

Agenda Request Form

Cherokee County School District

Meeting Date
June 20, 2019

Agenda Item Number
C-1

Title
New/Rescinded School Board Policies (4) and Substantive Modifications to School Board Policies (6) - - on First Reading
Requested Action
School Board Consideration of Superintendent's Recommendation for Approval of New/Rescinded School Board Policies (4) and Substantive Modifications to School Board Policies (6) - - on First Reading
Summary Explanation and Background
<p>As a result of annual staff and legal review of School Board policies to ensure continued alignment with State and Federal Laws/regulations, the attached new and rescinded School Board Policies IDB, IDBB, IFB and JBCA are recommended by the Superintendent for School Board approval.</p> <p>Additionally, substantive modifications to the attached School Board Policies IHE, IHEAA, JBC, JBC(1), JG and KG are also recommended by the Superintendent for School Board approval.</p> <p>Further recommendations to modify additional policies are likely this Fall after approval of the School Board's Strategic Plan.</p>
Major System Priority
Increasing Accountability
Financial Impact
N/A
Exhibits: (List)
Executive Summary of Changes to Policies; Policies (10); Guidelines (2)

Board Action
<i>(For Official School Board Records Only)</i>

Source of Additional Information						
<table style="width: 100%; border: none;"> <tr> <td style="border: none;">Dr. Brian V. Hightower</td> <td style="border: none; text-align: right;">(770) 479-1871</td> </tr> <tr> <td style="border: none;">Mike McGowan</td> <td style="border: none; text-align: right;">(770) 479-1871</td> </tr> <tr> <td style="border: none;">Tom Roach</td> <td style="border: none; text-align: right;">(770) 479-1406</td> </tr> </table>	Dr. Brian V. Hightower	(770) 479-1871	Mike McGowan	(770) 479-1871	Tom Roach	(770) 479-1406
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OFFICE OF THE SUPERINTENDENT OF SCHOOLS

Approved in Open Board Meeting on: _____ (Date)

By: _____ (School Board Chairman)

BOARD POLICY - - EXECUTIVE SUMMARY

I. NEW/RESCINDED/SUBSTANTIVE CHANGES

IDB (New)* Health Education	Establishes Policy to detail various health education offerings such as sex education, alcohol/drug education, CPR, etc.
IDBB (Rescinded) Drug Education	Rescinds Policy content which is now recommended for inclusion in Policy IDB.
IFB (Rescinded) Instructional Services	Rescinds Policy which is not statutorily required and reflects outdated reporting procedures/requirements.
IHE * Promotion, Placement and Retention	Modifies Policy to allow for pupil progression guideline development. Health education language now included in Policy IDB.
IHEAA Tutoring	Modifies Policy to clarify provisions relative to tutoring offered by School District employees.
JBC School Admissions	Modifies Policy to contain adjustments as recommended after legal review.
JBC(1) Homeless Students	Modifies Policy to contain adjustments as recommended after legal review. Language addressing admission and enrollment and records requirements now included in Policy JBC.
JBCA (Rescinded) Education of Homeless Students	Rescinds Policy language which was redundant and contained in Policy JBCA.
JG Student Welfare	Modifies Policy to contain adjustments as recommended after legal review.
KG Use of School Facilities	Modifies Policy to clarify provisions relative to use of school facilities for tutoring.

* Denotes new guidelines included in Agenda Item

The Cherokee County Board of Education recognizes health as a distinct discipline essential to the developmental needs of students at every educational level in their primary years through their secondary school experiences.

Health education is an integral part of each student's total school experience and will be developed in compliance with state standards.

I. CURRICULUM REQUIREMENTS:

1. The School District will develop and implement an accurate, comprehensive health program that includes information and concepts in the following areas:

- a. Alcohol and other drug use;
- b. Disease prevention;
- d. Nutrition;
- e. Personal health;
- f. Sex education/AIDS education;
- g. Safety;
- h. Mental health; and,
- i. Growth and development.

2. Cardiopulmonary Resuscitation (CPR):

In accordance with State Board of Education rule, instruction in CPR and the use of an automated external defibrillator (AED) will be provided as a requirement in the health education program at each high school.

II. INSTRUCTIONAL MATERIAL REVIEW AND PARENTAL PERMISSION:

Sex education and AIDS education will be a part of a comprehensive health program. Prior to the parent or legal guardian making a choice to allow his/her child to take the specified unit of instruction, he/she will have the opportunity to review all instructional materials to be used, print and non-print.

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

ADOPTED: July 18, 2019

CCSD Administrative Guidelines Regarding Sex Education/AIDS Education Parent Permission

Pursuant to the School Board's Health Education Policy (IDB), these administrative guidelines are to be utilized by CCSD staff in policy application:

Sex education and AIDS education will be a part of a comprehensive health program. Prior to the parent or legal guardian making a choice to allow his/her child to take the specified unit of instruction, he/she will have the opportunity to review all instructional materials to be used, print and non-print.

NOTIFICATIONS:

- a. Prior to the beginning of sex education instruction, the school will send parents/legal guardians written notice of the course of study;
- b. The parent/legal guardian will be provided an opportunity to review the curriculum and instructional materials as provided above;
- c. Parents/legal guardians who elect to allow their child to participate in the sex education course of study will return a signed permission form to the school; and,
- d. Students who do not return a signed permission form will not participate in the course of study but will be provided other health related instruction.

The School District will establish a committee appointed by the Superintendent to periodically review sex/AIDS education instructional materials and make recommendations concerning age/grade level use.

REVIEW COMMITTEE COMPOSITION:

- a. Appointed staff will include the Chief Academic Officer or designee, Health/PE Coordinator, school-site administrators, and select Health and PE teachers;
- b. Non-teaching parents/guardians who have students enrolled in the School District; and who represent the diversity of the student body;
- c. Other community representatives such as educators and representatives from health professions; and,
- d. A 11th or 12th grade male and female student currently enrolled in the School District.

BOARD POLICY
Drug Education

Descriptor Code: IDBB

~~The Board has adopted an age-appropriate, developmentally based drug and alcohol education and intervention program for students K-12. Information which addresses the legal, social and health consequences of drug and alcohol use and which provides information about effective techniques for resisting peer pressure to use illicit drugs or alcohol is to be taught in this program.~~

~~To ensure that every student receives drug education every year, drug education units will be taught in designated subject areas in addition to health and science programs.~~

~~Materials about drug and alcohol counseling and rehabilitation and re-entry programs are to be made available to students through the counseling office, required drug education classes and any other appropriate location.~~

~~The Board will review the program biennially to determine the program's effectiveness and implement changes as they are needed.~~

APPROVED: _____ **August 14, 1990**

Cherokee County Board of Education

INSTRUCTIONAL SERVICES — COMPARABILITY

The Cherokee County Board of Education will, in accordance with all Federal and State laws, rules and pertinent regulations, demonstrate compliance with comparability requirements by comparing the average number of students per instructional staff in each Title I served school with average number of students per instructional staff in schools not participating in Title I programs (or higher ranked school with the average number of students per instructional staff in lower ranked schools if all schools in the system are Title I schools). A Title I served school is comparable if its pupil-staff ratio does not exceed 110 percent of the average of schools not participating in Title I programs (or 110 percent of the average for lower ranked schools in each grade-span group if all schools in system are Title I schools).

ADOPTED: August 2, 2001

REVISED: September 1, 2016

Cherokee County Board of Education

Promotion, Placement and Retention

The Cherokee County Board of Education promotes, places or retains a student in a grade, class or program based on academic achievement assessments. At the elementary and middle school levels, the determination of the educational placement in which the student is most likely to receive appropriate instruction and other services will be determined by a school-based committee. The Principal or designee and a committee consisting of teacher(s) and parents will review all assessment data to make a determination in this regard. School level promotion, placement, and retention decisions may be appealed to the Superintendent or designee, whose decision will be final.

At the high school level, credits earned on an annual basis as part of graduation requirements will determine promotion, placement and retention. ([Graduation Policy IHF](#)).

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

**I. ~~GEORGIA STANDARDS OF EXCELLENCE-
CONTENT STANDARDS (KNOWLEDGE)~~**

~~The School District's curricular and instructional practices are aligned with the Georgia Department of Education's Georgia Standards of Excellence (GSE) and reflect the School Board's commitment to high expectations for all students. The GSE require mastery of content knowledge in the academic areas of language arts, mathematics, science, social studies, arts and humanities, foreign languages, health education/physical education and career/technology education. The foundations on which all other content knowledge is built are reading, writing, speaking, listening and mathematics.~~

II. ~~GENERAL CURRICULA~~

- ~~A. All schools and programs will fulfill the student performance standards set forth in State Education Rules and local policy that reflect the Major System Priorities of the School Board. Accountability and benchmark procedures which address high expectations of GSE will be implemented by all administrative, instructional and support staff through the Instructional Program Philosophy — Educational Accountability and School Improvement Policy (IA).~~
- ~~B. All students will be offered courses, which are rigorous, relevant and consistent with Georgia law and Georgia Department of Education GSE.~~
- ~~C. Each school containing any grade K-12 will provide education on alcohol, illegal and legal drug abuse annually at each grade level. Furthermore, all schools will develop and implement an accurate, comprehensive health and physical education program that will be grade and age appropriate as referenced in Policy IDBB.~~
- ~~D. Each school will develop procedures to allow parents and legal guardians to exercise the option of excluding their child from sex education and Sexually Transmitted Disease (STD) prevention instructional programs.~~

Promotion, Placement and Retention

- ~~1. Sex education and STD education will be a part of a comprehensive health program.~~
 - ~~2. Prior to the parent/guardian making a choice to allow his/her child to take the specified unit of instruction, he/she will be told what instruction is to be provided and will have the opportunity to review all instructional materials to be used, print and non-print. Any parent or legal guardian of a child to whom a course of study in sex education is to be taught will have the right to elect, in writing, that such child not receive such course of study. Additionally, all parents/guardians will be required to give written permission for such child to receive such course of study.~~
 - ~~3. The School District will establish a committee to review periodically sex/STD education instructional materials and make recommendations concerning age/grade level use. Recommendations made by the committee will be approved by the School Board prior to implementation.~~
- ~~E. All schools, kindergarten through grade twelve, will provide instruction that addresses core values and provides instruction in character education as adopted by the Georgia Board of Education.~~
- ~~F. Classroom instruction will focus on ensuring that all students demonstrate mastery of GSE and core curricular competencies at the appropriate level. All students will be annually assessed in this regard. Any student who does not meet grade level standards will be provided support by way of a Response to Intervention (RTI) Plan. Research-based strategies and interventions will be used for remediation, which will include progress monitoring and reporting individual student progress in moving toward GSE.~~
- ~~G. School District staff will keep current with any changes that occur to the GSE and core curricular competencies. It is the responsibility of teachers and the principal/designee to ensure that the instruction is consistent with GSE. A teacher(s) desiring to teach a new or experimental course may submit an outline of the course to the principal, who will follow district procedures for obtaining approval for new courses.~~
- ~~H. All schools will implement a developmental guidance program that includes a career awareness/planning component designed to enable all students to acquire marketable skills and the knowledge needed for transition into work and post secondary education.~~
- ~~I. The School Board authorizes homebound education in compliance with State and Federal Guidelines.~~
- ~~J. The Individualized Education Program (IEP) or Section 504 Plan developed by the appropriate committee may modify the instructional program or length of school~~

Promotion, Placement and Retention

~~day for an eligible student if it is determined that the modification would be appropriate for the student. A decision to modify the program or length of school day will be documented in the student's IEP or Section 504 Plan.~~

~~K. English Learners (EL) must receive appropriate grade-level instruction using English proficiency level as determined by the W-APT or ACCESS 2.0 assessment. Resources provided by the World-Class Instructional Design and Application Consortium (WIDA) will assist teachers with differentiation. Grades must reflect work that has been differentiated to their English proficiency level and accommodations established in the English Language Learner Testing Participation Committee Plan (ELL-TPC).~~

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

~~1. **Elementary School and Middle School**~~

- ~~a. Georgia Kindergarten Inventory of Developing Skills (GKIDS)~~
- ~~b. State Assessment(s)~~
- ~~c. ACCESS 2.0 for English Learner students~~
- ~~d. Other Approved Measures (e.g., prescribed reading and mathematics mastery tests, teacher-made tests, portfolio assessments, and universal screening assessments)~~

~~2. **High School**~~

- ~~a. State Assessment(s)~~
- ~~b. Other Approved Measures (e.g., prescribed reading and mathematics mastery tests, teacher-made tests and portfolio assessments).~~

~~M. Each school will maintain records of annual student report cards.~~

~~N. All student report cards, cumulative folders, RTI folders must be transferred intra-district from the sending school to the receiving school within 10 days.~~

III. ~~PRE-KINDERGARTEN/ELEMENTARY PUPIL PROGRESSION~~**A. ~~Reporting~~****1. ~~Report Cards~~**

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

and regulations.

- ~~b. Report cards are issued at the end of every nine weeks of school and cover a period of approximately 45 school days. Such reports will be distributed to students for delivery to their parents/guardians according to the School District calendar. If a student withdraws and does not qualify for a report card under this provision, he/she will be issued a withdrawal form listing current grades in each subject area.~~
- ~~e. Parents/Guardians of students in third through fifth grades will have access to students' current grades, including individual assignment grades and class averages, throughout the grading term through the School District's online learning management system.~~
- ~~d. No later than midway between grading periods, an interim progress report will be sent to all parents/guardians of students in grades 1 and 2.~~
- ~~e. Student attendance for the grading period will be recorded on the report card.~~
- ~~f. Elementary report cards will be signed by the parent/legal guardian and returned to the teacher.~~

~~2. Grading System – Kindergarten~~

~~It is required that kindergarten student performance be evaluated and reported based on mastery of standards in language arts, mathematics, and writing/fine motor skills. Following are the symbols used to describe evidence of mastery:~~

~~Academic Skills Code:~~

NA	=	Not Yet Assessed
ND	=	Not Yet Demonstrated
EM	=	Emerging
DV	=	Developing
DM	=	Demonstrating
EX	=	Exceeding

~~3. Grading System – Grades One and Two~~

Promotion, Placement and Retention

a. ~~Grade one and grade two student performance is evaluated and reported based on mastery of standards in academic courses, participation courses, personal growth and development, and conduct using the following symbols:~~

- ~~O = Outstanding~~
- ~~S = Satisfactory~~
- ~~N = Needs Improvement~~
- ~~U = Unsatisfactory~~

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

- ~~S = Satisfactory~~
- ~~N = Needs Improvement~~
- ~~U = Unsatisfactory~~

~~4. **Grading System – Grades Three through Five**~~

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

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

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

- ~~S = Satisfactory~~
- ~~N = Needs Improvement~~
- ~~U = Unsatisfactory~~

~~5. **Alternative Report Cards**~~

Promotion, Placement and Retention

~~For some special education students, alternative report cards are used to report progress made on Individualized Education Program (IEP) goals and objectives. Some students will receive the regular education report card to report progress made in other subject areas.~~

B. ~~Promotion, Placement and Retention~~**DEFINITIONS**

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

~~**Differentiated instruction**—instructional strategies designed to meet individual student learning needs.~~

~~**Grade level**—standard of performance, based on competency of student performance standards.~~

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

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

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

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

~~Elementary school students will be promoted, placed or retained dependent upon their ability to meet the student performance standards and core curricular competencies of Cherokee County School District and State Board of Education Rules 160-4-2-.11, Promotion, Placement, and Retention and 160-3-1-.07, Testing Programs Student Assessment, and State law. Elementary school~~

Promotion, Placement and Retention

~~students will not be retained unless RTI Tier III placement has occurred for a minimum period of six weeks prior to the end of the school year.~~

- ~~1. When determining the placement of students, which must include review by the (RTI) or Individualized Education Program (IEP) Committee, academic performance based on mastery with emphasis on proficiency in reading, writing and mathematics; and the level of social and emotional development will be considered.~~
- ~~2. For special education students whose promotion is in question, the Individualized Education Program (IEP) Committee, which includes the principal/designee, will determine grade placement.~~
- ~~3. The principal/designee will have the final authority for appropriate grade placement of students in Kindergarten and Grades 1, 2, 4 and 6. The principal/designee will be included in the placement committee for students in grades 3 and 5, within the limitations of School Board Policy, Georgia Board of Education Rules 160-4-2-.11 and 160-3-1-.07 and Georgia law.~~
- ~~4. English Learners (EL) who have been enrolled in the ESOL program for two years or less may not be retained solely due to lack of English proficiency.~~
- ~~5. Work completed under private instruction will not be accepted by the School District except in accordance with Georgia Board of Education administrative rules.~~
- ~~6. **Additional Requirements for Grades One through Five**
 - ~~a. Each school principal/designee will distribute student data from the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment to teachers prior to the beginning of each school year. Each teacher will use data to focus instruction on identified student academic performance in grades 1-5.~~
 - ~~b. Each school principal/designee will establish and/or convene a RTI or IEP Committee for each student in grades 3-5 who does not achieve grade level on reading and/or mathematics sections of the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment. The RTI or IEP Committee will provide the following:~~~~

~~Students will be tested in accordance with requirements specified~~

Promotion, Placement and Retention

~~in State Board Rule 160-3-1-.07 Testing Programs — Student Assessment.~~

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

~~7. Requirements for Grades Three and Five~~

~~a. Promotion of a student will be determined as follows:~~

- ~~1) No third grade student will be promoted to the fourth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment in reading, unless otherwise specified in an Individualized Education Plan (IEP).~~
- ~~2) No fifth grade student will be promoted to the sixth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment reading in mathematics and meet promotion standards and criteria established in this policy, unless otherwise specified in an Individualized Education Plan (IEP).~~
- ~~3) In the event that State or Federal statutes/rules waive the requirement of Reading proficiency for 3rd and 5th grade students and Math proficiency for 5th grade students based on a state assessment, this policy will also be waived for the duration of the State waiver.~~
- ~~4) The school principal/designee may retain a student who does not meet promotion standards and criteria established in this policy.~~
- ~~5) A student who is absent or otherwise unable to take the Georgia state assessment in reading and/or mathematics on the first administration or its designated make-up day(s) will take the Georgia state assessment in reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the School District. Placement or promotion of these students will follow the same~~

~~procedures as students who do not achieve grade level on the first administration of the assessment.~~

- ~~6) A student's failure to take the Georgia state assessment in grade three or five in reading and/or mathematics on any of the designated testing date(s), or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the School District will result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student will follow the procedure set forth in this rule.~~
- ~~7) For students receiving special education, the Individualized Education Program (IEP) Committee will serve as the placement committee.~~

~~C. Summer School~~

- ~~1. The summer school program provides accelerated, differentiated, or additional instruction in reading and mathematics.~~
- ~~2. Pursuant to State Board of Education administrative rules, and *as funds are appropriated by the Georgia General Assembly*, the opportunity to participate in the summer school program will be available to students who:
 - ~~a. Failed one or more academic subjects (language arts, reading, mathematics, science or social studies); or,~~
 - ~~b. Were retained in their current grade or,~~
 - ~~c. Scored in the below grade level range of the Georgia state assessment or alternative assessment instrument in the absence of Georgia state assessment.~~~~
- ~~3. Summer school records will be sent to the sending school at the conclusion of the summer school program. The teachers and principal/designee of the sending school will review the student's records to determine appropriate grade placement within limitations of School Board Policy, Georgia Board of Education Rules 160-4-2-.11 and 160-3-1-.07 and Georgia Statutes. Eligibility for competitive interscholastic activities as defined in the Georgia Board of Education Rule 160-5-1-.19 cannot be met during summer school.~~
- ~~4. Extended School Year (ESY) services will be offered to eligible special education students.~~

IV. MIDDLE SCHOOL PUPIL PROGRESSION

A. Reporting

1. Report Cards

- a. Report cards are issued at the end of every nine weeks of school and cover a period of approximately 45 school days. Such reports will be distributed to students for delivery to their parents/guardians according to the School District calendar. If a student withdraws and does not qualify for a report card under this provision, he/she will be issued a withdrawal form listing current grades in each subject area.
- b. Parents/Guardians of students in sixth through eighth grades will have access to students' current grades, including individual assignment grades and class averages, throughout the grading term through the School District's online learning management system.
- c. Student attendance for the grading period will be recorded on the report card.
- d. Conferences will be scheduled at the request of the teacher or parent. Parents/guardians will be notified by the teacher and through report cards of the right to request and participate in at least two conferences annually.

2. Grading System Grades Six, Seven and Eight

The grading system used in the sixth, seventh and eighth grades will utilize numerical grades for progress reporting.

Academic Grades

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

A minimum passing score of 70 is required for all courses.

Conduct

- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

~~B. Promotion, Placement and Retention~~

~~Middle school students will be promoted, placed or retained dependent upon their ability to meet the student performance standards and core curriculum competencies of the School District and State Board of Education Rules 160-4-2-11, Promotion, Placement, and Retention and 160-3-1-.07, Testing Programs-Student Assessment, and State Statutes. Middle school students will not be retained unless there has been a referral to the Response To Intervention (RTI), Tier III or Individualized Education Program (IEP) Committee with sufficient timeliness to assure that appropriate interventions and accommodations to secure the student's success have been attempted and documented.~~

- ~~1. When determining the placement of students, which must include review by the Response To Intervention (RTI) Committee, academic performance based on mastery in language arts, reading and mathematics, passing science or social studies and passing one additional course during each year for grades six, seven and eight will be considered as well as the level of social and emotional development.~~

- ~~2. Special Education Students~~
 - ~~a. The Individualized Education Program (IEP) Committee, which includes the principal/designee, will determine grade placement for students with disabilities whose promotion is in question.~~

 - ~~b. The IEP Committee will determine and record on the Individualized Education Program (IEP) the appropriate level of student performance standards and type of diploma the student will work toward.~~

- ~~3. The principal/designee will have the final authority for appropriate grade placement of grade 6 and 7 students. The principal/designee will be included in the placement committee for students in grade 8, within the limitations of School Board Policy, Georgia Board of Education Rules 160-4-2-.11 and 160-3-1-.07 and Georgia Statutes. English Learners (EL) who have been enrolled in the ESOL program for two years or less will not be retained solely due to lack of English Proficiency.~~

~~A middle school student whose accelerated academic needs cannot be met at the middle school level, as determined by the middle school~~

Promotion, Placement and Retention

~~principal/designee, high school principal/designee and Assistant Superintendent, Educational Programs, may be permitted to attend a high school for the necessary course. Middle school students will not attend a high school for a course when that course is available at the middle school level or when the course sought at the high school level requires successful completion of the middle school curriculum. Transportation to a high school for coursework must be provided by the parents/guardians.~~

~~4. Requirements For Grade Eight.~~

~~Promotion of a student will be determined as follows.~~

~~1) No eighth grade student will be promoted to the ninth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment in reading and mathematics and meet promotion standards and criteria established in this policy.~~

~~2.) A student who is absent or otherwise unable to take the Georgia state assessment in reading and/or mathematics on the first administration or its designated make-up day(s) will take the reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the local Board of Education.~~

~~Placement or promotion of these students will follow the same procedures as students who do not achieve grade level on the first administration of the assessment.~~

~~3.) A student's failure to take the Georgia state assessment in grade eight in reading and/or mathematics on any of the designated testing date(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the School District will result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student will follow the procedure set forth in this rule.~~

~~4.) For students receiving special education services, the IEP Committee will serve as the placement committee.~~

C. Summer School

Promotion, Placement and Retention

- ~~1. The summer school program provides remediation in language arts, reading, mathematics, science and social studies.~~
- ~~2. Pursuant to Georgia Board of Education administrative rules, and *as funds are appropriated by the Georgia General Assembly*, the opportunity to participate in the summer school program will be available to students who:
 - ~~a. Failed one or more academic subjects (language arts, reading, mathematics, science or social studies); or,~~
 - ~~b. Were retained in their current grade; or,~~
 - ~~c. Scored in the below grade level range of the Georgia state assessment in reading and/or mathematics.~~~~
- ~~3. Summer school records will be sent to the sending school at the conclusion of the summer school program. The teachers and principal/designee of the sending school will review the student's records to determine appropriate grade placement. Eligibility for competitive interscholastic activities as defined in the Georgia Board of Education Rule 160-5-1-.19 cannot be met during summer school.~~
- ~~4. Extended School Year (ESY) services will be offered to special education students who are eligible.~~

~~V. HIGH SCHOOL PUPIL PROGRESSION~~**~~A. Reporting~~**

- ~~1. Report Cards
 - ~~a. Report cards are issued at the end of each semester of school and cover a period of approximately 90 school days. Such reports will be distributed to the students for delivery to their parents/guardians on the fifth school day following the end of the grading period except for the final report, which will be mailed to the parent.~~
 - ~~b. Parents/Guardians of students in ninth through twelfth grades will have access to students' current grades, including individual assignment grades and class averages, throughout the grading term through the School District's online learning management system.~~
 - ~~c. Student attendance for each class will be recorded on the report card.~~
 - ~~d. Conferences will be scheduled at the request of the teacher or~~~~

~~parent/guardian. Parents/guardians will be notified by the teacher and through report cards of the right to request and participate in at least two conferences annually.~~

~~2. Grading System~~

~~a. High schools will utilize numerical grades for progress reporting. Should letter grades be needed [to calculate certain Grade Point Averages GPAs, parental reference, weighted Numeric Grade Average (NGA), etc.] the equivalent numerical grades are as follows:~~

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

~~b. The weighted NGA summarizes each student's academic performance in high school.~~

~~c. For the purposes of considering quality points when determining weighted NGA:~~

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

~~d. An incomplete (I) is given as an opportunity for students to make up incomplete class work. Class work will be made up 14 school~~

~~days after the close of the grading period. If the work remains incomplete at the end of this period, the "I" will revert to a failing grade. The principal/designee has the discretion, upon request, to extend the deadline.~~

B. ~~Grade Adjustment~~

- ~~1. The principal/designee is responsible for the supervision and maintenance of student records. The principal/designee assumes the responsibility for adjusting a student's grades or credits when the necessity arises, consistent with the following reasons:~~
 - ~~a. Erroneously computed or recorded grades.~~
 - ~~b. Conversion of grades from other schools into the School District's grading system.~~
 - ~~c. Averaging of grades earned by students who may be:~~
 - ~~• Temporarily enrolled in another school in the United States or abroad, or~~
 - ~~• Enrolled in a special program (homebound instruction, out-of-district placement, tutorial programs, make-up work, and so on).~~
 - ~~d. Summer school grades: The original grade assigned and the summer school grade earned will appear on the student transcript. Both the original grade and summer school grade are used in computing class rank.~~
 - ~~e. Averaging grades earned by students who transfer to the high school from other schools during the course of the year with grades earned at the high school. Transfer grades received during the school year should be sent to individual teachers or department heads to be incorporated into the final average.~~
 - ~~f. Granting credits earned in other high schools in subjects not offered in our curriculum.~~
 - ~~g. Any other good and sufficient cause except that no grades may be adjusted to facilitate athletic eligibility.~~
- ~~2. In the above cases, as well as in any other case not delineated herein, the principal/designee will, when possible, consult with appropriate teachers in whose class the student is enrolled, officials of the sending schools, and~~

Promotion, Placement and Retention

~~persons in charge of special instruction.~~

- ~~3. The principal will refer unresolved grade disputes between the principal and a teacher to the school's Grade Review Advisory Committee. The Superintendent will establish guidelines to insure consistent and timely implementation of the responsibilities of each school's Grade Review Advisory Committee. Reference GA. Code 20-2-989.20 and School District Guidelines for the Grade Review Advisory Committee.~~

~~C. Promotion, Placement and Retention~~

- ~~1. Parents/guardians will be notified at the end of the school year when a student is not considered "on track" for graduation. Refer to current guidelines for determination of "on track" status.~~
- ~~2. Students will be assisted in meeting these requirements through accelerated instruction, differentiated instruction or additional instruction and other opportunities which may include but are not limited to:
 - ~~a. Summer school attendance~~
 - ~~b. Special counseling~~
 - ~~c. Volunteer and/or peer tutors~~
 - ~~d. School sponsored help sessions~~
 - ~~e. Study skill classes~~
 - ~~f. Polaris Evening School~~
 - ~~g. Approved online courses~~~~
- ~~3. Special Education Students
 - ~~a. The Individualized Education Program (IEP) Committee will determine and record on the IEP the type of diploma the student will work toward.~~
 - ~~b. The IEP Committee has the discretion to determine that the student be permitted additional time or less time to complete a course. All decisions regarding this time modification must be specified on the student's IEP.~~
 - ~~c. An alternative report card will be used for students with disabilities whose progress cannot be appropriately reported using the standard report card.~~~~
- ~~4. End of Course Testing~~

~~To earn credit for a course requiring an EOC test, a student transferring a~~

~~course from a non-accredited program must take and pass the corresponding EOC test.~~

~~5. Semester/Final Examinations~~

~~Semester and final examinations will be scheduled and administered in accordance with district procedures, rules and regulations. The End of Course Test, where required, serves as the final exam.~~

~~6. Online Courses~~

~~Students must receive approval prior to enrolling in any online course. Their school counselor must review the appropriateness for the student's program of study. Additionally, the Office of Curriculum and Instruction must approve the course content.~~

D. Summer School

~~1. A high school student may earn one half credit for successful completion of a 60-hour summer school course.~~

~~2. A high school student may take up to two classes during the summer session.~~

E. Graduation Requirements

~~1. School Board Policy IHF addresses graduation requirements.~~

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

LAST REVISED: July 21, 2016

REVISED: July 19, 2018

REVISED: July 18, 2019

Cherokee County Board of Education

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

I. TERMINOLOGY AND DEFINITIONS

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

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

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

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

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

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

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

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

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

A. Elementary School Middle School

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

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

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

B. Middle School

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

C. High School

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

III. REPORTING OF GRADES

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

A. Report Cards

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

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

- returned to the teacher.
6. For some special education students, alternative report cards are used to report progress made on Individualized Education Program (IEP) goals and objectives. Some students will receive the regular education report card to report progress made in other subject areas.
 7. Conferences will be scheduled at the request of the teacher or parent. Parents/guardians will be notified by the teacher and through report cards of the right to request and participate in conferences.

B. Grading System - Kindergarten

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

Academic Skills Code:

Not Yet Assessed
Not Yet Demonstrated
Beginning
Emerging
Developing
Demonstrating
Exceeding

C. Grading System - Grades One and Two

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

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

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

3	=	Satisfactory
2	=	Needs Improvement
1	=	Unsatisfactory

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

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

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

D. Grading System - Grades Three through Five

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

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

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

S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

E. Grading System - Grades Sixth through Eighth

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

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

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

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

S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

F. Grading System – Grades Ninth through Twelfth

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

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

2. The weighted NGA summarizes each student's academic performance in high school.
3. For the purposes of considering quality points when determining weighted NGA:
 - I. Honors Courses, Five points
 - II. Advanced Placement (AP) Courses, 10 points
 - III. Dual Enrollment Courses:
 - i. 10 points, whenever the college course taken is equivalent to an AP high school course for which the student has not already taken and received quality points, as recommended and approved by the Chief Academic Officer.
 - ii. A waiver for consideration of quality points (5 or 10) may be submitted to the Office of Curriculum and Instruction for Dual Enrollment Courses taken by students which meet the following criteria:
 1. Demonstrates rigor;
 2. Serves as a replacement for an on-campus course receiving quality points; or,
 3. Exceeds the highest instructional level course available at the local high school.

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

4. An incomplete (I) is given as an opportunity for students to make up incomplete class work. Class work will be made up 14 school days after the close of the grading period. If the work remains incomplete at the end of this period, the "I" will revert to a failing grade. The principal/designee has the discretion, upon request, to extend the deadline.
5. Grade Adjustment:
 - I. The principal/designee is responsible for the supervision and maintenance of student records. The principal/designee assumes the responsibility for adjusting a student's grades or credits when the necessity arises, consistent with the following reasons:
 - i. Erroneously computed or recorded grades.
 - ii. Conversion of grades from other schools into the School District's grading system.
 - iii. Averaging or grades earned by students who may be:
 1. Temporarily enrolled in another school in the United States or abroad, or
 2. Enrolled in a special program (homebound instruction, out- of-district placement, tutorial programs, make-up work, and so on).
 - iv. Summer school grades: The original grade assigned, and the summer school grade earned, will appear on the student transcript. Both the original grade and summer school grade are used in computing class rank.
 - v. Averaging grades earned by students who transfer to the high school from other schools during the course of the year with grades earned at the high school. Transfer grades received during the school year should be sent to individual teachers or department heads to be incorporated into the final average.
 - vi. Granting credits earned in other high schools in subjects not offered in our curriculum.
 - vii. Any other good and sufficient cause except that no grades may be adjusted to facilitate athletic eligibility.
 - II. In the above cases, as well as in any other case not delineated herein, the principal/designee will, when possible, consult with appropriate teachers in whose class the student is enrolled, officials of the sending schools, and persons in charge of special instruction.
 - III. The principal will refer unresolved grade disputes between the principal and a teacher to the school's Grade Review Advisory Committee. The Superintendent will establish guidelines to insure consistent and timely implementation of the

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

responsibilities of each school's Grade Review Advisory Committee. Reference GA. Code 20-2-989.20 and School District Guidelines for the Grade Review Advisory Committee.

IV. PROMOTION, PLACEMENT AND RETENTION

A. General Guidelines for Kindergarten through Eighth Grades

1. Students in kindergarten through eighth grade will be promoted, placed or retained dependent upon their ability to meet the student performance standards and core curricular competencies of the School District and State Board of Education Rules 160-4-2-.11, Promotion, Placement, and Retention and 160-3-1-.07, Testing Programs-Student Assessment, and State law.
2. The principal/designee will have the final authority for appropriate grade placement of students in kindergarten and grades 1, 2, 4, 6 and 7. The principal/designee will be included in the placement committee for students in grades 3, 5 and 8 within the limitations of School Board Policy, Georgia Board of Education Rules 160-4-2 .11 and 160-3-1-.07 and Georgia law.
3. General education students in kindergarten through eighth grade will not be retained unless there has been a referral to the Response to Intervention (RTI) Tier III with sufficient timelines to assure that appropriate interventions to secure student success have been attempted and documented.
4. For special education students in kindergarten through eighth grade, the Individualized Education Program (IEP) Committee, including the principal/designee and Special Education Facilitator, will determine grade placement. Considerations made by the IEP Committee will include, but not limited to:
 - I. Reviewing documentation of attempted appropriate interventions and accommodations for a sufficient amount of time to secure student success and/or improved student performance;
 - II. Reviewing the present levels of academic achievement and functional performance;
 - III. Reviewing the progress on current IEP goals and objectives.
 - IV. Additionally, for special education students in grades sixth through eighth, the IEP Committee will also determine and document in the student's Individualized Education Program (IEP) the appropriate level of student performance standards and type of diploma the student will work toward.
5. English Learners (EL) who have been enrolled in the ESOL program for two years or less may not be retained solely due to lack of English proficiency.

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

6. When determining the placement of students, academic performance based on mastery of standards with emphasis on proficiency in core subject areas and the student's level of social and emotional development will be considered.
7. Work completed under private instruction will not be accepted by the School District except in accordance with Georgia Board of Education administrative rules.
8. The principal/designee will establish or convene a RTI or IEP Committee meeting to address potential interventions and/or accommodations for any third through eighth grade student placed into a subsequent grade level for the next school year although the student did not achieve at grade level on reading and/or mathematics sections of the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment.
9. Students in grades sixth through eighth whose accelerated academic needs cannot be met at the middle school level, as determined by the middle school principal/designee, high school principal/designee and Chief Academic Officer, may be permitted to attend a high school for the necessary course. Middle school students will not attend a high school for a course when that course is available at the middle school level or when the course sought at the high school level requires successful completion of the middle school curriculum. Transportation to a high school for coursework must be provided by the parents/guardians.

B. Specific Requirements for Grades Three, Five and Eighth

1. Students will be tested in accordance with requirements specified in State Board Rule 160-3-1-.07 Testing Programs – Student Assessment.
2. Promotion of a student will be determined as follows:
 - I. No third grade student will be promoted to the fourth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment instruments in the absence of Georgia state assessment in reading, unless otherwise specified in an Individualized Education Plan (IEP).
 - II. No fifth grade or eighth grade student will be promoted to the sixth or ninth grade if the student does not achieve grade level on the Georgia state assessment or alternative assessment in reading and/or mathematics and meet promotion standards and criteria established in this policy, unless otherwise specified in an Individualized Education Plan (IEP).
 - III. In the event that State and/or Federal statutes/rules waive the requirement of Reading proficiency for 3rd, 5th and 8th grade students and/or mathematics proficiency for 5th and 8th grade

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

- students on a state assessment, this guideline will also be waived for the duration of the State waiver.
- IV. A student who is absent or otherwise unable to take the Georgia state assessment in reading and/or mathematics on the first administration or its designated make-up day(s) will take the reading and/or mathematics on the second administration day(s) or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the local Board of Education. Placement or promotion of these students will follow the same procedures as students who do not achieve grade level on the first administration of the assessment.
 - V. A student's failure to take the Georgia state assessment in grade three, five or eighth in reading and/or mathematics on any of the designated testing date(s), or an alternative assessment instrument that is appropriate for the student's grade level as provided for by the State Board of Education and the School District, will result in the student being retained. The option of the parent or guardian or teacher(s) to appeal the decision to retain the student will follow the procedure set forth in this rule.
 - VI. The school principal/designee will annually notify parents or guardians that placement or promotion of a student into a grade, class, or program will be based on the academic achievement of the student on criterion-referenced assessments and/or other criteria established in this policy.
 - VII. For students receiving special education services, the IEP Committee, including the Special Education Facilitator, will serve as the placement committee.
 - VIII. The school principal/designee may retain a student who does not meet promotion standards and criteria established in this policy.

C. General Guidelines for Grades Ninth through Twelfth

1. Parents/guardians will be notified at the end of the school year when a student is not considered "on-track" for graduation. Refer to current guidelines for determination of "on track" status.
2. To earn credit for a course requiring an EOC test, a student transferring a course from a non-accredited program must take and pass the corresponding EOC test. Students who are impacted by not receiving credit in CCSD for previously awarded course work from a non-accredited program may enroll in the District's Summer School program to earn credits as a part of Graduation Requirements.
3. Semester and final examinations will be scheduled and administered in

CCSD Administrative Guidelines Regarding Grading, Promotion, Placement and Retention

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

- accordance with district procedures, rules and regulations. The End of Course Test, where required, serves as the final exam.
4. Students must receive approval prior to enrolling in any online course. Their school counselor must review the appropriateness for the student's program of study. Additionally, the Office of Curriculum and Instruction must approve the course content.
 5. Students will be assisted in meeting these requirements through accelerated instruction, differentiated instruction or additional instruction and other opportunities which may include but are not limited to:
 - I. Summer school attendance
 - II. Special counseling
 - III. Volunteer and/or peer tutors
 - IV. School sponsored help sessions
 - V. Study skill classes
 - VI. Polaris Evening School
 - VII. Approved online courses
 6. Special Education Students:
 - I. The Individualized Education Program (IEP) Committee, including the school's Special Education Facilitator, will determine and record on the IEP the type of diploma the student will work toward.
 - II. The IEP Committee, including the school's Special Education Facilitator, has the discretion to determine that the student be permitted additional time or less time to complete a course. All decisions regarding this time modification must be specified on the student's IEP.

D. Graduation Requirements

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

The Cherokee County ~~School District~~ Board of Education recommends that parents support and reinforce the objectives outlined in the student performance standards as approved by the State Board of Education. The ~~Board~~ School District recognizes that parents have the prerogative to hire a tutor to assist in this process.

I. DEFINITIONS

For the purposes of this Policy, the definitions for “Tutor” and Tutoring” shall be as follows:

“**Tutor**” - an individual ~~or individuals~~ who performs the service of private academic instruction for a fee.

“**Tutoring**” - the act of providing one-on-one private academic instruction for a fee.

II. GENERAL POLICY

In the event ~~the~~ a parent/legal guardian employs a tutor, it is recommended that ~~they~~ he/she contracts with the tutor to provide teaching materials beyond those issued in the student’s classroom. ~~Cherokee County School District~~ employees may not tutor or receive compensation for tutoring students who are currently in their classes. Additionally, individual tutoring for compensation by School District employees will not take place during the school day or utilize School District facilities or resources.

Maintaining a high quality instructional staff and providing a rich, varied curriculum should minimize the need for individual tutoring. Parents/legal guardians should be fully informed of all tutoring available to assist students with additional instruction/remediation. Every effort should be made by the principal and teacher(s) to help ~~the~~ students with educational problems before recommending that parent(s)/legal guardian(s) engage a tutor. Work completed under private instruction will not be accepted for credit unless strictly in accordance with accreditation standards, Georgia State Board of Education Rules and Georgia statutes.

~~In order to cover exceptional cases where it might become necessary to recommend individual tutoring, rules and regulations shall be established by the Superintendent to protect both the Cherokee County School District and teachers from charges of conflict of interest. These rules and regulations shall be in accordance with the Georgia Code of Ethics for Educators (Standards 5 and 6 are applicable), accreditation standards for Georgia Schools, Georgia State Board of Education administrative and/or Georgia statutes.~~

The Office of Curriculum and Instruction will identify School District employees who wish to tutor and will formulate a list of potential tutors annually. The list will be maintained by the Office of Curriculum and Instruction and will contain names, content areas, grade levels and contact information.

The School District does not bear any responsibility for the success of tutoring. Accordingly, the School District and its staff will neither recommend nor evaluate the tutor. Fees are established by tutors and parents/legal guardians independent of the School District.

~~The Cherokee County School System District guidelines for tutoring apply to the After School Program.~~

ADOPTED: August 2, 2001

~~REVISED: July 23, 2014~~

REVISED: July 18, 2019

Cherokee County Board of Education

STUDENT ENROLLMENT AND WITHDRAWAL

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

I. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

Nonrelative Attorney in Fact: an individual who is known to a child but is not in fact related by blood or marriage to such child and with whom such child has resided or had significant contact who has been approved as an agent by a child-placing agency, a nonprofit entity or faith-based organization for a period not to exceed one year, except as provided in O.C.G.A. § 19-9-132, by executing a Power of Attorney in substantial compliance with the Supporting and Strengthening Families Act, O.C.G.A. § 19-9-120, *et seq.*

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

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

Homeless Child or Youth: children or youth who lack a fixed, regular, and adequate nighttime residence, including the following:

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

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

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

Kinship Caregiver: grandparent, great-grandparent, step-parent, former step-parent, step-grandparent, aunt, uncle, great aunt, great uncle, cousin, or sibling of such child (“Relatives”) who have assumed responsibility for raising a child in an informal, noncustodial, or guardianship capacity.

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

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

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

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

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

II. STUDENT ENROLLMENT

A. Eligibility Age

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

1. Students who have attained the age of five by September 1 to enroll in the appropriate general education programs unless they attain the age of 21 by September 1 or they have received a high school diploma or the equivalent. Students who have dropped out of school for one quarter or more are eligible

- to enroll in the appropriate general education programs unless they attain the age of 20 by September 1.
2. Students with IEPs developed under the IDEA may attend public school until their 22nd birthday or until they receive a regular high school diploma.
 3. Students who have attained the age of three years but are not yet eligible for kindergarten and who meet criteria for one or more of the disability categories as defined in Chapter 160-4-7 of the Georgia Special Education Rules are considered eligible for pre-school special education programs and related services. These disability categories are autism, deaf/blind, emotional and behavioral disorder, hearing impairment, intellectual disability (mild, moderate, severe, or profound), orthopedic impairment, other health impairment, severe emotional and behavioral disorder, significant developmental delay, specific learning disability, speech-language impairment, traumatic brain injury and/or visual impairment.
 4. Students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia and were legally enrolled in a public kindergarten or first grade accredited by a state or regional association or the equivalent thereof, are eligible for enrollment in the appropriate education program if the child attains the age of five for kindergarten or six for first grade by December 31 and the child is otherwise eligible for enrollment as prescribed in O.C.G.A. § 20-2-150.

B. Required Documentation

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

Primary Document:

A certified copy of a birth certificate, certified hospital issued birth record or birth certificate;

Secondary Documents:

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

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

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2. During the enrollment process, the School District will require documentation of compliance with:
 - A. The provisions of O.C.G.A. § 20-2-771 concerning the immunization of students, which includes an exception for religious grounds; and,
 - B. The provisions of O.C.G.A. § 20-2-770 concerning nutritional screening and eye, ear, and dental examinations of students.
3. Upon presentation of the required documentation or evidence, a copy of the document will be placed in the student's record and the original document presented will be returned to the individual registering the student.
4. The School District will ensure that the employee or other designated individual responsible for care of homeless students will assist the homeless student in acquiring the necessary records for enrollment. Proof of residence is not required.
5. The School District will require a Child Agent empowered to enroll the child to produce the same documentation a parent would produce to enroll the child.
6. The following provisions apply to a child or children of military families.
 - A. In the event that official education records for a child cannot be released to the parents or legal guardian for the purpose of transfer, the School District will accept a complete set of unofficial educational records for a child prepared by the sending school and furnished to the parent or legal guardian.
 - i. Upon receipt of such unofficial education records, the School District will enroll and appropriately place the student based on the information provided in the unofficial records pending validation by the official records.
 - ii. Simultaneously with the enrollment and conditional placement of the student, the School District will request the student's official education records from the sending school.
 - B. Students in the household of an active duty military member will be allowed to continue their enrollment at grade level in the local school system commensurate with their grade level, including kindergarten, from a local education agency in the sending school, regardless of age.
 - i. A student who has satisfactorily completed the prerequisite grade level in the local education agency in the sending school will be eligible for enrollment in the next highest grade level in the receiving school, regardless of age.

- ii. The School District will initially honor placement of the student in educational programs based on current educational assessments conducted at the school in the sending school or participation or placement in similar programs based on current educational assessments conducted at the sending school or participation or placement in similar programs in the sending school. Such programs include, but are not limited to: gifted and talented programs, and English as a second language.
 - iii. Nothing in this section will preclude the receiving school from performing subsequent evaluations to ensure appropriate placement of the student.
- C. The School District will not charge local tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing *in loco parentis* who lives in a jurisdiction other than that of the custodial parent.
7. Pursuant to O.C.G.A. § 20-2-150, before the final enrollment of a student to a publicly-funded Georgia school is complete, the individual registering the student will provide a copy of the enrolling student's Social Security number to the proper school authorities or will complete and sign a form stating the individual does not wish to provide the social security number. The School District will ensure that student Social Security numbers are treated in the same confidential manner as all other records and in accordance with the Family Educational Rights and Privacy Act (FERPA).

C. Residency Requirements

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

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

D. Persons Authorized to Enroll Children

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

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

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

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

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

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

within the meaning of O.C.G.A. § 16-10-71 and will be subject to the penalties prescribed by such Code section.

- g. In accordance with O.C.G.A. § 19-2-132, Grandparents with a Power of Attorney executed on or before August 30, 2018 may enroll their grandchild without court approval, in the school located in the attendance area in which the grandparent resides if the specific conditions set forth in the now repealed “Power of Attorney for the Care of a Minor Child Act,” are met. If the grandparent’s Power of Attorney was properly executed before August 30, 2018, it will have an unlimited duration.

E. Provisional Enrollment Conditions

1. Other than students specifically exempted by rule or by law, a student will be enrolled on a provisional basis and allowed to attend school for 30 calendar days while awaiting evidence of age, residence, or other local requirements. The provisional enrollment period may be extended for extenuating circumstances.
 - A. Unless the time is extended, if evidence is not provided within this period, the Superintendent or designee will mark the student withdrawn at the end of the 30th day.
 - B. The Superintendent or designee will notify the individual who registered the student at least 10 calendar days prior to the withdrawal of the student.
 - i. The individual who registered the student will be considered noncompliant and subject to all penalties as prescribed in O.C.G.A. § 20-2-690.1.
 - ii. The Superintendent will report violations of these provisions to the appropriate authorities for adjudication.
2. O.C.G.A. § 20-2-150 (c) concerning compulsory attendance of students prior to their seventh birthday does not apply to provisional enrollment.
3. Students pre-registering will not be eligible for provisional enrollment until the beginning of the attendance period of the school term for which the student is enrolling.
4. A student will not be denied enrollment if the student meets residency qualifications and otherwise would not be denied enrollment under O.C.G.A. § 20-2-751.1 and O.C.G.A. § 20-2-751.2 concerning student expulsion.
5. The provisions of O.C.G.A. § 20-2-670 regarding the transferal of discipline actions or felony convictions for students in grade seven and above will take precedence over any provisional enrollment.

F. Enrollment for Children of Military Families

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

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

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

G. Enrollment for Immigrant/Non-Visa Holder Students

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

1. The School District is not responsible for making determinations regarding immigration and visa status. Rather, the U.S. Department of State (Office of Visa Services) and the Department of Homeland Security (U.S. Citizenship and Immigration Services) are responsible for making such determinations.
2. The School District may accept non-immigrant, foreign students on F-1 visas in accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (Section 625 of Public Law 104-208).
3. The School District may accept non-immigrant, foreign exchange students on J-1 visas in accordance with the Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256) as amended, 22 U.S.C. 2451, et. seq. (1988).

School Admissions

4. The School District will accept non-immigrant foreign students on derivative visas where they are the qualifying child of a non-immigrant student or exchange visitor (i.e. F-2, M-2, J-2).
5. The School District will accept non-immigrant, foreign students on B-1/B-2 visas and are not responsible for ascertaining whether or not seeking enrollment in school will violate the terms of the visa.

III. STUDENT WITHDRAWAL

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

1. When a parent, guardian, or Child Agent withdraws a student with documentation of proof of enrollment in another school, the student's withdrawal date will be recorded as the last day of student attendance.
 - A. If a student is under suspension or expulsion, on the date of withdrawal, the new school of enrollment will be notified of the terms of the suspension or expulsion.
 - B. If a student is an unemancipated minor who is older than the age of mandatory attendance as required in O.C.G.A. § 20-2-690.1(a) and who has not completed all requirements for a high school diploma, wishes to withdraw from school, the student must have the written permission of his or her parent/legal guardian/Child Agent prior to withdrawing and a conference must be held with the Principal or designee pursuant to O.C.G.A. § 20-2-690.1(e).
2. When a parent, guardian, or Child Agent does not withdraw a student from a current school according to School District Policy, the School District will withdraw the student.
 - A. With proof of enrollment in a different school, other LEA, private school, or home study program, the date of withdrawal for a student will be the last school day of student attendance.
 - B. With no proof of enrollment in another school, other LEA, private school, or home study program, a student will be withdrawn from a school after 10 consecutive unexcused absences or when the School District is provided documentation validating the student no longer resides in the school's attendance zone.
 - i. The student withdrawal date will be the last day of attendance or the day the School District obtains documentation validating the student no longer resides in the school's attendance zone.

- ii. In the absence of the documented proof, the withdrawal code will indicate that the student was removed for lack of attendance.
 - iii. The Superintendent or designee will notify the parent, guardian, or Child Agent if the School District plans to withdraw such student. Such notification will be by certified mail, return receipt requested.
3. A student who is not in attendance on the first day of school but expected based on prior year enrollment, will be withdrawn as a “no-show” student and will not be included in any enrollment or attendance counts.
- A. Students not in attendance on the first day of school but expected based on prior year enrollment will not accrue absences until the student is physically present and attending.
 - B. Students withdrawn as a “no-show” will be recorded in the school’s official records as unknown, unless the School District has proof that the student has enrolled in a different school, other LEA, private school, or home study program.
4. A student will be withdrawn from a school on the day the school receives documentation validating the student no longer resides in the school’s attendance zone unless one of the following exceptions occur:
- A. School District policy allows student to remain enrolled to complete the current school year.
 - B. Student is allowed to remain enrolled based on O.C.G.A. § 20-2-293 (when a parent/legal guardian/Child Agent is an full-time employee of the School District) or O.C.G.A. §20-2-294 (the student has been granted a reassignment).
5. A student will not be withdrawn due to excused absences defined in SBOE Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1(c).
6. A student will not be withdrawn while receiving Hospital/Homebound services.
7. Pursuant to the provisions in 34 Code of Federal Regulations (C.F.R.) Part 200, a school will only use a withdrawal code which denotes that a student transferred if the School District has proof that the student enrolled in another school, other LEA, private school or home study program.
- A. Documentation must be in writing so that the transfer can be verified through audits or monitoring and maintained in the permanent student record.

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

Authority

McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.), 10 U.S.C. Sections 1209 and 1211, O.C.G.A. § 15-11-725, O.C.G.A. § 19-9-132, O.C.G.A. § 19-9-120, et seq., O.C.G.A. § 20-2-690 (c), 20 U.S.C. § 1400, et seq., O.C.G.A. § 20-2-150, Plyler v. Doe, 457 U.S. 202 (1982), Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (Section 625 of Public Law 104-208), Mutual Educational and Cultural Exchange Act of 1961 (Public Law 87-256) as amended, 22 U.S.C. 2451, et seq., O.C.G.A. § 20-2-133(b), O.C.G.A. § 16-10-71, O.C.G.A. § 20-2-295, O.C.G.A. § 20-2-690.1, O.C.G.A. § 20-2-150, O.C.G.A. § 20-2-751.1, O.C.G.A. § 20-2-751.2, O.C.G.A. § 20-2-670, O.C.G.A. § 20-2-771, O.C.G.A. § 20-2-770, Family Educational Rights and Privacy Act (FERPA), State Board of Education ("SBOE") Rule 160-5-1-.07, O.C.G.A. § 20-2-293 , O.C.G.A. §20-2-294. 34 C.F.R. §200.19,

School Admissions

The Cherokee County Board of Education is committed to providing equal educational opportunities to all students within its jurisdiction, which are based upon the Mission, Beliefs and Major System Priorities in the Cherokee County Accountability and School Improvement Policy. In accordance with Georgia law, requirements for parental/legal guardianship, students' ages, admissions information, and enrollment are outlined in this Policy.

I. PARENTAL/LEGAL GUARDIANSHIP REQUIREMENTS

Students not of legal age must be enrolled by their parent/legal guardian (an adult who has been awarded legal guardianship or custody by a court of competent jurisdiction). In order to be considered a legal guardian for purposes of this policy, the school must have on file a certified copy of said order. In addition, the following are approved for enrollment:

A. Enrollment by Non-Custodial Parents

In cases in which the parents/legal guardians of a student are divorced, and the non-custodial parent/legal guardian seeks enrollment for the student, the school will allow enrollment upon submission of a notarized power of attorney executed by the custodial parent deferring custody and educational decision making authority to the non-custodial parent/guardian. All necessary documentation will be maintained in the student's file.

B. Enrollment by Non-Custodial Adults

In cases in which a non-custodial adult is seeking temporary legal guardianship of a student, and is able to present documentation that the legal process is currently under review, the school will allow the student to enroll. All necessary documentation will be maintained in the student's file.

C. Enrollment by Non-Custodial Parents/Guardians During Military Deployments and/or Changes in Active-Duty Status

In cases in which the parents/legal guardians of a student have executed a power of attorney due to a military deployment or a change in active duty status, and the attorney in fact, as named by the power of attorney, seeks enrollment for the student, the school will allow the student to enroll. All necessary documentation will be maintained in the student's file.

D. Enrollment by the Department of Human Resources or the Department of Juvenile Justice

In cases in which the Department of Human Resources and/or the Department of Juvenile Justice has physical custody or de facto custody of a student, or has placed the student into a local facility or foster home, the school will allow

~~the student to enroll. All necessary documentation will be maintained in the student's file.~~

~~II. STUDENT AGE REQUIREMENTS~~

~~A. Pre-kindergarten~~

~~Students who will have attained the age of four on or before September 1 of the school year shall be eligible for admission to the Georgia Pre-kindergarten Program during that school year. Students are eligible for admission on a first come first served basis in targeted school attendance areas. Students residing outside of targeted school attendance areas may seek admission to the Georgia Pre-kindergarten Program, but that admission cannot displace a student living in the targeted school attendance area.~~

~~B. Kindergarten~~

~~Students who will have attained the age of five years on or before September 1 of the school year shall be eligible for admission to public kindergarten during that school year. Students who were legal residents of one or more other states for a period of two years immediately prior to moving to this state and who were legally enrolled in a public or state/regional accredited kindergarten shall be eligible for enrollment in the general or special education programs provided such students will attain the age of five for kindergarten by December 31 and are otherwise qualified.~~

~~C. First Grade~~

~~Students who have attained the age of six years on or before September 1 of the school year shall be eligible for first grade if otherwise qualified. Students who were legal residents of one or more other states for a period of two years immediately prior to moving to this state and who were legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, shall be eligible for enrollment in the appropriate general or special education programs if such students will attain the age of six for first grade by December 31 and are otherwise qualified.~~

~~D. Secondary Program~~

~~Students are eligible to maintain enrollment in the regular secondary program unless they attain 21 years of age on or before September 1, or they have received high school diplomas or the equivalent.~~

~~E. Special Education~~

~~1. Early Enrollment~~

~~Students who have attained the age of three years but are not yet eligible for kindergarten and who meet criteria for one or more of the disability categories as defined in Chapter 160-4-7 of the Georgia Special Education Rules are considered eligible for pre-school special education programs and related services. These disability categories are autism, deaf/blind, emotional and behavioral disorder, hearing impairment, intellectual disability (mild, moderate, severe, or profound), orthopedic impairment, other health impairment, severe emotional and behavioral disorder, significant developmental delay, specific learning disability, speech language impairment, traumatic brain injury, and/or visual impairment.~~

~~2. Maximum Age Enrollment~~

~~Special Education students are eligible to maintain enrollment in appropriate education programs until they receive high school or special education diplomas or the equivalent, or reach their twenty-second birthday.~~

~~III. ADMISSIONS INFORMATION REQUIREMENTS~~

~~Before the initial admittance of any student to school, a principal shall require:~~

~~A. Proof of Residency~~

~~1. Residency:~~

~~To obtain enrollment in the Cherokee County School District, students must reside in the county with their natural parent(s), or court-approved legal guardian(s). Students and their parent(s)/guardian(s) must remain residents of the county for the entire period of enrollment in the School District. For enrollment purposes, a resident is defined as an individual who is a full-time occupant of a dwelling located within the county and who, on any given school day, is likely to be at their stated address when not at work or school. A person who owns property in the county, but does not reside in the county, is not considered a resident for these purposes.~~

~~2. Proof of Residency:~~

~~Proof of residency is required when a student initially enrolls in a school and whenever a change of residence occurs.~~

~~a. The following shall be accepted as proof of residency for parents/guardians considered as "home owners": a current residential property tax statement (if there is no tax bill, then the purchase/closing information for the residence can be~~

~~used). The record must include the name of the parent/guardian.~~

~~b. The following shall be accepted as proof of residency for parents/guardians considered as “renters”: (1) a lease or rental agreement consisting of the written evidence that the agreement is valid; and (2) a District-designated affidavit signed by the property owner which will allow for appropriate verification of residency.~~

~~e. The following shall be accepted as proof of residency for parents/guardians considered as “non-renters” or “occupants of another person’s home/residence”: a District-designated affidavit signed by the parent/guardian, as well as by the home’s occupants. If the occupants are renters, then the property owner’s signature will also be required.~~

~~3. Verification of Residency:~~

~~A school system employee may visit the address given by any parent/guardian to verify residency. The property address given must be the actual location where the student and parent/guardian live full time.~~

~~4. Time Extensions:~~

~~A student will be enrolled on a provisional basis and allowed to attend school for up to 30 calendar days while awaiting evidence of residency. If the verification is not received within that period of time, the student will be withdrawn until the requirement is met.~~

B. Satisfactory Evidence of Proper Age

~~1. A certified copy of the student’s birth certificate, certified hospital issued birth record or birth certificate; a military ID; a valid driver’s license; a passport; an adoption record; a religious record signed by an authorized religious official; an official school transcript; or,~~

~~2. If none of these evidences can be produced, an affidavit of age sworn to by the parent/legal guardian accompanied by a certificate of age signed by a licensed, practicing physician. The certificate completed by the physician must verify that a physical examination has occurred, and that the physician believes the age indicated on the affidavit is substantially correct.~~

~~3. Time Extensions:~~

~~A student will be enrolled on a provisional basis and allowed to attend school for up to 30 calendar days while awaiting evidence of age. If the verification is not received within that period of time, the student will be withdrawn until the requirement is met.~~

~~C. Immunization~~

~~1. Pre-kindergarten Programs~~

~~All students attending pre-kindergarten programs must have a Certificate of Immunization (DPH Form 3231) on file in accordance with Georgia Department of Public Health regulations. Students who have not completed all immunizations due to age may submit School/Child Care Certificate of Immunization (DPH Form 3227-Gold Card) until immunizations are complete. Students may register prior to completion of this examination and certificate.~~

~~2. Grades K-12~~

~~All students must have a Certificate of Immunization (DPH Form 3231) on file in accordance with Georgia Department of Public Health regulations. Students entering public schools for the first time must present this form upon enrollment. Students who are transferring from any other public school system have 30 calendar days to meet this requirement.~~

~~3. Exemptions and Time Extensions:~~

~~A student, regardless of grade and including foreign-exchange students, must have the Certificate of Immunization (DPH Form 3231) on file unless any of the following situations exist:~~

- ~~a. Medical exemption authorized by a medical doctor;~~
- ~~b. Conflict with religious beliefs verified by parents'/legal guardians' sworn affidavit;~~
- ~~c. An extension of 30 calendar days is granted to Georgia residents by the school principal. If this form is not received within that period of time, the student will be withdrawn until the requirement is met; or,~~
- ~~d. An extension not to exceed 90 calendar days is granted by the school principal to students entering Georgia public schools from out of state, private schools, or home school provided that documentation is on file from the county health department or a medical doctor stating that an immunization sequence has~~

~~been started and can be completed within the 90 calendar day waiver period. If this form is not received within that period of time, the student will be withdrawn until the requirement is met.~~

~~**D. Certificate of Vision, Hearing, Dental and Nutrition Screening, P-12**~~

~~A Certificate of Vision, Hearing, Dental and Nutrition Screening (Georgia Department of Public Health [DPH] Form 3300) in accordance with Georgia Department of Human Resources regulations must be presented the first time a student enrolls at any grade level. Students transferring from another Georgia public school system are exempt from this requirement.~~

~~Time Extensions: All students, regardless of grade and including foreign exchange students, must have the Certificate of Vision, Hearing, Dental and Nutrition Screening (Georgia DPH Form 3300) on file unless any of the following situations exist:~~

- ~~1. A student attending pre kindergarten programs must have a Certificate of Vision, Hearing, Dental and Nutrition Screening. A student may register prior to completion of this screening, however, the Certificate of Vision, Hearing, Dental and Nutrition Screening must be on file within 30 days. If this form is not received within 30 calendar days, the student will be withdrawn until the requirement is met.~~
- ~~2. For a student transferring from any school system other than a Georgia public school system, the documentation must be received within 30 calendar days. If this form is not received within 30 calendar days, the student will be withdrawn until the requirement is met.~~

~~**E. Official Transcript (Cumulative Record)**~~

- ~~1. Enrolling students shall present an official transcript of work or credit at the time of entrance. If a transcript should not be presented, the student shall be enrolled on a tentative basis from information available at the time of enrollment. If, upon receipt of an official transcript, it should be found that the student has been enrolled in the wrong subject or grade, the student shall be withdrawn immediately and re-enrolled in the appropriate grade or subjects. The parent(s)/legal guardian(s) shall be informed of the change.~~
- ~~2. Students coming from accredited private schools, home school programs, other countries, or states are to be accepted provisionally in the grade to which they indicate membership. Records of each student's previous work should be required before final placement is~~

determined. A reasonable effort should be made to obtain such records. If the records are not forthcoming within 30 calendar days, an academic assessment shall be made by the school to determine final placement.

F. Social Security Card

An official copy of the student's social security card (the original card) shall be provided and be incorporated into the official school records pertaining to the student.

1. School authorities may provisionally admit a student for whom an official social security number has not been provided if the parent/legal guardian completes a postage paid application for a social security number at the time of enrollment.

2. Exemption The parent/legal guardian may, upon the execution of an appropriate affidavit/waiver, exempt his/her student from this provision.

3. No school employee shall indicate in any manner that a social security number is required for admission.

4. The school shall ensure that student social security numbers are treated in the same confidential manner as all other records and in accordance with the Federal Educational Rights and Privacy Act (FERPA) of 1974.

The school shall assign a permanent student identification number if a social security number will not be provided.

IV. ENROLLMENT REQUIREMENTS

A. Enrollment

In accordance with Georgia law, every parent, legal guardian, or other person residing within the state and having control or charge of any child or children between their sixth and sixteenth birthdays shall enroll and send such child or children to a public school, private school, or home study program. All children enrolled for 20 calendar days or more in the public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law.

Out-of-State Transfer Students The same rules, procedures and requirements contained within this Policy apply to out-of-state transfer students.

~~B. — Pregnant Students~~

~~Students who are pregnant will not be prohibited from attending school.~~

~~C. — Compulsory Attendance~~

~~Students between six and 16 years of age are subject to compulsory school attendance. They must attend public school, private school or a home study program. If failure to attend is caused by the child's parent, legal guardian, or other person, the parent, legal guardian, or other person alone shall be responsible and shall be guilty of a misdemeanor and subject to a fine and/or imprisonment.~~

~~Local school superintendents in the case of private schools or home study programs and visiting teachers and attendance officers in the case of public schools shall have authority, and it shall be their duty to file proceedings in court to enforce this law.~~

~~D. — Students Not in Good Standing~~

~~1. — Suspended or Expelled Students from Another Public School System~~

~~No otherwise qualified student seeking enrollment shall be admitted to the Cherokee County School District during the period of that student's suspension or expulsion from another Public School System.~~

~~2. — Students Assigned to an Alternative School Program in Another Public School System~~

~~Any student seeking enrollment from another school system in which the student was assigned to an alternative school program through a due process hearing shall be assigned to a corresponding alternative setting, if available, within the Cherokee County School District.~~

~~3. — Suspended or Expelled Students from a Private School~~

~~The Cherokee County School District may admit a student who has been suspended or expelled from a private school during the period of such suspension or expulsion. No such decision will be made before the District has received appropriate information from the parent, student records from the private school, and/or reports from any agency or jurisdiction involved due to the conduct causing the suspension or expulsion.~~

~~If, in the process of gathering this information, it is concluded that the student's suspension or expulsion from the private school would or~~

~~might justify a long-term suspension or expulsion from the Cherokee County School District, a pre-enrollment hearing will be convened so the district may decide: (a) whether the conduct for which the student was suspended or expelled would justify suspension or expulsion by the district, and (b) whether the terms of the private school suspension or expulsion should be adopted, rejected, or reduced by the district. This hearing will be conducted in the same manner required for any long-term suspension or expulsion from the Cherokee County School District.~~

4. ~~Suspended or Expelled Cherokee County School District Students~~

~~A student with a suspension or expulsion from the Cherokee County School District will not be withdrawn unless the student does not return to the school or School District from said suspension or expulsion.~~

E. ~~Enrollment or Re-Enrollment of Currently Non-Enrolled High School Students~~

~~The State statutorily requires students between the ages of 6 and 16 to remain actively enrolled in school. High School students who are 16 years of age or older, and who have dropped out of school for one quarter or more, remain eligible to re-enroll in the appropriate general education or alternative education program unless they attain the age of 20 years by September 1.~~

~~Special Education students remain eligible to re-enroll in appropriate education programs until they receive high school or special education diplomas or the equivalent, or reach their 22nd birthday.~~

V. ~~Student Withdrawal Requirements~~

A. ~~Withdrawal by Parent/Legal Guardian~~

~~A student will only be withdrawn upon written request by the enrolling parent/legal guardian or other designated adult as defined by Section I of this Policy. Within the written request, that adult must provide the school with the reason for withdrawal.~~

B. ~~Withdrawal of Students Subject to Compulsory Attendance~~

~~A withdrawing student of compulsory attendance age will be notified that a failure to enroll in another educational institution or home study program will be in violation of Georgia's compulsory attendance law and may subject the student or parent to severe consequences.~~

~~The School District will withdraw a student of compulsory attendance age without parental permission after ten consecutive days of absences if the School District has determined the student is no longer a resident, or is enrolled in another educational institution or home study program. The withdrawal will occur retroactive to the first day of the consecutive absences.~~

~~C. **Withdrawal of Students Not Subject to Compulsory Attendance**~~

~~A withdrawing student who is beyond the compulsory attendance age and the parent/legal guardian or other designated adult as defined by Section I of this Policy approving the withdrawal must conference with appropriately identified school personnel when the student is withdrawing prematurely and not completing high school graduation requirements through another educational institution or home study program.~~

~~The School District will use any such conference with a student and parent/legal guardian to reinforce any statutorily required information to include, but not be limited to current high school graduation requirements, consequences for failing to earn a high school diploma, and available alternative educational opportunities such as earning a General Educational Development (GED) diploma.~~

~~The School District will withdraw a student who is beyond the compulsory attendance age without permission from the parent/legal guardian when the student has ten consecutive unexcused absences, and all of the following conditions occur:~~

- ~~1. The student is not currently receiving instructional services from the School District through Hospital/Homebound provisions;~~
- ~~2. The student is not currently receiving instructional services required by the Individuals with Disabilities Education Act; and,~~
- ~~3. The School District has made a reasonable attempt to contact the student, as well as the parent/legal guardian.~~

ADOPTED: August 2, 2001
REVISED: July 22, 2015 July 18, 2019

Cherokee County Board of Education

EDUCATION OF HOMELESS STUDENTS

The Cherokee County School Board of Education is dedicated to the guiding principle that all eligible children and youth, including the homeless, who reside within the School District system, are entitled to a free, appropriate education. Due to the special needs of homeless students, the School District Board establishes this policy to assist in removing barriers to the education process for homeless students so they may fully participate in the educational opportunities offered in Cherokee County.

I. Identification

A “homeless student” is determined to be:

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

II. School Selection Admission and Enrollment

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

- Continuation of the child’s or youth’s education in the “school of origin” for the: (a) duration of the homelessness (in the case in which a family becomes homeless between academic years or during an academic year); or (b) for the remainder of the academic year (in the case in which a family becomes permanently housed during the academic year, but the residence is located outside the attendance zone for the school of origin); or
- Enrollment in the school serving the attendance area in which the homeless student is currently living.

In determining the best interest of the homeless child or youth, the School District will, to the extent feasible, keep a homeless student in the school of origin, except when doing so is contrary to the wishes of the parent or guardian. The District will submit, in writing to the parent or guardian an explanation regarding school placement if the homeless student is sent to a school other than the school of origin or a school requested by the parent or guardian.

“Feasibility” in determining school enrollment should be a student-centered, individualized determination considering many factors including, but not limited to: (a) the age of the homeless student; (b) the distance of a commute and the impact it may have on the student’s education; (c) personal safety issues; and (d) a student’s need for special instruction.

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

Records Requirements

~~The school selected for enrollment of a homeless student will immediately enroll the student, even if the student is unable to produce records normally required for enrollment, such as previous academic records, medical records, proof of residency, or other documentation. While the requirement of these records is not waived, the school will not prohibit enrollment due to the immediate lack of the necessary records.~~

~~Any record ordinarily kept by the school, including immunization or medical records, academic records, birth certificates, guardianship records, and evaluations for special services or programs shall be maintained so that the records are available, in a timely manner, when a homeless student enters a new school or school district.~~

III. Comparable Services

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

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

IV. Appeal Process for Disputes

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

BOARD POLICY
Homeless Students

Descriptor Code: JBC(1)

ADOPTED: June 21, 2004

REVISED: ~~July 27, 2011~~ July 18, 2019

Cherokee County Board of Education

~~Policy Level~~ _____ ~~Descriptor Code:~~
~~BOARD POLICY~~ _____ ~~JBCA~~

~~Descriptor Term:~~ _____
~~EDUCATION OF HOMELESS STUDENTS~~

~~All eligible children, including the homeless and/or children of the homeless, who reside within the school system are entitled to a free, appropriate public education.~~

~~Under the direction of the Superintendent, administrative guidelines which provide for the admission of homeless students shall be established and maintained. These procedures will include establishing eligibility criteria, school admissions/enrollment provisions, available services, and provisions to resolve conflicts which may arise as a result of this policy's implementation.~~

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~~ADOPTED: June 21, 2004~~ _____

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~~Cherokee County Board of Education~~

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CUSTODIAL RIGHTS/PARENTAL PARTICIPATION

SECTION I: General Policy Statement

~~It shall be the Policy of the Cherokee County School System to~~ The Cherokee County Board of Education encourages parental contact and participation in school related activities unless specifically prohibited by custodial arrangements or custody court orders.

SECTION II: Definitions

- A. **Enrolling Parent** - the parent/guardian, whose parental rights have not been terminated, who actually enrolled the child or children in school and executed all necessary documents for school attendance. In all cases specified herein, the custodial parent or guardian ~~shall~~ will supersede the rights of the enrolling parent.
- B. **Custodial Parent** - the parent, whose parental rights have not been terminated, who has been awarded sole custody, ~~or~~ primary custody, or educational decision-making authority of the child or children by a Court of competent jurisdiction. In order to be considered the custodial parent, the school must have on file a certified copy of the Order or Orders preferring custody.
- C. **Legal Guardian** - ~~an a non-parent individual~~ who has been declared the legal guardian of a child by a Court of competent jurisdiction. In order to be considered the guardian of a child or children, the school must have on file a certified copy of the Temporary Order or Permanent Orders preferring guardianship.
- D. **Attorney in Fact** - the holder of a duly executed power of attorney recognized by School Board Policy JBC, ~~Sections I.A and I.C.~~

SECTION III: Parental Participation

Unless specifically ordered by a Court of competent jurisdiction, a certified copy of which is maintained on file with the school, the ~~Cherokee County School District System~~ shall will allow each parent/guardian/attorney in fact an opportunity to participate in school related activities, including but not limited to: (1) PTA; (2) school lunches; (3) student programs; (4) parent/teacher conferences; (5) award ceremonies; and (6) field trips.

Access to school ~~shall~~ will be denied upon presentation of an affidavit by the guardian, custodial or enrolling parent, which in the principal's opinion provides sufficient facts to exhibit the threat of a disruption of the learning environment if access to the school is allowed.

SECTION IV: Release of Students

Schools ~~shall~~ will not release students to individuals other than ~~eCustodial pParent(s)/gGuardian(s)/eEnrolling pParent(s)/Attorney in Fact~~ without written permission from the ~~eCustodial pParent(s)/gGuardian(s)/eEnrolling pParent(s)/Attorney in Fact~~. It is the responsibility of the ~~eCustodial pParent(s)/gGuardian(s)/eEnrolling pParent(s)/Attorney in Fact~~ to notify the school when their child will be picked up or checked out by any one other than those previously designated in the child's records.

SECTION V: Parental Inspection of Student Records

~~Access to student records will be granted in compliance with School Board Policy JR, the Family Educational Rights and Privacy Act ("FERPA") and O.C.G.A. § 20-2-720 Each parent or guardian of a child presently enrolled within the school system shall be provided full access to student educational records upon reasonable notice at a time designated by the school principal. If the records contain information relating to another student, such information regarding any other student shall not be made available for inspection or review except to the parents or guardian of that student. Each parent regardless of custody arrangement or Orders shall be entitled to inspect and review the educational records of the child or to be provided information concerning their child's progress.~~

ADOPTED: August 2, 2001

REVISED: ~~December 7, 2006~~ July 18, 2019

Cherokee County Board of Education

I. GENERAL POLICY

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

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

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

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

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

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

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

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

The School District herein differentiates uses of facilities into the following categories

based upon the potential use of ~~system~~ School District facilities, as well as, the purpose of the group making use of the facilities.

II. ELIGIBLE ORGANIZATIONS (By Category)

A. Community or Child-Oriented Organization

1. Adult Groups

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

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

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

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

2. School Allied Groups

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

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

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

3. Children Groups

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

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

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

B. Community Non-Profit Groups

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

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

C. General Facility Use

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

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

III. SCHOOL/FACILITY RENTAL FEES

A. Rental Fee

Each School District facility is rented on an hourly basis for a minimum of two hours. Each facility has hourly rental rates based upon utilization of the building, as described in the School District's facility rental guidelines. If any portion of an hour is exceeded during a rental period, the hourly billing "rounds-up" and includes the additional hourly charge for extended use. All rental fees reflect and are based upon the original intended use of the facilities. A listing of the current rates for School District facilities use may be obtained in the School District's online Principals' Handbook, Facility and Materials Management Section (www.cherokee.k12.ga.us).

B. Distance Learning

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

C. Extended Use

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

D. Supervision Fee

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

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

E. Custodial Fee

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

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

F. Security Fee

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

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

having jurisdiction within Cherokee County. The user will be informed of the rates and payment procedures, since these may vary among other local law enforcement agencies.

G. Utility Fee

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

H. Gymnasium/Field Maintenance Fee

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

IV. MISCELLANEOUS

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

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

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

V. SPECIAL USE DETERMINATION

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

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

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

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

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

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

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

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

ADOPTED: August 2, 2001
REVISED: ~~July 22, 2015~~ July 18, 2019

Cherokee County Board of Education