that the decision of the parent or legal custodian does not jeopardize the life, health, safety or welfare of the child.
 - e. If a child ceases to reside with a Child Agent for a period in excess of 30 days, such Child Agent will, no later than 30 days after such period, notify all parties to whom he or she has transmitted the Power of Attorney or to whom he or she has caused the Power of Attorney to be transmitted that the child(ren) is no longer in the Child Agent’s care.

- f. Any individual who knowingly provides false information in executing the Power of Attorney required by this article commits the offense of false swearing within the meaning of O.C.G.A. § 16-10-71 and will be subject to the penalties prescribed by such Code section.
- g. In accordance with O.C.G.A. § 19-2-132, Grandparents with a Power of Attorney executed on or before August 30, 2018 may enroll their grandchild without court approval, in the school located in the attendance area in which the grandparent resides if the specific conditions set forth in the now repealed “Power of Attorney for the Care of a Minor Child Act,” are met. If the grandparent’s Power of Attorney was properly executed before August 30, 2018, it will have an unlimited duration.

E. Provisional Enrollment Conditions

- 1. Other than students specifically exempted by rule or by law, a student will be enrolled on a provisional basis and allowed to attend school for 30 calendar days while awaiting evidence of age, residence, or other local requirements. The provisional enrollment period may be extended for extenuating circumstances.
- 2. A transfer student may be provisionally enrolled for not more than 10 school days on a conditional basis until the receipt of the student’s critical records (i.e., discipline) from the past 24 months. If the receiving school does not receive such student’s critical records from each sending school such student attended during the previous 24 months, the receiving school shall be authorized to temporarily assign such student to remote learning until such critical records are received or the case management consultation provided by school social workers is completed.
 - A. Unless the time is extended, if evidence is not provided within this period, the Superintendent or designee will mark the student withdrawn at the end of the 11th day for transferring students and the 30th day for non-transferring students.
 - B. The Superintendent or designee will notify the individual who registered the student ~~at least 10 calendar days~~ prior to the withdrawal of the student.
 - i. The individual who registered the student will be considered noncompliant and subject to all penalties as prescribed in O.C.G.A. § 20-2-690.1.
 - ii. The Superintendent will report violations of these provisions to the appropriate authorities for adjudication.
- 3. O.C.G.A. § 20-2-150 (c) concerning compulsory attendance of students prior to their seventh birthday does not apply to provisional enrollment.

4. Students pre-registering will not be eligible for provisional enrollment until the beginning of the attendance period of the school term for which the student is enrolling.
5. A student will not be denied enrollment if the student meets residency qualifications and otherwise would not be denied enrollment under O.C.G.A. § 20-2-751.1 and O.C.G.A. § 20-2-751.2 concerning student expulsion.
6. The provisions of O.C.G.A. § 20-2-670 regarding the transfer of discipline actions or felony convictions for students in grade seven and above will take precedence over any provisional enrollment.

F. Enrollment for Children of Military Families

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

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

2. A military student in this state will be allowed to attend any public school that is located within the school system in which the military base or off-base housing in which the student resides is located, provided space is available for additional enrollment. The parent will assume the responsibility for and cost of transportation of the student to and from the school.
3. The School District will establish a universal, streamlined process available to all students to implement these transfer requirements; and annually notify prior to each school year the parents, guardians or other person of each military student by letter, by electronic means, or by such other reasonable means in a timely manner of the options available as set forth in O.C.G.A. § 20-2-295.

G. Enrollment for Immigrant/Non-Visa Holder Students

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

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

Immigration Services) are responsible for making such determinations.

2. The School District may accept non-immigrant, foreign students on F-1 visas in accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (Section 625 of Public Law 104-208).
3. The School District may accept non-immigrant, foreign exchange students on J-1 visas in accordance with the Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256) as amended, 22 U.S.C. 2451, et. seq. (1988).
4. The School District will accept non-immigrant foreign students on derivative visas where they are the qualifying child of a non-immigrant student or exchange visitor (i.e. F-2, M-2, J-2).
5. The School District will accept non-immigrant, foreign students on B-1/B-2 visas and are not responsible for ascertaining whether or not seeking enrollment in school will violate the terms of the visa.

III. STUDENT WITHDRAWAL

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

1. When a parent, guardian, or Child Agent withdraws a student with documentation of proof of enrollment in another school, the student's withdrawal date will be recorded as the last day of student attendance.
 - A. If a student is under suspension or expulsion, on the date of withdrawal, the new school of enrollment will be notified of the terms of the suspension or expulsion.
 - B. If a student is an unemancipated minor who is older than the age of mandatory attendance as required in O.C.G.A. § 20-2-690.1(a) and who has not completed all requirements for a high school diploma, wishes to withdraw from school, the student must have the written permission of his or her parent/legal guardian/Child Agent prior to withdrawing and a conference must be held with the Principal or designee pursuant to O.C.G.A. § 20-2-690.1(e).
2. When a parent, guardian, or Child Agent does not withdraw a student from a current school according to School District Policy, the School District will withdraw the student.
 - A. With proof of enrollment in a different school, other LEA, private school, or home study program, the date of withdrawal for a student will be the last school day of student attendance.
 - B. With no proof of enrollment in another school, other LEA, private school, or

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- home study program, a student will be withdrawn from a school after 10 consecutive unexcused absences or when the School District is provided documentation validating the student no longer resides in the school's attendance zone.
- i. The student withdrawal date will be the last day of attendance or the day the School District obtains documentation validating the student no longer resides in the school's attendance zone.
 - ii. In the absence of the documented proof, the withdrawal code will indicate that the student was removed for lack of attendance.
 - iii. The Superintendent or designee will notify the parent, guardian, or Child Agent if the School District plans to withdraw such student. Such notification will be by certified mail, return receipt requested.
 3. A student who is not in attendance on the first day of school but expected based on prior year enrollment, will be withdrawn as a "no-show" student and will not be included in any enrollment or attendance counts.
 - A. Students not in attendance on the first day of school but expected based on prior year enrollment will not accrue absences until the student is physically present and attending.
 - B. Students withdrawn as a "no-show" will be recorded in the school's official records as unknown, unless the School District has proof that the student has enrolled in a different school, other LEA, private school, or home study program.
 4. A student will be withdrawn from a school on the day the school receives documentation validating the student no longer resides in the school's attendance zone unless one of the following exceptions occur:
 - A. School District Policy allows student to remain enrolled to complete the current school year.
 - B. Student is allowed to remain enrolled based on O.C.G.A. § 20-2-293 (when a parent/legal guardian/Child Agent is a full-time employee of the School District) or O.C.G.A. §20-2-294 (the student has been granted a reassignment).
 5. A student will not be withdrawn due to excused absences defined in SBOE Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1(c).
 6. A student will not be withdrawn while receiving Hospital/Homebound services.

7. Pursuant to the provisions in 34 Code of Federal Regulations (C.F.R.) Part 200, a school will only use a withdrawal code which denotes that a student transferred if the School District has proof that the student enrolled in another school, other LEA, private school or home study program.
 - A. Documentation must be in writing so that the transfer can be verified through audits or monitoring and maintained in the permanent student record.
 - B. It is the responsibility of the Principal to ensure that all student withdrawal information is complete and accurate.
8. The following are acceptable forms of documentation when using withdrawal codes that are associated with students who transferred:
 - A. For students transferring to a school within the School District or another Georgia LEA, proof will include the request for records from the receiving school, evidence of a transfer that is recorded in the State's student data collection system, or a letter from an official in the receiving school acknowledging the student's enrollment.
 - B. For students transferring out of state or to a private school, proof will include the request for records from the receiving school, or a letter from an official in the receiving school acknowledging the student's enrollment.
 - C. For students transferring to a home study program, proof will include a document signed by the parent indicating an intention to homeschool the child.
 - D. For students transferring to another country, a school or School District must have written confirmation that a student has emigrated to another country (34 C.F.R. § 200.19(b)(1)(ii)(B)) but need not obtain official written documentation. If a parent informs a school administrator that the family is leaving the country, the school administrator may document this conversation in writing and include it in the student's file.

Authority

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

BOARD POLICY

Descriptor Code: JBC

School Admissions

Education (“SBOE”) Rule 160-5-1-.07, O.C.G.A. § 20-2-293 , O.C.G.A. §20-2-294. 34
C.F.R. §200.19

ADOPTED: August 2, 2001

REVISED: ~~July 21, 2022~~ June/July 2025

Cherokee County Board of Education

EDUCATION OF HOMELESS STUDENTS

The Cherokee County Board of Education is dedicated to the guiding principle that all eligible children and youth, including the homeless, who reside within the School District, are entitled to a free, appropriate education. 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 educational opportunities offered in Cherokee County.

I. Identification

A “homeless student” is determined to be:

- A child or youth who lacks fixed, regular and adequate nighttime residence;
- A child or youth who ~~has a primary nighttime residence that is a supervised publicly-operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.~~ is sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
- A child or youth who has a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- A child or youth who is living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- A migratory child (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualifies as homeless.
- The term “homeless” does not include any individual imprisoned or otherwise detained by an act of Congress or state law.

II. School Admission and Enrollment

A homeless student will be assisted in the school admissions/enrollment process, according to the child’s or youth’s best interest in accordance with School Board Policy JBC.

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

III. Comparable Services

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

- Transportation services will be offered in accordance with federal requirements.
- Educational services for which the homeless student meets eligibility criteria, such as Title I, educational programs for children with disabilities, and educational programs for students with limited English proficiency
- Programs in vocation and technical education
- Programs for gifted and talented students
- School nutrition programs

IV. Appeal Process for Disputes

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

ADOPTED: June 21, 2004

REVISED: June/July 2025

Cherokee County Board of Education