Elevate the Excellence!

2026-27 School Year

Cherokee County
School District

Student/Parent HANDBOOK

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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

Janet Read Welch
School Board Chair

janet.readwelch@cherokeek12.net

Kelly Poole District 1 kelly.poole@cherokeek12.net	Patsy Jordan District 2 and Vice Chair patsy.jordan@cherokeek12.net
Chance Beam District 3 chance.beam@cherokeek12.net	Robert Rechsteiner “Rick Steiner” District 4 rick.steiner@cherokeek12.net
Erin Ragsdale District 5 eragsdale@cherokeek12.net	Dr. Susan Padgett-Harrison District 6 sph@cherokeek12.net

Cherokee County Board of Education

Janet Read Welch
Chair

Patsy Jordan
Vice Chair
District 2

Kelly Poole
District 1

Chance Beam
District 3

Robert Rechsteiner
District 4

Erin Ragsdale
District 5

Dr. Susan Padgett-Harrison
District 6

Mary Elizabeth Davis, PhD
Superintendent

Elevate the Excellence!

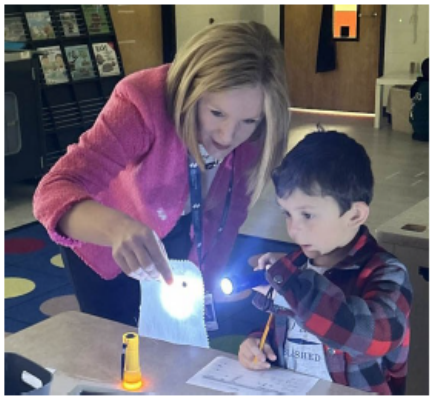
Dear CCSD Students and Families,

Welcome to the 2026-27 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 40,000 students and 5,500 employees ... we're one of the top 10 largest school districts in our state and we're on a mission to become the highest-performing!

Your School Board Members and I are dedicated to ensuring our students learn more, grow more and achieve more in our classrooms than they could anywhere else and that our students' families feel welcome in our schools.

The talent of our teachers and staff is unparalleled and their dedication is unmatched to go the extra mile to provide outstanding learning opportunities for our students in a safe and secure environment. Couple that with the most dedicated students and engaged families and we have the recipe for an exceptional education across all 40 schools in CCSD.



This handbook outlines our expectations and protocols for our students to make each day successful. Please take time to review it as we begin our best school year ever and continue to Elevate the Excellence ... together!

Mary Elizabeth Davis

Read more about the work of your School Board on our website at https://www.cherokeek12.net/board-of-education

Cherokee County Council PTA
everychild.onevoice.

Dear Cherokee County Families,

On behalf of the Cherokee County Council PTA (CCC PTA), we are delighted to welcome you to a brand-new school year!

Our PTA is made up of dedicated parents, students, staff, and community members who believe that every child deserves a high-quality education and a supportive environment. We work tirelessly to bridge the gap between home and school, ensuring that families are empowered to advocate for their children and that every student has the tools they need to reach their full potential.

The CCC PTA takes great pride in our active local units across Cherokee County. These units work together with school leadership teams to fund critical programs, provide teacher support, and create the memorable experiences—from STEM initiatives to arts programs—that make our schools special.

The core mission of the PTA is simple: to make every child's potential a reality. We achieve this by adhering to our core values:

- Collaboration: Working together with diverse partners to reach our goals.
- Commitment: Dedicated to student health, well-being, and academic success.
- Accountability & Integrity: Taking responsibility for our actions and acting with transparency.
- Inclusivity & Respect: Welcoming every perspective and valuing every contribution.

Why Join PTA?

PTA is the heartbeat of the school community. When you join your local PTA, you aren't just "joining a club"—you are joining a movement of advocates. As we look toward the 2026-2027 school year, we encourage you to stay involved. Whether you can volunteer an hour a month or lead a committee, your presence makes a meaningful impact on the education and health of our youth.

For resources to help you sharpen your advocacy, parenting, and communication skills, please explore:

- Georgia PTA: www.georgiapta.org
- National PTA: www.pta.org

The success of our children is driven by the dedication of parents, grandparents, and volunteers working alongside our incredible teachers and staff. We deeply appreciate your ongoing support and look forward to building a bright future for all Cherokee County students.

Sincerely,

Audrey Legrand & Christina Kincade
Co-Presidents, Cherokee County Council PTA

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. 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 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.

Testing Dates

The testing calendar will be posted at www.cherokeek12.net/calendar when available.

School Calendar

Cherokee County School District

SY 2026-27 SCHOOL CALENDAR

PO Box 769, Canton, GA 30169 770.479.1871 www.cherokeek12.net

2026

JULY 2026

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	

Jul 1-6
School Holiday/
District Closed

Jul 27-31
Pre-planning

AUGUST 2026

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					

Aug 3
First Day of Semester

SEPTEMBER 2026

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			

Sep 7
School Holiday/
District Closed

Sep 21-25
School Holiday

OCTOBER 2026

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

Oct 12
Student Holiday/
Teacher Planning

Oct 13-16
Early Release Elementary
Schools; Conference Days

NOVEMBER 2026

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					

Nov 3
Remote Learning Day/
Teacher Planning

Nov 23-27
School Holiday/
District Closed

DECEMBER 2026

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		

Dec 18
Last Day of Semester
Modified Dismissal MS/HS

Dec 21-31
School Holiday/
District Closed

2027

JANUARY 2027

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						

Jan 1 School Holiday/ District Closed
Jan 4 Student Holiday/ Teacher Planning
Jan 5 First Day of Semester
Jan 18 School Holiday/ District Closed
Jan 28-29 Early Release All Levels; Conference Days

FEBRUARY 2027

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						

Feb 15-19
School Holiday

MARCH 2027

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			

Mar 9
Remote Learning Day/
Teacher Planning

APRIL 2027

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	

Apr 5-9
School Holiday/
District Closed

MAY 2027

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					

May 25
Last Day of Semester
Modified Dismissal MS/HS

May 26-27
Post Planning

May 31
School Holiday/District

JUNE 2027

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			

Jun 30
School Holiday/
District Closed

**Amended at the April 23, 2026 Board Meeting.

Inclement Weather

In the event school is cancelled due to the inclement 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
1500 Dr. Martin Luther King Jr. Blvd
Canton, GA 30114
770.721.5300

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

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

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

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

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

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

Creekview Innovation Zone

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

Creekland Middle School (6-8)
Mr. Joshua Martin, Principal
1555 Owens Store Road
Canton, GA 30115
770.704.4460

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

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

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

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. Ken Nix, Principal
6565 Putnam Ford Drive
Woodstock, GA 30189
770.721.3120

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

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

Boston Elementary School (K-5)
Dr. Celeice Hood, Principal
105 Othello Drive
Woodstock, GA 30189
770.704.1400

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

Oak Grove Elementary School Fine Arts Academy (K-5)
Oak Grove Preschool Center (PreK)
Ms. Jennifer Williams, Principal
6118 Woodstock Road
Acworth, GA 30102
770.721.8550

River Ridge Innovation Zone

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

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

Arnold Mill Elementary School (K-5)
Ms. Abbey Philpot, Principal
710 Arnold Mill Road
Woodstock, GA 30188
770.721.6470

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

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

Sequoyah Innovation Zone

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

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

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

Holly Springs Elementary School STEM Academy (K-5)
Holly Springs Preschool Center (PreK)
Ms. Kerri Schmitt, Principal
1965 Hickory Road
Canton, GA 30115
770.704.1420

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

Mountain Road Elementary (K-5)
Dr. Leah Bleisath, 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

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

Woodstock Middle School (6-8)
Ms. Elizabeth Spell, Principal
2000 Towne Lake Hills South Drive
Woodstock, GA 30189
770.721.3060

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

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

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

Educational Centers

L. R. Tippens Education Center (K-12)
Ms. Kelly Flatt, Principal
2450 Holly Springs Parkway
Canton, GA 30115
770.721.6450

Ralph Bunche Center (PreK)
Ms. Natalie Deviez, Assistant Principal
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
Mr. Adam Johnson, Principal
8871 Knox Bridge Highway
Canton, GA 30114
770.721.6680

School Start/End Times

Elementary Schools	Start Time	End Time
Arnold Mill ES	7:35 a.m.	2:15 p.m.
Avery ES	7:35 a.m.	2:15 p.m.
Ball Ground ES	7:35 a.m.	2:15 p.m.
Bascomb ES	7:35 a.m.	2:15 p.m.
Boston ES	7:35 a.m.	2:15 p.m.
Carmel ES	7:35 a.m.	2:15 p.m.
Clark Creek ES	7:35 a.m.	2:15 p.m.
Clayton ES	7:35 a.m.	2:15 p.m.
Free Home ES	7:35 a.m.	2:15 p.m.
Hasty ES	7:35 a.m.	2:15 p.m.
Hickory Flat ES	7:35 a.m.	2:15 p.m.
Holly Springs ES	7:35 a.m.	2:15 p.m.
Indian Knoll ES	7:35 a.m.	2:15 p.m.
Johnston ES	7:35 a.m.	2:15 p.m.
Knox ES	7:35 a.m.	2:15 p.m.
Liberty ES	7:35 a.m.	2:15 p.m.
Little River ES	7:35 a.m.	2:15 p.m.
Macedonia ES	7:35 a.m.	2:15 p.m.
Mountain Road ES	7:35 a.m.	2:15 p.m.
R.M. Moore ES	7:35 a.m.	2:15 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.

Middle Schools	Start Time	End Time
Booth MS	9:00 a.m.	4:00 p.m.
Creekland MS	8:30 a.m.	3:30 p.m.
Dean Rusk MS	9:00 a.m.	4:00 p.m.
Freedom MS	9:00 a.m.	4:00 p.m.
Mill Creek MS	9:00 a.m.	4:00 p.m.
Teasley MS	8:30 a.m.	3:30 p.m.
Woodstock MS	9:00 a.m.	4:00 p.m.
High Schools	**Start Time**	**End Time**
Cherokee HS	8:30 a.m.	3:30 p.m.
Creekview HS	8:30 a.m.	3:30 p.m.
Etowah HS	8:15 a.m.	3:15 p.m.
River Ridge HS	8:15 a.m.	3:15 p.m.
Sequoyah HS	8:15 a.m.	3:15 p.m.
Woodstock HS	8:15 a.m.	3:15 p.m.
Centers/Academies	**Start Time**	**End Time**
ACE Academy	8:45 a.m.	2:45 p.m.
C3 Academy	8:15 a.m.	3:15 p.m.
i-Grad Virtual Academy	8:15 a.m.	3:15 p.m.
L.R. Tippens	7:45 a.m.	2:10 p.m.
Transition Academy	8:45 a.m.	2:45 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:	1695@alert1.us
By Online Message:	https://cherokee-ga.safeschoolsalert.com/
Reminder:	This system does not replace 911; please call 911 in an emergency

Threats to School or Student Safety

CCSD takes threats to student and staff safety very seriously. Accordingly, all threats are reported to school police, school administration, and local municipal partners, as needed, for immediate and thorough investigation. The investigation includes a nationally recognized threat assessment protocol to determine the severity of the threat to safety. Students who make any type of threat will be subject to consequences as outlined in the Code of Conduct and potential criminal action. CCSD believes in transparent communications to parents and the community when these types of threats occur through our communication platforms.

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), Facebook page (www.facebook.com/CherokeeGASchools) and X (formerly known as Twitter) feed (@CherokeeSchools); emailed and texted to parents using contact information from the District's Student Information System (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.

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), Facebook page (www.facebook.com/CherokeeGASchools) and X (formerly known as 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 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 as determined by Principal, School Police or the Office of School Leadership and Operations.
>
> 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.

CCSD believes in the importance of emergency preparedness and safety drills, and as part of our regular safety exercises, we conduct two Code Red Drills each year with school-based staff and School Police. Parents may elect to opt their student(s) out of participating in the Code Red drills. Parents/legal guardians who would like to opt-out their student(s) from participation should complete the form linked here. Please let me encourage you to speak to your student's principal or administrator if you have questions regarding Code Red drills or our emergency response preparedness.

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.

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. 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.

Social Media/Acceptable Use Policy (IFBG)

As required by the Protecting Georgia's Children on Social Media Act, CCSD Acceptable Use Policy (IFBG), with the exceptions as noted below, prohibits students from accessing social media platforms through the use of computer equipment, communications services, or internet access that is operated, owned, leased, and made available to students by the District. Students who violate this prohibition are subject to disciplinary consequences as outlined in the Code of Conduct.

Students are permitted to access social media platforms, through the use of computer equipment, communications services, or internet access that is operated, owned, leased, and made available to students by CCSD, only: as directed by school personnel; for the exclusive purpose of accessing and utilizing age-appropriate educational resources; under the supervision of such school personnel; and during the course of a school related activity.

Parents/legal guardians who would like to **opt-out** their student(s) from CCSD-permitted limited access to social media as outlined above may do so by completing the FORM linked here.

Notice to Students, Parents and Staff Regarding the Use of Camera Surveillance, Including Police Body Cameras, 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).

Additionally, CCSD may authorize the use of body cameras by designated staff, including school resource officers or security personnel, to enhance safety and accountability within school environments.

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	Emily Henderson, 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; 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:

Austin Richards
Information Security Director
P. O. Box 769
Canton, GA 30169
austin.richards@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.

Sequoyah Regional Library System EZ Student Access Program

Through this partnership, CCSD students will have access to library print and digital materials through the Sequoyah Regional Library System (SRLS) EZ Student Access program using their student ID number. Students will be able to access a wide variety of materials for all age ranges in both print and digital formats.
Participation in the SRLS EZ Student Access program eliminates the need to apply for a library card in person at a branch location, exempts students from overdue fines, and allows students to check out up to five (5) physical materials at one time from any Sequoyah Library location.

This program is available to all students unless a parent/legal guardian chooses to opt-out. If you do not want your student to participate, you may opt-out by completing the Microsoft Form linked below.

What student information will CCSD share with the Sequoyah Regional Library System?
Unless a parent/legal guardian opts-out, CCSD will share the following personally identifiable information (PII) with the Sequoyah Regional Library System: student ID numbers, first and last names, birthdates, school, grade level, home address, home phone number, and email addresses of each student enrolled in CCSD. No other information will be shared, and the Sequoyah Regional Library System has agreed not to share this information with any third parties.

The Sequoyah Regional Library System has agreed to abide by:
1. the Family Educational Rights and Privacy Act 20 U.S.C. §1232g (FERPA),
2. the Protection of Pupil Rights Amendment 20 U.S.C. §1232h (PPRA), and
3. the Children's Online Privacy Protection Act 15 U.S.C. §§6501–6505 (COPPA).

To accommodate families with privacy concerns, parents/legal guardians may **opt-out** of this program at any time by completing the FORM linked here.

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 must provide documentation of any prior disciplinary history or criminal records, if applicable.
- 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 legal guardian is in the U.S. Armed Forces/National Guard and said parent or legal 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 a 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:

Per Georgia Law, students with five unexcused or ten total absences will be referred to the Attendance Review Team and school social worker. Students who are absent 10% or more of their enrollment, are considered truant. Parents of students with excessive absences may be required by the school administrator to provide physician's notes for absences to be considered excused.

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 Review Team 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/legal guardian.

For purposes of accurate record-keeping and student accountability, excuses for all absences must be received upon the student's return to school.

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

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/legal 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 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/legal 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 linked 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/legal 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.

Accessibility and Language Access:

The School District provides interpretation, translation, and alternate formats upon request to ensure meaningful parent participation. Parents who need language assistance or disability-related accommodations for meetings or documents may contact their school or the District for support.

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.

Observations

The School District values collaboration with parents and seeks to balance meaningful parent participation with the need to protect instructional time, student privacy, and the integrity of the learning environment.

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/legal 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/legal 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 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/legal 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/legal 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/legal guardian wanting additional considerations for observation, the Principal (or designee) will review the parent/legal 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/legal guardian and inform that party that he/she should forward the signed release to the private evaluator conducting the observation. If the parent/legal 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/legal guardian and a blank copy of Form B2 to be signed by the evaluator 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/legal guardian's observation under Policy KM.

C. If the parent/legal guardian's request an observation of a proposed classroom placement, the following requirements must be met before parent/legal 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/legal 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/legal 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.

Section 504 of the American with Disabilities Act

Section 504 differs from special education under IDEA. While IDEA provides specialized instruction through an IEP, Section 504 ensures that students with disabilities have equal access to educational programs and activities through accommodations and services. Eligibility criteria, planning documents, and procedural protections differ between IDEA and Section 504.

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. Section 504 plans are reviewed periodically and prior to any significant change in placement. Parents are invited to participate in reviews and may request a meeting at any time if concerns arise.

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

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 and Impartial Due Process Hearing Procedures

I. Purpose and Legal Authority

These procedures establish the process by which the School District provides procedural safeguards, including notice and an opportunity for an impartial hearing, for students with disabilities and their parents or legal guardians under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and its implementing regulations at 34 C.F.R. Part 104.

The intent of these procedures is to ensure fairness, consistency, and compliance with applicable federal and state law. They are not intended to create rights beyond those required by Section 504 or other applicable law and shall be interpreted and applied accordingly.

II. Scope of Section 504 Impartial Hearings

A. Matters Subject to Hearing

An impartial due process hearing under Section 504 is available solely to resolve disputes regarding:

1. The identification of a student as an individual with a disability under Section 504;
2. The evaluation of a student suspected of having, or identified as having, a disability under Section 504; and
3. The educational placement of a student with a disability under Section 504, including the provision, denial, or implementation of accommodations, related aids, and services necessary to ensure the student has equal access to educational programs, services, and activities and is not subjected to discrimination based on disability, consistent with Section 504.

B. Matters Not Subject to a 504 Hearing

The following issues are not within the jurisdiction of a Section 504 impartial hearing:

1. Matters governed by the Individuals with Disabilities Education Act (IDEA), including eligibility, services, or placement under an individualized education program (IEP);
2. General complaints regarding discipline, grading, curriculum, personnel decisions, or school operations that do not directly concern identification, evaluation, or educational placement under Section 504;
3. Requests for monetary damages, compensatory damages, punitive damages, or attorney's fees; and
4. Allegations of discrimination or retaliation that are not directly tied to identification, evaluation, or educational placement and that are more appropriately addressed through other complaint or grievance procedures.

III. Parties and Eligibility

Complainant

The Complainant (also referred to as the "grievant") is:

1. The parent or legal guardian of a minor student; or
2. The student, if the student is eighteen (18) years of age or older.

A. Respondent

The Respondent is the School District, acting through the School District's Section 504 Coordinator or designee.

B. Enrollment Requirement

To request a Section 504 impartial hearing, the student must be currently enrolled in and attending a School District school at the time the hearing request is submitted.

If a student withdraws from the School District, transfers to another school district, graduates, or otherwise ceases enrollment before a final written decision is issued, the School District may dismiss the hearing request because prospective relief requiring ongoing enrollment is no longer available. The School District may, in its discretion, permit the hearing to proceed only if the issues raised

concern actions that occurred while the student was enrolled and the relief sought is retrospective in nature and capable of resolution despite the student's change in enrollment status.

IV. Request for an Impartial Hearing

A. Submission of Request

A request for a Section 504 impartial hearing should be submitted in writing to the Section 504 Coordinator. Oral requests will be accepted, and the Section 504 Coordinator or designee shall assist the Complainant in reducing the request to writing. A Complainant's failure to submit a written request shall not relieve the School District of its obligation to provide an impartial hearing when an oral request is made. A written request is not required to trigger procedural safeguards; however, the hearing process will not proceed until the required information is provided.

B. Required Information

The request must include the following information:

Student's name;

1. Student's current residential address;
2. Name of the School District school the student is attending;
3. Identification of the decision(s) or action(s) being challenged;
4. A statement of the reasons the Complainant believes the decision(s) violate Section 504; and
5. The specific remedy sought.

The request must also include the name and contact information of the Complainant.

C. Timing of Hearing Request

A request for a Section 504 impartial hearing must concern a current eligibility determination, evaluation, dispute with a manifestation determination review (MDR), or Section 504 Plan that is in effect for the student at the time the request is filed.

When a subsequent eligibility determination or Section 504 Plan has been developed and implemented for the student, disputes regarding the prior eligibility determination or prior plan are considered superseded and are generally no longer subject to a hearing request, unless the alleged violation continues to affect the student or the relief sought concerns actions that occurred while the prior determination or plan was in effect.

Nothing in this section prevents a parent or eligible student from challenging the implementation of accommodations or services that are part of a currently active Section 504 Plan.

V. Review and Screening of Requests

A. Initial Review

The Section 504 Coordinator shall review each request to determine whether it meets the eligibility, scope, and content requirements of these procedures.

B. Grounds for Denial

The Section 504 Coordinator may deny a request, in whole or in part, if:

1. The request does not concern matters within the scope of a Section 504 impartial hearing;
2. The request fails to include required information after the Complainant has been given a reasonable opportunity to supplement;
3. The student is not currently enrolled in the School District at the time the request is submitted; or
4. The request fails to allege facts that, if true, would constitute a violation of Section 504.

In making this determination, the Section 504 Coordinator shall not resolve disputed issues of fact, assess credibility, or weigh evidence. The purpose of this review is limited to determining whether the request presents a facially valid claim within the jurisdiction of a Section 504 impartial hearing.

C. Additional Considerations

A request may also be denied if:

1. The same or substantially similar issues, based on the same operative facts, have been previously decided through a Section 504 impartial hearing;
2. The School District has already investigated or is currently investigating the same or substantially similar issues for the same student during the same school year; or
3. The same or substantially similar claims have been filed with a federal, state, or local civil rights enforcement agency, and the issues raised fall within the jurisdiction of that agency.

Nothing in this section precludes the School District from proceeding with a hearing if doing so would be necessary to satisfy procedural safeguard requirements under Section 504.

D. Notice

The Section 504 Coordinator shall provide written notice of the determination to the parties within ten (10) school days of receipt of the request. If additional time is required due to clarification or supplementation of the request, the Coordinator shall provide written notice of the extension and the reason for it. If a request is denied in whole or in part, the notice shall state the specific reasons for the denial. All timelines shall be stayed until the request contains the required information.

VI. Mediation

The School District may offer mediation as a voluntary option to resolve the dispute. Mediation requires the agreement of both parties and may be terminated by the Complainant at any time. If mediation does not result in resolution, the matter shall proceed to an impartial hearing without the need for a new request.

VII. Hearing Procedures

A. Appointment of Impartial Hearing Officer
The Section 504 Coordinator shall appoint an impartial hearing officer who has had no prior involvement in the matters at issue. The hearing shall be scheduled within forty-five (45) calendar days of receipt of a complete request, unless otherwise agreed or continued for good cause.
B. Continuances
The hearing officer may grant continuances for good cause upon written request and notice to the opposing party.
C. Access to Records
The Complainant has the right to inspect and review the student's educational records prior to the hearing. Requests must be submitted in writing to records.request@cherokeek12.net in accordance with applicable law including the Family Educational Rights and Privacy Act ("FERPA").
D. Representation
The Complainant may be represented by legal counsel at personal expense. Written notice of representation must be provided to the Section 504 Coordinator at least ten (10) calendar days prior to the hearing.
E. Burden of Proof
The Complainant bears the burden of proof and must establish the alleged violation(s) by a preponderance of the evidence. The hearing officer shall serve as an impartial fact-finder and shall determine, based on the evidence presented, whether the School District has complied with the requirements of Section 504. Consistent with 34 C.F.R. § 104.34, the hearing officer may require the School District to articulate the basis for its decisions.
F. Conduct of the Hearing
The hearing shall be closed to the public unless otherwise required by law. Issues shall be limited to those identified in the approved request; however, the hearing officer may permit the issues to be amended or expanded for good cause shown, provided the opposing party is afforded adequate notice and an opportunity to respond. Each party may present evidence, call witnesses, and cross-examine witnesses. Formal rules of evidence do not apply. Testimony shall be recorded at the School District's expense. All recordings and documentation related to the hearing shall be maintained and retained by the School District in accordance with applicable record-retention requirements.
G. Failure to Appear
Failure of a party to appear at the hearing without prior approval of the Hearing Officer or a showing of good cause shall constitute a waiver of the right to a personal appearance and may result in a decision based on the evidence presented.
H. Decision
The impartial hearing officer shall issue a written decision within twenty (20) calendar days following the conclusion of the hearing. The decision shall include findings of fact and conclusions based on the evidence presented and shall be provided to all parties. The decision shall be final at the School District level and shall not include monetary damages or an award of attorney's fees,

VIII. Further Review

Any party dissatisfied with the decision may pursue any right of review or remedy available under applicable state or federal law.

Discipline Protections for Students with IEPs and 504 Plans

When a student with a disability is subject to disciplinary action that may result in a change of placement, the School District will follow all applicable requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504, including conducting a manifestation determination, when required.

A change of placement generally occurs when a student is removed from their current educational placement for more than ten (10) consecutive school days, or when a series of removals totals more than ten (10) school days in a school year and constitutes a pattern based on factors such as the length of each removal, the total amount of time removed, and the similarity of the behaviors. When a disciplinary action results in a change of placement, the IEP Team will conduct a manifestation determination, as required under IDEA, to review the relationship between the student's behavior and the student's disability.

Disciplinary procedures for students with disabilities are designed to ensure continued access to educational services and appropriate behavioral supports.

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

By August 1st annually.
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.

Notification of Rights: Right to Object to Instructional Materials

A parent/legal 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 within the unit of study. 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/legal 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 9, 2026	Friday	*October 16, 2026	Friday	44
December 18, 2026	Friday	January 8, 2027	Friday	44
March 16, 2027	Tuesday	*March 23, 2027	Tuesday	45
May 25, 2027	Tuesday	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.
- Report cards will be printed and post via ParentVUE.
- *ES/MS 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 1–2

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 3–12 Academic Courses

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

Grades 3–5 Participation Courses

(Music, Art and Physical Education) Grades 3–5
S - Satisfactory
N - Needs Improvement
U - Unsatisfactory

Grades 3–8 Conduct

Conduct: Grades 3–8
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. CCSD has revised the Promotion, Placement and Retention Policy (IHE), which 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 legal 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.

Special Education

Students eligible for special education services under the Individuals with Disabilities Education Act (IDEA) are entitled to a free appropriate public education (FAPE). This includes specially designed instruction, accommodations, and/or related services provided through an Individualized Education Program (IEP) as determined by the student's IEP Team. CCSD provides an appropriate education in the least restrictive environment for all eligible students. Parents and guardians are valued members of the IEP Team and have the right to participate in decisions related to identification, evaluation, eligibility, educational placement, and the provision of services.

Parents should contact either the Special Education Administrator or the Speci Education Facilitator assigned to their school if they have concerns with their child's special education eligibility or IEP. If parents disagree with decisions regarding identification, evaluation, placement, or services, they may seek resolution through one or more of the following options: mediation, filing a state complaint with the Georgia Department of Education, or requesting a due process hearing. Information about these options and how to initiate them is included in the Procedural Safeguards Notice.

Discipline & Manifestation Determination for Students with IEPs and 504 Plans

When a student with a disability is subject to disciplinary action that may result in a change of placement, the School District will follow all applicable requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504, including conducting a manifestation determination, when required.

A change of placement generally occurs when a student is removed from their current educational placement for more than ten (10) consecutive school days, or when a series of removals totals more than ten (10) school days in a school year and constitutes a pattern based on factors such as the length of each removal, the total amount of time removed, and the similarity of the behaviors.

Disciplinary procedures for students with disabilities are designed to ensure continued access to educational services and appropriate behavioral supports.

Accessibility & Language Access

CCSD provides interpretation, translation, and alternate formats upon request to ensure meaningful parent participation. Parents who need language assistance or disability-related accommodations for meetings or documents may contact their school or the District for support.

Georgia's Special Needs Scholarship Program (GSNS)

Section 504 Plans: 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. AND
3. The student had a 504 plan in effect 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://gadoe.org/parent-family-resources/georgia-special-needs-scholarship/

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

Special Education/IEP Plans: 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, a student must meet ALL the following requirements:

- Student Eligibility Criteria 1-A student must have a parent/legal 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/legal 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:
https://gadoe.org/parent-family-resources/georgia-special-needs-scholarship/

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 allow parents to decide how much they want to communicate with their advocate. CCSD's practice of limiting communication between school staff and advocates 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).

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 about of time, not to exceed one school day.

Any use of physical restraint will be documented in writing in accordance with state and district requirements. Parents or guardians will be notified as soon as practicable following the incident and provided written documentation of the restraint. Records of restraint are maintained by the School District and reviewed to ensure compliance and promote the use of positive behavioral interventions.

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 did 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/endurance, 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/endurance)
- Curl Ups (measures abdominal muscular strength/endurance)
- 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	STAFF/VISITORS (Adult/Child) And STUDENT SECOND MEAL
Elementary	Breakfast	$1.75	$.30	$3.00
Elementary	Lunch	$3.25	$.40	$5.50
Middle/High	Breakfast	$1.75	$.30	$3.00
Middle/High	Lunch	$3.50	$.40	$5.50

Meal Payment Options

1. **ONLINE:** Use 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.
   - 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.)
   - 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. Parents of students who have charged two days of meals and do not have any money will be contacted by School Administration regarding payment.

- 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. Parents of students who have charged two days of meals and do not have any money will be contacted by School Administration regarding payment.

- 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. Parents of students who have charged two days of meals and do not have any money will be contacted by School Administration regarding payment.

Parents can manage their student's spending by setting limits on supplemental item purchases through their Linq Connect account.

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.

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.

- 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://linqconnect.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/legal 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://schoolnutrition.cherokeek12.net/pricing-payments 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://schoolnutrition.cherokeek12.net/pricing-payments
- 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 for 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 at https://www.sas-mn.com/sas/index.php.

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. Parents/legal guardians who wish to **opt-out** their student(s) from club eligibility can do so by completing the FORM linked 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 INTERSCHOLATIC 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/legal 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 Director of School Support and 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).

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 Multi-Tiered System of Support (MTSS)

Each school uses the CCSD Multi-Tiered System of Support (MTSS) framework to promote student success. The CCSD MTSS intentionally recognizes the needs of the whole child to include academics, behavior, and wellbeing. The framework includes the Student Support Team (SST) who uses the data-based decision-making process to identify student needs, provide appropriate response, and monitor student progress towards grade level expectations.

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 MTSS. 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 K-12

Counselors may provide students with a variety of services:

- Short-term individual counseling
- Small-group counseling
- Academic advisement
- College & career guidance
- Classroom counseling lessons
- Crisis Intervention
- Collaboration with staff/families
- Community agency referrals
- Interpretation of test results (High School)
- Financial aid and scholarship information (High School)

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 School Climate Survey (GSCS) 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(s) from taking the CCSD Student Needs Assessment and/or the GaDOE Georgia School Climate Survey may do so by completing the FORM linked here.

Student Personal Safety Instruction (Erin's Law O.C.G.A. § 20-2-143 and Human Trafficking Law-House Bill 287)

In accordance with Erin's Law and House Bill 287, our school provides appropriate age-instructions to help students understand personal safety and the prevention of sexual abuse. This state-mandated initiative is designed to equip students with the knowledge and skills needed to recognize unsafe situations, establish personal boundaries, and seek help from trusted adults. As part of this instruction, students will participate in Personal Safety lessons led by the school counselor.

Parents/legal guardians who wish to **opt-out** their student(s) from participating in personal safety lessons may do so by completing the FORM linked 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 are 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; children and youths 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 and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless.
  - 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 legal guardian; in practical terms, this means the youth does not live with the parent or legal 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. 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.
- Do not "go to another stop" if your student misses the bus.

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. Parents and/or designee must be physically present at the bus stop. This person should be listed on school contact list if the student is in third grade or below.
- 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 legal guardian. Parents will be responsible for supervision fees assessed by the school in this regard.
- Do not approach the bus until it has stopped completely, and the front door has opened.
- 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 and wait for your drivers signal that it is safe to cross 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!
- Never stop in the "Danger Zone" to get mail from the mailbox.
- No headphones or earbuds while entering or exiting a school bus.
- 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 disruptive 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.

  *Any changes to these rule(s) must have prior Principal approval.

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.

E-Bikes and E-Scooters Prohibited on School Property

For the safety of all students, staff, and visitors, electric bicycles (e-bikes) and electric scooters (e-scooters) are not permitted on any Cherokee County School District campus or school property. This prohibition includes all student parking areas, sidewalks, athletic facilities, and other school grounds. Students who arrive on campus using an e-bike or e-scooter must secure alternative transportation arrangements, as e-bikes and e-scooters may not be operated, parked, or stored on school property. Failure to comply may result in disciplinary action and/or the restriction of campus access privileges.

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, displayed as specified by the school, and must be permanently affixed to the vehicle. 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.
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/legal 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:

1st Offense - No Parking Permit (All Violations) $30. 2nd and subsequent offenses may result in vehicle being towed and impounded at owner's expense.
Parking Violations: Repetition of the violations listed in this category will result in the suspension and/or revocation of the student's parking permit. • Parking in a Handicap Space - $50 • Blocking Handicap Ramp - $50 • Parking in a Fire Lane - $50 • Parking within 15 feet of a hydrant - $20 • Improper parking of a vehicle in more than one space - $15 • Parking within 30 feet of a stop sign - $20 • Parking in a place prohibited by official signs - $20 • Obstructing an Intersection - $20 • Parking on a sidewalk or grassy area - $15 • Parking in an unauthorized space not addressed above - $25
Serious Violations: Parking Permit will be revoked for the following Offenses: • Driving under the Influence of Alcohol/Drugs • Reckless Driving/Conduct • Possession of alcoholic beverage while operating a vehicle • Laying Drag • Improper transfer of permit to another student or vehicle • Overtaking or passing a stopped school bus • Possession or Use of weapons within a School Safety Zone • Possession, Use or Sale of drugs or alcohol • Threatening, or causing bodily harm to teacher/other personnel • Reproducing, altering, defacing or improper display of parking permit
Other Violations: Parking Permit will be suspended for 1-30 days • Unauthorized departure from school campus • Refusal to submit to a random vehicle search • Failure to respond to a parking citation issued by School Police • Failure to comply with officer directing traffic • Improper passing of vehicle(s) • Giving false information • Failure to exit the vehicle/loitering in the parking lot upon arrival at school • No proof of valid insurance or no insurance – permit suspended pending proof • Improper registration/expired registration (license plate) – permit suspended pending proof of valid registration • Texting/cell phone use while driving – Offenses: 1st – Warning; 2nd - $15; 3rd - $30 and permit suspended Parking Permit will be suspended for semester • Eight or more unexcused absences • Six or more unexcused tardies

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 CCSD 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 CCSD 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/legal 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.