



Cherokee County
School District

2016-17
CCSD
STUDENT/PARENT
HANDBOOK

DR. BRIAN V. HIGHTOWER
Superintendent of Schools

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SCHOOL BOARD MEETINGS

The Board of Education meets at least once a month in the Old Canton HS/Building C auditorium of the District Office Complex. A calendar of School Board meeting dates may be obtained by contacting the Office of Public Information, Communications and Partnerships at 770.704.4228. All meetings of the Board of Education are open to the public.

SCHOOL BOARD MEMBERS

Kyla Cromer
School Board Chair

2019 Gold Leaf Parkway
Canton, GA 30114
678.493.8088
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Clark Menard
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Mike Chapman
District 6

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Canton, GA 30114
mike.chapman@cherokee.k12.ga.us



DR. BRIAN V. HIGHTOWER
Superintendent of Schools

KYLA CROMER
School Board Chair

PATSY JORDAN
School Board Vice-Chair

MIKE CHAPMAN

JOHN HARMON

CLARK MENARD

KELLY POOLE

ROBERT RECHSTEINER

Dear Cherokee County Parents and Students,

Welcome to the Cherokee County School District! I hope that all of you have enjoyed a wonderful summer and are ready for another terrific school year.

The 2016-17 school year is full of promise and excitement. The School District continues to reflect many positive changes. This handbook contains information designed to be helpful to you as students and parents, and to insure the success of our students and that of our School District. Optimal academic performance is dependent upon the foundation of good order and discipline, and character development is fostered as high standards are expected and maintained.

Modifications have been made to reflect organizational changes and newly legislated statutory provisions. In addition, language has been modified to insure that rules are clear, unambiguous and consistently applied throughout the School District.

We look forward to another great year in the Cherokee County School District!

Sincerely,

A handwritten signature in black ink that reads 'Dr. Brian V. Hightower'. The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dr. Brian V. Hightower
Superintendent of Schools

BVH/TO/DM:kb



Dear Families of Cherokee County,

On behalf of the Cherokee County Council PTA, we are pleased to welcome you to the 2016-2017 school year, and join you in the anticipation of an exciting and productive year under the leadership of our new Superintendent of Schools, Dr. Brian V. Hightower.

PTA applauds the accomplishments of our School District and the recognition it has earned while implementing the School Board's Mission and Major System Priorities on behalf of our students. Under the vision and leadership provided by the School Board and Superintendent, we know there will be continued national recognition for excellence in education in the Cherokee County School District.

We are proud to report that there are active PTA units throughout Cherokee County, working together with their principals and administrations to provide excellent educational opportunities for every student. We are strongly committed to encouraging each and every one of you to become engaged in your local school. We are so very thankful for your support.

The PTA, both nationally and locally, is committed to bringing homes and schools together. Connecting parents and schools ensures effective engagement and academic achievement for all children. It promotes the welfare of children throughout the community, works to secure laws for the care and protection of our children, and seeks to develop united efforts between educators and the general public so that children may receive every educational advantage. We strive to involve parents in the education process by working with teachers and school administrators. This partnership ensures that our students will achieve more. Within our schools, hard work and dedication continues to provide a foundation of support for educational excellence.

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

PTA's Values include:

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

With this mission in mind, PTA offers a variety of print and online resources to help us develop excellent parenting and communication skills. We encourage you to visit www.georgiapta.org and www.pta.org. For current information on our County Council PTA, please visit www.ccpta.com.

Sincerely,

Kathy Strom
President, Cherokee County Council PTA
Kathystrompta@gmail.com

CHEROKEE COUNTY SCHOOL DISTRICT 2016-2017 SCHOOL YEAR CALENDAR

<p>25-29 Pre-planning</p>	<p>JULY '16</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1 2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S							1 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>AUGUST '16</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>1 First Student Day</p>
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CHEROKEE INNOVATION ZONE

Cherokee High School (9-12)

Mr. Todd Miller, Principal
930 Marietta Highway
Canton, GA 30114
770.721.5300

M.A. Teasley Middle School (6-8)

Dr. Susan Zinkil, Principal
151 Hickory Log Drive
Canton, GA 30114
770.721.5420

R.M. Moore Elementary School (K-5)

Ms. Jan Adamson, Principal
1375 Puckett Road
Waleska, GA 30183
770.479.3978

W.G. Hasty, Sr. Elementary School

Fine Arts Academy (K-5)

Mr. Rodney Larrotta, Principal
205 Brown Industrial Pkwy
Canton, GA 30114
770.479.1600

Clayton Elementary School (K-5)

Ms. Abbey Philpot, Principal
221 Upper Burris Road
Canton, GA 30114
770.721.5860

Knox Elementary School (K-5)

Ms. Tammy Sandell, Principal
151 River Bend Way
Canton, GA 30114
770.345.4307

Liberty Elementary School (K-5)

Mr. Doug Knott, Principal
10500 Bells Ferry Road
Canton, GA 30114
770.345.6411

Canton Elementary School

STEM Academy (K-5)

Ms. Beth Long, Principal
712 Marietta Highway
Canton, GA 30114
770.720.6100

CREEKVIEW INNOVATION ZONE

Creekview High School (9-12)

Dr. Mark Merges, Principal
1550 Owens Store Road
Canton, GA 30115
770.704.4400

Creekland Middle School (6-8)

Dr. Deborah Wiseman, Principal
1555 Owens Store Road
Canton, GA 30115
770.704.4460

Ball Ground Elementary School

STEM Academy (K-5)

Dr. Keith Ingram, Principal
321 Valley Street
Ball Ground, GA 30107
770.721.5900

Avery Elementary School (K-5)

Dr. Lisa Turner, Principal
6391 East Cherokee Drive
Canton, GA 30115
770.479.6200

Free Home Elementary School (K-5)

Ms. Karen Carl, Principal
12525 Cumming Highway
Canton, GA 30115
770.721.5960

Macedonia Elementary School (K-5)

Dr. Carolyn Daugherty, Principal
10370 East Cherokee Drive
Canton, GA 30115
770.479.3429

ETOWAH INNOVATION ZONE

Etowah High School (9-12)

Mr. Keith Ball, Principal
6565 Putnam Ford Drive
Woodstock, GA 30189
770.721.3120

E. T. Booth Middle School (6-8)

Ms. Dawn Weinbaum, Principal
6550 Putnam Ford Drive
Woodstock, GA 30189
770.721.5500

Clark Creek Elementary School STEM Academy (K-5)

Ms. Joey Moss, Principal
3219 Hunt Road
Acworth, GA 30102
770.721.5800

Boston Elementary School (K-5)

Mr. Izell McGruder, Principal
105 Othello Drive
Woodstock, GA 30189
770.924.6260

Bascomb Elementary School (K-5)

Ms. Kathleen Chandler, Principal
1335 Wyngate Parkway
Woodstock, GA 30189
770.721.6630

Oak Grove Elementary School Fine Arts Academy (K-5)

Ms. Penny Valle, Principal
6118 Woodstock Road
Acworth, GA 30102
770.721.8550

RIVER RIDGE INNOVATION ZONE

River Ridge High School (9-12)

Mr. Darrell Herring, Principal
400 Arnold Mill Road
Woodstock, GA 30188
770.721.6500

Mill Creek Middle School (6-8)

Dr. Kerry Martin, Principal
442 Arnold Mill Road
Woodstock, GA 30188
770.721.6400

Johnston Elementary School (K-5)

Ms. Amy Graham, Principal
2031 East Cherokee Drive
Woodstock, GA 30188
770.721.8461

Little River ES (K-5)

Mr. Christian Kirby, Principal
3170 Trickum Road
Woodstock, GA 30188
770.721.5940

Arnold Mill Elementary School (K-5)

Mr. Daniel H. Fuller, Principal
710 Arnold Mill Road
Woodstock, GA 30188
770.592.3510

SEQUOYAH INNOVATION ZONE

Sequoyah High School (9-12)

Mr. Elliott Berman, Principal
4485 Hickory Road
Canton, GA 30115
770.721.3200

Dean Rusk Middle School (6-8)

Ms. Cindy Cooper, Principal
2761 East Cherokee Drive
Canton, GA 30115
770.704.1135

Holly Springs Elementary School STEM Academy (K-5)

Dr. Dianne Steinbeck, Principal
1965 Hickory Road
Canton, GA 30115
770.345.5035

Mountain Road Elementary (K-5)

Ms. Jennifer Landry, Principal
615 Mountain Road
Woodstock, GA 30188
770.721.8520

Hickory Flat Elementary School (K-5)

Ms. Whitney Nolan, Principal
2755 East Cherokee Drive
Canton, GA 30115
770.345.6841

Indian Knoll Elementary School (K-5)

Dr. Ann Gazell, Principal
3635 Univeter Road
Canton, GA 30115
770.721.6600

WOODSTOCK INNOVATION ZONE

Woodstock High School (9-12)

Mr. Mark Smith, Principal
2010 Towne Lake Hills South Drive
Woodstock, GA 30189
770.721.3000

Woodstock Middle School (6-8)

Mr. David Childress, Principal
2000 Towne Lake Hills South Drive
Woodstock, GA 30189
770.721.3060

Sixes Elementary School (K-5)

Ms. Cindy Crews, Principal
20 Ridge Road
Canton, GA 30114
770.721.5840

Freedom Middle School (6-8)

Ms. Sheila Grimes, Principal
10550 Bells Ferry Road
Canton, GA 30114
770.704.1100

Woodstock Elementary School (K-5)

Ms. Kim Montalbano, Principal
230 Rope Mill Road
Woodstock, GA 30188
770.926.6969

Carmel Elementary School (K-5)

Ms. Paula Crumbley, Principal
2275 Bascomb-Carmel Road
Woodstock, GA 30189
770.926.1237

EDUCATIONAL CENTERS

Ralph Bunche Center (PreK)

Ms. Donna Adams, Administrator
400 Belletta Drive
Canton, GA 30114
770.479.4744

ACE Academy (6-12)

Mr. Richard Landolt, Principal
8871 Knox Bridge Highway
Canton, GA 30114
770.345.2005

Johnston Preschool Center (PreK)

Ms. Donna Adams, Administrator
2031 East Cherokee Dr.
Woodstock, GA 30188
770.721.8490

Polaris Evening Program (9-12)

Dr. Curt Ashley, Administrator
6500 Putnam Ford Drive
Woodstock, GA 30189
770.721.3100

Oak Grove Preschool Center (PreK)

Ms. Donna Adams, Administrator
6118 Woodstock Road
Acworth, GA 30102
770.721.8550

L. R. Tippens Education Center (K-12)

Ms. Kelly Strickland, Administrator
2450 Holly Springs Parkway
Canton, GA 30115
770.721.6450

SCHOOL START/END TIMES

Elementary Schools	Start Time	End Time	Middle Schools	Start Time	End Time
Arnold Mill ES	7:45	2:15	Booth MS	9:00	4:00
Avery ES	7:45	2:15	Creekland MS	8:30	3:30
Ball Ground ES	7:45	2:15	Dean Rusk MS	9:00	4:00
Bascomb ES	7:45	2:15	Freedom MS	9:00	4:00
Boston ES	7:45	2:15	Mill Creek MS	9:00	4:00
Canton ES	7:45	2:15	Teasley MS	8:30	3:30
Carmel ES	7:45	2:15	Woodstock MS	9:00	4:00
Clark Creek ES	7:45	2:15	High Schools	Start Time	End Time
Clayton ES	7:45	2:15	Cherokee HS	8:30	3:30
Free Home ES	7:45	2:15	Creekview HS	8:30	3:30
Hasty ES	7:45	2:15	Etowah HS	8:15	3:15
Hickory Flat ES	7:45	2:15	River Ridge HS	8:15	3:15
Holly Springs ES	7:45	2:15	Sequoyah HS	8:15	3:15
Indian Knoll ES	7:45	2:15	Woodstock HS	8:15	3:15
Johnston ES	7:45	2:15	Centers	Start Time	End Time
Knox ES	7:45	2:15	ACE Academy	8:38	3:00
Liberty ES	7:45	2:15	L.R. Tippens	8:00	2:30
Little River ES	7:45	2:15	Polaris EP	4:00	10:00
Macedonia ES	7:45	2:15			
Mountain Road ES	7:45	2:15			
R.M. Moore ES	7:45	2:15			
Oak Grove ES	7:45	2:15			
Sixes ES	7:45	2:15			
Woodstock ES	7:45	2:15			

*School ending times may be adjusted if student instructional days are reduced as a result of teacher furloughs.

SECTION III: GENERAL NOTICES

WEAPONS PROHIBITED

In keeping with Cherokee County School District's Major System Priority of providing a safe and secure environment for teaching and learning, and except as permitted by the Official Code of Georgia O.C.G.A. 16-11-127.1, it is unlawful for any parent/legal guardian, or visitor **with exception of law enforcement and other public safety officials acting in their official capacity**, to possess, carry or have within their control any weapon, or explosive compound as defined by Georgia law O.C.G.A. 16-11-127.1 in, or on any property owned by or leased to the School District, including but not limited to, a school building, administrative or support facility, any school function or activity, on school buses or school vehicles.

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

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

PARENT NOTIFICATIONS IN TIMES OF EMERGENCY

The School District endeavors to notify parents in a timely manner relative to any schoolwide or districtwide emergencies or campus safety concerns. While letters may be sent home to parents impacted by the occurrence, when circumstances require a more immediate notification, this information, as it becomes available, will be posted on the CCSD website (www.cherokee.k12.ga.us), Facebook page (www.facebook.com/CherokeeGASchools) and Twitter feed (@CherokeeSchools); emailed and texted to parents using contact information from the Aspen/Parent Portal system.

Parents are encouraged to verify the accuracy of their contact information in the Aspen/Parent Portal system at the beginning of each school year. The email addresses and cell phone numbers in this system are used by CCSD to send emergency and non-emergency notifications by email and text. In addition to verifying your cell phone number is accurate in the system, you also need to subscribe to the text message service: please text the word SUBSCRIBE to the number 68453 in order to do so. You should receive an immediate response by text; if you do not, please contact your wireless provider, as some providers do not accept texts that use short code (SMS) messages. Additionally, some CCSD schools and individual teachers use a school-based Remind 101 text system to send emergency and non-emergency notices; please contact your child's school and/or teacher for more information.

INCLEMENT WEATHER INFORMATION

If severe weather (such as sleet, snow, tornado, etc.) is approaching our area, and it becomes necessary to cancel school/dismiss early, the announcement will be posted on the CCSD website (www.cherokee.k12.ga.us), Facebook page (www.facebook.com/CherokeeGASchools) and Twitter feed (@CherokeeSchools); and emailed and texted to parents using contact information from the Aspen/Parent Portal system (see subscription information above under Parent Notifications in Times of Emergency). Local and Metropolitan Atlanta media, including major network TV stations (ABC, CBS, FOX and NBC) also are notified.

RULES FOR BUS TRANSPORTATION AND STUDENT DRIVERS DURING SEVERE WEATHER:

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

SCHOOL WEBSITES

Each school within the School District has an individual school website. Valuable information about academic progress, school news, contact information, upcoming school events, and a variety of timely, useful information can be accessed at each of these sites. These websites can be accessed through the School District's website at www.cherokee.k12.ga.us.

NEWS MEDIA COVERAGE, SCHOOL DISTRICT/SCHOOL PUBLICATIONS AND WEBSITES

Events and programs in public education are often considered newsworthy and of interest to local communities. Schools often solicit media coverage to publicize successful programs and special events concerning students and faculty. Your child may on occasion be interviewed or photographed by the news media for positive school news coverage, or publicly recognized at a School Board meeting. Additionally, your child's image, name or intellectual property may be included in School District publications or school web pages and through social media. If a parent/guardian objects to his/her child being included in any or all of the above, he/she must annually notify the principal in writing by Sept. 1st, or within one week of admission/enrollment if enrollment occurs after Sept 1st.

COMMUNITY BULLETIN BOARD

Information on camps, classes, youth sports, events and other items of community interest sponsored by outside organizations can be found on the Community Bulletin Board (under Parent Information) on the School District's website at www.cherokee.k12.ga.us. Printed materials sent home with students are restricted to communication from the schools, School District and school-allied organizations such as the PTA.

VISITOR/SCHOOL GUEST SIGN-IN PROCEDURES

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

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

GUIDELINES FOR PARENTS VISITING SCHOOLS DURING LUNCH TIME

While the participation of parents at school is encouraged, it may become necessary, from time to time, for individual principals to limit the access of parents visiting with their child during lunch due to the time and space constraints. Food purchased from outside “fast food” restaurants, and remaining in original packaging (i.e., bags and wrappers), is not permitted in the school cafeteria.

GUIDELINES FOR CLASSROOM OBSERVATIONS BY PARENTS

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

- Observer must be a parent or a legal guardian of the child in the class to be observed. A request for observation shall be approved in advance by the principal.
- Scheduling shall take place at least twenty-four hours prior to the visit and must be done with the consent of both principal and teacher. The principal or designee will notify the parent.
- If two-way mirrors or closed circuit television is available, observation must be done via that method.
- Maximum observation time shall be one period or 45 minutes, whichever is more appropriate to the school’s schedule.
- Observations will be limited to one per semester per child.
- Under no circumstances is there to be any interaction between the observer and anyone in the classroom.
- Use of cell phones or electronic devices to record audio, video, or still photography in the classroom is strictly prohibited.
- Exception to this policy must be granted by the Superintendent of Schools or a designee in response to the specific request.

Note: Parental requests submitted to Principals for observations to be conducted as part of private evaluations (IEEs) must be forwarded to the Special Education department.

PRIVACY ISSUES, CAMERA PHONES/CAMERAS/RECORDERS AND OTHER ELECTRONIC DEVICES

The School Board Policy excludes the use of cell phones and other electronic devices at school because of the interference these devices create to the educational process. Additionally, the possession or use of camera phones, cameras, recorders, or other electronic devices that might violate the privacy rights of students and/or school staff, used to commit academic fraud or jeopardize the health, welfare or safety of students, staff, public safety officials and others during a school emergency or crisis will result in appropriate consequences.

Additionally, the Cherokee County School District will not be responsible for electronic devices owned by, and brought to school by, students (iPods, cell phones, MP3 players, etc.). Such items should be brought to school only for use in the CCSD-approved BYLD initiative.

ALCOHOL/DRUG ABUSE

The Cherokee County Board of Education recognizes that the unlawful possession and use of illicit drugs and alcohol is wrong and harmful, and we can neither approve nor condone this practice.

TITLE COORDINATORS/PUBLIC NOTICE

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

Title IX	Mark Kissel, Police Chief
ADEA	Mark Kissel, Police Chief
Title VI	Charlette Green, Director, Special Education
Section 504	Charlette Green, Director, Special Education
ADA	Julie Little, Director Risk Management/Safety/Benefits
Perkins Act	Dr. Paul Weir, Director of Curriculum and Academic Standards

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

Cherokee County School District
110 Academy Street
Canton, Georgia 30114
Phone 770.479.1871

Requests for disability assistance including requests for documents, information, or communications in alternate format may be submitted to the Office of Risk Management: By email: risk.management@cherokee.k12.ga.us; by phone: 770.704.4200.

HEARING AND VISION SCREENINGS

The School District conducts annual hearing and vision screenings for all students in Grades 1, 3 and 6. Notification and follow-up information is communicated to parents/guardians of students who fail this screening.

SECTION IV: SCHOOL ENROLLMENT/ATTENDANCE/STUDENT RECORDS

STUDENT ENROLLMENT REQUIREMENTS

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

STUDENT ENROLLMENT AGE REQUIREMENTS

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

ABSENCES AND EXCUSES

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

Excused Absences:

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

Requirements/Time Limits for Student Excuses:

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

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

Truancy:

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

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

Hospital/Homebound Services:

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

Attendance Credits:

Students shall be counted "present at school" when in attendance at school for at least one half of the instructional day, attending a school- or School District-sponsored field trip, or serving as pages of the Georgia General Assembly (at the high school level, attendance is assessed period-by-period, but students would still be credited with being present as it relates to field trips and service as pages).

Foster Care Student Attendance:

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

TARDIES AND/OR EARLY CHECK-OUTS AS PART OF STUDENT ATTENDANCE PROCEDURES

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

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

ATTENDANCE POLICY (HIGH SCHOOL ONLY)

Any student having seven or more excused, approved or unexcused absences in a semester will receive no credit for that class unless a waiver is granted by the Attendance Committee. However, students shall not be denied credit for a course if they have seven or more excused absences in a semester when the following conditions are met: (1) the absences are validated as excused, (2) make up work is satisfactorily completed, and (3) a passing grade has been earned for course work during the semester. Eligibility for credit will be restored if recommended by the Attendance Committee. The principal has the final decision on this matter. School principals may develop plans for students to earn back attendance credit for days missed.

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

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

EXTRACURRICULAR ATTENDANCE

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

**EVENT ATTENDANCE/CODE OF CONDUCT
WE MAINTAIN A “FAMILY FRIENDLY ENVIRONMENT”**

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

PROHIBITED ITEMS

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

INSPECTION GUIDELINES

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

**NO SMOKING
NO EXIT PASSES**

SCHOOL REASSIGNMENT AND STUDENT TRANSFER OPTIONS

Parents/guardians interested in school reassignment should review the current School Board Policy and guidelines regarding School Assignment/Reassignment (JBCC) which is posted on the following site: http://www.cherokee.k12.ga.us/departments/schooloperations/student_reassignments_and_transfers.htm. Along with reassignments, other student transfers are sometimes available to eligible candidates under the terms of (a) Curriculum Transfers, (b) AYP-driven School Choice Options, and/or (c) Georgia’s Special Needs Scholarship Program options (to include scholarships to eligible institutions inside and outside the School District, and/or a State-driven school for the deaf or blind). Interested parents should contact the Office of School Operations regarding additional information and/or School District contacts for each of these transfer options. Parents wanting additional information regarding Georgia’s Special Needs Scholarship Program can also visit <http://public.doe.k12.ga.us/sb10.aspx>.

The reassignment window for each coming year is for one month, February 1st through March 1st of the current school year. Only Hardship Reassignments will be considered when the submission deadlines are not met (as provided above); and, then only considered in cases of special circumstances (i.e., late employee hires, removal of student by DFCS, etc.).

TRANSFER OPPORTUNITIES TO ATTEND CHEROKEE ACADEMIES
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As part of the Cherokee Academies initiative at the elementary school level, the School District does allow for student transfers if there is space available at the desired Academy. All elementary-aged students in Cherokee County are eligible to enroll at one of the School District’s STEM or Fine Arts Academies if projected to be in a grade providing Academy services at the desired school.

Interested parents/guardians must complete an application for enrollment for the following school year and submit it to the requested Academy’s front office or the Office of School Operations during an announced two-week application period around the end of March (of each year). Applications will be processed on a “first come, first serve” basis, and approvals granted wherever enrollment space is available. As such, all offices receiving applications will be expected to “date stamp” the submissions.

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

MEDICATION POLICY

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

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

Forms are available to provide for special situations such as injections, personal possession of inhalers, epipens, etc.

The disciplinary code prescribes severe consequences for use or possession of medications unless used in compliance with school guidelines.

RELEASE OF STUDENT "DIRECTORY INFORMATION"

Release of Student Directory Information: The School District has designated the following student-based information as "directory information" under the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), and may disclose that information upon request by appropriate institutions/agencies: student's name, address and telephone number.

Legal guardians/parents seeking more information concerning data practices and disclosures of student information should contact the Office of School Operations.

Release of Information to the Armed Forces: Relative to information about the release of student directory information (HS students only) to the Armed Forces, please refer to the signature items contained in the First Day Information Packet.

NOTIFICATION OF RIGHTS: THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

- (1) **The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.** Parents or eligible students should submit to the School principal [or appropriate school official] written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) **The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.** Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal (or appropriate school official), clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:**

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

- (5) **Obtain a copy of the policy that the Board of Education has adopted regarding access to student records.** Copies of this policy may be obtained by contacting the central office of the Board of Education at:

110 Academy Street
Canton, GA 30114
770.479.1871

NOTES:

- (A) The School District reserves the right to comply with the Teen and Adult Driving Responsibility Act (§ 40-5-22), which requires all Georgia school districts to report students, ages 15-17, found in violation of attendance and/or discipline standards established within that code, to the Georgia Department of Driver Safety (DDS).
- (B) The School District reserves the right to comply with court orders requesting student record information.
- (C) The School District reserves the right to disclose student record information when it is determined that there is a threat to the safety or health of the student or other individuals. The School District is required to take into consideration the “totality of circumstances” pertaining to the threat before any such disclosure and to document the disclosure in the appropriate student files.

NOTIFICATION OF RIGHTS: THE PUPIL RIGHTS AMENDMENT

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

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

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

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

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

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

NOTICE OF PRIVACY PRACTICES: HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

- (A) THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

The School District is required by the privacy regulations issued under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") to maintain the privacy of Protected Health Information and to provide our students, parents, and employees with notice of our legal duties and privacy practices concerning Protected Health Information. In the event applicable law, other than HIPAA, prohibits or materially limits our uses and disclosures of Protected Health Information, as set forth below, we will restrict our uses or disclosure of your Protected Health Information in accordance with the more stringent standard. We are required to abide by the terms of this Notice so long as it remains in effect. We reserve the right to change the terms of this Notice of Privacy Practices as necessary and to make the new Notice effective for all Protected Health Information maintained by the District. In the event the District changes any of its policies with respect to privacy or this Notice of Privacy Practices, such change shall be reflected in subsequent annual District publications.

Protected Health Information ("PHI") means individually identifiable health information, as defined by HIPAA, that is created or received by the School District and that relates to the past, present, or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual; and that identifies the individual or for which there is a reasonable basis to believe the information can be used to identify the individual. PHI includes information of persons living or deceased.

- (B) USES AND DISCLOSURES OF YOUR PROTECTED HEALTH INFORMATION:

The following categories describe different ways that we use and disclose PHI.

Your Authorization – Except as outlined below, we will not use or disclose your PHI unless you have signed a form authorizing the use or disclosure. You have the right to revoke that authorization in writing except to the extent that we have taken action in reliance upon the authorization or that the authorization was obtained as a condition of obtaining insurance, and we have the right, under other law, to contest a claim under the policy or the policy itself.

Uses and Disclosures for Payment – We may make requests, uses, and disclosures of your PHI as necessary for payment purposes. For example, we may give information to your doctor's office to confirm your benefits.

Uses and Disclosures for Health Care Operations – We may use and disclose your PHI as necessary for our health care operations. For example, we may use your PHI in order to coordinate services provided to you.

Uses and Disclosures for Treatment – If you are available and do not object, we may disclose your PHI to your family, friends, and others who are involved in your care or payment of a claim. If you are unavailable or incapacitated and we determine that a limited disclosure is in your best interest, we may share limited PHI with such individuals.

Business Associates – Certain aspects and components of our services are performed through contracts with outside persons or organizations. Claims administration would be an example of such a service. At times it may be necessary for us to provide certain of your PHI to one or more of these outside persons or organizations.

Other Uses and Disclosures – We may make certain other uses and disclosures of your PHI without your authorization.

- We may use or disclose your PHI for any purpose required by law. For example, the School District may be required by law to use or disclose your PHI to respond to a court order.
- We may disclose your PHI for public health activities, such as reporting of disease, injury, birth and death, and for **public health investigations**.
- We may disclose your PHI to the proper authorities if we suspect child abuse or neglect; we may also disclose your PHI if we believe you to be a victim of abuse, neglect, or domestic violence.
- We may disclose your PHI if authorized by law to a government oversight agency (e.g., a state insurance department) conducting audits, investigations, or civil or criminal proceedings.
- We may disclose your PHI in the course of a judicial or administrative proceeding (e.g., to respond to a subpoena or discovery request).
- We may disclose your PHI to the proper authorities for law enforcement purposes.
- We may disclose your PHI to coroners, medical examiners, and/or funeral directors consistent with law.
- We may use or disclose your PHI for cadaver organ, eye or tissue donation.
- We may use or disclose your PHI for research purposes, but only as permitted by law.
- We may use or disclose PHI to avert a serious threat to health or safety.
- We may use or disclose your PHI if you are a member of the military as required by armed forces services, and we may also disclose your PHI for other specialized government functions such as national security or intelligence activities.
- We may disclose your PHI to workers' compensation agencies for your workers' compensation benefit determination.
- We will, if required by law, release your PHI to the Secretary of the Department of Health and Human Services for enforcement of HIPAA.

(C) RIGHTS THAT YOU HAVE

Access to Your PHI – You have the right to copy and/or inspect certain of your PHI that we maintain. Certain requests for access to your PHI must be in writing, must state that you want access to your PHI and must be signed by you or your representative (e.g., requests for medical records provided to us directly from your health care provider). If we maintain PHI in an electronic format, you may request that we provide that information to you or to a third party in electronic format.

Amendments to Your PHI – You have the right to request that the PHI that we maintain about you be amended or corrected. We are not obligated to make all requested amendments but will give each request careful consideration. To be considered, your amendment request must be in writing, must be signed by you or your representative, and must state the reasons for the amendment/correction request.

Accounting for Disclosures of Your PHI – You have the right to receive an accounting of certain disclosures made by us of your PHI. To be considered, your accounting requests must be in writing and signed by you or your representative. The first accounting in any 12-month period is free; however, we may charge you a fee for each subsequent accounting you request within the same 12-month period.

Restrictions on Use and Disclosure of Your PHI – You have the right to request restrictions on certain of our uses and disclosures of your PHI for treatment, payment or health care operations, disclosures made to persons involved in your care, and disclosures for disaster relief purposes. Your request must describe in detail the restriction you are requesting. HIPAA does not require us to agree to your request but we will accommodate reasonable requests when appropriate. In addition, at your request, we are required to restrict disclosures of PHI to a health plan for purposes of carrying out payment or health care operations when the PHI pertains to items or services for which the provider has been paid in full out-of-pocket. We retain the right to terminate an agreed-to restriction if we believe such termination is appropriate. In the event of a termination by us, we will notify you of such termination. You also have the right to terminate, in writing or orally, any agreed-to restriction.

Request for Confidential Communications – You have the right to request that communications regarding your PHI be made by alternative means or at alternative locations. We are required to accommodate reasonable requests if you inform

us that disclosure of all or part of your information could place you in danger. Requests for confidential communications must be in writing, signed by you or your representative, and sent to the school district at the address below.

Right to a Copy of the Notice – You have the right to a paper copy of the Notice of Privacy Practices upon request by contacting the School District at the telephone number or address below.

Complaints – If you believe your privacy rights have been violated, you can file a complaint in writing to Cherokee County School District, Central Office, 110 Academy Street, Canton, GA 30114 770.479.1871. You may also file a complaint in writing with the Secretary of the U.S. Department of Health and Human Services in Washington, D.C., within 180 days of a violation of your rights. There will be no retaliation for filing a complaint.

Effective Date: This Notice of Privacy Practices is effective March 1, 2010.

NOTIFICATION OF RIGHTS OF STUDENTS AND PARENTS UNDER SECTION 504

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

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

Section 504 Coordinator
Cherokee County School District
110 Academy Street
Canton, GA 30114
Phone: 770.704.4315
Email: charlette.green@cherokee.k12.ga.us

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

1. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
2. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
3. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
4. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
5. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
6. You have the right to not consent to the school system’s request to evaluate your child. 34 CFR 104.35.
7. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.
8. You have the right to ensure that the school system will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
9. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
10. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
11. You have the right to notice prior to any actions by the school system regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.

12. You have the right to examine your child's educational records. 34 CFR 104.36.
13. You have the right to an impartial hearing with respect to the school system's actions regarding your child's identification, evaluation, or educational placement, with opportunity to parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
14. You have the right to receive a copy of this notice and a copy of the school system's impartial hearing procedure upon request. 34 CFR 104.36.
15. If you disagree with the decision of the impartial hearing officer (school board members and other district employees are not considered impartial hearing officers), you have a right to a review of that decision according to the school system's impartial hearing procedure. 34 CFR 104.36.
16. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

SECTION 504 PROCEDURAL SAFEGUARDS

1. **Overview:**

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

2. **Hearing Request:** The Request for the Hearing must include the following:

- a. The name of the student.
- b. The address of the residence of the student.
- c. The name of the school the student is attending.
- d. The decision that is the subject of the hearing.
- e. The requested reasons for review.
- f. The proposed remedy sought by the grievant.
- g. The name and contact information of the grievant.

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

3. **Mediation:**

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

4. **Hearing Procedures:**

- a. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
- b. Upon a showing of good cause by the grievant or school system, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
- c. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
- d. The grievant will have the opportunity to be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify

the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.

- e. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved satisfactorily. 34 C.F.R. §104.34). One or more representatives of the school system, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.
- f. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
- g. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
- h. The hearing shall be closed to the public.
- i. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
- j. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
- k. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
- l. Unless otherwise required by law, the impartial review official shall uphold the action of school system unless the grievant can prove that a preponderance of the evidence supports his or her claim.
- m. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official, or just cause is shown, shall constitute a waiver of the right to a personal appearance before the impartial review official.

5. **Decision:**

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

6. **Review:**

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

NOTIFICATION OF RIGHTS: RIGHT TO REQUEST INFORMATION REGARDING TEACHER QUALIFICATIONS

To continue our long-standing commitment to providing parents with timely and important information, and to meet The Elementary and Secondary Act of 1965 requirements, the Cherokee County School District informs parents that you may request information about the professional qualifications of your student's teacher(s). These qualifications include:

1. Whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instructions;
2. Whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived;
3. What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration;
4. Whether your child is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning the qualifications of your child's teacher(s), please contact the principal of your child's school or the Supervisor of Federal Programs at 770.704.4285.

SECTION V: INSTRUCTIONAL PROGRAM GUIDELINES/POLICIES/INFORMATION

MAKE-UP WORK

It is the expectation of the Cherokee County Board of Education that all work missed due to any absence will be made-up. Some work by its very nature is impossible to make-up and may necessitate alternative assignments. The principal or designee will be the final authority in determining alternative assignments.

The responsibility for arranging to complete work missed is to be assumed by the student and parent/guardian in conjunction with the teacher. Make-up work is to be completed at the time specified by the teacher/principal. The time limit is not to exceed ten (10) school days. Exceptions will be decided by the parent/guardian, student, teacher and principal, with the principal having the final decision.

END-OF-TERM/REPORT CARD DATES

End of Term	Day	Report Card Day	Day	Total Days in Term
October 7, 2016	FR	October 14, 2016	FR	(44)
December 16, 2016	FR	January 6, 2017	FR	(44)
March 15, 2017	WED	March 22, 2017	WED	(46)
May 25, 2017	TH	See Notes Below	---	(46)

- These dates are subject to change due to days missed as a result of school closings, furlough days or schedule changes.
- ES Only: End-of-Year report cards will be sent home the last day of school.
- MS/HS Only: End-of-Year report cards will be mailed within one week of the last day of school.

INTERIM PROGRESS REPORTS

Date	Day	Total Days
August 30, 2016	TU	(22)
November 9, 2016	WED	(22)
February 3, 2017	FRI	(23)
April 24, 2017	MON	(23)

- These dates are subject to change due to days missed as a result of school closings, furlough days or schedule changes.
- ES/MS Only: Students in Grades 1-8 will receive a progress report.
- HS Only: Only students not performing satisfactorily will receive a progress report.

ACADEMIC ACHIEVEMENT RECOGNITION MANUAL

The Cherokee County School District Academic Achievement Recognition Manual, which includes districtwide elementary, middle and high school standard practices and procedures for academic achievement recognition, can be accessed on the CCSD website: Parent Information>Handbooks>Academic Achievement Recognition Manual.

GRADING SYSTEM

KINDERGARTEN

Academic Skills Code:
 NA = Not Yet Assessed
 ND = Not Demonstrated
 EM = Emerging
 PR = Progressing
 MS = Meets Standard
 EX = Exceeds Standard

Participation Codes:
 AC = Area of Concern
 DE = Developing
 CD = Consistently Demonstrating

GRADES 1 – 2

Academic and Participation Courses, Personal Growth and Development, and Conduct Codes:
 O - Outstanding
 S - Satisfactory
 N - Needs Improvement
 U - Unsatisfactory

Standards Indicators:
 IP/N - In Progress/Needs Improvement
 IP/S - In Progress/Satisfactory
 N - Does not meet the Standard

GRADES 3 –12

A....90 – 100	B 80 – 89	C71– 79
D....70	F Below 70	

Participation Courses: (Music, Art and Physical Education) Grades 3 - 6

S - Satisfactory

N - Needs Improvement

U - Unsatisfactory

Conduct: Grades 3 - 8

S - Satisfactory

N - Needs Improvement

U – Unsatisfactory

SCHOOL ATTENDANCE CERTIFICATES

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

- **PLATINUM AWARD for PERFECT ATTENDANCE:** For no absences, tardies, or early check-outs.
- **GOLD AWARD for PERFECT ATTENDANCE:** For no absences and fewer than five tardies/early check-outs.
- **SILVER AWARD for EXCELLENT ATTENDANCE:** For three or fewer absences and fewer than five tardies or early check-outs.
- **AWARD OF MERIT for EXCELLENT ATTENDANCE:** For three or fewer absences.

CUMULATIVE AVERAGE AND CLASS RANKING (HS ONLY)

Class ranking will be determined by the weighted cumulative average of graduating seniors at the completion of high school graduation requirements, as described in Board Policy IHC.

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

For the purpose of computing class rank, students will receive the following additional points added to their semester average for the course if they receive a passing grade:

Honors Classes	5 points
Advanced Placement	10 points

Students who successfully complete a course(s) in a post-secondary institution through a Move On When Ready (MOWR) at a Private Institution (as described in Board Policy IDCH) shall receive the above bonus points whenever the college course taken is equivalent to an Advanced Placement (AP) high school course as determined by the principal and the Assistant Superintendent for Educational Programs, Student Support and Professional Development.

Note: All bonus points earned through the successful completion of an Honors Class, Advanced Placement Class, or a course in a post-secondary institution will be applied to a student's transcript when the credit for the course is awarded. However, for HOPE Scholarship purposes, only AP courses and Move On When Ready (MOWR) classes that have been verified by the Georgia Student Finance Commission are eligible for bonus points. HOPE bonus points are calculated on a 4 point GPA scale. For more information regarding HOPE Scholarship, please refer to the Georgia Student Finance Commission website at www.gsfc.org.

CUMULATIVE AVERAGE AND HONOR GRADUATE STATUS: The distinction of Honor Graduate will be awarded to graduating seniors who have a weighted cumulative average of 90 or above (or 89.5 or above rounded to the nearest whole unit).

HONOR ROLL PLACEMENT: High school students will be placed on the Honor Roll when their grade average is 90 or above (or 89.5 or above rounded to the nearest whole unit).

PROMOTION, PLACEMENT AND RETENTION

The Board of Education of Cherokee County acknowledges that the awarding of grades and all decisions relative to promotion, placement and retention are serious responsibilities. Promotion, Placement and Retention Policy (IHE) outlines

appropriate pupil progression and provides additional information based upon State Board of Education (SBOE) requirements. The policy, which is available on the Cherokee County School District web site, defines promotion, placement and retention for all grade levels, K-12.

Local Board policy states that promotion of a student in grades 3, 5 or 8 to the next grade will be determined by the achievement level on the Georgia Milestone Assessment or alternative assessment instruments in the absence of Georgia Milestone Assessment in reading and/or mathematics and meeting local promotion standards and criteria.

EXTENDED DAY PROGRAM

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

ADVANCED ACADEMIC PROGRAMS

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

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 screened for possible 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 refer a student for consideration. Students who are eligible by state guidelines in another Georgia school district are automatically eligible for gifted education services upon transfer (with appropriate documentation) to a CCSD school. Any student eligible for gifted education services in a school system outside of Georgia must be referred, assessed and placed using Georgia SBOE guidelines.

Eligible elementary school students are served through Cluster Grouping and Resource Class Models. Identified gifted students are served through Cluster Grouping at least two segments per day in an otherwise heterogeneous classroom, rather than dispersed among all of the rooms at that grade level. Differentiated instruction, student assessment and flexible grouping allow highly motivated and/or high achieving non-gifted eligible students to participate in these advanced curriculum opportunities (when available).

Elementary school students meeting the gifted education eligibility criteria are served through the Resource Class Model, known as AIM Classes, approximately 2 to 5 segments per week. The content and pacing is differentiated to the degree that the activities are clearly not appropriate for more typical students at that grade level. The curriculum is built upon an academic content foundation, centered on interdisciplinary enrichment activities. The Resource Class focuses in the areas of advanced research skills and methods, in-depth learning of self-selected topics, creative thinking and problem-solving skills with a variety of complex topics, higher order and critical thinking skills, and advanced communication skills, encouraging the use of new techniques, materials and formats in the development of products that will be shared with real audiences. Middle school students who meet gifted eligibility are served in Advanced Content Classes in the areas of Language Arts, Literature, Math, Science and Social Studies. High school students who meet gifted eligibility have Advanced Academic Program opportunities through the following identified classes/courses: Honors Classes, Advanced Placement (AP) Courses and Joint Enrollment Programs in the areas of Literature, Science, Social Studies, Math, Foreign Language and Fine Arts. The content, pacing, process skills emphasis and expectation of student outcomes in an advanced course differ from the course typical students at that grade level would take in the specific content area. Middle and high school students who are not identified as gifted-eligible but demonstrate exceptional ability, achievement, motivation or interest in a particular content area may be included in Advanced Content Classes, Honors Classes, AP Courses and Joint Enrollment Programs based upon school-level criteria and guidelines.

A student who is officially placed in the K-12 Gifted Education Program will continue to receive gifted programming services, provided the student meets the following continuation criteria: 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, steps will be taken to review the student's gifted services, determine a probationary period of at least one semester and provide an Academic Improvement Plan (AIP). The student, parent(s), gifted program teacher and other teacher(s) involved will be invited to attend a final review before services are withdrawn.

ENGLISH LEARNERS

Students in the Cherokee County School District become eligible for language assistance based on the criteria provided in the State Board of Education Rule IDDG 160-4-6-.02. Prior to entry into a school in Georgia, each student's parent or guardian completes a Home Language Survey. All students whose native language, first language, or language spoken in the home includes a language other than English, is assessed for English language Proficiency using the state-adopted English Proficiency screening (W-APT). Students who score below proficient on the W-APT are determined to be English Learners. All Cherokee County Schools have an English Speaker of Other Languages Teacher to assist eligible students through a state approved delivery model.

SPECIAL EDUCATION

Students with disabilities who are found eligible for special education services have an Individualized Education Program (IEP) to provide specialized instruction in the area(s) as determined by the students' IEP Team. Students can receive support from Special Education Teachers and/or Paraprofessionals in the least restrictive environment per their IEP.

HEALTH RESOURCE INSTRUCTION

Georgia law requires that sex education and AIDS prevention instruction be a part of the curriculum. Abstinence, or saying no to sexual involvement, will be stressed. Parents have the right provided in O.C.G.A. 20-2-143, which states, "Any parent or legal guardian of a child to whom the course of study set forth in this code section is to be taught shall have the right to elect, in writing, that such child not receives such course of study."

Cherokee County School District is currently mandated in a statewide Georgia Department of Education initiative to provide physical education program activities focused on improving the physical fitness and well-being of Georgia students. The initiative is based on the FITNESSGRAM Program, which includes assessing the physical fitness levels of individual students using research-based criterion-referenced standards developed by The Cooper Institute for Aerobic Research. FITNESSGRAM is a quality assessment for three reasons:

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

The FITNESSGRAM Program/Assessment includes:

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

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

A confidential, FITNESSGRAM report will be prepared for each participating student in grades 4-12. This report will include assessment scores and information on the FITNESSGRAM "Health Fitness Zones" and will be provided with the student's final report card. For elementary school students in grades 4, 5 and 6, you will be given an opportunity in the Spring to request the FITNESSGRAM Parent Report be sent directly to your home. The authorization form will be provided to you at that time. Complete the form and return it with a stamped, self-addressed envelope. For more information regarding the FITNESSGRAM assessment, please refer to www.FITNESSGRAM.net/faqparents. If you have other questions, please contact your child's physical education teacher.

INSTRUCTIONAL RESOURCES

Once instructional materials (i.e., textbooks, technology hardware, curricular materials, etc.) paid for by public funds are issued to a student, the responsibility for the return of these materials to the school for further use shall be the total responsibility of the student and his or her parents/guardians.

When textbooks, library books or other instructional resource materials are not returned to the school in a form suitable for continued use, it shall be the responsibility of the student and his/her parents/guardians to reimburse the Cherokee County School District for the full replacement cost of textbooks, library books or other instructional materials.

In cases involving damaged books or materials, such materials shall become the property of the student and his/her parents/guardians once replacement funds are received by the school. Students who do not pay for books issued to them which have been lost or damaged shall not be issued additional books or materials or shall not receive grade reports or diplomas until their debts are paid. In no case shall a student be eligible to participate in graduation exercises and activities of the Cherokee County School District if debts related to lost or damaged books or materials remain unpaid.

Students who meet graduation requirements but are ineligible for graduation exercises because of unpaid debts related to textbooks, library books or other instructional materials shall receive their official high school diploma by mail along with an official transcript; however, no request for forwarding of transcripts to any source shall be honored.

SECTION VI: STUDENT SUPPORT SERVICES

BREAKFAST AND LUNCH PRICES

SCHOOL	MEAL	STUDENT Regular Price	STUDENT Reduced Price	ADULT STAFF and STUDENT SECOND MEAL	VISITORS (Adults/Child)
Elementary	Breakfast	\$1.50	\$.30	\$1.75	\$1.75
Elementary	Lunch	\$2.35	\$.40	\$3.50	\$4.00
Middle / High	Breakfast	\$1.50	\$.30	\$1.75	\$1.75
Middle / High	Lunch	\$2.60	\$.40	\$3.50	\$4.00

Meals may be paid using the following:

1. Cash
2. Mealpayplus.com is your portal to convenient, secure meal management. Mealpayplus.com makes it easy to apply funds to your account, check your account balance and schedule future meal account prepayments. An APP is available for parents to monitor their child's account by going to www.cherokee.k12.ga.us Departments, School Nutrition, MyPaymentsPlus Mobile APP.
3. Personal Check (If your check is returned, it may be re-presented electronically. Applicable collection service charges and processing fees, as permitted by state law, will be debited from the same account.)

GUIDELINES FOR STUDENTS BRINGING LUNCH TO SCHOOL

- Food purchased from outside "fast food" restaurants, and remaining in original packaging (i.e., bags and wrappers), is not permitted in the school cafeteria.
- Food brought from home must be prepared at home. Food will not be refrigerated, heated or prepared by staff.
- Student use of kitchen equipment is not permitted.

FREE AND REDUCED PRICE MEAL ON-LINE APPLICATION PROCEDURE

Benefits can be processed faster by entering Free & Reduced Price Meal Applications online.

1. Access the internet from home, the library or district-provided computers with Internet connections.
2. Go to: www.cherokee.k12.ga.us
3. Click on Departments, then click on School Nutrition
4. There you will find a link to Free and Reduced Price Meal Applications
5. Click the Free & Reduced On-Line Application link
6. Use the simple-to-use "wizard" that will walk you through each field.

FREE AND REDUCED PRICE MEAL PAPER APPLICATION PROCEDURE

1. Every student receives a free and reduced meal application on the first day of each school year or on the first day of his/her enrollment in this system.
2. After the application is completed, it should be submitted to the lunchroom manager. (Note: If a family has more than one child in the school system, only one application needs to be submitted.)
3. If the child is eligible for free or reduced meals, the manager will give the child a temporary letter of approval.
4. The manager will send the application to the School Nutrition Department at the Central Office.
5. The School Nutrition Department will compute the application for final approval. A letter will be sent to the lunchroom manager indicating the child's free or reduced meal status. The manager will give this letter to the child to take home to his/her parent/guardian.
6. Students who are approved for free or reduced price meals are eligible for free or reduced-priced breakfast and lunch.
7. Free and reduced meal applications are valid for one school year only. Applications expire June 30 of each year, so parents/guardians must complete an application each year the child(ren) is enrolled in the School District.
8. Parents/Guardian of all children, including free, reduced and foster, are responsible for paying for all meals their children charge until his/her application has been completed, submitted and approved.

STUDENT ACCIDENT INSURANCE

School Accident Insurance is offered through the School District to students. Several insurance plans are available to provide protection against medical expenses resulting from accidental injury to your child. Enrollment materials are sent home with students at the beginning of each school year.

SAFE USAGE OF SCHOOL FACILITIES/EQUIPMENT

It is imperative that any student, parent, or community member using school facilities and/or equipment, whether it be for recreational or educational purposes, do so in a responsible and safe manner and under appropriate supervision. School facilities and/or equipment are not to be used for any purpose other than for what they are designed. This applies to any and all playgrounds, gymnasiums, auditoriums, kitchens, stadiums, field houses, outdoor education classrooms, stairwells, or other areas, which may be accessible before, during, or after school hours.

SCHOOL-SPONSORED CLUBS AND ORGANIZATIONS

Schools are responsible for annually notifying parents regarding all school-sponsored clubs and organizations. While this notification may be done through the school's websites, schools will determine the most appropriate vehicle for this notification. Additionally, parents/guardians must be given the opportunity to withhold participation of their students in all, or selected, clubs via written notification to the school. Please refer to the CCSD First Day Information Packet on the CCSD website (www.chokeee.k12.ga.us) where a signature coupon is included for this purpose. This packet may also be obtained at the school.

FUNDRAISING, SOLICITATIONS, AND SALES OF ITEMS

No fundraising organizations are permitted to solicit funds from students without prior approval from the Board of Education (BOE Policy JK).

Students are not permitted to solicit funds on campus or in school-sponsored activities without prior approval from the Board of Education and the school principal (BOE Policy JK).

The Board Of Education prohibits students in grades eight or lower from participating in door to door sales (BOE Policy JK).

Students may not sell items on campus, either before school, after school, or during the school day, without the prior approval of the principal.

NO PASS/NO PARTICIPATE

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

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

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

RETENTION FOR ATHLETIC PURPOSES

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

SPORTS EQUITY

The Cherokee County School District does not discriminate on the basis of gender in its athletic programs. The Sports Equity Coordinator for this school system is the Director of School Operations (Secondary Schools). Inquiries or complaints concerning sports equity in this school district may be submitted to the Sports Equity Coordinator.

OBTAINING/MAINTAINING A VALID GEORGIA DRIVER'S LICENSE OR LEARNER'S PERMIT

During the 2015 session of the Georgia General Assembly, GA Code § 40-5-22 (TAADRA) was modified in such a manner as to eliminate student accountability as it relates to school attendance and discipline infractions. Under the modified GA Code, schools will have to certify that a student is enrolled in and not under expulsion from a public or private school to be eligible for a driver's license or learner's permit.

Beginning on July 1, 2015, schools will use the new **Certificate of School Enrollment** form to certify that a student is eligible for a driver's license or learner's permit. The Certificate of School Enrollment form will replace the Certificate of Attendance form and the Certificate of Eligibility for Restoration of Driving Privileges form.

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

OBTAINING/MAINTAINING A VALID GEORGIA WORK PERMIT

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

STUDENT ASSISTANCE PROGRAM

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

STUDENT SUPPORT TEAM (SST)

Each Cherokee County School has a Student Support Team (SST). The purpose of this team of professionals is to recommend effective instructional interventions for students whose data indicates that they are not meeting grade level academic standards and/or behavioral expectations.

In accordance with Georgia State Board Rule Georgia Board of Education Rule Code: IGB 160-4-2-.32 STUDENT SUPPORT TEAM – Each Cherokee County School has a Student Support Team. Students can be referred to the Student Support Team (SST) by teachers, parents or other instructional staff. A systemic, collaborative problem-solving process is used to generate recommendations that are targeted to the student’s learning or behavior problem. These recommendations, which include a specific academic and/or behavior plan, are documented in a Cherokee County Response to Intervention (RTI) “POINT PLAN” and provided to the student’s teacher(s) and/or others to implement with the student. The team then meets periodically to review the student’s progress monitoring data and determine the need for continuing, modifying or concluding the intervention (e.g., increase time, additional supports).

AFTER SCHOOL PROGRAM

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

COUNSELING

ELEMENTARY/MIDDLE SCHOOL

Counselors provide students with a variety of services: *Counseling personal concerns *Information giving *Academic advisement *Career guidance *Classroom counseling *Group counseling

HIGH SCHOOL

Counselors provide students with a variety of services: *Counseling personal concerns *Information giving *Academic advisement *Interpretation of test results *Career/College guidance *Financial aid and scholarship information.

SECTION VII: STUDENT TRANSPORTATION

SCHOOL BUS SAFETY

School bus discipline and school bus safety is intertwined and inseparable. Students must properly ride the bus to ensure everyone’s safety including other students, motorists, and pedestrians. Conduct that is disruptive or distracting will not be tolerated. All bus safety rules apply to regular bus routes, bus stops, field trips, and athletic trips.

DISRUPTIONS AND UNLAWFUL BEHAVIOR

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

SAFETY RULES AT THE BUS STOP

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

SAFETY RULES FOR ENTERING AND EXITING THE BUS

- Be sure all traffic has stopped both ways before crossing the road. (Stop, Look, Listen) Watch for driver signals.
- Walk 12 feet in front of the bus to stay in the driver's view when crossing the road.
- Never cross the road behind a school bus.
- Stop at the centerline of the road and look both ways before crossing after exiting the bus.
- Do not linger in the "Danger Zone". (The "Danger Zone" is a 12-foot parameter around the bus where most accidents happen.)
- Do not go back for items dropped in the "Danger Zone". Leave the item. Get the driver's attention before retrieving anything!
- No headphones or earbuds while entering or exiting a school bus.
- Never stop in the "Danger Zone" to get mail from the mailbox.
- Secure loose items such as toys, key chains, and drawstrings to avoid hanging them on the bus, especially the handrail.
- When exiting the bus, stop on the bottom step and look left and right before stepping off the bus.

SAFETY RULES ON THE SCHOOL BUS

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

TRANSPORTING PROJECTS AND PROHIBITED ITEMS

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

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

ADDITIONAL GUIDELINES

- Parents are responsible for providing transportation for students suspended from riding the bus.
- Bus drivers are in complete charge at all times and are authorized to assign seats.
- Conversation with the bus driver or behavior distracting the bus driver by students during loading and unloading of buses should be avoided. During this critical time complete concentration by the bus driver is required.
- Parents with concerns or complaints that need to be addressed by the bus driver should schedule a conference with the bus driver through the school. Under no circumstances should parents distract the bus driver by boarding the bus or complaining at the bus stop. Student safety must be top priority during this time.

- Student conduct in school and on school buses may be videotaped with surveillance equipment. This equipment is installed for the purpose of promoting a safe environment for students, personnel, passengers and drivers.
- Any action or disturbance that endangers the well-being of any student will be handled in accordance with the CCSD Discipline Code.
- Parents are responsible for communicating to their child their expectation of a daily routine for the child to follow after he/she exits the bus to ensure that the child will arrive home safely.
 - Additionally, parents should establish an emergency plan with their child in case the parent is unable to be at the bus stop or at home when the child exits the bus. For example, in the event of an emergency, one option would be to coordinate a plan with a trusted neighbor, who is always home, for your child to walk to their home and then call you.
 - Students in kindergarten through fourth grade will only be transported back to school under extenuating circumstances relative to potential safety issues when brought to the bus driver's or school's attention by the student or his/her parent/guardian.
 - Parents will be responsible for supervision fees assessed by the school in this regard.
 - No bus transportation will be available to any student who is on reassignment.
 - If a bus is at full capacity, no guest riders will be permitted.

STUDENT PARKING

1. Each person who chooses to park a vehicle at a Cherokee County High School during normal day hours must obtain a parking permit. A parking space will be assigned or an area will be designated for legal parking. Parking permits must be completely visible at all times from the outside of the vehicle and will be displayed as specified by the school. Parking permits are not transferable from one vehicle to another or from one individual to another.
2. Student parking permits for available parking spaces will be issued upon application and payment of a parking fee. The fee is \$75 per year and must be paid in full at the time of application. No refund will be made. Motorcycles shall have student decal although assigned to a designated parking area. A one-day parking pass is available at each campus upon payment of \$1 fee and the availability of parking spaces.
3. Priority in assignment of parking spaces will be established by the local school administration. In most instances, the assignment of available parking spaces will be in the following manner: (1) Seniors; (2) Students on school-related work programs; (3) Juniors; and, (4) Other students.
4. The Cherokee County School District parking permit application and vehicle registration form will be used to register vehicles and by copy, advise the applicant and legal parent/guardian of the rules and regulations.
5. Violations on school campus will be subject to, but not limited to, the following:
 - For minor violations, fine imposed must be paid the next day of school or imposed fine will increase \$1.00 per day.
 - For serious violations, traffic citations, warrants or juvenile complaints may be issued and sent to the Court having jurisdiction.
 - Suspension of parking privileges.
 - Revocation of parking privileges.
 - Impounding of vehicle.
6. Parking, traffic and administrative violations on campus subject to the above discipline shall include, but not be limited to:

No Parking Permit

All Offenses - \$30

2nd and subsequent offenses may result in vehicle being towed and impounded at owner's expense.

Serious Violations

Driving under the Influence of Alcohol/Drugs – permit revoked
 Reckless Driving/Conduct – permit revoked
 Possession of alcoholic beverage while operating a vehicle – permit revoked.
 Laying Drags – permit revoked.
 Overtaking or passing a stopped school bus – permit revoked.
 Possession or Use of weapons within a School Safety Zone – permit revoked.
 Possession, Use or Sale of drugs or alcohol – permit revoked.

Threatening, or causing bodily harm to a teacher/other personnel – permit revoked.
 Improper transfer of permit to another student or vehicle – permit revoked.
 Reproducing, altering, defacing or improper display of parking permit - permit revoked.

Parking Violations

Parking in a Handicap Space - \$50
 Blocking Handicap Ramp - \$50
 Parking in a Fire Lane - \$50
 Parking within 15 feet of a hydrant - \$20
 Parking within 30 feet of a stop sign - \$20
 Parking in a place prohibited by official signs - \$20
 Obstructing an Intersection - \$20
 Parking on a sidewalk or grassy area - \$15
 Improper parking of a vehicle in more than one space - \$15
 Parking in an unauthorized space not addressed above - \$25
 Repetition of the violations listed in this category will result in the suspension and/or revocation of the student's parking permit.

Other Violations

Eight or more unexcused absences – permit suspended for semester.
 Six or more unexcused tardies – permit suspended for semester.
 Unauthorized departure from school campus – permit suspended 1-30 days.
 Refusal to submit to a random vehicle search – permit suspended 1-30 days.
 Failure to exit the vehicle/loitering in the parking lot upon arrival at school - permit suspended 1-30 days.
 Failure to respond to parking citation issued by School Police - permit suspended 1-30 days.
 Failure to comply with officer directing traffic – permit suspended 1-30 days.
 Improper passing of vehicle(s) – permit suspended 1-30 days.
 No proof of Valid Insurance or No Insurance – permit suspended pending proof.
 Improper registration/expired registration (license plate) – permit suspended pending proof of valid registration.
 Giving False Information – suspended 1-30 days.
Texting/Cell phone use while driving – Offenses: 1st - Warning/2nd - \$15/3rd - \$30 and permit suspended.

7. The vehicle driver/owner of any vehicle will be responsible for the use of the vehicle while on campus and subsequently for any violation of these rules and regulations by persons other than the driver/owner if the offense is committed with or in the vehicle.
8. The Cherokee County Board of Education shall not be responsible for the losses or damages to the property of users of its facilities including loss due to bodily injury. Proof of insurance as required by State law will be required prior to issuance of a parking permit.
9. The local school principal or designee is authorized to revoke or suspend parking/driving privileges on campus due to violations of the Student Code of Conduct or attendance policies. To emphasize the importance of being on time to school, remaining at school and attendance at school, the principal or designee will suspend the student's parking privilege for the remainder of any semester at the time of the eighth unexcused absence, or the sixth unexcused tardy. There will be no refund of fees.
10. Towing a Vehicle: A Principal (or designee) may authorize vehicles that are improperly parked, block emergency access, violate the student parking regulations, and/or pose a reasonable interruption to school operations, to be towed by a designated wrecker service. All towing fees will be at the owner's expense.

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

TEXTING/CELLPHONE USE WHILE DRIVING PROHIBITED

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

A wireless communication device includes:

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

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

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

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

SECTION VIII: HIGH SCHOOL INFORMATION

ADVISEMENT

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

SCHEDULE CHANGES

Schedule changes may be initiated by a student, a parent, or teacher referral within the mandated guidelines

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

AP CLASSES

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

MOVE ON WHEN READY (MOWR)

Move On When Ready (MOWR) is Georgia's dual enrollment program allowing high school students the opportunity to earn college credit while completing their high school diploma. MOWR replaces Accel, HOPE Grant for dual enrollment and the previous Move On When Ready program. The MOWR program now covers tuition, mandatory fees and required textbooks. Students must meet the MOWR admissions requirements set by the participating postsecondary institution they wish to attend. Those requirements may include a minimum grade level and/or age requirement. Students must also meet the postsecondary institution's satisfactory academic progress policies.

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

Prior to enrolling, parent(s)/guardian(s) and the student who elects to participate will be required to sign the **CCSD MOWR Participation Form**, meet with their School Counselor, meet the admissions requirements at the postsecondary institution of their choice and make satisfactory academic progress. District information on MOWR can be found at: <http://www.cherokee.k12.ga.us/departments/curriculum/Pages/mowr.aspx>.

POLARIS EVENING PROGRAM

The Polaris Evening Program is a non-traditional, accredited evening program designed to offer all students an alternative education environment with the end result of graduating students. A regular high school curriculum is offered and structured to meet the individual needs of each student.

Polaris offers four quarters during each school year with classes meeting on Monday-Thursday evenings. Classes begin at 4:15 and end at 10:00 p.m.; class periods are approximately two hours long and students may take up to three classes each night per quarter. One-half unit of credit is earned for successful completion of each Polaris Evening Program course. In order to receive a regular high school diploma, students must earn a total of twenty-three (23) units of credit.

Polaris Evening Program quarterly registration and start of class dates are listed below:

1st PERIOD	2nd PERIOD	3rd PERIOD
4:15 p.m. – 6:10 p.m.	6:10 p.m. – 8:05 p.m.	8:05 p.m. – 10:00 p.m.

Registration QU 1	July 26, 2016 (TUES)	First Day of Class	August 1, 2016 (MON), Term = 36 Days
Registration QU 2	October 4, 2016 (TUES)	First Day of Class	October 10, 2016 (MON), Term = 33 Days
Registration QU 3	January 2, 2017 (MON)	First Day of Class	January 3, 2017 (TUES), Term = 38 Days
Registration QU 4	March 14, 2017 (TUES)	First Day of Class	March 20, 2017 (MON), Term = 36 Days

Only students who reside in Cherokee County are permitted to enroll in the Polaris Evening Program. There is no tuition fee for students who are enrolled fulltime in the Polaris Evening Program. ALL students will be assessed a \$15 administrative fee each quarter they attend. For students enrolled concurrently (in a day school program and taking an additional Polaris course), the cost for each course is \$200.00 per .5 unit class.

Registration requirements for Polaris full-time students:

- Be at least 16 years of age and not yet 22 years of age
- Official transcript of all high school credits earned to date
- Withdrawal Form from the last school attended
- Proof of residency (must reside in Cherokee County)
- Georgia immunization record, birth certificate, copy of social security card
- Completed Polaris enrollment application, including signature of parent/guardian, for student under the age of eighteen

GRADUATION REQUIREMENTS

In order to graduate from Cherokee County Schools, students must meet three criteria: Attendance, Earning of sufficient and appropriate unit credits, and Passing score on the state assessment requirements.

HIGH SCHOOL SUMMER SCHOOL

Summer School information can be obtained from local schools in April. The summer program is financially self-supporting from funds paid by participating students (these fees will be determined each Spring). Attendance is compulsory to earn unit credit.

Course credit shall be given only for those studies that are conducted through the Cherokee County Public Schools and/or in compliance with standards of the Southern Association of Colleges and Schools. A maximum of two units may be earned during any one summer, but these units may be counted for eligibility purposes. Both initial credit and credit recovery courses are offered.

SCHOLARSHIP INFORMATION

HOPE SCHOLARSHIP:

Legislation passed by the Georgia General Assembly and signed by the Governor significantly changed the HOPE Scholarship and Grant programs for students graduating from high school in 2011 and later. Please refer to the Georgia Student Finance Association website (www.gsfc.org) for current information.