

Agenda Request Form

Cherokee County School District

Meeting Date
June 20, 2019

Agenda Item Number
C-2

Title
Technical Modifications to School Board Policies (26)- - on First Reading
Requested Action
School Board Consideration of Superintendent's Recommendation for Approval of Technical Modifications to School Board Policies (26)- - on First Reading
Summary Explanation and Background
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 technical modifications to School Board Policies DA, DEA, DFB, DFC, DFE, DFGA, DFK, DH, DI, DID, DJB, DJC, ED, GAE(2), GAEB, GAK(1), GAM, GBD, GBRG, GBRI, GCRA(1), IDCH, IDDD, IDE, JCAC and KN are recommended by the Superintendent for School Board approval.
Major System Priority
Increasing Accountability
Financial Impact
N/A
Exhibits: (List)
Executive Summary of Changes to Policies; Policies (26)

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
Dr. Brian V. Hightower	(770) 479-1871					
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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

TECHNICAL MODIFICATIONS

DA	Modifies Policy to include technical language revisions.
Goals and Objectives	
DEA	Modifies Policy to include technical language revisions.
Local Tax Revenues	
DFB	Modifies Policy to include technical language revisions.
State Aid	
DFC	Modifies Policy to include technical language revisions.
Federal Aid	
DFE	Modifies Policy to include technical language revisions.
Short Term Notes	
DFGA	Modifies Policy to include technical language revisions.
Admissions and Gate Receipts	
DFK	Modifies Policy to include technical language revisions.
Gifts and Bequests	
DH	Modifies Policy to include technical language revisions.
Bonded Employees	
DI	Modifies Policy to include technical language revisions.
Accounting and Reporting	
DID	Modifies Policy to include technical language revisions.
Audits	
DJB	Modifies Policy to include technical language revisions.
Petty Cash Accounts	
DJC	Modifies Policy to include technical language revisions and include updated practices.
Payroll Procedures	
ED	Modifies Policy to include technical language revisions.
Student Transportation Management	
GAE(2)	Modifies Policy to include standardized compliance language after legal review.
Complaints and Grievances, Certified Employees	

GAEB	Modifies Policy to include technical language revisions.
Harassment	
GAK(1)	Modifies Policy to include technical language revisions.
Criminal Background Check	
GAM	Modifies Policy to include technical language revisions.
Drug-free Workplace Staff Rights and Responsibilities	
GBD	Modifies Policy to include technical language revisions.
Professional Personnel Hiring	
GBRG	Modifies Policy to include technical language revisions.
Professional Personnel Non-School Employment	
GBRI	Modifies Policy to include technical language revisions.
Personnel Leaves and Absences	
GCRA(1)	Modifies Policy to include technical language revisions.
Drug Screening of Bus Drivers	
IDCH	Modifies Policy to include standardized compliance language after legal review.
Dual Enrollment	
IDDD	Modifies Policy to include technical language revisions.
Gifted Student Programs	
IDE	Modifies Policy to include technical language revisions.
Co-Curricular <u>Extracurricular</u> Activities	
JCAC	Modifies Policy to include technical language revisions.
Harassment	
KN	Modifies Policy to include technical language revisions.
Complaints	

The Cherokee County Board of Education believes that the quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds. It follows that achievement of the School ~~and~~ District's purposes can best be ~~accomplished achieved~~ through excellent fiscal management. Further, the School Board recognizes the important trust it has been given with the responsibility of managing a large amount of public resources. As trustee of local, state and federal funds allocated for use in public education, the School Board will be vigilant in fulfilling its responsibility to see that these funds are used wisely for achievement of the purposes to which they are allocated.

Because of resource limitations, there is sometimes a temptation to operate so that fiscal concerns overshadow the educational program. Recognizing this, it is essential ~~that~~ the School ~~and~~ District take specific action to make sure instruction ~~education~~ remains central and that fiscal matters are ancillary and contribute to the educational program. This concept ~~shall~~ will be incorporated into School Board operations and into all aspects of School ~~and~~ District management and operation.

In the School ~~and~~ District's fiscal management, the School Board seeks to achieve the following goals:

1. To engage in thorough advance planning, with broad-based staff and community involvement, in order to develop budgets and ~~to~~ guide expenditures so as to achieve the greatest educational returns ~~and the greatest contributions to the educational returns and the greatest contributions to the educational program~~ in relation to dollars expended.
2. To establish levels of funding which will provide high quality education for the School ~~and~~ District's students.
3. To use the best practices available ~~techniques~~ for budget development and management.
4. To provide timely and appropriate information to all staff with fiscal management responsibilities.
5. To establish maximum efficiency procedures for accounting, reporting, business, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

The Cherokee County Board of Education ~~shall~~ will annually ~~set~~ establish the County Ad Valorem property tax millage rate ~~for the County~~ to be collected for public school purposes only. ~~This~~ The millage rate ~~established by the Board shall~~ will then be certified ~~to~~ by the Cherokee County Board of Commissioners.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

The method of financing public education in Georgia is governed by State law under the constraint of provisions in the Constitution of the State of Georgia. Most of the State aid to schools is determined by the State's Quality Basic Education (QBE) Act, which allocates funds for ~~all~~ specific programs based on full-time equivalent (FTE) student counts.

Two times during the school year, as designated by the State Board of Education, the enrollment by instructional program for each student will ~~shall~~ be reported to the Georgia Department of Education. This enrollment report will ~~shall~~ indicate the student's specific assigned program for each one-sixth of the school day on the designated reporting dates.

The student count is used to determine the full-time equivalent (FTE) count. The FTE counts are multiplied by certain program weights established by State Law.

The FTE "program weight" and "base amount" established in the annual appropriations act are then used to determine the total funds needed for a ~~Quality Based Education~~ QBE Program.

Except as allowed under approved waivers, ~~This~~ the School Board and School District ~~shall~~ will comply with all rules and regulations as set forth by the State in order to receive the full entitlement of State funds for the operation of the schools in this District. ~~system.~~

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

It is the objective of the Cherokee County Board of Education ~~of Cherokee County~~ to provide an educational program for ~~the~~ its students ~~of the Cherokee County~~ through use of funds derived from local, state and Federal sources. It is the intent of the School Board to study all legislation, with this philosophy in mind, selecting those particular parts of ~~the~~ legislation which will help the School Board provide better educational opportunities and, better physical and mental growth for each pupil.

The Superintendent ~~shall~~ will select and recommend any particular areas in which Federal money can assist and provide a better educational program. The Superintendent ~~shall~~ will be the designated person to administer any such program selected by the School Board.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

The Cherokee County School Board, as it deems necessary, may vote a resolution authorizing the borrowing of money for educational school purposes. The School Board shall will only borrow sufficient amounts of money to pay for the operation of the sSchool District. system. Loans may be made only between January 1 and December 31 of each year “to pay expenses for such year.”

The aggregate amount of all such loans outstanding at any one time will shall not exceed 75% of the total income of the School Board from taxes collected by the School Board in the ~~last~~ preceding calendar year, and such loans ~~shall~~ will be payable on or before December 31 of each year.

The resolution authorizing the borrowing of funds ~~shall~~ will state the amount to be borrowed, the length of time it is to be used, the rate of interest to be paid, the purpose for which it is borrowed and from whom it is to be borrowed.

The School Board Chairperson and Superintendent ~~shall~~ will execute the note(s) for money ~~that~~ is authorized to be borrowed under the resolution passed by the School Board.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

BOARD POLICY
Admissions and Gate Receipts

Descriptor Code: DFGA

Upon request, all Cherokee County School District retirees, as well as ~~and~~ all citizens residing in Cherokee County age 65 years or older will be admitted with up to one guest at no charge ~~with one guest~~ to all activities in the Cherokee County School District System including athletics ballgames, plays, musicals, concerts, etc. ~~and admission~~ Admission passes in this regard are ~~to be~~ issued at the School District administrative office ~~central office~~ upon presentation of proof of retirement or age and Cherokee County residency.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

Donations

It ~~is shall be~~ the policy of the Cherokee County Board of Education (“School Board”) to accept or deny donations from any source. Upon acceptance by the School Board, all donations ~~shall~~ become the property of the ~~Cherokee County Board of Education~~ School District. It ~~is shall~~ also be the policy of the School Board to encourage donations from any legitimate sources, including student support organizations. ~~booster clubs~~. However, in order to assist the School District ~~school system~~ in maintaining compliance with the Georgia Equity in Sports Act, any donations made to athletic programs of the ~~sSchool District system~~ and accepted by the School Board must be accompanied by either a valuation of such donation or an accounting of actual costs incurred by the donor regarding the donations. The Superintendent will ~~shall~~ establish criteria for the evaluation of offers and acceptance of donations to the ~~sSchool District system~~. Donations may include real or personal property ~~donated~~, as well as donations of services. The School District will Board shall only consider receipts of donations that conform to state and federal laws and to policies of the School Board, including but not limited to, any applicable safety standards.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

BOARD POLICY
Bonded Employees

Descriptor Code: DH

The Superintendent ~~will~~ shall be bonded in the sum of \$100,000 or such amount as may be set by the School Board or required by law. Other employees may be bonded as deemed necessary by the Superintendent and/or School Board.

The Superintendent's bond ~~will~~ shall be filed with the ~~j~~Judge of the ~~p~~Probate ~~e~~Court, and a certified copy sent to the State Superintendent of Schools.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

BOARD POLICY
Accounting and Reporting

Descriptor Code: DI

The Superintendent ~~is shall~~ be ultimately responsible for receiving and properly accounting for all funds of the School ~~and~~ District. Funds shall be deposited in a depository designated by the School Board.

The accounting system used will ~~shall~~ conform with requirements of the State Board of Education and with good accounting practices, providing for the appropriate separation of accounts, funds and special monies.

The School Board will ~~shall~~ receive and inspect monthly ~~itemized~~ financial reports ~~statements~~ from the Superintendent, which account for all receipts and payments for that period of time.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

The financial records of the Cherokee County School Board are subject to review by the Financial Review Division ~~Section~~ of the State Department of Education. The State Department of Audits and Accounts also is required to audit such accounts, and the School Board is empowered to have state and/or independent audits made on its own, in accordance with specific standards defined by law.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

Funds in Schools

All records of funds handled by the School ~~p~~Principals ~~shall~~ will be inspected annually by the Superintendent. Principals ~~shall~~ will make annual ~~quarterly~~ reports to the School ~~District-office~~ for all funds handled. Any ~~purchasing done~~ purchases by ~~p~~Principals will be billed to his/her individual school account.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

Personnel Compensation Guides and Contracts

Contracts for ~~certificated~~ designated personnel are for one (1) year or less, unless the Superintendent requests an extended contract up to three years. Contracts are ~~sent~~ issued after ~~concurrence~~ recommendation of the Superintendent and approval by the School Board.

Salary Payment and Determination

Salary determination of all School District employees will be based upon the guidelines annually approved by the School Board in the School District's Salary/Allocation Handbook.

~~The salary of certificated personnel will be based on the approved salary scale according to certification and State approved experience.~~

~~New Certificated Personnel Salary~~

~~New certificated personnel salary shall be based on the approved salary scale according to certification and State approved experience. The process of getting a certificate is time consuming and is not necessarily controlled by professional personnel. The first two month's salary will be based on the certification statement of the certificated personnel and his/her personnel file. When the certificate is received, the Superintendent's copy must be sent to the central office to be placed in the personnel file. Any necessary salary adjustment will be made at this time. Delay in furnishing the personnel department a copy of the certificate may result in withholding salary and/or termination of employment.~~

~~A person who does not work a full year will receive an annual salary reduced proportionately to the number of days worked. The summer will be prorated. The employee is responsible for having all copies of the contract notarized. Payday will be the last working day of each month or as designated by the Superintendent in light of individual work schedules.~~

ADOPTED: August 2, 2001

~~REVISED: July 23, 2014~~

REVISED: July 18, 2019

Cherokee County Board of Education

BOARD POLICY
Student Transportation Management

Descriptor Code: ED

It is the policy of the Cherokee County Board of Education to provide transportation to ~~all~~ eligible students who reside in the ~~system~~ School District and elect to participate. The School dDistrict will acquire, maintain, and operate such vehicles as ~~the Board~~ it deems necessary for the efficient operation of the schools. The School dDistrict ~~shall~~ will seek to assure the safety of all children who are provided district transportation. ~~The district and~~ will comply with all Federal, State and local laws and regulations pertaining to student transportation.

It is recognized that bus transportation is a privilege provided as a service of the ~~Cherokee County Board of Education~~ School District and that this privilege can be withdrawn due to violations of the code of conduct.

The primary use of school buses is to transport students to school and/or school related functions. However, under certain circumstances, ~~certain~~ organizations with permission or partnership agreements may be authorized to lease school buses.

The Superintendent ~~shall~~ will establish administrative guidelines and rules necessary to provide for implementation of this policy.

ADOPTED: August 2, 2001

~~Cross Ref.: JCDAD Bus Conduct~~

Cherokee County Board of Education

SECTION I. PURPOSE: INFORMAL RESOLUTION PREFERRED

It is the purpose of this policy to implement the provisions of the Act of the General Assembly of 1992, O.C.G.A. §20-2-989.5 et seq. In accordance with the foregoing, it is the policy of the Cherokee County Board of Education that certified personnel ~~will shall~~ have the right to present and resolve complaints relating to certain matters affecting the employment relationship at the lowest organizational level possible. The ~~Board of Education~~ School District encourages all employees to resolve their complaints informally in a spirit of congeniality where possible. This policy and procedure is available where such efforts do not succeed or, where for any other reasons, the certificated employee desires to pursue this procedure.

SECTION II. DEFINITIONS

- A. *Level One Administrator* means the principal of a school with respect to teachers and other certificated personnel assigned to that school. With respect to the certified Administrators supervised by the Superintendent, the “Level One Administrator” ~~will shall~~ be the Superintendent. In any case not covered by this paragraph, the “Level One Administrator” ~~will shall~~ be the supervisory certificated person designated ~~by the Board or in the absence thereof,~~ by the Superintendent.
- B. *Central Office Administrator* means the local ~~sSchool system~~ District Superintendent and/or designee.
- C. *Complaint* means any claim or grievance by a certificated employee of this ~~sSchool~~ District which is filed pursuant to this policy and which comes within the scope of the policy.
- D. ~~*Notification* means delivery in person to the party entitled to notification, or deposit in the United States Mail, certified mail, return receipt requested, to the last known address of the party notified.~~

SECTION III. SCOPE OF COMPLAINT: EXCLUSIONS

- A. *Scope.* Unless excluded by paragraph (B) hereof, this complaint and grievance procedures is applicable to any claim by any professional employee certificated by the Professional Standards Commission who is affected in the employment relationship by an alleged violation, misinterpretation, or misapplication of statutes, policies, rules, regulations or written agreements of this school district or with which the district is required to comply.
- B. *Exclusions:* This procedure ~~does shall~~ not apply to:
 - 1. Performance ratings contained in personnel evaluation and professional development plans pursuant to O.C.G.A. §20-2-210;
 - 2. Professional development plans;

3. Job performance;
 4. Termination, nonrenewal, demotion, suspension or reprimand of any employee, as set forth in O.C.G.A. §20-2-940;
 5. The revocation, suspension or denial of certificates of any employee, as set forth in O.C.G.A. ~~§20-2-790~~ 20-2-984.5;
- C. A certified employee, who chooses to appeal under O.C.G.A. §20-2-1160, will ~~shall~~ be barred from pursuing the same complaint under this policy.

**SECTION IV. HEARING RIGHTS: EVIDENCE: REPRESENTATION:
DECISIONS: RECORDS**

- A. Hearing: Evidence. The Ceomplainant ~~is~~ shall be entitled to an opportunity to be heard, to present relevant evidence, and to examine witnesses at each level, but the complainant may not present additional evidence at the Second or Third Hearing levels unless notice of the Complainant's intention and the evidence to be presented are submitted in writing five (5) days prior to the hearing to the Administrator who will preside at such level. When hearing an appeal from a prior level, the ~~Cherokee County Board of Education~~ School Board ~~will~~ shall hear and decide all appeals de novo.
- B. Representation. The Complainant and the Aadministrator against whom the Ceomplaint is filed or whose decision is appealed will ~~shall~~ be entitled to the presence of an individual, including an attorney to assist in the presentation of the Ceomplaint and the response thereto, at the Central Office Administrator and at the School Board ~~of Education~~ level. The presence of any individual other than the Complainant and the Administrator at Level One is prohibited, except witnesses who present testimony or documents.
- C. Hearing Officer. The School Board ~~of Education~~ may appoint a member of the State Bar to serve as law officer who will ~~shall~~ rule on all issues of law ~~and other objections~~, but such attorney will ~~shall~~ not ~~assist~~ participate in the presentation of the case for either party.
- D. Overall Hearing Time Schedules. The overall time frame from the initiation of the Ceomplaint until notification rendering of the decision by the School Board ~~and notification thereof~~ to the Complainant will ~~shall~~ not exceed sixty (60) days.
- E. Automatic Referral to Next Level. Any Ceomplaint not processed by the Aadministrator or the local unit of administration within the time frame required by this policy will ~~shall~~ be forwarded to the next level for determination.
- F. Records. Accurate records of the proceedings at each level will ~~shall~~ be kept; the proceedings will ~~shall~~ be preserved by mechanical means and made available to the

parties at all times; and all costs and fees will shall be borne by the party incurring them unless otherwise agreed upon by the parties; except that the cost of preparing and preserving the record of the proceedings will shall be borne by the School Board of Education; provided however, the cost of transcribing the transcript of evidence and proceedings before the School Board will shall be borne by the party requesting same, and all costs of the record on appeal to the superior courts and appellate courts will shall be paid by the party required to do so by the laws relating thereto.

- G. Decisions. Each decision will shall be made in writing and dated, and will shall contain findings of fact and reasons for the particular decision reached.
- H. Notice. The decision at each level and any other notice provided in this policy will shall be sent delivered to the Complainant by certified mail or statutory overnight delivery or hand delivered by a person designated by the Central Office Administrator Superintendent within 20 days of the decisions, either (1) being hand delivered or (2) being deposited in the U.S. Mail (certified mail, return receipt requested). Notice to the Complainant will shall be deemed to have been made on the date of hand delivery or on the date of mailing. deposit in the U.S. Mail by certified mail, return receipt requested to the address stated in the complaint or, if not contained in the complaint, to the last known address of the Complainant on file with the Board of Education.

SECTION V. FIRST LEVEL: PRESENTATION: TIME; CONTENTS

The Complaint will shall be presented in writing to the Level One Administrator within ten (10) calendar days after the most recent event or alleged violation of statute or rule incident upon which the Complaint is based. The Complaint will shall include the following:

- A. The mailing address of the Complainant to which all notices and other documents may be mailed;
- B. The intent of the Complainant to utilize this complaint procedure, clearly stated;
- C. A reference or description of the statute, policy, rule, contract provision or regulation that is alleged to have been violated, misinterpreted or misapplied;
- D. A brief statement of the facts reasonably calculated to show how such statute, policy, rule or regulation was violated or misapplied, and how it substantially affects the employment relationship of the Complainant; and
- E. A statement of the relief desired.

~~The Superintendent shall prepare forms for use in accordance with the foregoing requirements.~~

SECTION VI. FIRST LEVEL HEARING AND DECISION

The Level One Administrator ~~will shall~~ record the date of filing on the Ceomplaint, and ~~will shall~~ give notice to the Complainant of the time and place of the hearing. ~~either by mail or hand delivery. When notice is given by mail, it shall be sent by first class mail to the address set forth in the complaint. If no address was included in the complaint, then the notice shall be sent to the last known address of the Complainant on file with the Board of Education.~~ The Level One Administrator ~~will shall~~ conduct a hearing on the Ceomplaint and render a decision thereon within ten (10) days of the filing of the Ceomplaint. The decision ~~will shall~~ be dated and a copy ~~will shall~~ be sent to the Ceomplainant as provided in Section IV above.

SECTION VII. SECOND LEVEL; APPEAL FROM FIRST LEVEL TO CENTRAL OFFICE ADMINISTRATOR

A Complainant dissatisfied with the decision of the first level ~~will shall~~ be entitled to appeal to the Central Office Administrator by filing written notice of appeal with the Office of the Superintendent. The appeal must be received ~~filed~~ within ten (10) ~~calendar~~ days after the Complainant is notified of the Level One decision. The appeal should identify which findings or fact or reasons in the decision are believed to be in error, with an explanation as to each such error. The Central Office Administrator ~~will shall~~ record the date of the filing on the appeal and ~~will shall~~ notify the Complainant in writing of the time and place of the hearing ~~by mail or hand delivery.~~ The Level Two Administrator or designee may shall obtain copies of ~~all minutes, transcripts, documents and other~~ any records which he or she believes might be related to issues on appeal relating to the complaint and ~~will shall~~ conduct a hearing and render decision within ten (10) ~~calendar~~ days of the date of the filing of the appeal. ~~or the hearing may be conducted by any designated representative of the Level Two Administrator who shall promptly submit his/her recommendations and findings to the Level Two Administrator for final decision.~~ The decision ~~will shall~~ be rendered and served on the Complainant and his/her attorney in accordance with Section IV (H).

SECTION VIII. THIRD LEVEL; APPEAL TO SCHOOL BOARD ~~OF EDUCATION~~

A Complainant ~~or Level One Administrator~~ dissatisfied with the decision of the Central Office Administrator may appeal to the School ~~Board of Education~~ by filing written notice of appeal with the Office of the Superintendent. The appeal should identify which findings or fact or reasons in the decision are believed to be in error, with an explanation as to each such error. The appeal must be filed within ten (10) ~~calendar~~ days after the date of the decision by the Central Office Administrator. The School ~~Board of Education~~ may direct that a pre-hearing conference be held prior to the hearing to identify issues and facilitate presentation. The School ~~Board of Education~~ ~~will shall~~ conduct a hearing and render its decision in writing within twenty (20) ~~calendar~~ days after the hearing, and service thereof on the Complainant and his/her attorney, all in accordance with Section IV.

SECTION IX. APPEALS TO STATE

Appeals from the decision of the local School Board to the State Board of Education will ~~shall~~ be governed by the State Board Rule (BCAEA) governing appeals and O.C.G.A. §20-2-1160.

SECTION X. REPRISALS PROHIBITED

No certificated personnel will ~~shall~~ be subjected to reprisals as a result of filing any complaint under this policy. Any reprisals may be referred to the Professional Standards Commission.

SECTION XI. COLLECTIVE BARGAINING DISCLAIMER

Nothing in this policy will ~~shall~~ be construed to permit or foster collective bargaining.

SECTION XII. REPEALS

All policies and parts of policies in conflict herewith are repealed.

Grievance Hearings

Use of Counsel by Superintendent or Level I Administration

It is the policy of the ~~Cherokee County School District System~~ that when a hearing has been scheduled before the School Board ~~of Education~~ involving an appeal from a Complaint or grievance filed by an employee pursuant to O.C.G.A. §20-2-989.5 (Local Policy GAE(2)) and the employee is represented by counsel, the Superintendent is authorized to utilize one of the ~~s~~School ~~d~~District's attorneys to represent the Superintendent or the Level I Aadministrator or both in the subsequent hearing before the School Board ~~of Education~~.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

Harassment

Cherokee County Board of Education prohibits discrimination and harassment based upon “Constitutionally-Protected Differences” and other legally protected statuses (e.g., race, age, gender, gender identity, genetic status, past or present protected military service, pregnancy, color, religion, national origin or disability). As such, it is the policy of the School District to address such complaints at the lowest level of administration in order to quickly and efficiently resolve all such matters.

All employees are responsible for prevention of harassment and discrimination against students/employees, including the responsibility to report any conduct which they believe to be in violation of this policy. No person will be subject to retaliation or reprisal for making a good faith complaint under this policy or for participating in an investigation.

~~The Superintendent will develop administrative guidelines regarding~~ This Policy establishes the role and responsibility of the applicable Title Coordinator(s) (“Coordinator”) and the role of the Deputy Superintendent (“DS”) in action steps, and the collection and analysis of reporting data in this regard.

I. DEFINITION

Harassment and discrimination may include any conduct which has the effect of unreasonably interfering with an employee’s work based upon a protected characteristic, including conduct by school employees, students or others. Examples may include offensive jokes, slurs or comments; offensive touching or requests for dates or favors; different treatment of employees based upon Constitutionally-Protected Differences; display or communication of offensive photographs, writing or materials; or conditioning employment benefits on an employee’s participation in, or reaction to, such conduct.

II. COMPLAINT PROCEDURES

Complaints made to the Cherokee County School District regarding alleged discrimination, harassment or retaliation for complaints about, or opposition to discrimination or harassment will be processed in accordance with the following procedure:

1. Any employee, applicant for employment, or other person with a complaint alleging a violation as described above will promptly forward a written complaint detailing the facts, witnesses and specific circumstances related to the complaint to the Coordinator, as annually appointed by the Superintendent and published on the school district website, or to the Chief Human Resources Officer (CHRO). In the event that a Coordinator or CHRO receives verbal or informal notice of a possible complaint, the Coordinator or CHRO will assist the complainant in making a written complaint so that the matter may be investigated. The complainant need not be the victim of the discrimination/harassment but may be any person aware of the conduct. Complaints received by any employee will be forwarded to the appropriate work location supervisor or Coordinator.

Harassment

2. Upon receipt of a discrimination/harassment complaint the Coordinator or designee will (a) facilitate a prompt investigation of the complaint, (b) take any interim action necessary to protect students, staff or operations pending the result of the investigation, and (c) make any necessary reporting of the allegations. Said investigation will consist at a minimum of interviewing the complainant, accused person(s), and persons with direct knowledge of the alleged events. Said investigation will be concluded as soon as practicable, and generally within fifteen (15) business days (defined as days when the School District central office is open for business) of receipt of the complaint. Upon completion of the investigation the Coordinator will initiate such remedial actions as are necessary to prevent any further harassment. Such steps may include: counseling, suspension, termination, or any other remedial action deemed appropriate to address and eliminate further discrimination/harassment. Upon completion of the investigation the CHRO will notify appropriate parties (which may include the alleged victim(s) and accused) in writing of the substance of the investigation and remedial measures to be taken pending any appeal. The Coordinator will retain, review and analyze the investigative file of each complaint and will report the results of the review and analysis annually to the Superintendent.
3. The complainant may seek a review of the initial decision by written request received by the Coordinator within five (5) business days of the date of the decision.
4. Upon timely written request, the Coordinator will forward a copy of the investigative file to the DS. The DS or designee will have up to fifteen (15) business days to review the appeal, investigative file and the previous decision and determine, if additional investigation is warranted, any change in the remedial action recommended. The DS or designee will promptly notify appropriate parties of the appeal decision.
5. The decision of the DS or his/her designee will be the final decision under this policy. Additional due process will be provided for any disciplinary measures as required by law.

The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the School District has violated any law.

This policy will be distributed to all employees annually. Additionally, the Coordinator and other employees designated by the Superintendent will receive appropriate training in investigating, remediating and analyzing complaints of discrimination/harassment on an annual basis.

ADOPTED: August 2, 2001
LAST REVISED: ~~May 18, 2017~~
REVISED: July 19, 2018 July 18, 2019

Cherokee County Board of Education

Prior to Employment

In accordance with O.C.G.A. 20-2-211(e)(1), effective July 1 2000, all personnel, certified and classified, employed by the Cherokee Board of Education ~~will shall~~ be fingerprinted and have a criminal history record check completed. All fingerprints and criminal history record checks will be conducted by the Cherokee County School Police Department. The method of obtaining fingerprints and of submission to the Georgia Crime Information Center and National Crime Information Center ~~will shall~~ be as prescribed by O.C.G.A. 20-2-211, as amended, and by the State Board of Education's policies, rules and regulations.

In addition, substitutes, lay coaches (paid/non-paid and volunteer) and others working in the sSchool District system who may potentially be in an unsupervised capacity with students on a regularly scheduled basis will be required to be fingerprinted and have a criminal history record check conducted.

Volunteers, student teachers and others working in a non-paid position in the sSchool District system who work with students on a regularly scheduled basis in an unsupervised capacity will be required to have a criminal history record check conducted but will not incur fingerprinting fees.

Fingerprints and/or criminal history record checks ~~will shall~~ be required even though the applicant may have undergone fingerprinting and criminal history record checks by another sSchool District system, or from previous employment with Cherokee County.

At the time of initial employment, or when initially selected to provide substitute, lay coach or other services as described in this policy, the person so employed/utilized ~~will shall~~ be required to pay all cost associated with fingerprinting.

Provisional Employment

• **Certified Positions**

Each person employed to fill a certificated position in the sSchool dDistrict ~~will shall~~ be issued a temporary contract which ~~will shall~~ expire on the date the criminal history record check has been received by the School District and the Superintendent or designee has notified the employee in writing the criminal record check has been received or after 20 days, whichever ~~will shall~~ first occur. If the criminal history record check reflects that the certified employee has not been arrested, charged, plead guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the Superintendent ~~will shall~~ have the authority without further authorization from the School Board to sign on behalf of the School Board a standard employment contract as previously approved by the School Board.

In the event the criminal history record check reflects that the certified employee has been charged with, plead to or been convicted of an offense other than a minor traffic violation, the Office of Human Resources ~~Office of Personnel Management~~ ~~will shall~~ have authority to request additional information or explanation from the applicant or the Cherokee County

School Police Department. The purpose will be to clarify information contained in the applicant's record, determine if there were attempts to falsify, misrepresent, or omit pertinent information, and to ensure that the applicant meets hiring guidelines.

- **Classified position (Non-Certified)**

Each person employed to fill a classified position in the ~~sSchool~~ ~~dDistrict~~ will ~~shall~~ be employed contingent upon completion of the criminal history record check. If the criminal history record check reflects that the classified employee has not been arrested, charged, plead guilty or no contest, or been convicted of any criminal offense other than a minor traffic violation, the Superintendent will ~~shall~~ have the authority to continue the employment without further authorization from the School Board.

In the event the criminal history record check reflects that the classified employee has been charged with, plead guilty or been convicted of an offense other than a minor traffic violation, the Office of Human Resources ~~Office of Personnel Management~~ will ~~shall~~ have authority to request additional information or explanation from the applicant or the Cherokee County School Police Department. The purpose will be to clarify information contained in the applicant's records, determine if there were attempts to falsify, misrepresent, or omit pertinent information, and to ensure that the applicant meets hiring guidelines.

- **Volunteers/Substitutes/Lay Coaches/Other**

Persons working within the ~~sSchool~~ District ~~system~~ in a paid or non-paid capacity are permitted to do so contingent upon completion of a criminal history record check.

Continuous Verification

All certified personnel whose employment is renewed in the ~~sSchool~~ ~~dDistrict~~ after July 1, 2000 will ~~shall~~ have a criminal history record check completed as required for any certificate renewal application as required by the Professional Standards Commission. All certified personnel who were hired prior to July 1, 2000 and were not fingerprinted at the time of employment will be required to be fingerprinted and have a criminal history record check completed. All fees associated with this process will be paid by the employee. Any criminal history record information will be forwarded with the renewal application to the Professional Standards Commission.

All classified (non-certified) personnel who continue in employment in the ~~sSchool~~ ~~dDistrict~~ will ~~shall~~ have a criminal history record check completed every fifth year of employment or more frequently if determined necessary by the Superintendent. All classified (non-certified) personnel who were hired prior to July 1, 2000 and were not fingerprinted at the time of employment will be required to be fingerprinted and have a criminal history record check completed. All fees associated with this process will be paid by the employee.

All volunteers, substitutes, lay coaches, and others working in the system will ~~shall~~ have a criminal history record check completed each year at the time of renewal for service.

Use and Handling of Criminal Record Information

For all personnel, if the criminal history record reveals a charge, conviction, or plea, the information must be forwarded to the Office of Human Resources ~~Office of Personnel Management~~ for review and evaluation. Consideration for continued employment will be based upon the nature of the offense(s), when the offense(s) was committed, and the employee's work record. The final decision will focus on conduct, morality, and other good and sufficient cause. The safety and security of students will receive primary emphasis.

Criminal history record information will ~~shall~~ be used by the School District and its authorized officials and employees only for the purpose of determining employment status, and in the administrative or judicial proceeding calling such employment in question, and will ~~shall~~ be stored, restricted and disposed of in such manner as may be required by federal or state authorities. When deemed appropriate, criminal history record information may be referred by the Superintendent to the Professional Standards Commission for further investigation. Fingerprints and criminal history record information will ~~shall~~ be the property of the ~~Cherokee County~~ School District.

ADOPTED: August 2, 2001

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

Cherokee County Board of Education

Drug-free Workplace Staff Rights and Responsibilities

The Cherokee County ~~School District~~, hereinafter “~~school district~~”, Board of Education is committed to providing a safe work environment and to fostering the well-being and health of its employees. This commitment is jeopardized when any ~~sSchool dDistrict~~ employee illegally or improperly uses illegal and/or illicit drugs on or off the job; comes to work under the influence; possesses, distributes or sells illegal and/or illicit drugs in the workplace; or abuses alcoholic beverages to an extent that tends to affect workplace performance. The School District, ~~through its Board of Education~~, recognizes that a drug-free workplace encourages employee productivity and promotes the accomplishment of ~~the District’s~~ its missions and goals. Therefore, the following policy is established:

I. POLICY STATEMENTS

1. It ~~is shall be~~ a violation of School Board policy for any employee to use, possess, sell, trade, offer for sale, or offer to buy any illegal drug, or to otherwise engage in the illegal use of drugs on or off the job.
2. It ~~is shall be~~ a violation of School Board policy for any employee to report to work under the influence of, or while possessing in his or her body, blood, or urine, illegal drugs in any detectable amount. It ~~is shall be~~ a violation of School Board policy for any employee to report to work under the influence of any prescribed medication that has been used and /or ingested contrary to medical advice or label instructions.
3. It ~~is shall be~~ a violation of School Board policy for any employee to report to work under the influence of, or impaired by any detectable amount of alcoholic beverages.
4. It ~~is shall be~~ a violation of School Board policy for any employee to improperly use, possess, sell, trade, offer for sale or offer to buy any prescribed medication. Provided however, that nothing in this policy ~~is shall be~~ construed to preclude the appropriate use of legally prescribed medications.
5. It ~~is shall be~~ a violation of School Board policy for any employee to refuse to submit to a substance abuse test, based upon reasonable suspicion; as part of a fitness-for-duty examination; or as otherwise directed by a person in authority and in accordance with this policy.
6. Any and all employees of the ~~sSchool dDistrict~~ will shall have the affirmative duty to immediately report any violation of this policy to the Cherokee School Police.
7. In accordance with School Board policy GAMC, any employee who is arrested, charged, indicted, bound over by or to a grand jury, convicted, exonerated, enters a plea, or who is nolle prosecuted for any crime or criminal offense in violation of a criminal drug statute in the State of Georgia or any other state in the United States, whether the crime or criminal offense is a felony or misdemeanor, is required to shall report each and all of these events, occasions, or developments to the Superintendent of Schools or appropriate designee as soon as reasonably practical, but no later than five (5) calendar days after its occurrence. This also includes any arrest or conviction outside of the

United States. Driving Under the Influence (DUI) is not exempt from the requirement and must be reported.

8. A violation of this policy will ~~shall~~ subject an employee to disciplinary action which may include, but is not limited to, reprimand, suspension from duty without pay, demotion, job reassignment or restructure, and/or termination.

9. A violation of this policy will ~~shall~~ subject an employee to referral for criminal prosecution as circumstances dictate.

10. An internal investigation may be authorized by the Superintendent of Schools. Notification of employee misconduct will be submitted to the Georgia Professional Standards Commission (PSC) or other agency when appropriate.

11. At the ~~s~~School ~~d~~District's discretion, employees who violate this policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

~~Cherokee County~~ The School District adheres to the provisions of the "Drug Free Workplace Act of 1988."

II. EMPLOYEE EDUCATION

The Superintendent ~~of Schools~~ will ~~shall~~ develop a drug-free awareness program to inform employees of the dangers of drug and alcohol abuse, the availability of employee assistance and drug rehabilitation, and the terms of this policy.

III. EMPLOYEE ASSISTANCE PROGRAM

The School District offers an Employee Assistance Program (EAP) benefit for employees and their dependents. The EAP provides confidential assessment, referral and short-term counseling to employees and their dependents for personal problem resolution. The EAP can be accessed by an employee through self-referral or referral by a supervisor. If a referral for treatment outside the EAP is necessary, the costs of such outside services will ~~shall~~ be the responsibility of the employee. These costs may be covered by the employee's medical insurance. Community-based services will be accessed for the employee as available.

Any employee who seeks assistance from or refers himself or herself to the EAP, prior to being involved in any drug or alcohol related incident and/or prior to being notified of an upcoming drug and/or alcohol test, will ~~shall~~ not be subject to termination, discipline or other adverse employment related action solely on the basis of such self-referral. Participation in the EAP will ~~shall~~ not affect an employee's career advancement or employment. Participation in the EAP will ~~shall~~ not protect an employee from disciplinary action that is based upon substandard job performance.

An employee, who has taken advantage of confidential self-referral to the EAP with or without the knowledge of the School District, ~~will~~ ~~shall~~ not be excused from required drug and alcohol testing in compliance with this policy even when the self-referral of the employee occurred prior to the testing in question. No employee ~~will~~ ~~shall~~ be permitted to use voluntary self-referral to the EAP to avoid otherwise legitimate disciplinary action against said employee by the School District.

IV. EMPLOYEE DRUG TESTING

It ~~is~~ ~~shall~~ be a condition of employment for employees to submit to substance abuse testing under the following circumstances:

- A. When there is reasonable suspicion to believe that an employee is using illegal drugs or abusing alcohol in the workplace.

“Reasonable suspicion” is based on a belief that an employee is using or has used drugs or alcohol in violation of School Board policy; drawn from specific objective and describable facts and reasonable inferences; and drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon, but not limited to, the following:

1. Observation of actions while at work such as substance abuse or the physical symptoms of being impaired due to substance abuse;
 2. Abnormal conduct or erratic behavior of the employee while at work or a significant deterioration in the employee’s work performance;
 3. A report of substance abuse provided by a reliable and credible source;
 4. Information that an individual has tampered with any substance abuse test during his or her employment with the current employer;
 5. Information that an employee has caused or contributed to an accident or injury while at work; or
 6. Information that an employee has used, possessed, sold, solicited, or transferred drugs while working or while on the employer’s premises or while operating the employer’s vehicle, machinery, or equipment.
- B. When an employee is involved in an accident while on ~~s~~School ~~d~~District business that results in an injury and/or damage to District property and loss of work time. For purposes of this policy “loss of work time” ~~will~~ ~~shall~~ mean any period of time during which an employee stops performing normal job duties due to injury and/or property damage.
- C. When a substance abuse test is conducted as part of a scheduled employee fitness-for-duty medical examination that is part of the School District’s ~~Board’s~~ established guidelines or that is scheduled for all members of an employment classification or group.

- D. As part of a follow-up program to treatment for drug abuse when an employee has entered a rehabilitation program because of a positive confirmed test result. The frequency of such testing will shall be a minimum of at least once a year for a two-year period after completion of the rehabilitation program. Advance notice of testing will shall not be given to the employee.

An employee with a confirmed positive test result may, at said employee's option and expense, have a second confirmation test made on the same specimen. An employee will shall not be allowed to submit another specimen for testing. Both the initial screen test and the first confirmation test will shall be at School District expense.

Employees will shall not tamper with specimens of bodily fluid collected pursuant to this policy. Any tampering will shall result in employee discipline. For purposes of this policy, tampering shall includes, but is shall not be limited to: 1) substitution of fluid 2) adulteration either internally or externally of the fluid 3) any other action which is intended to provide false results of drug or alcohol use or abuse.

V. ALCOHOL ABUSE

An employee who is under the influence of alcoholic beverages at any time while on School District business or at any time during the hours between the beginning and ending of the employee's work day, and whether on ~~Cherokee County~~ School District property or not, will shall be guilty of misconduct and is subject to discipline up to and including termination.

An employee will shall be determined to be under the influence of alcoholic beverages if the employee's normal faculties are impaired due to the consumption of alcohol, or if the employee has a detectable blood alcohol level. For purposes of this policy a detectable blood alcohol level will shall be .02% alcohol concentration or greater in the blood, breath or urine.

If an employee is called into work during non-scheduled hours on an emergency basis, the employee must inform the supervisor or manager of any recent off-duty consumption of alcoholic beverages, legally prescribed or over-the-counter medication that may cause impairment. Under such circumstances an employee may not begin working if said employee's performance would be impaired. Under such circumstances, the use of alcoholic beverages or medication does not violate this policy.

VI. OPPORTUNITY TO CONTEST OR EXPLAIN TEST RESULTS

Employees who have a positive confirmed test result may explain or contest the result to the School District, through the Division of Human Resources ~~Office of Personnel Management~~, within five (5) working days of receiving notice from the School District of the positive test result.

VII. CONFIDENTIALITY

The confidentiality of any information received by the School District through referrals to or participation in the EAP, and of any treatment for addictive disorders or diseases, and records of drug and alcohol screening test results, will shall be maintained, except as otherwise provided by law. Said information will shall be maintained in files separate and distinct from employee personnel files.

VIII. DRUG AND ALCOHOL TESTING FOR APPLICANTS AND EMPLOYEES WHO MUST HOLD A COMMERCIAL DRIVER'S LICENSE

In accordance with School Board policy GCRA(1), U.S. Department of Transportation ("DOT"), Federal Motor Carrier Safety Administration's, anti-alcohol and controlled substances policies and regulations will shall apply to an employee of ~~Cherokee County~~ the School District who holds a Commercial Driver's License ("CDL"), and who operates or has reason to move a school bus or other commercial motor vehicle (as that term is defined by Federal regulations). To the extent that any provision in this policy conflicts with or is superseded by the U.S. DOT, Federal Motor Carrier Safety Administration's policies and regulations, the regulations promulgated thereunder, will shall control.

IX. COMPLIANCE WITH THE AMERICANS WITH DISABILITY ACT

Pursuant to the provisions of the Americans with Disabilities Act ("ADA"), an employee may not be discriminated against on the basis of medical history related to either drugs or alcohol; however, the School District will shall take into proper account any evidence of an employee's current abuse of such substances, violation of this policy, or any history of criminal activity involving such use.

The Superintendent will shall establish guidelines as necessary for the administration of the Drug-free Workplace Staff Rights and Responsibilities policy.

ADOPTED: August 2, 2001
REVISED: ~~July 22, 2009~~, July 18, 2019

Cherokee County Board of Education

BOARD POLICY
Professional Personnel Hiring

Descriptor Code: GBD

The Cherokee County Board of Education recognizes and adheres to Georgia Department of Education and Professional Standards Commission rules and regulations.

All persons holding certified educator positions in the Cherokee County School ~~System~~ District must meet state certification requirements or CCSD Professionally Qualified waiver status approved by ~~for which certification from the~~ Georgia Department of Education's Professional Standards Commission. Each educator must have completed the course work and all other requirements necessary for certification or professional qualification prior to employment and must maintain ~~certification~~ requirements during employment.

All professional applicants are required to complete a standard application form and furnish a copy of college transcripts. The transcript requirement may be waived at the discretion of the Superintendent when time does not permit securing a transcript.

Certificated personnel of the ~~Cherokee County Schools~~ School District may be employed by the School Board only upon the recommendation of the Superintendent. The Superintendent's recommendation, which ~~shall~~ will be in his or her discretion, ~~shall~~ will follow the completion of employment procedures established by the Superintendent and staff to provide adequate screening of persons for employment.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

Outside Employment

School ~~personnel~~ District employees are reminded that their job assignments within the ~~School system~~ District are their first obligation and ~~if that~~ outside employment ~~is taking time or energy from this position they will be asked to choose one or the other~~ must not interfere with the employee's job assignments with the School District. Each administrator has direct responsibility to determine if outside employment is interfering with job responsibilities.

Endorsements

No employee of the ~~Cherokee County Board of Education~~ School District ~~shall~~ will give a written or oral endorsement to any company or representative for promotional purposes for any ~~periodical, book or~~ product (e.g., article, book, software, program, etc.) which may be offered for sale to parents ~~to~~ or students in the ~~Cherokee County~~ School District.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

ACCRUAL OF SICK LEAVE AND ABSENCE FOR MEDICAL AND RELATED REASONS

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

Sick leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family. For any absence in which sick leave is used, the sSuperintendent or appropriate designee will shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties.

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

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

SICK LEAVE BANK

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

An employee may donate up to ~~ten~~ 10 sick leave days to his or her spouse if such spouse is also an employee of the ~~Cherokee County~~ School District for purposes of maternity leave, illness, illness of a family member, or death of a family member.

ANNUAL (VACATION) LEAVE

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

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

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

PERSONAL LEAVE

Three days of any accumulated sick leave may be utilized during each school year for personal reasons provided prior approval of the absence is given by the ~~s~~Superintendent or appropriate designee and provided the presence of the employee requesting absence is not essential for effective school operation. Personal leave may be granted at the discretion of the ~~s~~Superintendent or appropriate designee.

PERSONAL LEAVE FOR EMPLOYEES ELECTED TO PUBLIC OFFICE

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

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

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

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

AUTHORIZED PROFESSIONAL LEAVE

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

ADMINISTRATIVE AND SUSPENSION LEAVE

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

OBSERVANCE OF RELIGIOUS HOLIDAYS

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

JURY AND WITNESS LEAVE

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

MATERNITY LEAVE

Any employee who is pregnant ~~will~~ ~~shall~~ be entitled to a leave of absence to begin at a time to be determined by the employee, the physician, and the ~~s~~Superintendent or appropriate designee between the commencement of the pregnancy and the anticipated date of delivery. The employee may continue in active employment as late into her pregnancy as she desires provided she is able to perform properly the required functions of her job. Final determination of ability to perform properly the required job functions ~~will~~ ~~shall~~ be made by the ~~board of education~~ School District. An employee wishing to work to the date of physical disability ~~will~~ ~~shall~~ be entitled to the use of all accumulated sick leave credited to her, not to exceed the doctor's estimated length of physical disability. An employee wishing to discontinue work prior to the date of physical disability ~~will~~ ~~shall~~ be governed by the same sick leave provisions as apply to employees on leave for other reasons.

MILITARY FAMILY LEAVE

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

MILITARY LEAVE

Regular (not temporary) employees are eligible for paid leave not to exceed 18 days in any calendar year for the purpose of complying with ordered military leave duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the militia or reserve component of the United States or State of Georgia. Regular employees also are eligible for paid leave not exceeding 30 days in any one calendar year if ordered to duty as a result of the declaration of any emergency by the governor or the appropriate officials of the United States armed forces. Employees who have military commitments ~~will~~ ~~shall~~ inform the ~~s~~Superintendent or appropriate designee annually and ~~will~~ ~~shall~~ cooperate to the extent possible

in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the School Board of Education.

ADOPTION LEAVE

An employee may utilize any accumulated sick leave not to exceed 30 consecutive days in connection with the adoption of a child by the employee. An employee seeking to utilize this leave must give at least 30 days prior notice or as much notice as the employee has been furnished. The leave may be taken only during the first year following the placement of the child with the employee. If an employee elects family leave for the adoption of a child provided by The Family and Medical Leave Act, the employee must also utilize the paid leave provided by this policy. If both adoptive parents are employees of this school system, each employee may receive adoption leave but the total number of days for an adoption permitted by this policy will shall not exceed 30 days.

FAMILY MEDICAL LEAVE

The School Board of Education (“~~Board~~”) adheres to the provisions of the Family and Medical Leave Act (“Act”) as adopted by the U.S. Congress on February 5, 1993 and which became effective August 5, 1993 and which was later amended by the National Defense Authorization Act on January 28, 2008. This School Board does not intend by this policy to create any additional rights to leave not provided by the Act; provided, however, the School Board does wish to extend the rights of the Act to certain employees who have worked at least 12 months for the School Board. The School Board does intend to elect certain options as the Act authorizes. Any portion of this policy inconsistent or contrary to the Act is unintentional and will shall not be given effect. As to the interpretation of this policy, the School Board's employees should look to the Act itself and its regulations.

COORDINATION WITH STATE AND FEDERAL LAWS

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

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

ADOPTED: August 2, 2001
REVISED: ~~May 3, 2012~~, July 18, 2019

Cherokee County Board of Education

**~~Drug and Alcohol Screening for Applicants and Employees
Who Must Hold a Commercial Driver's License~~**

~~EFFECTIVE DATE: JANUARY 1, 1995 (Systems having 50 or more CDL Licensed
Drivers on March 17, 1994)~~

The Cherokee County Board of Education is dedicated to providing safe, reliable, and efficient transportation for students transported on school buses ~~with unimpaired judgment, physical dexterity, reflex action, and unimpaired senses of sight and hearing, of employees in safety sensitive functions.~~ The School District recognizes that unimpaired judgment of bus drivers and other employees who might drive or service buses is essential to providing safe transportation. The School District further recognizes the abuse of drugs or alcohol may impair the judgment of employees in safety sensitive positions. The goal of the School District ~~this Board~~ is, therefore, to provide ~~our~~ employees and students with an environment which promotes health and safety.

Employees engaged in a safety-sensitive function--an employee of a local school system ~~are defined as those~~ who holds a Commercial Driver's License (CDL) and ~~who also~~ operates or ~~has~~ has reason to move a school bus or other commercial vehicle. Employees engaged in safety-sensitive functions include, but are not limited to mechanics, school bus drivers, substitute school bus drivers, maintenance workers, coaches, teachers and administrators.

In order to meet this goal, and also as referenced under Board ~~P~~Policy GAM~~;~~; Drug-free Workplace Staff Rights and Responsibilities, the School District ~~we hereby endorse~~ utilizes the U.S. Department of Transportation Federal Motor Carrier Administration's ~~anti-alcohol and controlled substances policies and~~ drug and alcohol testing regulations. The School District ~~This Board~~ will not tolerate unauthorized use, abuse, possession or sale of controlled substances by its employees. The School District ~~We~~ will provide training, education and other assistance to ~~our~~ employees to help them understand their responsibilities in achieving an alcohol and ~~controlled substances~~ drug-free environment.

Non-compliance with this policy or violation of the regulations may result in severe disciplinary action including suspension or ~~dismissal~~ termination of employment.

ALCOHOL TESTING AND USE BY EMPLOYEES ENGAGED IN SAFETY SENSITIVE JOBS POSITIONS

The School District ~~Cherokee County Board of Education~~ will make every effort to ensure all students, employees and the public are afforded the highest level of safety. This level of safety will not be compromised by the use of alcohol by employees performing the duties required of safety-sensitive jobs positions.

The following prohibitive behavior will not be tolerated by any CDL driver:

BOARD POLICY
Drug Screening of Bus Drivers

Descriptor Code: GCRA(1)

1. Possession of alcohol on school grounds, including buses, or at school activities is prohibited.
2. Consumption of alcohol four hours or less prior to a driver performing the duties required of their safety-sensitive job position will be prohibited. This includes any medication containing alcohol ~~such as Nyquil and Robitussin.~~
3. ~~Driver's unavailability to test post-accident~~ Refusal or unavailability to test ~~up to eight hours~~ within established guidelines.

Violation of any of these items will result in disciplinary action, up to and including termination of employment, in accordance with O.C.G.A. §20-2-1122 (B).

Employees will be ~~tested~~ screened for alcohol using an approved Evidential Breath Testing (EBT) device and operated by a qualified Breath Alcohol Technician (BAT) and with ~~tested~~ confirmation testing as required. If test results are:

1. .00 to .019 breath alcohol will be reported as a negative.
2. .02 to .039 breath alcohol will require confirmation testing. Removal from duty, a minimum of 24 hours, will result. A driver found to have a measurable alcohol content in his or her system during the school day will ~~shall~~ be subject to disciplinary action at the discretion of the Superintendent and local board.
3. .04 or greater breath alcohol, will require confirmation testing; removal from duty and termination in accordance with O.C.G.A. §20-2-1122 (B).

ADOPTED: August 2, 2001
~~LAST REVISED: October 17, 2002~~
REVISED: July 18, 2019

Cherokee County Board of Education

The Cherokee County Board of Education makes provisions for its high school students to participate in Dual Enrollment as referenced in State Board Rule 160-4-2-.34. The School District requires these students to meet state assessment requirements.

Dual Enrollment is a program through which high school students take courses from a state public or private post-secondary institution while still enrolled as a high school student and receive credit both at the high school and at the post-secondary institution. Dual Enrollment courses can be completed in high school classrooms, on a college campus or through distance learning.

I. REQUIREMENTS

1. Any eligible high school student may enroll full-time or part-time in approved credit bearing college-level courses approved by the State Board of Education. Courses may be taken before, during or after regular school hours on the college campus, online or at the high school where available. Dual Enrollment students must maintain full time enrollment status (enrollment for the equivalent of 4 or more Dual Enrollment courses totaling at least 12 semester hours per school term of postsecondary credit at an eligible postsecondary institution; or a combination of high school and college courses to equal a total of 6 classes).
2. An eligible student must meet criteria specified by the Georgia Student Finance Commission (GSFC) for Dual Enrollment.
3. Any eligible student will take courses from a list approved by the GSFC developed with input from the University System of Georgia and the Technical College System of Georgia.
4. Students who participate in Dual Enrollment will adhere to all guidelines associated with the program.
5. For students who participate in Dual Enrollment, the grades and amount of credit for each approved course will be placed on high school transcripts and will be used in computing grade point averages and numeric grade average for the purpose of determining class rank.
6. Postsecondary semester hour credit will be converted to high school credit as follows:
1 to 2 semester hours = .5 unit; 3 to 5 semester hours = 1 unit; 1 to 3 quarter hours = .5 unit; 4 to 8 quarter hours = 1 unit.
7. Students enrolled in Dual Enrollment are exempt from required instructional time, as specified in State Board Rule 160-5-1-.02.

8. Except in instances where the post-secondary institution provides the student a numerical grade, the correlation of student's grades earned at the post-secondary institution and the secondary cumulative grade point average will be as follows:

A+ = 98	B+ = 88	C+ = 78	D+ = 70	F = 60
A = 95	B = 85	C = 75	D = 70	
A - = 92	B - = 82	C - = 72	D - = 70	

II. RESPONSIBILITIES

The School District will:

1. Identify eligible students according to program criteria, as described in Dual Enrollment.
2. For funding purposes, report Dual Enrollment students in accordance with FTE guidelines as described in *FTE Data Collection Codes and Weights*.
3. Require eligible students to meet state assessment requirements as required in State Board of Education Rule 160-3-1-.07 TESTING PROGRAMS– STUDENT ASSESSMENT.
4. Apply the provisions of State Board of Education Rule 160-5-1-.18 COMPETITIVE INTERSCHOLASTIC ACTIVITIES IN GRADES 6-12 to students enrolled in an approved dual enrollment program.
5. Award secondary credit toward state and local high school graduation requirements for the successful completion of any approved Dual Enrollment course as documented on the student's high school transcript.
6. By February 1 of each school year, or prior to enrollment in an eligible institution, school systems will provide general information about Dual Enrollment to all eighth through eleventh grade students as part of the development of their program of study. College and universities have the right to determine Dual Enrollment criteria.

III. STUDENTS' PARTICIPATION AND RESPONSIBILITIES IN DUAL ENROLLMENT

1. Student must complete the CCSD Dual Enrollment Participation Form and meet with his/her School Counselor prior to enrollment or participation in a Dual Enrollment program. Parents are also required to ~~meet with their student's School Counselor prior~~

to approval acknowledge an understanding of the requirements for student participation in Dual Enrollment.

2. Student participation in Dual Enrollment will be guided by GSFC regulations and Federal statutes (e.g. IDEA, Section 504 of ADA).
3. Students are subject to the provisions in O.C.G.A. §20-2-150 – Eligibility for Enrollment.
4. Students are required to provide his or her transportation.
5. Participation in the program may require payment of additional fees to the postsecondary institution. Such fees will be billed by the post-secondary institution to the student.
6. Students must meet the local graduation requirements for the student’s Program of Study for the year of his/her enrollment in high school.
7. Students attending post-secondary institutions are subject to the rules of post-secondary institutions and their local high school.
8. Students planning to participate in the spring graduation ceremony must have completed all Dual Enrollment courses to fulfill all graduation requirements and must provide the necessary transcript no later than forty-eight (48) hours before the ceremony.
9. Students who successfully complete a course(s) in a post-secondary institution through the Dual Enrollment program will receive quality points for courses used in calculating the weighted numeric grade average whenever the college course taken is equivalent to an Advanced Placement (AP) high school course (for which a student has not already taken and received quality points) or a waiver is recommended and approved by the Office of Curriculum and Instruction.

REVISED: July 19, 2018

REVISED: July 18, 2019

Cherokee County Board of Education

The Cherokee County Board of Education recognizes that gifted education programming is a coordinated and comprehensive structure of informal and formal services provided on a continuing basis intended to effectively nurture gifted learners. A Gifted learner is defined as “a student who demonstrates a high degree of intellectual and/or creative ability(ies), exhibits an exceptionally high degree of motivation, and/ or excels in specific academic fields, and who needs special instruction and/or special ancillary services to achieve at levels commensurate with his or her abilities.”

Programs for gifted students assure that the education environment provides students the opportunity to extend competencies in the areas of cognitive skills, learning skills, research and reference skills, communication skills, and metacognitive skills in the regular elementary classroom through differentiation of instruction (cluster grouping), in elementary gifted education resource classes and in middle school and high school advanced content classes. The program for the gifted ~~shall~~ will be compatible with the Instructional Program Philosophy - - Educational Accountability and School Improvement Policy, ~~that includes: rigorous Student Performance Standards; Major System Priorities and School Improvement Plans (SIPs). Specific program Curriculum~~ goals and ~~program~~-objectives are outlined in the School District’s Advanced Academic Programs/Gifted Education Administrative Manual.

Students who score at the base level of the State Board of Education (SBOE) eligibility criteria on district-wide norm-referenced mental ability and achievement tests are automatically referred for further assessment to determine eligibility for gifted education services. Teachers, counselors, administrators, parents, guardians, peers, the student or other individuals with knowledge of the student’s abilities may also refer a student for consideration.

Students in the ~~Cherokee County~~ School District are determined to be eligible for gifted education program services based on the criteria provided in SBOE Rule 160-4-2-.38. The procedures for nomination, referral and assessment and the specific instruments used to determine eligibility are included in the Cherokee County School District *Advanced Academic Programs/ Gifted Education Administrative Manual*.

GIFTED EDUCATION CONTINUATION POLICY

A student who is officially placed in the K-12 Gifted Education Program will continue to receive gifted programming services, provided the student meets the following continuation criteria:

The student maintains satisfactory performance in the gifted education classrooms, indicated by a (non-weighted) grade of at least 70 [as defined in the Board-approved Pupil Progression Policy (IHE) and Local Administrative Procedures Manual].

In the event that the student does not meet the continuation criteria in the elementary gifted education resource classes, the following steps will be taken to review the student’s gifted services:

1. A student who fails to maintain satisfactory academic performance in gifted education classes will be referred to the Response To Intervention (RTI) Committee or Gifted Eligibility Team for appropriate interventions. Parents will be notified in writing by the principal or designee that the student will be given a probationary period of at least one semester. A student who is on probation will be provided with an Academic Improvement Plan (AIP), which will be monitored by the gifted education teacher who serves the student.
2. The student ~~shall~~ will continue to receive gifted education services during probation, while receiving the services of the RTI Committee or Gifted Eligibility Team and attempting to achieve satisfactory performance status.
3. The individuals involved with the RTI Committee or Gifted Eligibility Team will review the student's progress at the end of the probationary period and determine the student's further academic needs. The student's demonstrated academic strengths will direct the recommended course of study.
4. A student who fails to demonstrate satisfactory performances based upon the continuation criteria in gifted education classes during the probationary period and for whom gifted services are no longer appropriate ~~shall~~ will have a final review. The student, parent, and gifted program teacher involved will be invited to attend the review before services are withdrawn.
5. A student can be reinstated as eligible for gifted services when evidence of satisfactory academic performance in gifted education classes as defined by the Pupil Progression Policy and Local Administrative Procedures Manual over at least one semester is submitted to the school's Eligibility Team for consideration.

In the event that the student does not meet the continuation criteria in the middle and high school advanced content classes, the following steps will be taken to review the student's gifted services:

A student who fails to maintain satisfactory academic performance in gifted education advanced content classes qualifies for placement in a different course at the end of the grading period. Parents will be notified in writing by the Principal or designee that the student will be placed in a different course for the next academic semester.

ADOPTED: ~~August 2, 2001~~
REVISED: ~~July 25, 2012~~
REVISED: July 18, 2019

~~Co-Curricular~~ Extracurricular Activities

The Cherokee County Board of Education recognizes the importance of offering a comprehensive, balanced school program to all students; therefore, ~~E~~extracurricular/~~I~~nterscholastic ~~A~~activities are provided for the enhancement of the students' ~~total~~ mental, physical, and social, ~~and~~ emotional development. These programs ~~shall~~ will be offered in compliance with all laws and State Board of Education Rules relating to non-discrimination and ~~no pass/no participate~~ academic eligibility.

In order to assure that reasonable rules and regulations prevent interference from interscholastic/extracurricular participation on academic achievement, the School District Board of Education endorses and adopts the rules and regulations set forth in the Georgia High School Association's Constitution and By-Laws, as well as those promulgated by the State Board of Education and/or Local Administrative Guidelines and as may be amended.

ADOPTED: August 2, 2001

REVISED: July 18, 2019

Cherokee County Board of Education

Harassment

The Cherokee County Board of Education prohibits discrimination and harassment based upon “Constitutionally-Protected Differences” and other legally protected statuses (e.g., race, age, gender, gender identity, color, religion, national origin, disability, or any other constitutionally protected class or status). As such, it is the policy of the School District to address such complaints at the lowest level of administration in order to quickly and efficiently resolve all such matters.

All employees are responsible for prevention of harassment and discrimination against students/employees, including the responsibility to report any conduct which they believe to be in violation of this policy. No person will be subject to retaliation or reprisal for making a good faith complaint under this policy or for participating in an investigation.

~~The Superintendent will develop administrative guidelines regarding~~ This Policy establishes the role and responsibility of the applicable Title Coordinator(s) (“Coordinator”) and the role of the Deputy Superintendent (“DS”) in action steps, and the collection and analysis of reporting data in this regard.

I. DEFINITION

Harassment and discrimination may include any conduct which has the effect of unreasonably interfering with a student’s participation in an educational program or activity, including conduct by school employees, students or others. Examples may include offensive jokes, slurs or comments; offensive touching or requests for dates or favors; different treatment of students based upon Constitutionally-Protected Differences and/or other legally protected statuses; display or communication of offensive photographs, writing or materials; or conditioning educational benefits on a student’s participation in, or reaction to, such conduct. Discipline may be imposed for such conduct without regard to whether it rises to the level of a violation of law.

II. COMPLAINT PROCEDURES

Complaints made to the School District regarding alleged discrimination, harassment or retaliation for complaints about, or opposition to discrimination or harassment will be processed in accordance with the following procedure:

1. Any student or other person with a complaint alleging a violation as described above will promptly notify the Coordinator, as annually appointed by the Superintendent, and/or principal of the school or work site location supervisor attended by the person believed to have suffered discrimination/harassment. If a report is made to a principal or work location supervisor, the principal or work location supervisor will forward the complaint to the Coordinator. The complainant need not be the victim of the discrimination/harassment, but may be any person aware of the conduct.
2. Upon receipt of a discrimination/harassment complaint, the Coordinator will (a) facilitate a prompt investigation of the complaint, (b) take any interim action necessary

Harassment

to protect students, staff or operations of the school or work location pending the result of the investigation, and (c) make any necessary reporting of the allegations. Said investigation will consist at a minimum of interviewing the complainant, accused person(s), and persons with direct knowledge of the alleged events. Said investigation will be concluded as soon as practicable, and generally within fifteen (15) business days (defined as days when the School District Central Office is open for business) of receipt of the complaint. Upon completion of the investigation the Coordinator will initiate such remedial actions as are necessary to prevent any further harassment. Such steps may include: counseling, suspension, expulsion, or any other remedial action deemed appropriate to address and eliminate further discrimination/harassment. Upon completion of the investigation the Coordinator will notify appropriate parties (which may include the alleged victim(s), accused, and/or their parents or legal guardians) in writing of the substance of the investigation and remedial measures to be taken pending any appeal. The Coordinator will retain, review and analyze the investigative file of each complaint and will report the results of the review and analysis annually to the Superintendent.

3. The complainant may seek a review of the initial decision by written request received by the Coordinator within five (5) business days of the date of the decision.
4. Upon timely written request, the Coordinator will forward a copy of the investigative file to the DS. The DS or designee will have up to fifteen (15) business days to review the appeal, investigative file and the previous decision and determine, if additional investigation is warranted, any change in the remedial action recommended. The DS or designee will promptly notify appropriate parties of the appeal decision.
5. The decision of the DS or his/her designee will be the final decision under this policy. Additional due process will be provided for any disciplinary measures as required by law.

The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the School District has violated any law.

This policy will be distributed to all students annually. Additionally, the Coordinator and other employees designated by the Superintendent will receive appropriate training in investigating, remediating and analyzing complaints of discrimination/harassment on an annual basis.

ADOPTED: August 2, 2001

REVISED: ~~July 19, 2018~~ July 18, 2019

Cherokee County Board of Education

The Cherokee County Board of Education welcomes ~~€~~constructive criticism from its community and other stakeholders when it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively, is welcomed by the Board of Education.

The ~~Board~~ School District believes that complaints and grievances are best handled and resolved as close to their origin as possible. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

1. Teacher
2. Principal
3. Office of School Operations
4. Superintendent
5. School Board Members ~~Board of Education~~

Any complaint about school personnel shall always be referred back through proper administrative channels before it is presented to the School Board for consideration and action.

When a complaint is made directly to an individual School Board member, the procedure outlined below will be followed:

1. The School Board member ~~shall~~ will request the person making the complaint to reduce the complaint to writing and transmit or deliver the written complaint to the ~~principal or Superintendent in person.~~
- ~~2.~~ If, at any time, the person making a written complaint feels that he/she has not been given a satisfactory reply from the ~~principal~~ school, the person ~~shall be~~ is advised to consult with the ~~Assistant Superintendent~~ Office of School Operations and then the Superintendent and, if still not satisfied, to request of the Superintendent a hearing before the School Board. ~~of Education.~~

If the matter is brought before the School Board, the School Board ~~shall~~ will arrange a hearing at a regular or special meeting called by the School Board.

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