Cartersville City Schools
Board Policy Manual

Operating Procedure AF-OP(1): School Day

Original Adopted Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

SCHOOL DAY

Students

The length of a regular school day for kindergarten through second grades shall not be less than four and one-half hours of instruction, excluding recesses and lunch periods.

The length of a regular school day for grades three through twelve shall include not less than six hours of instruction, excluding recesses and lunch periods.

Hours of instruction are defined as all portions of the day when school is in session, with the exception of recesses and lunch periods.

A student must be in attendance for a minimum of one-half of the required instructional day to be counted as present for that day.

Teachers

Shortened school days may be approved by the Board as part of the school system calendar process for the reason of professional learning, parent conferences, or other legitimate educational purposes.

The minimum workday for teachers is eight (8) hours and the minimum work week is forty (40) hours. Certificated personnel are not subject to federal or state overtime rules and regulations. A regular time schedule shall be observed for the time of arrival and departure of personnel at each school as determined by the principal.

Extended Day and Extended Year

- 1. Extended Day For all extended day, time starts at the end of the official school day.
- 2. Extended Year For all extended year contracts, additional days may be added to the work calendar either at the beginning or end of the scheduled work year. The Superintendent or his/her designee shall approve these days.

CROSS REF.: Policy **JB** – Student Attendance; Policy **GBRH** – Leave, Certified Personnel; Policy **GCRG** – Leave, Classified Personnel

STATE REF.: Ga. Board of Education Policy AF

LEGAL REF.: O.C.G.A. 20-2-168(c) (2); 39-3-51

Rescinds: AF Adopted: 06/14/10

Board Policy AFC: Emergency Closings

Original Adopted Date: 03/14/1994 | Last Reviewed Date: 10/10/2022

EMERGENCY CLOSING OF SCHOOLS

The Superintendent, as chief executive officer, or his/her designee shall determine when an emergency exists, and shall on the basis of this determination close schools.

The Superintendent or his/her designee shall also be empowered to delay the opening time of the school day and/or release students and personnel before the normal school day ends if hazardous conditions exist.

There shall be an Emergency Preparedness Plan for the system and for each school. This plan provides periodic drills for emergencies arising from natural or man-made disasters. Each school in the system shall have a copy of these plans. Principals shall be responsible for seeing that the Emergency Preparedness Plan is followed in the event of an emergency.

Rescinds: AFC Adopted: Prior to 1974

EBBD Adopted: 03/14/94

Board Policy BA: Goals and Objectives

Original Adopted Date: 03/14/1994 | Last Revised Date: 02/12/2018 | Last Reviewed Date: 10/10/2022

GOALS AND OBJECTIVES OF THE BOARD OF EDUCATION

Directing the public school system is the primary purpose of the Cartersville School Board. The Board shall strive to achieve the following goals:

- 1. To concentrate the Board's collective effort on its policy-making and planning responsibilities;
- 2. To formulate Board policies which provide an educational program of high quality that meets the needs of the students;
- 3. To provide the Superintendent with sufficient and adequate guidelines for implementing Board policies;
- 4. To maintain effective communication with the public, with staff, and with students in order to be aware of their attitudes, opinions, desires, and ideas; and
- 5. To conduct Board business openly, soliciting and encouraging involvement in the Board's decision-making processes by public, staff, and students.

Rescinds: BA Adopted: 03/14/94

Board Policy BBA: Board Officers

Status: ADOPTED

Original Adopted Date: 03/12/2007 | Last Revised Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

ELECTIONS AND OFFICERS OF THE BOARD

The Cartersville School Board shall be composed of seven members (Article V, Section 5.02, City Charter, H.B. 921, Act 283, March 30, 1989, pages 5 and 6).

Election of Board Officers

The Board shall elect by majority vote from its members annually (in January) a president, a vice-president, and a secretary of the Board. The election of the president shall be conducted by the Superintendent. A minimum of four votes shall be required from the members present to fill each office, a quorum being present.

Positions shall be filled in the following order:

- 1. President
- 2. Vice-president
- 3. Secretary

The Superintendent of Schools shall be the Executive Secretary of the Cartersville School Board as prescribed by law.

President

The president shall preside at all meetings of the Board. He/she shall appoint all committees, and he/she may assign to members of the Board such special responsibilities as may from time to time be necessary.

He/she shall sign, for the Board, such documents as may require such signature.

The president, together with the Superintendent, shall have the right to execute a note or notes in the name of the Board for such sums as are authorized by the Board's resolution.

The president is also required to sign the record of Board proceedings (i.e., minutes) kept by the secretary.

The president may call special meetings of the Board and shall sign documents on behalf of the Board. He/She shall represent the Board in deliberations with other systems or agencies.

He/she serves as a non-voting, ex-officio member of all committees and advisory committees appointed by the Board or president.

The president of the School Board shall be bonded in an amount determined by the Board..

Vice-President

In the absence of the president, the vice-president shall preside at meetings of the Cartersville School Board and shall perform those duties usually performed by the president.

Secretary

It shall be the duty of the secretary to be present at meetings of the Board, and to cause to be recorded in a book, to be provided for that purpose, all of the official proceedings of the Board, which shall be a public record open to the inspection of any person interested therein, and all such proceedings, when so recorded, shall be signed by the president and counter-signed by the secretary.

The Superintendent shall serve as the ex-officio secretary of the Board. The Superintendent, acting as Executive Secretary, shall perform such other clerical work as the Board may direct him/her to do.

Treasurer

The Superintendent functions as the treasurer of the Cartersville School Board.

It is the responsibility of the Superintendent to keep the common school fund separate and distinct from all other funds as allowed by law and regulation. Such funds can be used for educational as allowed by law or System Charter.

The Superintendent is required to meet various bonding requirements in connection with the performance of his/her duties in an amount determined by the Board. .

LEGAL REF.: O.C.G.A. 20-2-56; 20-2-57; 20-2-58; 20-2-395; 20-2-104; 20-2-410; 20-2-411; 45-4-7; 45-4-22; 45-4-24; GA Constitution, Art. 8, Sec. 5, Par. 3; Op. Atty. Gen. 1954-56, p. 171; 1962, p. 146; 1963-65, p. 568; 1987, No. U87-9; Article V, Section 5.03, City Charter, H.B. 2000, Act 1326, March 28, 1974, page 29

Rescinds: **BBA** Adopted: 2/12/18

Board Policy BBB: Board Members

Original Adopted Date: 03/12/2007 | Last Revised Date: 02/12/2018 | Last Reviewed Date: 10/10/2022

DUTIES OF BOARD MEMBERS

The members of the Board shall devote such time and attention to the duties of their office as the efficient performance thereof may require, and before entering upon the discharges of duties of said office, each member shall take and subscribe to the following oath:

"I, (name), do solemnly swear or affirm that I will faithfully discharge the duties developing upon me as a member of the Cartersville School Board, to the best of my skill and ability, and in accordance with what shall to me appear for the best interest of the community and the cause of education, and without fear, favor, affection, reward or hope thereof, so help me God."

No person shall be eligible for election as a member of the Board after July 1, 2010, unless he or she:

- 1. Has read and understands the code of ethics as adopted by the Board and the conflict of interest provisions applicable to members of the Board and has agreed to abide by them by affidavit; and
- 2. Has agreed to annually disclose compliance by affidavit with the required training for Board members, the code of ethics of the Board, and the conflict of interest provisions applicable to members of the Board.

Furthermore, no person shall be eligible for election as a member of the Board who

- 1. Is not a resident of the city of Cartersville. Whenever a member of the Board moves his or her domicile from the city of Cartersville, such person shall cease to be a member of the Board, and a vacancy shall occur. The member shall provide notice of such move to the Board and Superintendent within ten (10) days of such move.
- 2. Serves on the governing body of a private elementary or secondary educational institution.
- 3. Is employed by the Cartersville Board of Education.
- 4. Is employed by the Georgia Department of Education or serves on the State Board of Education; or
- 5. Is on the National Sex Offender Registry or the state sexual offender registry.

Nepotism

No person who has an immediate family member sitting on the Board or serving as the Superintendent, principal, assistant principal, or system administrator shall be eligible to serve as a member of the Board provided that the immediate family member's employment in his or her position in the system began on or after January 1, 2010. This provision shall apply only to Board members elected or appointed on or after July 1, 2009. Nothing in this paragraph shall affect the employment of any person who is employed by the Board on or before July 1, 2009, or who is employed by the Board when an immediate family member becomes a Board member.

Additionally, no person shall be eligible to be appointed, employed, or to serve as superintendent who has an immediate family member sitting on the Board or who has an immediate family member hired as or promoted to principal, assistant principal, or system administrator on or after July 1, 2009, provided that the immediate family member's employment in his or her position in the system began on or after January 1, 2010. Nothing in this paragraph shall affect the employment of any person who is employed by the Board on or before July 1, 2009, or who is employed by the Board when an immediate family member becomes superintendent.

For the purposes of this policy immediate family member shall include a spouse, child, sibling, or parent or the spouse of a child, sibling, or parent.

The duties of all officers of the Board are in general left to the discretion of the Board, except to the extent that local or special laws applicable to this school system may specify duties for the office.

General duties of individual Board members shall include the following:

1. Attend meetings of the Board, enter into discussion, and vote on items coming before the Board for decision.

- 2. Recognize that he/she, as an individual Board member, has no authority to bind the Cartersville School Board or act for the Board except on assignment from the Board.
- 3. Become acquainted with the school situation in the system as a whole.
- 4. Support the actions of the Board.
- 5. Promote education at every opportunity, especially at civic group and community meetings, parent-teacher meetings, and other school meetings.
- 6. Refer problems brought to his/ her attention to the Superintendent for action, interpretation, or submission to the Board.
- 7. Serve on committees when requested to do so by the President.
- 8. Inform himself /herself about educational problems and programs through attendance at educational meetings (local, state, and national) and through personal study.
- 9. Suggest proposed policies to the Superintendent for study and presentation to the Board.

Members of the Board are "municipal officers." Official duties can only be performed in conjunction with the other Board members. The Board functions only as a body and not by virtue of the actions of individual members.

CROSS REF.: Policy BH-Ethics of the Board of Education; Policy BHA-Conflict of Interest

LEGAL REF.: As cited above; Ga. Constitution, Art. 2, Sec. 2, Par. 4; O.C.G.A., 1-3-1 (c); 20-2-53; 20-2-230; 21-4-1 et seq.; 45-3-1; Op. Atty. Gen. No. 75-15

Rescinds: BBB Adopted: 01/13/10

Board Policy BBBE: Board Member Compensation and Expenses

Original Adopted Date: 04/14/2008 | Last Revised Date: 02/12/2018 | Last Reviewed Date: 10/10/2022

BOARD MEMBER COMPENSATION AND EXPENSES

Members of the Board shall receive a per diem allowance of \$50.00 or paid actual expenses (whichever is greater) for each day of attendance at official Board meetings, work sessions, and committee meetings of the Board, and when serving as an official representative of the Board at approved designated functions. Furthermore, Board members may receive this per diem allowance for participation in official Board committee meetings via phone conference. No Board member shall be paid for more than one meeting in any one calendar day.

Board members shall be reimbursed for actual allowable expenses incurred in connection with approved travel or when serving as an official representative of the Board at designated functions and meetings. Board members shall submit their travel expenses to the Superintendent and all such compensation must be paid solely from local school tax funds. Georgia law authorizes the payment of per diem, registration fees, and expenses of newly elected and newly appointed board members, even before they assume office.

LEGAL REF.: Ga. Constitution, Art. 8, Sec. 5, Par. 2; O.C.G.A., 20-5-55; 20-2-230 (b); Op. Atty. Gen. 1658-59, p. 130

Rescinds: **BBBE** Adopted: 04/14/08

Operating Procedure BBC-OP(1): Board Committees

Original Adopted Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

BOARD COMMITTEES

Standing committees of the Board shall be:

- . Building and Grounds
- Curriculum
- Finance
- Personnel and Extra-Curricular
- Policy
- Technology and Communications

Other committees shall be appointed at the discretion of the President of the Board. Standing committees shall be composed of at least three members of the School Board, appointed annually by the President of the Board.

Standing committees shall be guided by the following procedures:

- 1. Each committee shall set scheduled monthly meetings as it deems necessary to carry out the business of the committee.
- 2. A committee may call additional meetings as necessary to conduct its business.
- 3. All committee meetings are open to the public, except as governed by rules applicable to the Board for closed meetings.
- 4. When desired, action of the Board should be preceded with a recommendation by the applicable committee (after study, if deemed necessary).
- 5. At least two members of the three-member committee shall confer to determine a recommendation.
- 6. Any recommendation should indicate strength of recommendation (unanimous or split vote) of committee, if necessary.
- 7. The Superintendent and/or the Assistant Superintendent shall be available for all committee meetings upon the call of the chair of said committee. He/she will provide any information available upon the request of the committee chair. Other central administrative staff or school staff members shall be available for consultation whenever it is deemed advisable.
- 8. Community-at-large (patrons, business, industry, civic, church) assistance will be sought when deemed desirable or prudent.
- 9. Committee inter-action is encouraged as necessary for the effective and efficient operation of the school system (example: Buildings and Grounds Committee may need to confer with Finance Committee). Nothing in this policy shall preclude any two or more committees from conducting joint meetings when necessary or desirable as determined by the Board President or Superintendent.
- 10. When necessary or requested by the committee chair or President of the Board, committee members may participate in official committee meetings via phone conference.

Status: ADOPTED

11. When requested by the Board President or Superintendent, all Board members may be invited to attend a particular committee meeting in order to gain information or provide input.

The President of the Board, the chair of a committee, and the Superintendent shall constitute an executive action group to deal with such matters relating to that particular committee as necessitate attention between Board or Committee meetings.

Rescinds: **BBC** Adopted: 04/14/08

Board Policy BBFA: Local School Councils

Original Adopted Date: 08/09/2010 | Last Revised Date: 06/08/2015 | Last Reviewed Date: 10/10/2022

SCHOOL GOVERNANCE COUNCILS

The Board, recognizing the need to foster open communication and improve parent and community involvement in the schools, supports the implementation and on-going work of the school governance council of each school.

The Board reaffirms, as does state law, that the management and control of the schools is the responsibility of the local board of education. It shall be the responsibility of school councils to provide advice, input and recommendations to the school principal and, where appropriate, to the Board on any matter, including those enumerated in law or as provided by a system charter agreement with the Georgia State Board of Education.

School Governance Council meetings shall be called and conducted in accordance with provisions of any current system charter granted by the State Board of Education to the Cartersville City Schools.

Whenever a vacancy occurs in the position of principal at a school, the Superintendent shall consult with the School Governance Council of that school when filling such vacancy. The School Governance Council, abiding by all laws of confidentiality and Open Records of the State of Georgia, will be afforded the opportunity to interview a candidate prior to the Superintendent's recommendation to the School Board. Information regarding a candidate shall be provided to the School Governance Council and interviews will be arranged by the Superintendent at a location determined appropriate by the Superintendent.

The Superintendent shall receive and consider any input or recommendation regarding the principal's position from the School Governance Council before making a final recommendation to the Board. Any information regarding the filling of the principal vacancy from the School Governance Council to the Superintendent shall be advisory only as it is the Superintendent's responsibility to make any personnel recommendation to the Board.

LEGAL REF.: O.C.G.A., 20-2-85; 20-2-86

Rescinds: **BBFA** Adopted: 08/09/10

Regulation BBFA-R(1): Local School Councils - Conflict of Interest for School Governance Council

Original Adopted Date: 10/27/2014 | Last Reviewed Date: 10/27/2014

CONFLICT OF INTEREST FOR SCHOOL GOVERNANCE COUNCIL

School Governance Council (SGC) members shall adhere to these Conflict of Interest provisions:

- 1. No SGC member shall use or attempt to use his/her position on the Council to secure unwarranted privileges, advantages, or contract, or employment for himself/ herself, his/her immediate family member, or others.
- 2. No SGC member shall act in his/her capacity in any matter where he/she, his/her immediate family member, or a business organization in which he/she has an interest or a material financial interest that would reasonably be expected to impair his/her objectivity or independence of judgment.
- 3. No SGC member shall solicit, accept or knowingly allow his/her immediate family member or a business organization in which he/she has an interest to solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, political contribution, service, promise of future employment, or other thing of value was given or offered for the purpose of influencing that SGC member in the discharge of his/her service or duties.
- 4. No SGC member shall use, or knowingly allow to be used, his/her official position or any information not generally available to the members of the public which he/she receives or acquires in the course of and by reason of his/her position for the purpose of securing financial gain for himself/herself, his/her immediate family member, or any business organization with which he/she is associated.
- 5. No SGC member or any of his/her immediate family members or business organization in which he/she has an interest shall represent any person or party other than the board of education or school system in connection with any cause, proceeding, application, or other matter pending before the Council in which he/she serves.
- 6. No SGC member shall be prohibited from making an inquiry for information on behalf of a constituent if no fee, reward, or other thing of value is promised to, given to, or accepted by the SGC member or his/her immediate family in return therefore.
- 7. No SGC member shall be deemed in conflict with these provisions if, by reason of his/her participation in any matter required to be voted upon by the Council, no material or monetary gain accrues to him/her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.
- 8. No Board member shall accept a monetary fee or honorarium in excess of \$101.00 for a speaking engagement, participation in a seminar, discussion panel, or other activity that directly relates to the official duties of that public officer or the office of that public officer. Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to permit participation in a panel or speaking engagement at the meeting shall not be monetary fees or honoraria.
- 9. Each SGC member shall fully disclose any potential conflict pertaining to the provisions of this regulation as soon as he/she becomes aware of the matter.
- Each SGC shall sign annually a copy of this Conflict of Interest signifying understanding and agreement to provisions.

	Member
Date	

Board Policy Manual Cartersville City Schools

Status: ADOPTED

Board Policy BCAC: Special Board Meetings

Original Adopted Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

A special board meeting is any meeting other than a regularly scheduled board meeting for which notice has already been provided.

Special meetings may be called by the President, Vice-President, or upon the request of a majority of the Board members in accordance with the requirements of Georgia's Open Meetings Act.

The notice that calls a special meeting shall specify the purpose for which the meeting is called and be posted at least 24 hours in advance. In an emergency, the Board may meet without the 24-hour notice.

Operating Procedure BCAEA-OP(1): Hearings (Appeals)

Original Adopted Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

SCHOOL LAW TRIBUNALS AND APPEALS (HEARINGS)

The Board shall constitute a tribunal for hearing and determining any matter of local controversy in reference to the construction or administration of school law, with power to summon witnesses and take testimony if necessary. When the Board has made a decision, it shall be binding on the parties; provided, however, either party may have the right to appeal to the State Board of Education, which appeal shall be made through the Superintendent of the Cartersville City Schools in writing within thirty (30) calendar days of the decision of the Board.

The Board shall apply the following procedures to a request for a hearing/appeal in matters pertaining to this policy:

- 1. The Board shall notify the parties of the time and place of the hearing.
- 2. The Board shall sign and issue subpoenas, as needed.
- 3. All witnesses shall testify under oath and shall be subject to cross-examination.
- 4. The Board shall require the testimony and other evidence to be transcribed by a court reporter or recorded by other appropriate means.
- 5. Strict rules of evidence prevailing in courts of law shall not be applicable to hearings before the Board.
- 6. At the conclusion of the hearing, or within fifteen (15) days thereafter, the Board shall notify the parties of its decision in writing and shall notify the parties of their right, if applicable, to appeal the decision to the State Board of Education.

LEGAL REF.: O.C.G.A. 20-2-1160

Rescinds: **BCAEA** Adopted: 03/12/07

Board Policy BCBD: Board Meeting Agendas

Original Adopted Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

The Superintendent shall provide a prepared agenda with appropriate information to each member of the Board at the work session preceding the regular monthly meeting of the Board. This agenda shall govern the business for the meeting unless amended by the Board, requiring a majority vote to amend, to add, or delete agenda items for consideration.

Other business may be discussed at the discretion of the Board.

In preparing the agenda, the Superintendent is encouraged to use a "consent agenda" whenever appropriate. At the request of any Board member, a consent agenda item may be removed and placed on the agenda for separate consideration by the Board.

Citizens seeking to be placed on the official agenda of a school board work session, called meeting or regularly scheduled monthly meeting must meet the criteria contained in the board's public participation policy or procedures.

The Board meeting agenda shall be available as far in advance of each meeting as reasonably possible. The agenda containing all matters expected to come before the Board shall be available upon request. The agenda shall be posted, at a minimum at some time during the two -week period immediately prior to the meeting.

The Board reserves the right, as provided by law, to consider and act upon items which failed to be included on the premeeting agenda.

Board Policy Manual Cartersville City Schools

Status: ADOPTED

Board Policy BCBI: Public Participation in Board Meetings

Original Adopted Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

Meetings of the Board of Education are held to conduct the affairs and business of the school system. Although these meetings are not meetings of the public, the public is invited to attend all meetings and citizens are invited to address the Board at all regular meetings at the time shown on the agenda and in accordance with procedures established by the Board or the Superintendent. Public participation may be allowed in the discretion of the Board at certain additional meetings under procedures set by the Board. All members of the public attending any meeting of the Board must follow the Rules of Conduct set forth in the procedures.

The Superintendent shall make available these procedures to allow citizens to address the Board at regular meetings in accordance with this policy. These procedures shall include a requirement that notice be given at least 24 hours in advance of the meeting. These procedures shall be available at the Superintendent's office and each regular Board meeting.

All comments to the Board in accordance with this policy are to be brief and are intended for the Board to hear from citizens but not to take action.

Regulation BCBI-R(1): Public Participation in Board Meetings - Procedures and Rules of Conduct

Original Adopted Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

These procedures are in accordance with Policy BCBI and provide the Rules of Conduct, in accordance with O.C.G.A. §20-2-58, for all Board meetings. Further, for scheduling purposes at regular board meetings, prospective speakers during the public participation item on the agenda must sign up at least 24 hours in advance of the meeting with the Superintendent's Office. The Board will set aside up to 30 minutes on the agenda of its regular meetings to hear comments from the public in accordance with these procedures.

All attendees shall remember that while the meetings are open to the public, the purpose of the meeting is to conduct the business of the school system and members of the public are invited to participate only as allowed by Board policy and these procedures.

- 1. Members of the public shall conduct themselves in a respectful manner that is not disruptive to the conduct of the Board's business. Signs, flags, and banners are prohibited inside the Board meeting room.
- 2. Each member of the public participating in public comment will be given no more than five minutes to speak. The Board or its Chair may limit further the total time allocated for public participation as well as further limit the length of individual comments during public participation at its discretion for the purpose of the efficient operation of the business of the meeting.
- 3. Only residents of the School District, representatives of businesses or organizations located in the District, parents or guardians of students attending the schools of the District, or school system employees may address the Board during public participation. No individual or group will be retaliated against, in any manner whatsoever, for speaking during public participation.
- 4. The Board requests that any group or organization appoint a single representative to address the Board.
- 5. All speakers shall address the Board by first stating their names. All remarks shall be made to the Board as a body and addressed through the Chair. Remarks shall not be addressed to individual Board members.
- 6. Issues involving individual employees or individual students and pending litigation are not subjects for public participation. Where appropriate, the public is urged to follow other resolution processes set forth in Board policy or available at individual schools, where those processes are clearly designed to address the issue to be raised.
- 7. Speakers are asked to keep their remarks civil. The use of obscene, profane, vulgar, physically threatening or abusive remarks will not be allowed. Loud and boisterous conduct or comments by speakers or members of the audience are not allowed.
- 8. The Board will not respond to comments made by the speaker during public participation unless a member of the Board chooses to ask a question. Speakers should remain at the microphone while answering questions.

By reading and acknowledging acceptance prior to speaking during public participation, speakers attest that they understand and will abide by these procedures. The Chair of the Board is responsible for enforcing these procedures. Those attending a meeting or speaking during public participation who violate these procedures will be warned by the Chair. A continued violation may result in a speaker being asked to sit down. If any person attending a meeting refuses to follow these rules disrupting the meeting, they will be asked to leave and if they refuse, be escorted from the meeting room. Such serious or repeated violations of the rules of conduct may result in the individual being prohibited from speaking during a board meeting for an appropriate period of time. Any attendee violating the laws of the State while on District property or attending a meeting of the Board shall be subject to arrest by law enforcement.

Board Policy BCBJ: Board Meeting News Coverage

Original Adopted Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

The Board believes that one of its responsibilities is to inform the public of its actions and issues. Consequently, news media representatives shall be welcome to attend all meetings of the Board. A copy of the agenda shall be made available in advance to the working press who request it.

In order that the Board may transact its business with dispatch, questions from the press will not be entertained while meetings are in progress.

Members of the broadcast media who wish to film or videotape a Board meeting or portions of a meeting are requested to so notify the Superintendent in advance so that adequate provision may be made for electrical service, space, etc. Filming or videotaping of meetings shall be conducted in such a manner as not to disrupt the dignity and function of the meeting. If the meeting is being disrupted, the Board may direct that all filming or videotaping cease.

In the event representatives of the news media are unable to attend a meeting of the Board, they shall be provided a summary of Board actions.

No School Board member shall issue news releases of any Board meeting or other action by the Board to the news media other than by the Superintendent, his/her designee, and/or the President of the Board

Board Policy Manual Cartersville City Schools

Status: ADOPTED

Board Policy BCBK: Executive Sessions

Original Adopted Date: 09/13/2021 | Last Reviewed Date: 10/10/2022

All Board of Education ("Board") meetings, as defined in the Open Meetings Act of Georgia ("the Act"), shall be conducted in accordance with the Act.

When any Board meeting is closed to the public pursuant to the Act, each Board member attending the meeting shall execute a notarized affidavit stating under oath that the subject matter of the meeting or the closed portion thereof was devoted to matters within the exceptions provided by law and identifying the specific relevant exception. This affidavit shall be filed with the official minutes of the meeting.

Board Policy BD: Policy Development

Original Adopted Date: 04/17/2006 | Last Revised Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

Proposals regarding school system policy may originate from employees, parents or other concerned individuals within the community.

In all cases, proposed new or amended policies shall be submitted in writing to the Superintendent or designee, explicitly stating their potential contribution in furthering the goals of the school system.

The Superintendent is authorized to establish such administrative processes as will be needed to ensure that board policies are reviewed periodically, and that adequate deliberation precedes any recommendation by the Superintendent to the Board regarding a proposed policy or policy amendment.

Following full review by the Superintendent, the policy shall be brought to the Board for consideration with the Superintendent's recommendation.

Except for policy actions to be taken on emergency measures, the final vote to adopt or not to adopt shall take place at a regular or called meeting that follows the meeting at which policy proposals are first placed on the agenda.

The repeal of a policy shall follow the same procedures as for the adoption of a new policy or revision of an existing policy.

EMERGENCY PROCEDURE

On matters of unusual urgency, the Board, by a majority vote, may waive the two-meeting limitation and take immediate action to adopt new or revised existing policies.

POLICY DISSEMINATION

All policies of the Board of Education shall be available for review at the Superintendent's office and may be placed online in accordance with a process set by the Superintendent.

Board Policy Manual Cartersville City Schools

Status: ADOPTED

Board Policy BE: School Board Records

Original Adopted Date: 03/12/2007 | Last Revised Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

The Cartersville City School System shall establish and maintain a comprehensive records management program based on applicable legal, fiscal, administrative, and historical requirements, in accordance with the Georgia Records Act (O.C.G.A. 50-18-99). The program shall provide for the proper and effective management of records created or received by all departments and schools of the school system.

The Superintendent and/or a designated records management coordinator shall plan, coordinate, implement and manage such activities and procedures as may be necessary to comply with state and federal requirements regarding the retention, storage, retrieval, and destruction of records, including electronic documents and communications. Said procedures shall include plans to ensure that, in the event of a man-made or natural disaster, the district will be able to recover its records and data and its administrative and instructional data systems for business continuity. Said procedures shall be followed on a consistent basis throughout the school system and shall provide for accurate and effective production of records and/or the prevention of routine destruction of records related to a legal claim that may be made against the school district.

Board Policy BH: Board Code of Ethics

Original Adopted Date: 03/12/2007 | Last Revised Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

ETHICS OF THE BOARD OF EDUCATION

The Cartersville City Board of Education desires to operate in the most ethical and conscientious manner possible and to that end the Board adopts this Code of Ethics and each member of the Board agrees that he or she will:

Domain I: Governance Structure

- 1. Recognize that the authority of the board rests only with the board as a whole and not with individual board members and act accordingly.
- 2. Support the delegation of authority for the day-to-day administration of the school system to the superintendent and act accordingly.
- 3. Honor the chain of command and refer problems or complaints consistent with the chain of command.
- 4. Recognize that the superintendent should serve as secretary, ex-officio to the board and should be present at meetings of the board except when his or her contract, salary or performance is under consideration, or when otherwise excused at his or her request.
- 5. Not undermine the authority of the superintendent or intrude into responsibilities that properly belong to the superintendent or school administration including but not limited to hiring, transferring, disciplining, or dismissing employees.
- 6. Use reasonable efforts to keep the superintendent informed of concerns or specific recommendations that any member of the board may bring to the board.

Domain II: Strategic Planning

- 1. Reflect through actions that his or her first and foremost concern is for the educational welfare of children attending schools within the system.
- 2. Participate in planning activities to develop the vision and goals of the board and the school system.
- 3. Work with the board and superintendent to ensure prudent and accountable uses of the system resources.
- 4. Render all decisions based on available facts and his or her independent judgment and refuse to surrender his or her judgment to individuals or special interest groups.
- 5. Uphold and enforce all applicable laws, applicable rules and regulations of the State Board of Education and Cartersville Board, and all court orders pertaining to the school system.

Domain III: Community Relations

- 1. Seek regular and systemic communications among the board and students, staff and the community.
- 2. Communicate to the board and superintendent expressions of public reaction to board policies and school programs.

Domain IV: Policy Development

- 1. Work with other board members to establish effective policies for the school system.
- 2. Make decisions on policy matters only after full discussion and opportunity for public input.
- 3. Periodically review and evaluate the effectiveness of policies on school system programs and performance.

Domain V: Board Meetings

- 1. Attend and participate in meetings of the board.
- 2. Be informed and prepared to discuss issues to be considered on the board agenda.
- 3. Work with other board members in a spirit of harmony and cooperation in spite of differences of opinion that may arise during the discussion and resolution of issues at board meetings.
- 4. Vote for a closed executive session of the board only when applicable law or board policy requires consideration of a matter in executive session.
- 5. Maintain the confidentiality of all discussions and other matters pertaining to the board and the school system, including discussions in executive session of the board.
- 6. Make decisions in accordance with the interests of the school system as a whole and not any particular segment thereof.
- 7. The board of education shall not adopt or follow any code of ethics which prevents the members of the board from discussing freely the policies and actions of the board outside of a board meeting. This shall not apply to any matter or matters discussed in executive session or which are exempt from disclosure under Code Section 50-18-72.
- 8. Abide by all decisions of the board.

Domain VI: Personnel

- 1. Consider the employment of personnel only after receiving and considering the recommendation of the superintendent.
- 2. Support the employment of persons best qualified to serve as employees of the school system and insist on regular and impartial evaluations of school system staff.
- 3. Refrain from disparaging or disrespectful remarks about another board member.
- 4. Take no private action that will compromise the board or school system administration.
- 5. Participate in training programs developed for board members by the board or State Board of Education.
- 6. File annually with the superintendent and with the State Board of Education a written statement certifying that he or she is in compliance with this Code of Ethics.

Conflicts of Interest

- 1. Announce potential conflicts of interest before board action is taken.
- 2. Comply with the conflicts of interest policy of the board, all applicable laws and regulations.

Upon a motion supported by at least two-thirds majority vote, the board may choose to conduct a hearing considering a possible violation of this Code of Ethics by a member of the board. The board member accused of violating this Code of Ethics will have thirty (30) days notice prior to a hearing on the matter. The accused board member may bring witnesses on his or her behalf to the hearing and the board may elect to call witnesses to inquire into the matter. If found by a vote of two-thirds of all members of the board that the accused board member has violated the Code of Ethics, the board shall determine an appropriate sanction. A board member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board. A record of the decision of the board to sanction a board member for a violation of this Code of Ethics shall be placed in the permanent minutes of the board.

CROSS REF.: Policy BHA - Board Member Conflict of Interest

Board Policy BHA: Board Member Conflict of Interest

Original Adopted Date: 09/11/2000 | Last Revised Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

CONFLICT OF INTEREST

No board member shall:

- 1. Use or attempt to use his or her official position to secure unwarranted privileges, advantages, or employment for himself or herself, his or her immediate family member, or others.
- 2. Act in his or her official capacity in any matter where he or she, his or her immediate family member, or a business organization in which he or she has an interest has a material financial interest that would reasonably be expected to impair his or her objectivity or independence of judgment.
- 3. Solicit or accept or knowingly allow his or her immediate family member or a business organization in which he or she has an interest to solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, political contribution, service, promise of future employment, or other thing of value was given or offered for the purpose of influencing that board member in the discharge of his or her official duties. This paragraph shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office if the board member has no knowledge or reason to believe that that campaign contribution, if accepted, was given with the intent to influence the board member in the discharge of his or her official duties.
- 4. Use, or knowingly allow to be used, his or her official position or any information not generally available to the members of the public which he or she receives or acquires in the course of and by reason of his or her official position for the purpose of securing financial gain for himself or herself, his or her immediate family member, or any business organization with which he or she is associated.
- 5. Shall represent, either his or her individual capacity or through a business organization in which he or she has an interest, any person or party other than the board in connection with any cause, proceeding, application, or other matter pending before the board.
- 6. Be prohibited from making an inquiry for information on behalf of a constituent if no fee, reward, or other thing of value is promised to, given to, or accepted by the board member or his or her immediate family in return therefore.
- 7. Disclose or discuss any information which is subject to attorney-client privilege belonging to the board to any person other than other board members, the board attorney, the superintendent, or persons designated by the superintendent for such purposes unless such privilege has been waived by majority vote of the board.
- 8. Also be an officer of any organization that sells goods or services to the board, except as provided in law, and excluding nonprofit membership organizations.
- 9. Be deemed in conflict with any of the above, if, by reason of his or her participation in any matter required to be voted upon, no material or monetary gain accrues to him or her as a member of any profession, occupation, or group to any greater extent than any gain could reasonably be expected to accrue to any other member of that profession, occupation, or group.
- 10. Sell to any county board any supplies or equipment used, consumed, or necessary in the operation of any public school in this state unless there are fewer than three sources for such supplies or equipment within the county; provided, however, that any purchase pursuant to this subsection for supplies or equipment that is equal to or greater than \$10,000.00 shall be approved by a majority of the members of the board in an open public meeting. Any member violating this shall be guilty of a misdemeanor.
- 11. Do business with a bank or financial institution where a Board member is an employee, stockholder, director or officer when such board member owns 30% or more stock in that institution.
- 12. Have a financial interest in school buses, bus equipment or supplies, provide services for buses owned by the Board, or sell gasoline to the Board from a corporation in which the Board member is a shareholder.

13. Accept a monetary fee or honorarium in excess of \$101.00 for a speaking engagement, participation in a seminar, discussion panel, or other activity that directly relates to the official duties of that public officer or the office of that public officer. Actual and reasonable expenses for food, beverages, travel, lodging, and registration for a meeting which are provided to permit participation in a panel or speaking engagement at the meeting shall not be monetary fees or honoraria.

Upon a motion supported by at least two-thirds majority vote, the board may choose to conduct a hearing concerning violation by a board member of any conflict of interest provision of this policy. Such hearing shall be conducted in accordance with the policies and procedures adopted by the board in accordance with State Board Rule 160-1-3-.04 SCHOOL LAW TRIBUNALS AND APPEALS, provided that the board member accused of violating said provision shall have thirty (30) days' notice prior to a hearing on the matter, and said board member may bring witnesses on his or her behalf. Further, the board may call witnesses to inquire into the matter. If it is found by at least a vote of two-thirds of the board that the accused member has violated a conflict of interest provision contained in this policy, the board shall determine an appropriate sanction. A board member subject to sanction may, within thirty (30) days of such sanction vote, appeal such decision to the State Board of Education in accordance with the rules and regulations of the State Board. A record of the decision of the board to sanction a board member for a violation of this Conflict of Interest shall be placed in the permanent minutes of the board. This subparagraph shall apply only to board members elected or appointed on or after July 1, 2010.

This section of policy shall apply to employment of any person who is employed by the Board on July 1, 2000, or thereafter, or who is employed by the Board when an immediate family member becomes a member of the Board.

CROSS REF.: Policy **BH** – Code of Ethics; Policy **BBB**-Board of Education Governance; Policy **DJEI** – Vendor Relations; Policy **GAGA** – Code of Ethics for Government Service; Policy **GBU** – Code of Ethics for Educators; Policy **GDU** – Code of Ethics for Paraprofessionals

LEGAL REF.: O.C.G.A. 20-2-51; 20-2-244; 20-2-505; 20-2-58.1; 20-2-1072; 16-10-2-63; 20-3-519; 20-2-73; 20-2-230; 20-2-240; 45-2-2; Op. Atty. Gen., 1952-53, p. 419; 1954-56, pp. 186-189, 192; 1958-59, pp. 100, 102; 1960-61, pp. 147, 158; 68-30; 68-493

Rescinds: **BHA** Adopted: 03/14/94

Board Policy CA: Goals and Objectives

Original Adopted Date: 03/14/1994 | Last Reviewed Date: 10/10/2022

ADMINISTRATIVE GOALS AND OBJECTIVES

Proper administration of the schools is most vital to a successful educational program. The general purpose of the system's administration shall be to establish, under the policies of the Board, an environment in which students learn most effectively. Administrative duties and functions shall be appraised in terms of the contribution made to improving instruction and learning. The Board shall rely on its chief executive office, the Superintendent, to provide the professional leadership demanded by such a far-reaching goal.

The Superintendent, each principal, and all other administrative personnel shall have the authority and responsibility necessary for his/her specific administrative assignment. Each shall be held accountable for carrying out the administrative assignment effectively.

Major goals of administration in the school system shall be:

- 1. To manage the system's various departments, units, and programs effectively.
- 2. To provide professional advice and counsel to the Board and to advisory groups established by the Board. Preferably, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending a selection from among the alternatives.
- 3. To assume the best and most effective learning programs by:
 - a. Keeping abreast of current educational developments;
 - b. Arranging for necessary staff development;
 - c. Coordinating efforts to improve learning programs, facilities, equipment and materials; and
 - d. Providing staff, students, parents and others access to the decision making process.

Rescinds: CA Adopted: Prior to 1974

Operating Procedure CG-OP(1): Administrative Personnel

Original Adopted Date: 10/10/2022 | Last Reviewed Date: 10/10/2022

ADMINISTRATIVE PERSONNEL

Hiring

The Superintendent is responsible for recommending administrative and supervisory personnel and for developing minimum job qualifications and descriptions for each position. Administrative personnel shall hold or be eligible for appropriate certification by the Georgia Professional Standards Commission as required.

Compensation and Contracts

The Superintendent shall establish a schedule of minimum salaries for the various classifications of administrative and supervisory personnel. Contracts of employment for administrative personnel must be in writing and signed by such personnel on their own behalf and by the Superintendent on behalf of the Board.

Expenses incurred while traveling on official, authorized school business shall be reimbursed in accordance with State Department of Education regulations.

Position Descriptions

The Superintendent shall cause to develop and the Board adopts written position descriptions for each personnel classification in the school system. Position descriptions shall be reviewed and updated regularly to reflect a true representation of the job responsibilities.

School Principals

The principal is the responsible administrative head of each school and directly responsible to the Superintendent. The principal shall assume the educational leadership of their school. Their conduct and behavior should be such as to exemplify high ideals of citizenship and to command the respect of those with whom they associate

The principal shall have charge of the school buildings, furniture, apparatus, equipment, school grounds, and other property of the Board located at the school and shall see that the same are kept in good order. The principal shall be responsible for the sanitary condition of the school buildings and premises.

The principal is the designated custodian of instructional materials including but not limited to textbooks, ancillary items, and media materials. The principal shall make an annual inventory of all materials at the school as required by law or by the Superintendent.

The principal shall make regular and prompt reports as required to the Superintendent.

Evaluation

The Superintendent shall implement and supervise an evaluation program for all administrative personnel. The Superintendent shall report to the Board annually on the performance of all administrators and make recommendations regarding their continued employment.

Tenure

The Board has no policy authorizing tenure for administrators. No official, including the Superintendent or any principal, has the authority to promise, offer or confer administrative tenure.

Separation

The resignation of administrative personnel shall be tendered in writing to the Superintendent.

 $LEGAL\ REF.:\ O.C.G.A.,\ 20-2-182(f);\ 20-2-185;\ 20-2-186;\ 20-2-200;\ 20-2-210;\ 20-2-211;\ 20-2-942(c)$

Rescinds: CG Adopted: 02/12/07

Board Policy DA: Goals and Objectives

Original Adopted Date: 09/10/2007 | Last Reviewed Date: 12/12/2022

BUDGETARY GOALS AND OBJECTIVES

The annual budget of the Cartersville City Schools shall be viewed as a financial expression of the educational goals of the school system. The budget should express the services and programs planned for the fiscal year.

The budget should be viewed more than a mere listing of probable expenditures. It shall be seen as:

- 1. Indicating the purposes of the total educational program in terms of dollar costs;
- 2. Protecting the continuance of the educational program for a specific period of time;
- 3. Indicating where and when changes in the current operation must be made to realize specific objectives;
- 4. Serving as a means of financial control and accountability;
- 5. Providing the school system with the authority to make expenditures within a pattern established by a predetermined educational program and within the scope of the system strategic plan;
- 6. Providing a base from which to build long-range projections; and
- 7. Serving a vehicle that communicates the proposed school program to the public.

Because the responsibilities of the school system are continuous over a long period of time, and because its educational goals are mostly attainable in a somewhat distant future, the annual budget preparation should be controlled to the optimum degree by policies that are compatible with the long-range vision of the school system.

Rescinds: **DA** Adopted: 03/14/94

Board Policy DC: Annual Operating Budget

Original Adopted Date: 11/09/1998 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

ANNUAL OPERATING BUDGET

On or before August 10, or another date specified by the City Council of the City of Cartersville, the Board shall submit to the City Council the system's annual recommendation for the rate of tax levy within the limitations fixed by law to be made upon all taxable property within the city limits pursuant to the authority granted in law. The City Council shall levy said tax upon the assessed value of all taxable property within the city limits within the limitations fixed by law.

The City Council shall cause the levied taxes collected to support the Cartersville public schools to be appropriated to the Board and deposited into the Board's account and disbursed from the account to the Cartersville public schools within ten days of receipt. The City of Cartersville shall invoice the Board for the pro rata cost of collecting property taxes and for bond payments and other debt service charges owed by the Cartersville public schools. The Board shall pay to the City of Cartersville the amount invoiced for tax collection within ten (10) business days and at least four (4) business days prior the due date for bond and all other debt service costs owed to the city by the Cartersville public schools. The Board, as prescribed or approved by resolution, may incur indebtedness within the limits and manner prescribed by state law and may redeem such indebtedness by the issuance of checks or vouchers drawn upon the Board's account subject to prior approval of a resolution by the City Council.

The Board must approve the annual budget as required by Georgia law and the Georgia Board of Education after appropriate notice, public hearings and submission of the budget to the State Department of Education as required by Georgia law. The Superintendent, as Treasurer of the Board, is authorized and directed to spend funds of the Board in accordance with this policy and other approved policies and procedures.

The non-appropriated annual budget shall be adopted at the legal level of budgetary control which is the aggregate level. For management control, the Board shall prepare and present the annual budget by fund type, fund function, object, and facility code; however, the level of budgetary control shall be set at the aggregate level. Annual budgets are adopted for all funds except trust and agency funds.

The Superintendent is authorized by the Board to approve adjustments of less than five (5) percent of the amount budgeted for expenditures in any budget function for any fund. The Superintendent shall report to the Board concerning such adjustments not later than the next regular meeting of the Board. If at any time during the budget year expenditure of funds in any budget function for any fund is anticipated to exceed by five (5) percent of more of the amount budgeted for that function in the Board-approved budget, the Superintendent is directed to request a budget amendment from the Board to authorize the additional anticipated expenditures. Under no circumstance is the Superintendent or other staff authorized to spend funds that exceed the total budget as approved by the Board.

Rescinds: **DC** Adopted: 07/11/94

Board Policy DCL: Fund Balance

Original Adopted Date: 08/08/2011 | Last Reviewed Date: 12/12/2022

FUND BALANCE

The Board recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the school system and is fiscally advantageous for both the system and its taxpayers. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the system to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1. <u>Nonspendable fund balance</u> amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2. <u>Restricted fund balance</u> amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants or specified donations).
- 3. <u>Committed fund balance</u> amounts that can be used only for the specific purposes determined by a formal action of the Board. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., the Board's commitment in connection with future construction projects.)
- 4. <u>Assigned fund balance</u> amounts intended to be used for specific purposes. Intent can be expressed by the Board or by a designee to whom the Board delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed.
- 5. <u>Unassigned fund balance</u> includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose.

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Board is the school system's highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a resolution approved by the Board.

Assigned Fund Balance – The Board authorizes the Superintendent and the Director of Finance as officials authorized to assign fund balance to a specific purpose as approved by this policy.

It is the goal of the school system to achieve and maintain unassigned, assigned, and committed fund balances in the general fund at fiscal yearend of not less than five percent (5%) of expenditures, not to exceed fifteen percent (15%) of the total budget of the subsequent fiscal year, net of any committed reserve balance for capital expenditures and assigned fund balances "to cover unanticipated deficiencies in revenue or unanticipated expenditures," in compliance with O.C.G.A. 20-2-167(a)5. If the total of the unassigned, assigned, and committed fund balances (net of the previous allowances) at fiscal yearend falls below the goal, the school system shall develop a restoration plan to achieve and maintain the minimum fund balance. Unbudgeted Activity Funds shall be excluded from the calculation.

The fund balance:

- Provides the liquidity necessary to accommodate the school system's uneven cash flow, which is inherent in its periodic tax collection schedule;
- Provides the liquidity to respond to contingent liabilities; and
- May provide additional resources for other funds.

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by grant, funds set aside by the Board, and/or unassigned fund balance), the system will start with the most restricted

category and spend those funds first before utilizing available funds from the next most restricted category.

LEGAL REF.: O.C.G.A. 20-2-67(a)5

Board Policy DFK: Gifts and Bequests

Original Adopted Date: 11/09/2020 | Last Reviewed Date: 12/12/2022

GIFTS AND BEQUESTS

The Board of Education delegates to the Superintendent the authority to accept or deny gifts or donations on behalf of the school district. However, any gift that a potential donor has expressly made conditional upon the District's use for specified purpose, any gift of real property, or any gift or donation to a school or to the District that would obligate the District to future operating or upkeep costs must be approved by the Board of Education.

The District shall not accept any gift or donation that would violate or conflict with policies or actions of the Board or with federal or state law.

Before the Superintendent accepts a gift or donation from any source or recommends acceptance to the Board, as applicable, the Superintendent shall consider whether the gift:

- 1. Has a purpose consistent with the District's mission and vision;
- 2. Would support a program or activity that the Board may be unable or unwilling to continue when a donation of funds is exhausted:
- 3. Would result in inequitable funding, equipment, or resources among schools or programs, including athletics;
- 4. Would obligate the District or a school to assume additional administrative responsibilities or resources;
- 5. Would require or imply the endorsement of a specific business, product, or program;
- 6. Would obligate the District or a school to additional resources for future funding for the continuation, support, maintenance, or replacement of equipment and/or materials.

In accepting any donation of items or services to the athletic programs of the District, the Superintendent or his/her designee shall establish a valuation of the donation and may request from the donor a valuation or an accounting of actual costs incurred regarding the donation. The Superintendent or his/her designee also may set a valuation for donations to other programs as appropriate or required for accounting purposes.

Upon acceptance, the gift(s) or donation(s) become the property of the District and are subject to the laws, rules, policies, and regulations that govern the District.

The Superintendent is authorized to develop and implement administrative regulations to govern the acceptance of gifts, donations, grants, or bequests to the District.

An employee who wishes to solicit gifts or donations for use in the fulfillment of his or her professional responsibilities on behalf of the District shall comply with relevant state and federal law and District policies and administrative regulations.

All donations solicited on behalf of the District, including solicitations in the name of the District or a school, become the property of the District.

The Board authorizes employees to solicit web-based donations of funds or items for use in fulfilling their professional duties and responsibilities or for the District's use, including "crowdfunding." An interested employee must submit to the Superintendent or his/her designee a complete description and full information regarding any request for crowdfunding activity before beginning such an activity. Approval from the Superintendent or his/her designee must be obtained before any crowdfunding campaigns are launched.

CROSS REF.: Policy KHE-Gifts to Schools

Operating Procedure DG-OP(1): Depository of Funds

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

DEPOSITORY OF FUNDS

The Board's financial services shall be determined by the lowest or best bid submitted in response to a Request for Proposal (RFP) sent to area banking institutions. The RFP shall be crafted by the Superintendent and approved by the Finance Committee prior to being sent to area banking institutions.

RFP's shall be opened in public and referred to the Superintendent for further study and recommendation by the Finance Committee to the Board as a whole.

After thorough assessment of all responses received from the RFP's, a recommendation by the Finance Committee and Superintendent shall be based on the best proposal submitted. The Finance Committee, Superintendent or School Board may reject any or all proposals.

Financial services for the Cartersville School Board shall be awarded on a three-year basis, provided there is no significant increase in financial service costs or change in service during the three-year period.

Six months prior to the current contract expiration, the Finance Committee shall assess the services and costs that have been provided by the current banking institution. If the services have been satisfactory and there are no significant increases in costs or changes in services, the Finance Committee may recommend another three-year contract to the same provider.

Financial institutions serving as depositories for Board funds are required to give security for deposits of those funds through adequate collateral or safekeeping receipts. The Board, through the Superintendent, may also deposit public funds in the state's local government investment pool.

School Level Financial Accounts

School level funds shall be deposited in one checking account, with one financial institution, excluding certificates of deposit and money market accounts, within city limits of the City of Cartersville. The decision rests with the school principal to deposit school funds into the financial institution which in his/her opinion provide the best banking services for the lowest service cost. When a school account is opened it shall remain with that financial institution for a minimum of three years, provided there is no significant increase in financial service costs or change in service during the three-year period.

When a principal decides to close an existing school level checking account and open a new school checking account with a different financial institution, he/she shall first meet and confer with the school system's Director of Finance, who will review the reason(s) for the change. The school principal may be required to review his/her decision with the Superintendent and/or Finance Committee prior to the decision being implemented.

Rescinds: **DG** Adopted: 01/10/05

Board Policy DIA: Accounting System

Original Adopted Date: 09/10/2007 | Last Reviewed Date: 12/12/2022

ACCOUNTING AND REPORTING SYSTEM

The accounting systems and procedures for the school system shall be set up so as to conform to State law and existing guides from the State Department of Education. The Superintendent and business staff will be expected to confer with appropriate specialists of the State Department of Education, school system auditors and any other knowledgeable persons or groups in achieving that objective.

No school funds shall be kept in personal accounts.

The principal of each school shall make a monthly report to the Board of all receipts and expenditures and a complete property inventory shall be submitted to the Superintendent on an annual basis.

The Board may at any time during the school year demand to inspect all books, records, and accounts of such funds and property. The principals of each school shall keep his/her books, records and accounts in good auditable order at all times and shall make these available to the Board.

The Board shall comply with procedures prescribed in law. The Cartersville School Board shall adhere to generally accepted governmental accounting principles.

For financial reporting purposes only, the Board has established the capitalization limit of fixed assets at five thousand dollars (\$5000.00).

An annual audit shall be made by a certified public accountant of all the records pertaining to the receipts and expenditures of all school funds within each school year, said audit to be completed as soon as possible after the close of the fiscal year ending June 30. A copy of the audit shall be made available to the mayor and City Council and a copy shall be made available for public review.

Expenditure of Funds

A system of fiscal control shall be established to govern the administration of the budget and expenditure of funds. The Superintendent shall not permit expenditures of funds to exceed the major budget classification allowance against which the proposed expenditure is the proper charge. The Superintendent shall set up and operate budget controls for all schools and departments and shall administer the budget in conformity with legal requirements and actions of the Board.

Authorized Signatures

The Superintendent is liable on his/her official bond as treasure for all amounts received, and shall disburse the same only upon order of the Board. The President of the Board and the Superintendent are authorized parties to execute promissory notes evidencing temporary loans.

Rescinds: **DIA** Adopted: 02/11/02

DID, DJ, DJAA Adopted: 03/14/94

Regulation DIA-R(1): Accounting System - Administrative Regulations on Reporting Fraud

Original Adopted Date: 09/14/2009 | Last Reviewed Date: 09/14/2009

Status: ADOPTED

ADMINISTRATIVE REGULATIONS ON REPORTING OF FRAUD

To ensure that the reporting of suspicion of fraudulent activity, the Cartersville School Board ensures employees, constituents and providers shall have confidential channels to report suspicious activity.

Fraud is a false representation of a matter of fact, whether by words or by conduct, or by concealment of that which should have been disclosed, that is used for the purpose of misappropriating property and/or monetary funds.

The Board thoroughly and expeditiously supports the investigation of any and all reported cases of suspected fraud to determine if disciplinary, financial recovery, and/or criminal action should be taken.

All reports of suspect fraud shall be handled in the strictest manner of confidentiality possible. Only those directly involved in the investigation should be given information. Informants may remain anonymous if and when possible but should be encouraged to cooperate with investigators and should provide as much detail and evidence of alleged fraudulent activity as possible.

Procedures

- 1. Anyone suspecting fraud concerning federal, state or local programs should report their concerns to the Superintendent or his/her designee. If the suspected fraud implicates the Superintendent, the informant shall report the information directly to the Board President.
- 2. Any employee of the school system who receives a report of suspected fraudulent activity shall report this information within the next business day to the Superintendent or his/her designee. Employees have the responsibility to report suspected fraud immediately. All reports can be made in confidence.
- 3. The Superintendent or his/her designee shall conduct or cause to be conducted an investigation of employees, providers, contractors, or vendors as necessary and appropriate. In a case where the Superintendent is suspected of involvement of fraud, the Board President or his/her designee shall conduct or cause to be conducted the investigation.
- 4. Periodic communication should emphasize the responsibilities and channels to report suspected fraud.

Board Policy DJCB: Salary Deductions

Original Adopted Date: 09/10/2007 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

Payroll deductions are authorized for the following reasons:

- 1. Dues for professional organizations;
- 2. Premiums on approved insurance/employee benefits plans;
- 3. Payments to approved tax deferred annuity plans;
- 4. Voluntary contributions or other payments to agencies complying with procedural requirements established by the Superintendent or designee; and
- 5. Legally mandated deductions, including those for garnishment, if applicable, and federal and state income tax, social security and retirement plans.

The Superintendent or designee shall develop a process for obtaining signed authorization from the individual employee, the timing of payroll deductions and any other matters necessary to implement this policy.

Operating Procedure DJE-OP(1): Purchasing - Bids, Proposals, and Quotations

Original Adopted Date: 12/12/2022 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

These operating procedures are designed to provide guidance for carrying out the intent and provisions of Board policy in regard to purchasing by the system, individual schools, and operational departments. These procedures are not meant to cover every situation or circumstance and do not preclude the Superintendent from providing further direction in concert with Board policy.

- 1. All purchases for any item, collection of related items, or service by a school, operational department, or for the entire system for any purpose valued at or in excess of \$25,000.00 shall be done by written, sealed bid, based upon published specifications.
- 2. All purchases for any item, collection of related items, or service by a school, operational department, or for the entire system for any purpose valued at more than \$15,000.00 and less than \$24,999.00 shall be made only after three (3) written quotes for the item(s) are obtained by the Superintendent or his/her designee. If, after exhausting all available avenues, three bids are not available, the Superintendent or his/her designee may recommend the purchase based upon the available vendors who meet the specifications for the item(s). Local vendors of these items shall be given opportunity to submit a quote if they can meet the specifications.
- 3. The \$15,000 and \$25,000 thresholds referenced in these procedures shall apply to any individual item, collection of related items, or service.
- 4. Purchases may not be divided into smaller units in an effort to circumvent any provision of Board policy or these regulations.
- 5. Items or services listed on state purchasing contracts or bid from another local, state, or federal agency may be utilized without being subject to the provisions in this policy where it is determined by the Superintendent or his/her designee to be in the spirit of this policy and to be the most effective and/or efficient use of funds.
- 6. Purchasing from local vendors shall be favored whenever the following factors are equal between local and non-local vendors:
 - a. Quality and suitability of product
 - b. Pricing
 - c. Conformance of specifications
 - d. Convenience and timing of delivery
 - e. Reputation and past service of the vendor to the school system

To exclude any vendor from award of a bid based upon poor past service or reputation, the school/department must have written documentation submitted in a timely manner and relevant in terms of recency and for the type of item(s) being considered.

- 7. When school-based funds are being spent, a local vendor shall be given preference for an item(s) within a bid, proposal or quotation, when all other factors are equal and their pricing is within five percent (5%) of the lowest bid. "Local" for the purposes of Board policy shall mean a provider with a recognized physical point-of-sale in Bartow County, Georgia.
- 8. All athletic and band uniforms, including practice and/or warm-up clothing shall be bid when new uniform sets are needed. When replacement uniforms or portions of uniforms are needed on a limited basis to fill in missing or damaged items, and the intent is to match existing uniforms, staff may utilize previous awarded vendors without going through a bid process.
- 9. Typical and necessary athletic equipment and supplies used in a sport shall be bid out using specifications developed by staff and the athletic director. Such equipment shall include, but not be limited to, headgear, shoulder pads, bats, protective gear and equipment, balls, bags, mats.
- 10. Athletic shoes/cleats are exempt from bidding because of sizing issues, style changes, and individual needs. However, purchases of these shoes shall require a minimum of three written quotes with at least one solicited

from local vendors when available.

- 11. Sponsors and coaches are expected to ensure that all typical and anticipated items of clothing, equipment and supplies are listed with appropriate specifications before bids are advertised for vendor submittal.
- 12. Emergency purchases for replacing broken, damaged, or missing items can be made with the approval of the Superintendent or his/her designee upon the recommendation of the principal or athletic director.
- 13. Sealed bids shall be open in public at the day and time so designated by the bid specification documents when advertised.
- 14. Written documentation of all bids, proposals, and quotations shall be kept on file with the vendor package or sealed bid information.

Board Policy DJE: Purchasing

Original Adopted Date: 09/10/2007 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

It is the intention of the Board of Education that the School District purchase equipment, supplies, materials and services that best meet the needs of the District at the most economical cost. Generally, a competitive process should be followed for each purchase based on procedures to be determined by the Superintendent. The Superintendent or his/her designee shall have the authority to issue regulations, invitations to bid, requests for proposals, or other procedures governing this process where there exists no specific state law or State Board rule which must be followed. In addition to price, the procedures established by the Superintendent may consider performance of the provider with the School District, performance of the provider with other customers, the convenience of the provider to the District including whether the provider is a local business, other benefits offered by the provider or any other factor which may make the acceptance of a particular proposal from a particular provider more advantageous to the School District.

The Superintendent or his/her designee is authorized to approve any and all purchases of less than \$25,000 for budgeted items without explicit approval by the Board. For any purchase in excess of that amount, the Superintendent shall provide to the Board of Education written documentation of the competitive process used and the proposals, bids or offers received in response to that process, and the Board shall approve the provider by majority vote.

At all times, the Superintendent shall follow any mandated processes required by state law, set forth in State Board of Education rules or procedures or regulations of the State Department of Education.

Operating Procedure DJEI-OP(1): Vendor Relations

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

VENDOR RELATIONS

Authorization from the Superintendent or his/her designee must be given to a school before solicitors, sales persons, or representatives of any concern will be allowed to interview or meet with employees before, during, or after school hours

When such permission is given the principal or his/her designee shall notify his/her staff of such authorization and decide upon the most appropriate means to avail employees the information. Without such notification, staff members should not meet with any solicitor, sales person or representative of any concern on school property.

Relations with vendors

The schools shall not extend favoritism to any vendors except when specifically allowed by policy in the awarding of bids and purchases from local businesses. Each order shall be placed on the basis of quality, price, and delivery, with past service being a factor if all other considerations are equal. No employee shall endorse any product of any type or kind in such a manner as will identify him/her in any way as an employee of the school system.

Gifts from vendors

Gifts from suppliers to employees should not be accepted and should be returned unless they are mere tokens or advertising giveaways of little monetary value inscribed with the supplier's name.

Local Preference

Purchasing from local vendors will be favored whenever the following factors are equal between local and non-local vendors:

- 1. Quality and suitability of product
- 2. Pricing
- 3. Conformance of specifications
- 4. Convenience and timing of delivery
- 5. Reputation of vendor
- 6. Past service to the school system

Poor past service and/or reputation of vendor must be documented in a timely manner and relevant in terms of recency and for the type of item(s) being considered.

When school-based funds are being spent, a local vendor shall be given preference for an item(s) within a bid, proposal or quotation, when all other factors are equal and their pricing is within five percent (5%) of the lowest bid, proposal or quotation. "Local," for the purposes of this policy, shall mean a provider with a recognized physical point-of-sale location in Bartow County, Georgia.

CROSS REF.: Policy **GBU** – Code of Ethics for Educators; Policy **BHA** – Board Member Conflict of Interest; Policy **GAI** – Solicitations; **DJED** – Bids, Proposals and Quotations; **DJE** – Purchasing

LEGAL REF.: O.C.G.A. 20-2-505

Rescinds: **DJEI** Adopted: 09/10/07

Board Policy DK: Student Activities Funds Management

Original Adopted Date: 11/09/1998 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

STUDENT ACTIVITY FUNDS

All funds raised by classes, clubs and other organizations shall have prior approval of the Board and shall be submitted to the school office for deposit. The principal must approve any purchases made from such activity funds.

An accounting system that complies with generally accepted accounting principles and rules issued by the Department of Education shall be used for all funds covered by this policy.

Funds collected from students and from other sources for student activities shall be expended for the purpose of the project or the organization including school-related incidental expenses incurred by teachers and other school personnel. School personnel shall not require the collection of funds from students for expenditures that are included or should be covered in the school system's budget.

Audit of Funds

The Board shall provide for a uniform annual audit of student activity funds by either an internal or external auditor. If an external auditor is used, the cost of the audit shall be paid from the funds being audited.

Audit Trail

School personnel shall maintain a clear audit trail from receipt of funds to the disbursement of the funds.

Bank Accounts

The principal of each school shall establish and maintain under his/her control a bank account for the deposit of all funds derived from any activity occurring within each school or a separately numbered account for each activity, including clubs, athletics, or other student activity generating funds. The principals shall be responsible for the integrity of each account and insure that all funds are properly deposited.

Operating Funds (General Funds)

The principal shall establish a general fund or account for all profits received from the sale of vending products, school pictures, or non-designated fund-raising activities.

The general fund or account shall be expended only for programs or activities within or related to the school where the funds were raised unless the Board has granted prior other approval.

Agency Funds (Student Activity Funds)

Any expenditure from funds generated by student clubs, organizations, or activities within shall be for the support only of that activity unless prior approval is obtained from the Board.

Incurring Debt

Each principal shall ensure that no debt is incurred for any student activity which cannot be paid from the receipts for such activity during each fiscal year. No debt shall be carried over from one fiscal year to another fiscal year without specific prior Board approval except authorized leases of equipment that contain a clause allowing automatic termination of the lease at the end of the year with proper notice.

Purchases

Purchases from activity funds must be made in accordance with Board purchasing policies and procedures.

Purchases must be openly negotiated so as to provide the best quality, price, and service for the student, including contracts with organizations to provide school pictures, rings, invitations, cap and gowns, yearbooks, and similar goods and services.

All purchases and/or contracts for or on behalf of students shall be made in accordance with the procedures set forth in this policy.

Purchase Documentation

School personnel shall have itemized receipts for cash purchases; other purchases shall be supported by purchase orders or contracts and paid only upon receipt of original invoices.

Signing Checks

The principal shall sign each check issued by the school. One additional administrator, usually an assistant principal, may be authorized to sign checks at the option of the principal.

Outside Organizations and Support Groups

All Cartersville School System trademarks, logos, and marketing information are properties of the Cartersville Schools Foundation, Inc., a nonprofit support group of the Cartersville City Schools. Support groups connected with or outside the school shall not use the trademarks, logos, or name of the Cartersville City Schools or its individual schools to solicit funds, donations, fundraising, or other activities associated with the school without the express written approval of the School Board.

In order to protect the integrity of programs and personnel, all student support groups using the school system tax identification number must use the local school's financial accounting system. Support organizations, including but not limited to athletic booster clubs, parent-teacher organizations, and student clubs, shall use the financial accounting system of the school and be subject to audits of accounts in the schools.

Rescinds: **DK** Adopted: 05/11/09

Board Policy Manual Cartersville City Schools

Status: ADOPTED

Operating Procedure DL-OP(1): Cash in School Buildings

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

CASH IN SCHOOL BUILDINGS

Each principal is instructed to remove daily all available cash from the premises and subsequently deposit said funds in the Board approved depository.

Rescinds: **DL** Adopted: 01/26/76

Operating Procedure DN-OP(1): Surplus Funds

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

SURPLUS FUNDS

All education funds must be used only for education purposes, and accordingly, funds not expended during one year would be held over for expenditure during subsequent years, subject to budget requirements of the State Board of Education.

Unencumbered local monies shall be available for temporary investments. Federal monies are never to be invested.

Rescinds: **DN** Adopted: 03/14/94

Operating Procedure DO-OP(1): School Properties Disposal Procedures

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

PROCEDURES FOR PROPERTY DISPOSAL

The following procedure shall be used to requisition the surplus and subsequent disposal of equipment deemed unusable or no longer necessary in a school or program.

- 1. A building administrator shall submit a requisition to the appropriate operational department, i.e., technology, maintenance, facilities, etc., to assess the condition of an item(s) and determine its continued use.
- 2. The operational director (technology, maintenance, facilities, etc.) shall assess the item(s) and determine if it should be repaired, surplused, transferred, and/or make a recommendation for disposal.
- 3. The operational director will then submit a request for surplus or transfer to the Superintendent or his/her designee who will prepare a resolution to be presented to the Board of Education at the next scheduled Board meeting.
- 4. The Board of Education shall approve the surplus of all school property, and authorize the Superintendent to dispose of the item(s). The Board may authorize the Superintendent to sell any surplus school property at private sale.

Board Policy DO: School Properties Disposal Procedures

Original Adopted Date: 03/14/1994 | Last Reviewed Date: 12/12/2022

SCHOOL PROPERTIES DISPOSAL

The Board has power to sell unserviceable or surplus property, (Code 20-2-520). Before any sale is made, the Board shall adopt a resolution declaring that the property is no longer necessary or convenient for school purposes, and specify the terms and manner of sale. The resolution shall declare that the sale is to be for cash only, that the Board reserves the right to reject all bids, and authorize the Superintendent to conduct the sale. The Board may sell surplus school property at private sale.

Rescinds: **DO** Adopted: 01/26/76

Operating Procedure EB-OP(1): Buildings and Grounds Management

Original Adopted Date: 01/09/2023 | Last Reviewed Date: 01/09/2023

BUILDINGS AND GROUNDS MANAGEMENT

The Board will endeavor to provide schools that are safe from hazards, sanitary, properly equipped, lighted, ventilated, and aesthetically suited to promoting the goals of the schools.

The principal of each school shall:

- a. be responsible for the oversight of the buildings and grounds, and
- b. set the expectation that all staff members and students respect the care, safety, and maintenance of the buildings and grounds.

Employees may bring personal items onto school property for use in their offices and/or areas of work to "personalize" their work environment as long as it fits the decor of the environment, is not disruptive or distracting to the work space, and does not detract from the purpose and mission of the district and school. If an employee brings personal items and leaves them on school property, they do so at their own risk. The school district will not be responsible for theft or damage to these items.

Any personal electrical appliance must be approved by the principal through the facilities/operations director. All approved appliances must be in good, safe working order and free from defects. If an appliance is found dangerous, creates a hazard or the employee is negligent in his/her care of it, the employee may be held liable for damages to school property or injury that occurs. The school system will adhere to all safety requirements relative to facilities and grounds in accordance to state and local authorities including the fire marshal.

The school district assumes no responsibility for the inspection, maintenance or repair of any personal electric devices, or for the monitoring of their use.

Regulation EBBF-R(0): Safety Inspections

Original Adopted Date: 10/09/1995 | Last Revised Date: 09/28/2020 | Last Reviewed Date: 09/28/2020

SAFETY INSPECTIONS

The following is an overview of the Safety Inspection and Accident Prevention Program (Safety Program) for the Cartersville City Schools.

<u>Safety Coordinator</u>. The Superintendent or his/her designee will serve as the safety coordinator. The coordinator will carry out the day-to-day aspects of the school safety program. The coordinator will have the responsibility for implementing all of the components of the safety plan and for coordinating appropriate training for school system employees, as needed.

<u>Administrative Support</u>. Prevention of accidents and implementation of safe operating procedures and practices is a management priority for all administrative and supervisory personnel. Administrative and supervisory personnel are expected to set a good example by supporting and adhering to safety procedures.

<u>Safety Advisory Committee</u>. A system-wide safety advisory committee shall be appointed annually by the safety coordinator. The committee shall have the responsibility for advising the safety coordinator in implementing and monitoring the safety program. This committee will meet semi-annually (and as the need arises) which the Safety Coordinator and discuss loss claims and all components of the safety program, safe school environment, and other school safety matters.

School Safety Committees. Each school will have a safety committee. The principal will annually select at least six (6) staff members and appoint a chair for this committee. The committee should include representatives from the professional staff, paraprofessional staff, custodial staff, and food school nutrition. This committee will meet quarterly (and as need arises) to discuss safety concerns at their respective school. The committee shall discuss safety in all areas of the school including: gymnasiums, hallways, classrooms, cafeteria, kitchen, supply and storage areas, teacher work areas, offices, bus loading and unloading areas, other student pick-up/drop-off areas, school buses, playground and outdoor physical education areas, and any other area of concern. The committee shall make recommendations to the principal for safety improvements. The chairpersons from each School Safety Committee shall meet on a regular basis with the Safety Coordinator.

<u>Facility Inspections</u>. All facilities will be inspected by the Safety Coordinator at least quarterly. The purpose of the inspections will be to identify physical hazards and/or unsafe operations and work procedures. Reports of inspection finding will be reported to the principal or supervisory. The principal or supervisor shall initiate corrective actions to eliminate or control physical hazards and/or unsafe practices. Inspection reports will be reviewed by the Safety Advisory Committee who will make recommendations to enhance safe operations and safe school environments.

Accident Investigations. Accidents of a catastrophic nature, as well as all reported incidents where a student or an employee has been injured shall be investigated by the Safety Coordinator. The purpose of the investigation will be to find out the cause of the accident and identify possible solutions to prevent the same accident from happening in the future. The investigation will involve looking at procedures implemented, equipment, material and the environment.

Employee Safety Training. Accident prevention principles will be incorporated in new employee orientation programs and employee in-service training programs. Principals and program directors will ensure that employees are trained and encouraged to use safe work practices. The Safety Coordinator will work with administrators in identifying specific training needs and is responsible for setting up training sessions as needed or required.

<u>Accident Reports</u>. The employee's supervisor or the principal of the school where a student has been injured will make an immediate report of all accidents using the system approved accident reporting form. In incidents involving worker's compensation claims, the supervisor will notify the system worker's compensation insurance clerk by telephone. The telephone call will be followed up by a written copy of the report to the insurance clerk.

<u>Panel of Physicians</u>. Principals and program directors are responsible for posting a list of approved physicians which are to be utilized when an employee visits a doctor due to a work-related injury. This list is to be updated annually and is to comply with all laws governing its use.

<u>Personal Protective Equipment</u>. For their safety, employees will use personal protective equipment as specified by the safety program and/or their supervisor. Proper use of safety equipment will be included on the classified employee evaluation instrument.

Involve, Inform and Educate Employees on Safety. This will be achieved through safety meetings, administrators' meetings, newsletters, memorandums, quarterly reports, and all components of the safety program.

Board Policy EBC: Security Status: ADOPTED

Original Adopted Date: 10/08/2007 | Last Revised Date: 12/07/2015 | Last Reviewed Date: 01/09/2023

SECURITY

Physical buildings and data information constitute valuable assets of the school system. It is in the best interest of all stakeholders to protect these assets adequately and with all diligence.

Security means more than having locks and being sure that they are locked at the proper times. Security also includes, but is not limited to:

- 1. Minimizing fire and other safety hazards.
- 2. Preparation for dealing with man-made and natural disasters.
- 3. Reducing the probability of faulty equipment.
- 4. Guarding against the chances of electrical shock.
- 5. Keeping records and funds in a safe place.
- 6. Protection against vandalism and burglary.

The Superintendent is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined above. All employees, non-paid employees, and vendors/contractors are required to follow the policies, rules and procedures set forth by the Georgia Crime Information Center (GCIC)/Criminal Justice Information System (CJIS), and laws of the State of Georgia in the event of a man-made or natural disaster to ensure that GCIC/CJIS materials, records and information are secure.

Man-Made/Natural Disaster - GCIC/CJIS

In the event of a man-made or natural disaster, the Superintendent or his/her designee shall have the responsibility of ensuring that GCIC/CJIS materials and records maintained by the school system are not in danger of being damaged or destroyed. In the event that materials or records are not secure, or have been damaged or destroyed, the Superintendent shall be notified immediately of the situation. If necessary, system personnel shall be stationed in the specific area of the GCIC/CJIS materials or records to secure them. The Superintendent shall be responsible for taking necessary steps to ensure that all materials and records are secure on-site or that materials and records are moved to another secure location.

Media Protection - GCIC/CJIS

The school system shall ensure protection of Criminal Justice Information (CJI)/Criminal History Record Information (CHRI). This shall apply to all employees, non-paid employees, and vendors/contractors with access, to include physical and logistical access, to any electronic or physical media containing CJI/CHRI while being stored, accessed or physically moved from a physically secure location. Transporting CJI/CHRI outside the school system's assigned secure area must be monitored and controlled.

Authorized personnel shall protect and control electronic and physical CJI/CHRI while at rest and in transit. The system will take appropriate safeguards for protecting CJI/CHRI to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate disclosure must be reported to the Superintendent or his/her designee immediately.

Controls shall be in place to protect electronic and physical media containing CJI/CHRI while being stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, digital memory card, or any similar device. "Physical media" includes printed documents and imagery that contains CJI/CHRI. Penalties Violation of any requirements in this policy by any authorized personnel will result in suitable disciplinary action, as outlined in Board Policy GAK – Personnel Records.

CROSS REF.: Board Policy: GAK-Personnel Records

LEGAL REF.: O.C.G.A. 20-2-59; 20-2-520; 20-2-1180; 20-8-5

Rescinds: **EBC** Adopted: 10/08/07

Regulation EBC-R(0): Security - Regulations

Original Adopted Date: 10/08/2007 | Last Revised Date: 09/28/2020 | Last Reviewed Date: 09/28/2020

SECURITY REGULATIONS

- 1. Under no circumstances may an employee duplicate a school key without express authorization from the central office.
- 2. Teachers are responsible at all times for keys issued to them. Staff members should not allow students and others who are not employed by the school to have access to keys or access control tokens.
- 3. Staff members shall keep their keys secure at all times. Do not leave keys lying on a desk or in a drawer. While at school, staff members must keep keys with them at all times.
- 4. If a key(s) or access control token is lost, inform the program director or principal or his/her designee immediately.
- 5. At the end of the school year, keys and access control tokens are to be turned in to the principal or his/her designee. If a teacher or staff member needs his/her keys during the summer, arrangements must be made with the principal.
- 6. Each employee shares the responsibility for the security of the buildings. Doors should be kept shut and locked when areas are not in use. Any security problems should be reported to one of the administrators immediately.
- 7. Fire exits from classrooms should be used as a means of egress only in the event of an emergency. Teachers should not prop these doors open and use as a normal exit out of the classroom.
- 8. All system employees are to wear proper identification upon entering a school system facility.
- 9. Control mechanisms may be used by the system to control access to any system facility.

Regulation EBC-R(1): Security - Media Protection

Original Adopted Date: 12/07/2015 | Last Reviewed Date: 12/07/2015

SECURITY - CJI/CHRI MEDIA PROTECTION

Media Storage and Access To protect Criminal Justice Information (CJI)/Criminal History Record Information (CHRI), the system shall:

- 1. Securely store materials within a physically secure location or controlled area.
- 2. Restrict access to authorized individuals.
- 3. Restrict the pickup, receipt, transfer and delivery to authorized individuals.
- 4. Ensure that only authorized users remove printed or digital media.
- 5. Physically protect materials until media end of life.
- 6. Not use personally owned information systems to access, process, store, or transmit CJI/CHRI.
- 7. Not utilize publicly accessible computers to access, process, store, or transmit CJI/CHRI. Publicly accessible computers include, but are not limited to: hotel, business center computers, convention center computers, public library computers, public kiosk computers, etc.
- 8. Store all hard copy printouts maintained in a secure area accessible to only authorized personnel whose job function requires them to handle such documents.
- 9. Take all reasonable precautions to safeguard against possible misuse.
- 10. Take appropriate action when in possession of CJI/CHRI in a less than secure area.
 - CJI/CHRI materials and records must not leave the authorized employee's immediate supervised control. CJI printouts cannot be left unsupervised while physical controls are not in place.
 - Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts. For electronic devices such as laptops, use session lock use and/or privacy screens. CJI shall not be left in plain public view. If it is necessary to electronically transmit CJI outside the boundary of the physically secure location, the data shall be immediately protected using encryption.
 - i. When CJI is at rest (stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption. Storage devices include external hard drives from computers, printers and copies used with CJI. In addition, storage devices include thumb drives, flash drives, back-up tapes, mobile devices, laptops, etc.
 - ii. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
- 11. Lock or log off computer when not in the immediate vicinity of work area.
- 12. Establish appropriate administrative, technical and physical safeguards to ensure security and confidentiality.

Electronic Media Sanitation and Disposal

The school system shall sanitize (overwrite) at least three (3) times or degauss electronic media prior to disposal or release of the device for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded, etc.). The system shall maintain written documentation of the steps taken to sanitize or destroy electronic media. The system shall ensure that the sanitization or destruction is witnessed or carried out by authorized personnel. Physical media shall be securely disposed of when no longer required, using formal procedures (shredding, or similar process).

Incident Response

Personnel with access to CJI/CHRI are required to be familiar with the system discipline policy in regards to violation of these regulations. The system must report all GCIC violations in writing to the GCIC Deputy Director.

Penalties

Violation of any requirements in this policy by any authorized personnel will result in suitable disciplinary action, as outlined in Board Policy GAK – Personnel Records.

Cross Reference: Policy GAK - Personnel Records

Operating Procedure EBJ-OP(1): Buildings and Grounds Records - Inventories

Original Adopted Date: 01/09/2023 | Last Reviewed Date: 01/09/2023

PROPERTY CONTROLS

Property inventories shall be completed by school principals and furnished to the Superintendent's office on at least an annual basis on all public property in their charge.

In accordance with state law, motor vehicles owned by the Board shall have affixed to the front door on each side of such vehicle a clearly visible decal or seal containing the name of the school system.

Board Policy ECH: Authorized Uses of Equipment and Supplies

Original Adopted Date: 10/08/2007 | Last Revised Date: 05/11/2009 | Last Reviewed Date: 01/09/2023

USE OF SCHOOL EQUIPMENT

The Board believes that school and school district equipment is primarily for the education of students. However, with prior approval by proper authority, employees may obtain permission to use certain school and/or school district equipment for professional purposes under the certain conditions.

- 1. Prior approval must be obtained from the principal, superintendent or their designee.
- 2. Equipment checked out to employees shall be the full responsibility of the employee at all times.
- 3. Employees shall hold the school and school system harmless from any loss or damage liability or expense that may arise as a result of the loan of the equipment.
- 4. In the event that equipment loss or damage is incurred by the school or school district, the superintendent or his/her designee shall determine the extent of the loss or damage and bill the borrower for damages or loss. In the case of loss or damage, the borrower shall pay for the loss or damage within thirty (30) calendar days.
- 5. Use of the equipment must in no way restrict or limit the education of students.
- 6. The equipment is not to be used for illegal, immoral or any commercial purposes.
- 7. If the equipment is to be removed from the school or district, approval must be obtained from the superintendent or principal in writing with specific times establish for the equipment's removal and return.
- 8. Should the employee resign or be terminated from employment at such time he/she has equipment checked out, the employee shall immediately return the equipment to the school or district.
- 9. The school system reserves the right to seek all means to collect for lost or damaged items.
- 10. Any and all consumable supplies must be provided by the employee at no cost to the school or school district.

Rescinds: **ECH** Adopted: 10/08/07

Board Policy Manual Cartersville City Schools

Exhibit ECH-E(1): Authorized Uses of Equipment and Supplies - ECH-E

Original Adopted Date: 05/11/2009 | Last Reviewed Date: 05/11/2009

See PDF on the next page.

Status: ADOPTED

Date Adopted: 5/11/09 Descriptor Code: **ECH-E**

USE OF SCHOOL EQUIPMENT AGREEMENT

With prior approval by proper authority, employees may use certain school and/or school district equipment for non-school-sponsored professional purposes under the prescribed conditions.

- 1. Equipment checked out to shall be the full responsibility of the employee at all times.
- 2. Employees shall hold the school and school system harmless from any loss or damage liability or expense that may arise as a result of the loan of the equipment.
- 3. In the event that equipment loss or damage is incurred by the school or school district, the Superintendent or his/her designee shall determine the extent of the loss or damage and bill the borrower for damages or loss.
- 4. In the case of loss or damage, the borrower will pay for the loss or damage within thirty (30) calendar days.
- 5. Use of the equipment shall in no way restrict or limit the education of students.
- 6. The equipment shall not be used for illegal, immoral or any commercial purposes.
- 7. Should the employee resign or be terminated from employment at such time he/she has equipment checked out, the employee shall immediately return the equipment to the school or district.
- 8. The school system reserves the right to seek all means to collect for lost or damaged items.
- 9. Any and all consumable supplies for any equipment must be provided by the employee at no cost to the school or school district.

Employee:	Position/Location:
Description of all equipment & related items (include Model & Serial #s):	
Intended Use of Equipment:	
Date/Time Checked Out: Date	/Time of Anticipated Return:
Employee's Signature:	Date:
Authorizing Signature:	Date:
~~~;	· ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~
Equipment Returned (date):	Notation:
Condition: Accepted Lost	Damaged Cost(s):
Employee's Signature:	Date:
Administrator's Signature:	Date:

# Regulation ED-R(0): Student Transportation Management - Bus Driver Guidelines and Rules

Original Adopted Date: 10/08/2007 | Last Revised Date: 06/14/2021 | Last Reviewed Date: 06/14/2021

#### **BUS DRIVER GUIDELINES AND RULES**

- 1. School buses are owned by the Board. Before anyone is employed as a bus driver, he/she must satisfy the Board as to his/her dependability and meet all state and local requirements for the position of school bus driver.
- 2. Each bus must come to a complete stop at all railroad crossings and when coming from a lateral road into a highway or intersecting street.
- 3. No bus shall attempt to pass another bus which is stopped on the road.
- 4. Drivers will not allow a student to put their head or hands outside of the bus at anytime.
- 5. Each driver shall have full charge of students who ride his/her bus and shall report any student who is disobedient or who is guilty of misbehavior to the school administrator. It is the responsibility of the school administrator to contact parents about student misbehavior on the bus.
- 6. A written report shall be furnished to the Transportation Coordinator and Superintendent, or his/her designee in any instance of personal injury to a child riding the bus.
- 7. No driver will permit a student to ride on any part of the bus except in cab or body. Students shall not stand in or operate the door.
- 8. Each driver shall have the right to designate a place on his/her bus for each student.
- 9. No driver will permit a student to get off the bus while it is in motion. No stops will be made except for scheduled loading and unloading of students or unavoidable emergencies.
- 10. Students are to be transported to and from the bus stop assigned to their home address as properly entered into the district's student information system.
- 11. In the case of a child living alternatively with divorced parents where the enrolling parent gives permission and where each parent is residing in the Cartersville city limits, and where they child is otherwise eligible to ride a bus to either of the resident households, then the district will allow split ridership to either residence on a predetermined scheduled basis. In this situation, the school shall meet with both parents and have on file a written request signed by the enrolling parent for split ridership and the agreed upon set transportation schedule. The intent of this paragraph is for there to be a regular and set schedule of transportation and not to be sporadically or frequently changed. Furthermore, changes in ridership are not a day-by-day decision of the child or parent. A set schedule should be determined, and the child is to follow that schedule when using system transportation. The school nor district shall be responsible if the child does not follow the schedule for transportation. The set schedule may be changed at the request of the enrolling parent but only upon meeting with school authorities to establish a new written agreement. The school nor the transportation department shall be expected to play a role of negotiator or mediator between parents.
- 12. No driver will cause a student to get off his/her bus at any place other than home or school including cases of misbehavior without express authorization from the transportation office.
- 13. Parents of students in Grade 2 and below are strongly encouraged to have a parent, other adult or responsible child of at least thirteen (13) years of age present at the bus stop to receive them. It is not the responsibility of the school to insure that someone is present to care for the child.
- 14. Routing arrangements will be planned with a minimum of mileage, unnecessary travel of empty buses, travel over poor roads, excessive bus stops, excessive spur routes and duplication of bus services. Every effort shall be exercised to avoid routing buses across railways and expressways unless the crossing is protected by proper traffic signals.
- 15. No bus should go down any street less than five-tenths (.5) mile unless determined to be appropriate or necessary by the Transportation Department. Buses will not back up unless absolutely necessary or safely unfeasible to do otherwise.
- 16. School bus stops shall not be more frequent than two-tenths (.2) mile unless determined to be appropriate or necessary by the Transportation Department.
- 17. School buses shall not travel on private property unless approved by the Transportation Department.
- 18. Buses must be kept clean; inside and outside.
- 19. It is the responsibility of drivers to prevent objects from being thrown from bus windows.

Rescinds: ED-R(1) Adopted: 10/8/07

**Board Policy EDC: Transportation Safety** 

Original Adopted Date: 10/08/2007 | Last Revised Date: 01/09/2023 | Last Reviewed Date: 01/09/2023

#### TRANSPORTATION SAFETY

All bus drivers shall be knowledgeable of and comply with all state laws and State Board of Education rules regarding traffic laws pertaining to the operation of school buses and on school bus operations and safety.

All bus drivers shall participate in annual mandatory training activities on traffic laws pertaining to the operation of school buses and safety as establish by the State Board of Education rules and comply with procedures and/or regulations promulgated by the Superintendent or his/her designee related to school bus operations and safety.

All bus drivers shall be familiar with the school system's Student Code of Conduct, including rules specifically applicable to school buses. Students shall be under the control of the bus driver during the times they are being transported. Any violation of these rules shall be subject to disciplinary measures by the school administration.

Each bus driver shall acknowledge in writing that he/she has received a copy of and has read and understands this policy and all other regulations or procedures issued by the Superintendent or Director of Transportation or their designee regarding the safe operation of school buses.

The system's transportation operations and equipment shall be subject to State Board requirements governing inspection of school buses and safety instruction in practices of safe riding and emergency bus evacuation drill for both drivers and pupils. Annual inspections shall be made as required by law .

CROSS REF.: Cartersville City Schools Student Code of Conduct

Rescinds: **EDC** Adopted: 09/13/04

**EDCA** Adopted: 04/04/94

# **Board Policy EDDA: Special Use of School Buses**

Original Adopted Date: 09/12/2005 | Last Revised Date: 01/09/2023 | Last Reviewed Date: 01/09/2023

#### SPECIAL USE OF SCHOOL BUSES

School buses shall be used for transporting students to and from school and may be used in the instructional program of the schools provided that the instruction or school sponsored activity for which the buses are used is a part of the curriculum of the school system. The principal of the school, Superintendent or his/her designee, and the Director of Transportation shall approve any field trip requiring use of school buses. Only approved and certified drivers of the Cartersville City School System shall be used in operating the school buses for regular transportation services, field trips, other school sponsored activities, or Board approved community group activities.

The Board from time to time may approve at its discretion the use of school buses by Cartersville City community groups to transport school-aged children (PK-12, including preschool children). At no time shall bus usage be approved which would interfere with regular school program needs. The use of the school bus must be non-commercial, and the destination of travel must be within one hundred-fifty mile radius of the city of Cartersville. Non-school groups shall be charged fees as set by the Board. Fees shall include the driver's wage, rate charge per mile or flat fee, and clean up fee.

# Transportation of the Elderly, Persons with Disabilities and Other Requests

Notwithstanding any other provisions of law to the contrary relating to school funds, the Board may approve and use school buses to provide transportation for the elderly, persons with disabilities, 4-H activities, summer camps, or participation in other recreational and educational activities if the cost of such transportation is reimbursed in full from federal, state, local, or other funds, other than school funds.

CROSS REF.: Policy IFCB - Field Trips and Excursions

Rescinds: **EDDA** Adopted: 10/09/95

# **Board Policy EEE: Wellness Program**

Original Adopted Date: 06/13/2006 | Last Revised Date: 12/10/2018 | Last Reviewed Date: 01/09/2023

# **SALE OF FOOD ON SCHOOL PREMISES**

The Board recognizes the connection between student wellness, proper nutrition, and physical activity with students' growth, development, and readiness to learn. Furthermore, the Board is committed to providing a learning environment that is supportive of student wellness, nutrition education, and physical activity as part of a positive school environment.

# **Wellness Committee**

In accordance with federal law, the school system has involved various stakeholders in developing a system-wide wellness policy. Anyone interested in serving on the District Wellness Committee (DWC) is invited to do so; more information can be found on the district website. At a minimum, the DWC is comprised of one representative from each school, one or more parent(s) and/or community member(s), student(s), and representative(s) from the school nutrition program. When necessary or possible, schools may develop a School Wellness Committee (SWC) that works in coordination with the DWC at one specific school. After considering input from the necessary stakeholders interested in promotion of overall student health and well being, the Board hereby establishes this policy of student wellness.

# **Nutrition Guidelines**

To the extent practicable and reasonable, all foods and beverages made available on school campuses during the school day shall be consistent with the requirements of the Smart Snacks in Schools nutrition standards. Guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance pursuant to the Healthy, Hunger-Free Kids Act and National School Lunch Act, as those and other related legislation apply to schools. The Superintendent or his/her designee shall develop procedures for operation of school food services at each school with the objectives of promoting student health and nutrition.

# **Nutrition Education**

It is the intent of the Board that the school shall teach, encourage, and support healthy eating habits by students when and where it is appropriate. Schools shall provide nutrition education consistent with federal and state requirements and engage in nutrition promotion aimed at attainment of the following goals:

- 1. Schools will promote awareness for healthier nutritional choices for students and staff.
- 2. School nutrition staff shall support good nutrition through menu offerings, point-of-sale information, signage,
- 3. School nutrition staff will be professionally prepared in the area of nutrition/nutrition education and serve as a resource to classroom teachers.
- 4. Nutrition information will be shared with students, staff, families and the broader community through appropriate means.
- 5. Students will receive nutrition information and messages throughout the school that are consistent.
- 6. Any foods marketed to students at school will meet or exceed Smart Snacks guidelines.

# **Physical Education**

Students in grades K-12 shall have appropriate opportunities, support, and encouragement to be physically active on a regular basis. The district will provide physical education consistent with federal and state requirements and engage in promotion of physical activities aimed at attainment of the following goals:

- 1. All students in grades K-5 will be expected to participate in scheduled physical education classes.
- 2. Physical education classes will provide an environment where students learn and practice developmentally appropriate motor skills and knowledge.

- 3. Physical education instruction shall include individual activities as well as competitive and non-competitive team sports.
- 4. Adequate equipment shall be made available for all students to participate in physical education/activity.
- 5. Students shall participate in periodic health and fitness assessments during appropriate classes.
- 6. Schools will work with families and the broader community to promote physical activity that is safe and supports healthy life choices.
- 7. Schools will increase the activity level and opportunities to be active in physical education classes for all students.

# **Other School-Based Activities**

The Superintendent or his/her designee shall develop procedures that promote the attainment of the following goals related to other school-based activities to promote wellness:

- 1. Posters and other mass media communications will be posted in the school building to promote and encourage physical activity and healthy eating habits.
- 2. Students will be encouraged to participate in extra-curricular and other after-school physical activity.
- 3. Schools will provide a safe, clean and hygienic environment.
- 4. Health education shall provide for instruction in proper cleanliness and hygiene.
- 5. The school system will provide school nurses to assist in detecting student health problems that may impact learning.

# Implementation

The Superintendent or his/her designee shall be responsible for overseeing the implementation of the system wellness policy and shall develop procedures for evaluation to measure the schools' success in meeting the goals set forth herein. In each school, the principal or his/her designee shall be charged with operational responsibility for ensuring that the school works toward meeting the goals within the wellness policy. Principals shall report annually to the Superintendent on the school's compliance and progress as required.

School food nutrition staff shall monitor compliance with nutrition guidelines within school food service areas. The School Food Nutrition Director shall report annually to the Superintendent on compliance and progress. The report shall be provided to the Board and made available to all interested parties on the district website.

# Measurement

Progress toward the goals listed in the above categories will be measured at each school at least once per school year. Goals will be reviewed and updated as necessary. The district wellness policy will be evaluated and updated for board approval at least once every three (3) years.

LEGAL REF.: Healthy, Hunger-Free Kids Act of 2010; Child Nutrition Act of 1966 (42 U.S.C. 1771 et seq.).

Rescinds: **EEE** Adopted: 06/13/06

# **Board Policy EEF: Competitive Foods**

Original Adopted Date: 02/11/2019 | Last Reviewed Date: 01/09/2023

# **COMPETITIVE FOODS**

The Board is committed to providing students with nutritious food and beverage options during the school day on the school campus. The school day is defined as the period from midnight (12:00 am) before, until thirty (30) minutes before the end of the official school day. School campus includes all areas of the property under the jurisdiction of the school that are accessible to students during the school day. This includes outdoor eating areas, parking lots, school stores, etc.

#### Food sold in school must:

- 1. Comply with the general criteria:
  - Be a "whole grain-rich" product containing 50% or more whole grains by weight, or have whole grains as the first listed ingredient; or
  - Have as the first ingredient a fruit, vegetable, dairy product, or a protein food; or
  - Be a combination food that contains at least ¼ cup fruit and/or vegetable.

If water is the first ingredient, the second ingredient must be one of the items above.

2. Meet, at a minimum, the Nutrition Standards for all foods sold in schools:

# Calorie limits:

• Snack items: ≤ 200 calories

• Entrée items: ≤350 calories

# Sodium limits:

• Snack items: ≤ 200 mg

• Entrée items: ≤ 400 mg

# Fat limits:

• Total Fat: ≤ 35% of calories

• Saturated fat: < 10% of calories

• Trans fat: zero grams

#### Sugar limit:

- ≤ 35% of total sugar weight in food
- 3. Or qualify for an exemption form the Nutrition Standards
- 4. Accompaniments such as cream cheese, salad dressing and butter must be included in the nutrient profile as part of the food item sold.

# Beverages sold in school must:

- 1. Be one of the allowable beverages for all grades:
  - Plain water (with or without carbonation
  - Unflavored low fat milk

- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners
- 2. Comply with the size limits for each grade
  - Elementary schools may sell up to 8-ounce portions
  - Middle schools and high schools may sell up to 12-ounce portions
  - There is no portion size limit for plain water
- 3. High schools may allow additional "no calorie" and "lower calorie" beverage options to students
  - No more than 20-ounce portions of calorie-free, flavored water (with or without carbonation); and other flavored and/or carbonated beverages that are labeled to contain ≤ 5 calories per 8 fluid ounces or ≤ 10 calories per 20 fluid ounces
  - No more than 12-ounce portions of beverages with ≤ 40 calories per 8 fluid ounces, or ≤ 60 calories per 12 fluid ounces

# **Other Requirements**

#### **Fundraisers**

- The sale of food items that meet nutrition requirements at fundraisers are not limited in any way under the standards except that they are not to be sold in the school cafeteria.
- All snacks sold in schools must meet the aforementioned nutritional requirements.
- The standards do not apply during non-school hours, on weekends, during class parties, and at off-campus events.

# **Exempted Fundraisers**

• Per Georgia State Board Rule 160-5-6-.01, the Board will allow five (5) fundraisers per school per school year not to exceed three (3) days in length each. Exempted fundraisers will not occur 30 minutes prior until 30 minutes after the end of breakfast or lunch meal service.

# **Board Policy FD: Facilities Long-Range Planning**

Original Adopted Date: 07/09/2007 | Last Reviewed Date: 01/09/2023

#### **FACILITY PLANNING**

The Board shall meet the conditions and requirements as set for by Georgia law and the Georgia Department of Education regarding facility inventory, projections, and plans.

In addition, the system shall:

- 1. Annually update the real property inventory.
- 2. Complete an Educational Facilities Construction Play (also known as the Local Facilities Plan or Five-Year Facilities Plan) which indicates the school system's present educational facilities and a five-year forecast of facility needs. The format of the plan shall be that required at the time by the Georgia Department of Education.
- 3. Submit requests for capital outlay funds to the Georgia Department of Education in the prescribed manner.
- 4. Regularly inspect school facilities paying specific attention to potential fire and other health hazards. Problems shall be addressed immediately. Problems that may require major financial commitments shall be reported immediately to the Board by the Superintendent.

STATE REF.: Georgia Board of Education Policy FD

Rescinds: **FD** Adopted: 04/04/94

# **Board Policy FDC: Naming Facilities**

Original Adopted Date: 07/14/2014 | Last Reviewed Date: 01/09/2023

#### **NAMING FACILITIES**

The Cartersville City Board of Education considers the naming of its facilities and/or portions of facilities in honor of an individual to be a conspicuous honor. Such naming exhibits the judgment and standards of the Cartersville City Board of Education and signifies lasting approval of the actions of the honoree(s). Therefore, the task of naming shall not be taken lightly. Members of the Board will consider each naming opportunity carefully and will exercise the utmost discretion in ensuring that those upon whom such an honor is bestowed exhibit characteristics which are consistent with the mission, values, and beliefs of Cartersville City Schools.

# **Definition of Facility for Naming Consideration**

Any facility or part of a facility that is owned and/or operated by the Cartersville Board of Education may be named. The term "facility" is intended to include buildings of all types, interior spaces within buildings, grounds, and athletic facilities.

# **Naming Criteria**

Facilities may be named only after a deceased individual provided that the honoree has given outstanding service to the Cartersville City Schools, its students, and/or staff or the community. The naming of a facility is intended to honor a deceased person. The honoree must have been deceased for at least two years. The term "outstanding service" is intended to be a flexible standard, but one that represents integrity, professionalism, and support of the mission of the system.

#### **Naming Authority**

The responsibility and privilege of naming any facility rests solely with the Cartersville Board of Education. Naming proposals shall be submitted to the superintendent, who will submit the proposed naming with recommendations to the Board for its consideration for approval.

# **Duration of Naming**

In the case of naming a facility in honor of an individual or group of individuals, the name shall exist through the life of the building or area.

# Right to Rescind

The Cartersville Board of Education retains the right to remove any name from a facility in all cases but most notably in the event that the conduct of an honoree is found to have been "unbecoming" or inconsistent with the vision, mission, values or beliefs of the school system.

# **Board Policy GAAA: Equal Opportunity Employment**

Original Adopted Date: 07/10/2006 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

The School District does not discriminate on the basis of race, color, national origin, religion, age, disability, or sex in its employment practices. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act (ADA), the Age Discrimination in Employment Act (ADEA) and all accompanying regulations.

Any employee, applicant for employment, or other person who believes he or she has been discriminated against or harassed in violation of the laws specified below must make a complaint in accordance with the procedure outlined below.

#### **COMPLAINTS PROCEDURE**

Complaints made to the School District regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI; sex (except as stated below) in violation of Title IX; religion in violation of Title VII; disability in violation of Section 504 or the ADA, or age in violation of the ADEA, will be processed in accordance with the following procedure:

- 1. (a) Any employee, applicant for employment, or other person with a complaint or report alleging a violation as described above, excluding sexual harassment as defined in 1b, shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated by the school principal or the District. If the report or complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures starting in 2.
  - (b) Any person with a complaint or report alleging sexual harassment as defined in Policy GAEB (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator on the District's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy GAEB.
- 2. If the alleged offending individual is the coordinator, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board chairperson.
- 3. The coordinator or his or her designee shall have fifteen school days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the principal or his or her designee.
- 4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five school days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.

- 5. The Superintendent shall have fifteen school days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the School District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken. The decision of the Superintendent shall be final.
- 6. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights, the Equal Employment Opportunity Commission or any other appropriate state or federal agency with regard to any allegations that the School District has violated the statutes described above.
- 7. The School District shall be responsible for distributing and disseminating information relevant to this policy and procedure to employees through appropriate procedures.
- 8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.
- 9. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Contact information for the following coordinators is available on the District's website: Title VI, Title IX, Section 504, and ADA.

# **Board Policy GAD: Professional Learning Opportunities**

Original Adopted Date: 05/14/2018 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### **PROFESSIONAL LEARNING**

The Board acknowledges the importance of continuous learning experiences and ongoing staff training as an essential factor in the successful operation and progress of the school system. The purpose of professional learning activities is to enhance the capabilities of staff members and to provide effective educational services to students.

In line with this recognition, the Superintendent shall designate a coordinator for professional learning for the school system. The coordinator shall facilitate the development of plans for professional learning in collaboration with each schools. Professional learning may address individual or group instructional program needs and shall be designed to meet the needs of the district and its schools. Professional learning funds shall be used to enhance the skills of personnel and support the primary focus of improved student achievement and performance. Plans shall be reviewed at least annually and updated accordingly. The coordinator shall ensure schools have applicable professional learning plans to support staff needs.

Professional learning funds may be expended for the reasons specified in State Board of Education Rule 160-3-3-.04. Stipends may be awarded only if conditions exist as specified in the SBOE Rule. Personnel who successfully complete conferences, workshops or courses approved by the professional learning coordinator may be reimbursed for expenditures by submitting such requests in accordance with district procedures established by the Superintendent or designee.

The district's multi-year comprehensive improvement plan, budget, and annual report shall be submitted to the Georgia Department of Education at a time and in a manner identified by the Department.

LEGAL REF.: O.C.G.A., 20-2-131 (6); 20-2-167 (a) (3); 20-2-182 (g); 20-2-230 (a); 20-2-231; 20-2-232

Rescinds: GAD Adopted: 08/09/04

# **Board Policy GAE: Complaints and Grievances**

Original Adopted Date: 07/14/2014 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### **COMPLAINTS AND GRIEVANCES**

The Cartersville City Board of Education expressly waives all portions of O.C.G.A. § 20-2-989.5, 20-2-989.6, 20-2-989.8, 20-2-989.10, and 20-2-989.11.

#### **Purpose**

The Board encourages all employees to resolve their complaints informally in a spirit of collegiality. The procedures of this policy are available where such efforts do not succeed. It is the intent of this policy to implement procedures whereby personnel shall have the right to present and resolve complaints relating to certain matters affecting the employment relationship The procedures_of this policy are available where such efforts do not succeed. No employee shall be subjected to discrimination or adverse treatment as a result of filing a complaint under this policy.

# **Definitions**

- a. "Administrator" means the individual at each level designated to preside over and make decisions with respect to complaints. With respect to the certified administrators supervised by the Superintendent or his/her designee, the "Level One Administrator" shall be the Superintendent or his/her designee. In any case not covered by this paragraph, the "Level One Administrator" shall be the supervisory certificated person designated by the Superintendent.
- b. "Complaint" is defined as a claim that an employee's employment status has been affected by an alleged violation, misinterpretation, or misapplication of any applicable statue, policy, rule, regulation, or written agreement with which the District is required to comply.
- c. "Notification" means delivery in person to the party entitled to notification, deposit in the United States Mail or certified mail with return receipt requested to the last known address of the party notified.

A complaint under this policy does not include claims relating to:

- a. Performance ratings contained in the employee's personnel evaluations;
- b. The employee's job performance including letters of directive;
- c. Professional development plans prepared for the employee;
- d. Termination, non-renewal, demotion, suspension, or reprimand or other adverse actions;
- e. Revocation, suspension, or denial of state certification;
- f. Allegations of fraud or misconduct; or
- g. Allegations of discrimination, harassment or retaliation.

# **Evidence: Representation: Decisions: Records**

- a. Evidence. The complainant shall be entitled to an opportunity to be heard; to present relevant evidence, and to question witnesses; but the complainant may not present additional evidence at the Second or Third levels unless notice of the Complainant's intention and the evidence to be presented are submitted in writing five (5) days prior to any hearing to the Administrator who will preside at such level of an appeal from a prior level.
- b. Representation. The complainant and the person against whom the complaint is filed or whose decision is appealed shall be entitled to the presence of an individual of his or her choice to assist in the presentation of the complaint to the central office administrator (Level Two and Level Three). The presence of any individual other than the Complainant and the administrator at Level One is prohibited, except witnesses who present testimony or documents.
- c. Time Schedules. The time frame from the initiation of the complaint until rendition of the final decision by the

Superintendent and notification thereof to the complainant shall not exceed sixty (60) days. Other time limits imposed in this policy may be extended by mutual agreement. The complainant shall be entitled to file a complaint within ten (10) calendar days from the most recent incident upon which the complaint is based. If the District misses a deadline, the complaint advances to the next level. If the complainant misses a deadline, the complaint is terminated.

- d. Records. Information and materials related to an employee's complaint shall not be filed in the employee's personnel file. All files relating to a complaint shall be maintained by the Assistant Superintendent.
- e. Decisions. The decision at each level shall be made in writing and dated, and shall contain findings of fact and reasons for the particular decision reached.
- f. Notice. The decision at each level shall be delivered to the complainant by hand delivery or being deposited in the U.S. Mail. Notice to the Complainant shall be deemed to have been made on the date of hand delivery or on the date of deposit in the U.S. to the address stated in the complaint or, if not contained in the complaint, to the last known address of the Complainant on file with the Board.
- g. Costs. All costs incurred by the employee, including but not limited to copying costs/fees, costs associated with mailing or delivering the complaint, costs associated with obtaining materials to be used in meetings, attorney fees, and mediation expenses, shall be paid by the employee. All costs incurred by the District shall be paid by the District.
- h. Any complaint about the Superintendent shall be brought before the Board's Personnel Committee whose decision shall be final.
- i. The Superintendent shall cause to be prepared forms for use in accordance requirements and efficient administration of this policy.

#### **Levels**

#### A. Level One

The complaint shall be presented in writing to the Level One Administrator within ten (10) calendar days after the most recent incident upon which the complaint is based. The complaint must include sufficient information about the complaint to enable determination whether the complaint is covered by this policy. A complaint shall include the following:

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

The relief requested in the complaint must be reasonable, realistic, and directed toward correcting the alleged situation.

The Level One administrator shall record the date of filing on the complaint. The Level One Administrator shall conduct an investigation on the complaint including meeting with the complainant within five (5) working days of receipt of the complaint; and render a written decision thereon within ten (10) working days of the receipt filing of the written complaint. The decision shall be dated and a copy shall be given or sent to the complainant.

#### B. Level Two

If the matter is not resolved at Level One, the employee may proceed to Level Two by submitting a written

statement to the Assistant Superintendent within five (5) working days of service of the Level One decision This appeal should outline the relevant facts that form the basis of the employee's complaint, the applicable statute, policy, rule, regulation, or written agreement that has allegedly been violated, and the resolution sought. Complaints that are not based on an alleged violation, misinterpretation, misapplication of legal statutes, or Board policies may not be appealed beyond Level Two.

#### The Assistant Superintendent will:

- a. Determine whether Level One procedure was followed appropriately (if not, the employee will be referred back to the Level One administrator unless the Assistant Superintendent determines such referral is not likely to resolve the matter);
- b. Meet with the employee within five (5) working days of receipt of the written appeal;
- c. Act as a chairperson of any meeting between both sides of the dispute;
- d. Investigate the complaint by interviewing any witness and reviewing the documentation; and
- e. Render a written decision within ten (10) working days of the appeal and provide notification to the employee.

#### C. Level Three

If the matter is not resolved at Level Two, the employee may proceed to Level Three by submitting a written statement to the Superintendent within five (5) working days of notification of the Level Two decision. The statement should outline the relevant facts that form the basis of the employee's complaint, the statute, policy, rule, regulation, or written agreement that has allegedly been violated, and the resolution sought. The Superintendent shall review the complaint and may meet with the complainant and/or other parties involved. The Superintendent shall render his/her decision in writing within twenty (20) calendar days and perfect service thereof on the Complainant. The decision of the Superintendent shall be final.

#### **Reprisals Prohibited**

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

Rescinds: GAE Adopted: 07/14/14

# Board Policy Manual Cartersville City Schools

### Exhibit GAE-E(1): Complaints and Grievances - 1

Original Adopted Date: 08/14/2017 | Last Reviewed Date: 08/14/2017

See PDF on the next page.

Status: ADOPTED

Date Adopted: 8/14/17	Descriptor Code:	GAE-E-	1
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## CARTERSVILLE SCHOOL BOARD CERTIFICATED EMPLOYEE COMPLAINT FORM

Name of Complainant  Mailing Address  Home Phone Number Cell Number  Title (Position)  School/Department  COMPLAINT INFORMATION  Applicable Statute, Policy, Rule or Regulation Involved  (Reference or description of statute, policy, rule or regulation alleged to have been violated or misapplied  Facts as to Violation and Effect on Complainant  (a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation. (Attach additional sheets as necessary)		GENERAL INFORMATION
Home Phone Number Cell Nu	Name of Complainant	
Title (Position)  School/Department  COMPLAINT INFORMATION  Applicable Statute, Policy, Rule or Regulation Involved  (Reference or description of statute, policy, rule or regulation alleged to have been violated or misapplied.)  Facts as to Violation and Effect on Complainant  (a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation.	Mailing Address	
School/Department  COMPLAINT INFORMATION  Applicable Statute, Policy, Rule or Regulation Involved  (Reference or description of statute, policy, rule or regulation alleged to have been violated or misapplied)  Facts as to Violation and Effect on Complainant  (a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation.		
Title (Position)  School/Department  COMPLAINT INFORMATION  Applicable Statute, Policy, Rule or Regulation Involved  (Reference or description of statute, policy, rule or regulation alleged to have been violated or misapplied  Facts as to Violation and Effect on Complainant  (a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation.	Home Dhone Number	Call Number
School/Department  COMPLAINT INFORMATION  Applicable Statute, Policy, Rule or Regulation Involved  (Reference or description of statute, policy, rule or regulation alleged to have been violated or misapplied  Facts as to Violation and Effect on Complainant  (a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation.		
COMPLAINT INFORMATION  Applicable Statute, Policy, Rule or Regulation Involved  (Reference or description of statute, policy, rule or regulation alleged to have been violated or misapplied  Facts as to Violation and Effect on Complainant  (a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation.		
Applicable Statute, Policy, Rule or Regulation Involved  (Reference or description of statute, policy, rule or regulation alleged to have been violated or misapplied  Facts as to Violation and Effect on Complainant  (a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation.	•	
(Reference or description of statute, policy, rule or regulation alleged to have been violated or misapplied  Facts as to Violation and Effect on Complainant  (a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation.		COMPLAINT INFORMATION
(a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation.		
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(a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation.		
(a) Brief Statement of allegations showing the violation or misapplication of the statute, policy, rule or regulation.		
	Facts as to Violation and	l Effect on Complainant

Date Adopted: 8/14/17	Descriptor Code: GAE-E-1
(b) Statement as to how the alleged violation or misap relationship. (Attach additional sheets as necessar	oplication substantially affects Complainant in the employment ry)
(c) Statement of relief sought by Complainant.	
The undersigned certificated employee hereby ma Cartersville Board of Education and shows that the	akes this complaint pursuant to Policy GAE of the ne facts stated above are true and correct.
DATE:	Employee Signature
DATE RECEIVED:	
	Administrator

# Board Policy Manual Cartersville City Schools

### Exhibit GAE-E(2): Complaints and Grievances - 2

Original Adopted Date: 08/14/2017 | Last Reviewed Date: 08/14/2017

See PDF on the next page.

Status: ADOPTED

Date Adopted: 8/14/17	Descriptor Code: GAE-E-2
ADMINIST	TRATOR RESPONSE
Administrator Hearing Complaint/Appeal	
Title	
School/Department	
Complainant	
Findings of Fact     a. What are the issues involved in this cor	mplaint?
b. Has a violation or misapplication of a s If so, which statute, policy, rule or regu	tatute, policy, rule or regulation occurred? ulation?
2. Decision reached:	
3. Basis for decision:	
DATE:	
DITTE	Administrator

# Board Policy Manual Cartersville City Schools

### Exhibit GAE-E(3): Complaints and Grievances - 3

Original Adopted Date: 08/14/2017 | Last Reviewed Date: 08/14/2017

See PDF on the next page.

Status: ADOPTED

Date Adopted: 8/14/17		Descriptor Code: GAE-E-3
	APPEAL	
Name of Complainant		
Mailing Address		
Home Phone Number	Cell Number	
Title (Position)		
School/Department		
Date of Initial Complaint		
1. I wish to appeal the decision of		
Name	Title	-
3. What is the relief sought:		
DATE:		
		Employee Signature
DATE RECEIVED		
		Administrator

#### **Board Policy GAEB: Sexual Harassment of Employees**

Original Adopted Date: 06/11/2007 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

The intent of this policy is to comply with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the District shall comply with such requirements.

#### **DEFINITIONS**

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or to any official or employee of the District. This notice requirement is not met when the only District official or employee with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Days for the purpose of this policy means "school days."

Deliberately indifferent means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a District education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator in the District's nondiscrimination notice posted on its website. As used in this policy, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- 1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- 3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

"Dating Violence"- sex-based violence committed by a person-

- A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - i. The length of the relationship.
  - ii. The type of relationship.
  - iii. The frequency of interaction between the persons involved in the relationship; or

"Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

"Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- A. fear for his or her safety or the safety of others; or
- B. suffer substantial emotional distress.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. The District shall presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The grievance process will be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

#### NONDISCRIMINATION POLICY

It is the policy of the Board of Education to comply fully with the requirements of state law, Title IX and its accompanying regulations.

The School District prohibits discrimination based on sex and sexual harassment of employees by other employees, board members, students, volunteers, or others over whom the District has authority in any District education program or activity. Education program or activity includes locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

The District shall respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment against a person in an education program or activity.

The District shall require that any individual designated and authorized as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including questioning, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall ensure that decision-makers receive training on any technology to be used during questioning, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The District also shall ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall not rely on sex stereotypes and shall promote impartial investigations and adjudications of formal complaints of sexual harassment.

Reports or complaints made to the School District regarding alleged sexual harassment in violation of Title IX shall be processed in accordance with the following process:

#### **GRIEVANCE PROCESS**

- 1. Reports or complaints may be verbal or written and may be made at any time (including during non-business hours), in person, by mail, by telephone, or by electronic mail using the contact information posted on the school and/or district website.
- 2. Any employee, applicant for employment, or other person wishing to report or file a complaint alleging a violation as described above shall promptly notify either the principal at his/her school or the Title IX Coordinator designated and authorized by the District. Any employee who receives information alleging sexual harassment of an employee shall report it to the principal or Title IX Coordinator. If the alleged offending individual is the principal, the report or complaint should be made by the complainant to the Title IX Coordinator.
- 3. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures as defined in this policy, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The District shall treat complainants and respondents equitably by following this grievance process before punishing the respondent or providing remedies to the complainant. Remedies will be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as "supportive measures." However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

#### 4. Formal Complaint.

Upon receipt of a formal complaint, the District shall within 10 days provide the following written notice to the parties who are known:

- A. Notice of the District's grievance process;
- B. Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the employee code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. The notice shall describe the range of or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility.
- C. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to paragraph (4)(B), the District shall provide notice of the additional allegations to the parties whose identities are known.

#### 5. Dismissal of a formal complaint.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein even if proved or did not occur in the District's education program or activity or in the United States, then the District shall dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not preclude action under another provision of the District's policies.

- A. The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- B. Upon a dismissal required or permitted pursuant to paragraph (5), the District shall promptly send written notice of and reason(s) for the dismissal simultaneously to the parties.

#### 6. Consolidation of formal complaints.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references to the singular "party," "complainant," or "respondent" include the plural, as applicable.

#### 7. Investigation of a formal complaint.

After providing written notice to the parties of the receipt of a formal complaint, the District shall have 15 days to investigate. When investigating a formal complaint and throughout the grievance process, the District shall—

- A. Assume the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility and not place such burdens on the parties provided that the District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so;
- B. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- C. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- D. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;
- F. Provide both parties an equal opportunity to inspect and review any non-privileged evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such

evidence subject to the parties' inspection and review available at any meeting to give each party equal opportunity to refer to such evidence during the meeting, including for purposes of cross-examination; and

- G. Create within 5 days an investigative report that fairly summarizes relevant evidence, and at least 10 days prior to the determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
- H. Reported sexual harassment determined not to be sexual harassment as defined under Title IX may be investigated in accordance with Policy GAAA.

#### 8. Questions.

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford a 10 day period for each party to have the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The decision-maker(s) shall explain to the party proposing the questions any decision to exclude a question as not relevant.

#### 9. Determination regarding responsibility.

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall, within 10 days of the conclusion of the question and answer period, issue a written determination regarding responsibility. To reach this determination, the District shall apply the preponderance of the evidence standard of evidence to formal complaints against students, to formal complaints against employees and to all complaints of sexual harassment.

The written determination shall include-

- A. Identification of the allegations potentially constituting sexual harassment as defined in this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the District's policies to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
- F. The District's procedures and permissible bases for the complainant and respondent to appeal.
- G. The District shall provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the

date on which an appeal would no longer be considered timely.

H. The Title IX Coordinator is responsible for effective implementation of any remedies.

#### 10. Appeals.

The District shall offer both parties 10 days after a decision for an appeal from a determination regarding responsibility, and from a District's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- D. As to all appeals, the District shall:
  - i. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
  - ii. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator:
  - iii. Ensure that the decision-maker(s) for the appeal complies with the training standards set forth in this policy:
  - iv. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
  - v. Issue a written decision describing the result of the appeal and the rationale for the result; and
  - vi. Provide the written decision simultaneously to both parties within 10 days of the receipt of the appeal.

#### 11. Informal resolution.

The District shall not require as a condition of employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy. Similarly, the District shall not require the parties to participate in an informal resolution process and shall not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District—

- A. Provides to the parties a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- B. Obtains the parties' voluntary, written consent to the informal resolution process.

#### 12. Recordkeeping.

The District shall maintain for a period of seven years records of—

- A. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- B. (Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website, shall make these materials available upon request for inspection by members of the public.
  - i. For each response required under the District's process for responding to a sexual harassment formal complaint, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

#### 13. Confidentiality.

The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by federal or state law or regulations, or to carry out the purposes of Title IX requirements, including the conduct of any investigation or judicial proceeding arising thereunder.

#### 14. Retaliation Prohibited.

a. No District or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for employee code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Complaints alleging retaliation may be filed in accordance with the procedures specified in Policy GAAA.

- b. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under subparagraph (a).
- c. Charging an individual with an employee code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under subparagraph(a); provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

#### 15. Time Frame.

The District shall allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

#### **NOTICE:**

The District is required by Title IX and its implementing regulations to notify employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District that the District does not discriminate on the basis of sex in the operation of its education programs or activities, including admissions and employment.

Contact information for the District's Title IX Coordinator is located on its website and in all handbooks or catalogs that the District makes available to employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District.

Inquiries about Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

#### **Board Policy GAK: Personnel Records**

Original Adopted Date: 06/11/2007 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### PERSONNEL RECORDS

A personnel record shall be maintained for each employee in the school system and shall contain information usually expected in good personnel administration such as application, recommendations, education credentials, transcripts, correspondence, pertinent data concerning the employee, anecdotal notes, and evaluation reports. Such records shall be considered confidential and shall be accessible only to authorized personnel who have a legitimate reason for access. Personnel records may be kept electronically.

All materials filed (except for third party reports or recommendations) in a personnel record shall be available for inspection by the employee and others as provided by law.

In order to protect confidentiality rights of employees, administrators, and teachers, no employee shall release any document, documents or information which would not be construed to be an open record pursuant to Georgia law (Open Records Act, O.C.G.A. 50-18-70). The following personal information shall not be disclosed unless otherwise excepted by law or the written consent of the employee has been obtained: home address, home and/or cell telephone number(s), social security number, insurance information, mother's birth name, day and month of birth, credit card or debit card numbers, bank account information and financial data or information (other than compensation), tax information, personal email addresses, identification of immediate family members or dependents, evaluations, directives, or health or medical information. The employee may give consent to release information contained in the file to others including third party entities.

Furthermore, the school system shall abide by all laws and regulations pertaining to the use, misuse and/or violations concerning the Georgia Crime Information Center (GCIC) and Criminal Justice Information System (CJIS) Network, materials, records and information obtained thereof. The provisions shall apply to all employees, non-paid employees, and vendors/contractors with access, to include physical and logical access, to GCIC materials, records and information. All employees, non-paid employees, and vendors/contractors are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and the laws of the State of Georgia.

The following disciplinary action is a general guideline which may be used for general working errors involving violations determined to be accidental errors or errors made due to the need of Security Awareness training. The severity of the error will be evaluated by the Superintendent or his/her designee.

1st offense (for less severe errors) - Verbal Warning, and additional training if needed

2nd offense (determined by the severity of error) Written reprimand and additional training

3rd offense - Written reprimand, possible suspension or termination and additional training

4th offense - Employment termination

For deliberate violations and/or misuse of GCIC/NCIC or information obtained thereof, other disciplinary measures may be taken up to and including termination and possible criminal prosecution.

LEGAL REF.: O.C.G.A. 50-18-70; 50-18-71 et. seq; 50-18-72; 35-3-38; Title 28. USC 534.

Rescinds: GAK Adopted: 05/14/18

#### **Board Policy GAK(1): Criminal Background Check**

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

A criminal record check will be conducted at or prior to employment on every person who is employed by the Board of Education for the first time to fill either a full-time or part-time certified or classified position with this School District.

For initial hiring purposes, the employee either shall be fingerprinted or shall provide a signed and notarized consent on a form designated by the School District, including the employee's full name, address, social security number and date of birth, based upon the requirement of state law or applicable rule or regulation. A clearance certificate verifying a satisfactory criminal background check may be required based on the requirements of state law and rules of the Professional Standards Commission.

Subsequent criminal record checks will be conducted on all personnel in accordance with state laws, state board rules, and rules of the Professional Standards Commission. All certified personnel whose employment is continued with this School District shall have a criminal record check made upon any certificate renewal application to the Professional Standards Commission. All classified employees whose employment is continued with this School District shall have subsequent criminal record checks on a periodic basis, not to exceed every five years, using procedures and schedules to be determined by the Superintendent or designee.

The cost of such record checks for all personnel shall be paid by the applicant or employee.

Criminal record check information shall be used by the school district and its officials and employees only for the purpose of determining whether to grant or continue regular employment, and in any administrative or judicial proceeding calling such employment into question. Such information shall be stored, restricted, and disposed of in such manner as may be required by federal and state authorities. A breach of confidentiality or the inappropriate use of criminal background check information may constitute a workplace violation and may be grounds for disciplinary action including, but not limited to, termination and/or reporting to the Professional Standards Commission.

The Superintendent shall establish such procedures, fees and regulations needed to administer this policy.

#### **Board Policy GAMA: Drug-Free Workplace**

Original Adopted Date: 06/13/2005 | Last Revised Date: 05/14/2018 | Last Reviewed Date: 12/12/2022

#### **DRUG-FREE WORKPLACE**

The Board is concerned with the well being of all employees and recognizes that a drug-free workplace encourages employee productivity, promotes the accomplishment of the Board's missions and goals, and enhances a positive educational environment for students. In accordance with the Drug-Free Workplace Act of 1988, the Board declares that the unlawful manufacture, distribution, sale, possession or use of alcohol, marijuana, controlled substances, and other dangerous drugs (including but not limited to narcotic drugs, stimulants, depressants or hallucinogenic drugs) or being at work under the influence of alcohol, controlled substances, marijuana or other dangerous drugs is a serious threat to public health, safety and welfare. With this in mind, the Board declares that its work force shall be free of any person who would knowingly manufacture, distribute, sell or possess a controlled substance, marijuana or a dangerous drug in an unlawful manner. This prohibition specifically includes the location of the employee's workplace. Furthermore, this prohibition also includes, but is not limited to, an employee being under the influence of alcohol or controlled substances while on duty or carrying out the duties of employment in the workplace or at any school activity on or off school property.

Any employee who is convicted for the first time, under the laws of this state, the United States, or any other state, of any criminal offense involving the manufacture, distribution, sale or possession of a controlled substance, marijuana or a dangerous drug shall be subject to disciplinary action. At a minimum, such an employee shall be suspended for a period of not less than two months and shall be required to complete, at his or her own expense, a drug abuse treatment and education program licensed in the state of Georgia and approved by the Board. At a maximum, such an employee may be terminated from his/her employment with the school system. Any employee who is convicted for a second or subsequent time under the laws of this state, the United States, or any other state, of the offenses included in this policy shall be terminated from his or her employment and shall be ineligible for employment with the school district for a period of five years from the most recent date of conviction.

For purposes of this policy, the following definitions shall apply. A controlled substance is defined as those drugs or substances listed in Schedules I through V of the Federal Controlled Substance Act, including but not limited to marijuana, cocaine, heroin, opiates and amphetamines. Not included are substances used in accordance with a valid prescription. A dangerous drug is defined as any drug, other than a drug listed in any schedule of Article 2 of O.C.G.A. Title 16, Chapter 13, which may be dispensed only upon prescription. The work place is defined as a geographic location at which an employee performs work pursuant to his/her employment with the Cartersville School Board including travel while in travel status. A conviction refers to any conviction in a court of competent jurisdiction, specifically including acceptance of a plea of guilty, nolo contendere, or any plea entered under the First Offenders Act of Georgia or any comparable state or federal legislation. A criminal drug statute is defined as a federal or non-federal criminal statute involving the manufacture, distribution, sale, use or possession of any controlled substance.

If, prior to an arrest for an offense involving a controlled substance, marijuana or dangerous drug, an employee notifies the Superintendent or the Superintendent's designee that the employee illegally uses a controlled substance, marijuana or a dangerous drug and is receiving or agrees to receive treatment under a drug abuse treatment and education program licensed under Chapter 5 of Title 26 of the O.C.G.A. and approved by the Board, the employee shall be entitled to maintain his/her employment for up to one year as long as the employee follows the treatment plan. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but the employee's work activities may be restructured if practicable to protect persons or property. The rights granted by this policy shall be available to an employee only once during a five-year period and are intended to be and shall be interpreted as being the same as those minimum rights granted pursuant to the Georgia Drug-Fee Work Force Act and any subsequent amendments thereof.

This policy is not intended and shall not be interpreted as prohibiting the system from taking appropriate disciplinary action against an employee where there exists evidence that an employee uses, distributes, or sells illegal drugs even though the employee has not been convicted of any criminal offense or where there exists evidence that an employee is under the influence of alcohol while on duty, except that the school system may not use statements of any employee to the Superintendent requesting treatment as described in this policy.

Any employee who tests positive on a drug test associated with an injury or accident on the job for any controlled substance, marijuana, or other dangerous drug as defined in this policy, is subject to the conditions and consequences of this policy and may be disciplined accordingly up to and including termination of employment.

Employees suspected of being under the influence of any drug, including alcohol, may not be allowed to remain in the workplace. Employees under the influence of valid prescription or over-the-counter medications may not be allowed to remain in the work place if in the judgment of the immediate supervisor such permission is a concern of public health, safety or welfare to students, other staff members, or to the employee. If, in the judgment of the supervisor, allowing the employee to remain at the workplace jeopardizes a positive climate in the work place, then the employee may be requested to leave. If a supervisor has knowledge or suspects an employee of being under such influence, he/she may request the employee to leave the workplace, provide alternative transportation to remove the employee, and/or contact the Superintendent or his/her designee. The Superintendent or his/her designee may also contact appropriate authorities if there is a suspicion of a drug-related criminal offense.

A copy of this policy shall be disseminated to all employees either directly or through employee handbooks. As a condition of employment, compliance with the standards of conduct outlined in this policy is mandatory and employees shall notify the Superintendent or his/her designee within five (5) days of any arrest on any drug-related criminal charge and further notify the Superintendent or his/her designee within five (5) days of any conviction of a drug-related offense.

The Board shall not consider for employment any applicant who has been convicted for the first time of any drug offense as described above for a three-month period from the date of the conviction nor shall the Board consider any applicant for employment who has been convicted for the second time of any drug offense as described above for a five-year period from the most recent date of conviction.

LEGAL REF.: O.C.G.A. 16-13-2; U.S.C. 812

Rescinds: **GAMA** Adopted: 12/12/11

#### **Board Policy GAN: Employee Tobacco Use**

Original Adopted Date: 06/11/2007 | Last Revised Date: 02/08/2016 | Last Reviewed Date: 12/12/2022

#### **TOBACCO FREE ENVIRONMENT**

The Board, in accordance with the "Georgia Smoke Free Air Act of 2005," shall prohibit tobacco use at any time in any school building or property owned or leased by the Board, or at any time in any Board-owned vehicle, including any school buses, or at any school-sponsored activity on campus or off campus. This prohibition includes the use of tobacco products by employees at all times, including when such employees are directly instructing or supervising students, whether directly or indirectly. Tobacco products shall include, but not be limited to, any nicotine delivery system such as cigarettes, e-cigarettes, and/or other "vaping" equipment. Direct supervision includes coaching, band directing, acting as a sponsor or advisor of a club or similar school organization and other instructional roles. Employees shall not store or possess tobacco or tobacco-related products on their person or in their belongings in such a manner that these items are visible to students.

No student, staff member, school visitor, or volunteer is permitted to possess or use any tobacco product at any time, including non-school hours, 24 hours per day, and seven days per week:

- In any building, facility, or vehicle owned, leased, rented or chartered by the Board or school;
- On any school grounds or property, including athletic fields and parking lots, owned, leased, rented, utilized or charted by the Board or school;
- At any school-sponsored or school-related event on-campus or off-campus.

Board employees who violate this policy may be subject to appropriate adverse personnel action, including but not limited to, reprimand, suspension with or without pay, or termination of employment.

CROSS REF.: Policy KM - Visitors to Schools

LEGAL REF.: O.C.G.A. 20-2-50; 20-2-59; 20-2-142 (c); 290-5-61-.01; 290-5-61-.03, 290-5-61-.10; Goals 2000: Educate America Act, Title X, 1042-1044, 20 USC 6081 et seq.

Rescinds: GAN Adopted: 12/12/11

#### **Board Policy GANA: Infectious Diseases**

Original Adopted Date: 07/09/2007 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

An "infectious disease" means an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal.

The Board of Education authorizes the Superintendent or designee to develop and implement procedures related to the impact of infectious diseases on school system management and operations. Such procedures shall be consistent with the requirements of the Georgia Board of Education Rule 160-1-3-.03 and shall require the following actions:

- 1. The annual provision to employees of information, education or training related to transmission of infectious diseases, risk reduction and standard precautions, based on guidelines or recommendations of the Centers for Disease Control and Prevention (CDC).
- 2. The immediate notification of the employee of the need to obtain an appropriate medical evaluation where there exists reasonable suspicion that an employee has an infectious disease.
- 3. The involvement of the school nurse, public health agency representatives, health care professionals, and school system administrators in operational decisions concerning an employee who has an infectious disease.
- 4. The disclosure of health-related information only as permitted by state or federal law.

#### Board Policy Manual Cartersville City Schools

**Status: ADOPTED** 

#### **Board Policy GBC: Professional Personnel Recruitment**

Original Adopted Date: 03/13/2006 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

The goal of the Board of Education is to secure qualified employees needed to operate an effective and efficient school system. Because the Board seeks to employ or appoint the best persons available, the Board intends for the school system to implement effective recruitment and selection procedures that will best serve the mission of the school system.

The recruitment and selection of personnel shall be conducted in such a manner as to assure nondiscrimination on the basis of sex, race, religion, national origin, age, or disability.

Available certificated positions shall be announced in writing within the school system and submitted to a state-wide online job database maintained by the state.

In operating the most effective and efficient school system possible, the Superintendent may recommend to the Board the transfer or reassignment of personnel into positions that best meet the needs of the school system. Positions that are filled through transfers or reassignments shall not be considered vacant within the meaning of this policy and shall not be subject to the announcement, advertisement or any other provision of this policy.

#### **Board Policy GBIA: Teacher Evaluation Appeals**

Original Adopted Date: 07/12/2021 | Last Reviewed Date: 12/12/2022

#### **TEACHER EVALUATION APPEALS**

The appeal process described in this policy shall be available to teachers who have accepted a full-time, full school year contract with the Board of Education for the fourth or subsequent consecutive school year and are evaluated using the state instrument for annual evaluation of teachers. Such teachers may appeal summative performance ratings of "Unsatisfactory" or "Ineffective" contained in personnel evaluations conducted pursuant to O.C.G.A. 20-2-210, procedural deficiencies on the part of the school system in conducting an evaluation, and job performance.

No more than five (5) school days after the summative evaluation conference, the teacher shall provide a written notice of appeal to the responsible evaluator detailing the factual basis for the appeal. This appeal may be hand-delivered or sent by electronic mail. The principal responsible for the teacher shall be the first level of review and shall respond in writing within five (5) school days after the appeal is received. The decision may be hand-delivered to the teacher or sent by electronic mail.

If the teacher is dissatisfied with the principal's response, an appeal may be filed within five (5) business days with the Assistant Superintendent of Human Resources/Operations or his/her central office designee who is certified and trained in the state evaluation program. If no central office staff member is trained or at the discretion of the Superintendent, a qualified third-party administrator from outside the district may be appointed to review the appeal. A written response shall be provided to the teacher within five (5) days of the appeal being received by the designated administrator. The decision may be hand delivered to the teacher or sent by electronic mail. This level two decision shall be final.

A teacher shall not be subject to any reprisal as a result of filing an appeal under this policy.

#### **Board Policy GBKA: Professional Personnel Lay-Off**

Original Adopted Date: 07/12/2004 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### REDUCTION IN FORCE

One of the most important functions of the Board is to employ personnel and manage resources within the_limitations defined by the funding sources of the school system. Consequently, it shall be the prerogative of the Board to abolish job positions, to reduce the length of the work year and salary of certified or non-certified personnel (hereinafter "to downgrade") and/or reduce the number of employees when seeking to adjust effectively with program changes or financial conditions. When faced with reduced student enrollments, financial limitations, curriculum changes, elimination of programs/services, and/or other extenuating circumstances reductions in force, downgrading positions, and salary changes may become financially necessary and/or desirable by the Board.

This reduction in force (RIF) policy shall apply to all personnel employed by the Board. Nothing in this policy, however, shall be construed to extend to personnel any expectation of re-employment or due process rights greater than allowed under applicable Georgia law; nor is this policy to be construed to mandate the promotion or transfer of an employee to a position of higher rank, authority, or compensation, even though the employee may be qualified or certified for a higher or other position.

When the Superintendent determines that the application of this reduction in force policy is necessary, it shall be his/her primary responsibility to prepare for presentation to the Board a procedure for RIF Plan . In making recommendations for termination or downgrading of employee positions, the Superintendent may consider any position or employee of the Board.

In development of the RIF Plan, factors to be considered by the Superintendent shall include, first and foremost, the professional expertise and skill set, effectiveness, and overall job performance of individual employees as reflected in such information as annual evaluations as well as the Superintendent's or supervisor's observation and knowledge.

If the Board acts at the recommendation of the Superintendent, the Superintendent shall notify the affected employee.

Any RIF plan shall be taken on its own need and merit and may be school-based or system-based depending upon the specific identified need. The plan shall not be based upon race, color, religion, national origin, political affiliation, age, handicap, or sex.

Rescinds: GBKA Adopted: 06/14/10

#### **Board Policy GBN: Professional Personnel Termination**

Original Adopted Date: 08/14/2017 | Last Reviewed Date: 12/12/2022

#### PROFESSIONAL PERSONNEL TERMINATION

Cartersville City Schools is a Georgia Charter School System operating under the Charter Schools Act, O.C.G.A. §20-2-2060 et. seq., as it relates to termination, separation or non-renewal of personnel from employment with the school system. The School District has waived the provisions of the Georgia Fair Dismissal Act (O.C.G.A. §20-2-940 through 948) as applied to its certified employees and it is not the intention of this policy to affect that waiver. However, employees working under a written contract of employment for a definite term shall be entitled to receive limited proceedings as outlined in this policy.

#### **Termination During the Contract Term**

A current year contract may not be terminated by the district against an employee's will without due written notification to the employee. Such notification can be hand-delivered to the employee or mailed via U.S. mail to the employee's last known address. Additionally, termination during the contract term shall include access to a formal hearing before the Board of Education at the request of the employee. Examples of actions that could cause for immediate termination include, but not be limited to: felony arrest for controlled substances, assault, fraud, inappropriate interaction with a student as defined by the Georgia Educators Code of Ethics, any form of child abuse, violation of test security protocols or cheating, providing false statements during the course of an investigation, refusing to participate in an investigation, or insubordination.

#### Non-Renewal of Contract

While O.C.G.A. §20-2-942, the so called "tenure" provision no longer applies to Cartersville City School certificated employees, the district's administrators understand the significance of non-renewal for an educator. Unless the Superintendent recommends renewal of an employee's contract to the Board of Education, the employee will not be offered a standard contract for a subsequent year with the school system. In making such decisions, the superintendent shall rely heavily upon the employee's supervisors input. It is expected that administrators use professional judgment that is in the best interest of students foremost and be able to provide justifiable rationale to the Superintendent in non-renewal decisions.

A recommendation for non-renewal by a supervisor shall be reviewed by the assistant superintendent. It is expected that the supervisor provide documentation to support the recommendation for non-renewal. Such documentation may include, but not be limited to, such items as:

- Communication(s) with the educator identifying areas of concern or deficiency and an expectation for improvement and support offered
- Previous discussion with appropriate central office administrators regarding issues of concern
- Involvement of appropriate internal or external support (Instructional Lead Teachers, department chairs, RESA personnel, human resources, etc.)
- Adequate time for improvement when applicable
- Current evaluation/observation that supports the case for non-renewal
- Professional development or remediation plans
- Notification to the educator that he/she may not be recommended for renewal

The assistant superintendent may meet with the employee to provide explanation for the proposed adverse employment action. During this meeting the employee may provide relevant information and/or documentation for consideration. The employee shall have no right to have an attorney or any other representative/advocate present during this meeting.

After meeting with the assistant superintendent, the employee may appeal the action to the superintendent within five (5) business days. Such appeal must be in writing stating the reason(s) for the appeal. If the employee communicates timely for the appeal as provided in this policy, the superintendent shall schedule a meeting with the employee within

ten (10) business days of the appeal. The employee may provide relevant information and/or documentation for consideration. The employee shall have no right to have an attorney or any other representative/advocate present during this meeting, unless expressly authorized by the superintendent in advance of any scheduled meeting, as may be determined in the superintendent's sole and absolute discretion.

The superintendent will make the final decision on the renewal/non-renewal issue and the employee will be so notified. There is no appeal from the superintendent's final decision.

#### **Operating Procedure GBRF-OP(1): Professional Personnel Expenses**

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### **EXPENSE REIMBURSEMENT**

Reimbursement for actual expenses incurred by professional employees in connection with their duties must be approved by the Superintendent or his/her designee.

Except in unusual cases, reimbursement shall be made only if the supervisor has approved the expense.

Reimbursement for actual expenses incurred by professional employees who are authorized to travel as part of their assigned duties shall be made in accordance with regulations prescribed by the State Board of Education and the Cartersville School Board.

CROSS REF.: Policy **DIA** – Accounting and Reporting System; Policy **DJE** – Purchasing; Policy **DK** – Student Activity Funds

Rescinds: GBRF Adopted: 04/04/94

#### Operating Procedure GBRG-OP(1): Professional Personnel Non-School Employment

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### **NON-SCHOOL EMPLOYMENT**

The Board expects all professional personnel to regard their employment with the school system as their first employment obligation. Should outside employment be accepted by an employee, it must be employment which takes neither time nor energy from the employee's school system position. Employees are advised that positions in the school system require a certain level of energy, stamina, time and commitment. It is expected that all employees provide a level of vigor to their job which benefits students appropriately and helps carry out the functions, programs and purposes of the school.

Each principal shall have direct responsibility for evaluating the effects of outside employment on personnel assigned to his/her staff.

In no case shall a teacher be allowed to sell instructional materials, reference materials, or other instructional supplies during the regular school term or within the Cartersville City School District at any time. Employees who work for or represent companies providing auxiliary items or services, such as spirit wear and clothing, or other companies doing business with the school(s) or system may not do so during their contracted work hours and must comply with all relevant bidding and quoting provisions in Board policy.

Furthermore, no employee of the Board shall give written or oral endorsement to any company or representative for promotional purposes for any periodical, book, or product which may be offered for sale to schools, parents, or students.

Rescinds: **GBRG** Adopted: 10/11/04

### Board Policy Manual Cartersville City Schools

Status: ADOPTED

#### **Board Policy GBRGA: Professional Personnel Consulting**

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

The Board authorizes the use of funds to pay for consultants and associated fees for contracted services provided in the system. All recommendations and requests for consultants for professional development activities and other necessary consultative services must be approved by the appropriate director or supervisor of the affected program, the Assistant Superintendent, or Superintendent. The Superintendent shall have final authority over all consultants and other providers who are invited into the school system.

#### **Operating Procedure GBRGB-OP(1): Professional Personnel Tutoring for Pay**

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### **TUTORING FOR PAY**

Teachers employed by the Board have an obligation to help students achieve academically to the best of their ability. In order to avoid possible conflicts of interest and violation of ethical standards, teachers shall not receive pay for tutoring students who currently attend or are enrolled in their classes. This restriction does not apply under the following circumstances:

- 1. Summer months when teachers are not under contract.
- 2. Programs approved by the Board which compensate teachers for after hours instructional activity.
- 3. Out-of-school-hours tutoring in areas of enrichment which cannot reasonably be provided during the regularly scheduled day

Teachers tutoring other students for pay will be charged a fee for the use of school system facilities, if used. The fee that teachers will be charged for using school facilities for tutoring will be 5% of the gross income the teacher receives for tutoring.

During the school year, teachers tutoring for pay must secure prior approval from their principal using the form provided by the district and make prior arrangements for payment of the facility use fee.

CROSS REF.: Policy GBU - Code of Ethics for Educators

Rescinds: GBRGB Adopted: 06/11/07

#### **Board Policy GBRH: Professional Personnel Leaves and Absences**

Original Adopted Date: 08/13/2007 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### **LEAVE - CERTIFIED PERSONNEL**

Employees are expected to maintain regular and punctual attendance. While even the most conscientious employee occasionally finds it necessary to miss work, unnecessary absences are to be avoided. Principals, department heads and immediate supervisors are expected to monitor employees' attendance and take appropriate action when attendance problems or negative attendance patterns occur.

Leave is permitted only as specified in this policy and subsequent procedures. Absences that do not comply with this policy are prohibited and may result in disciplinary action up to and including termination of employment. All leave requests, documents, and records shall be submitted in a timely manner and following system and school procedures. It is understandable that the need for unforeseen leave occurs, however all employees are expected to communicate and request allowable leave by the earliest known date regardless of the type of leave.

#### Sick Leave

Full-time professional personnel are eligible for paid sick leave at the rate of one and one-fourth (1 1/4) working days for each contract or employment month completed. Sick leave shall accrue to a maximum of one hundred twenty (120) contract days at which time the employee ceases to earn until such time that the total days drop below the maximum days allowed. Regular part-time employees working less then 50% are entitled to paid sick leave in proportion to the amount of time worked if they serve in roles specifying their attendance being required by a set daily schedule.

The system advances anticipated sick leave to certified employees at the beginning of the school year. This advancement cannot exceed the number of days which can be earned in one fiscal year. Necessary adjustments in salary shall be made during the contract year if advanced leave is permitted and the employee does not fulfill his/her contract obligations.

A doctor's certificate may be required by the Superintendent or his/her designee whenever deemed necessary. If there is reason to question the accuracy or validity of the certification provided by the employee, additional certification may be required from a physician selected by the school district. An employee returning from sick leave may be required to provide a doctor's statement as to whether the employee is able to perform assigned job duties and the need for any accommodations requested by the employee. The school district may request additional information from the employee's physician and/or from a physician of the district's selection.

Per state rules, sick leave may be granted for the following causes:

- a. Personal illness or injury
- b. Illness in the immediate family
- c. Death in immediate family
- d. Exposure to a contagious disease
- e. Birth of a child

For the purpose of determining eligibility for sick leave, "immediate family" shall be interpreted to mean father, mother, husband, wife, child, step-child, brother, sister, or a relative living in the household of the employee.

Employees will be charged with sick leave only for absences occurring on days they would otherwise work. Absences on Sundays, system-recognized holidays, and other non-work days will not be charged against sick leave.

Employees needing to take sick leave must notify their immediate supervisor as far in advance as possible.

An employee who is absent because of illness for more than three (3) consecutive days must inform the principal or his/her designee, or the employee's supervisor if not based in a local school, and the approximate date the employee will be able to resume his/her duties. The principal or supervisor shall submit all necessary and required employee attendance information to the Payroll Department, as required. Upon three (3) consecutive days of absence the employer can apply Family and Medical Leave Act (FMLA) requirements to the employee's absence commencing on

the first date of absence.

Certified staff members new to the school system may transfer up to a maximum of forty-five (45) days of unused sick leave earned as a certified employee from another Georgia public school system as allowed by Georgia law. Verification of accumulated leave from the previous employer is required.

Any accumulated unused sick and personal leave credited to an employee shall be forfeited if the employee withdraws from service for a period of 12 or more consecutive months. The employee shall forfeit all accrued sick leave that is over the forty-five (45) days allowed by Georgia law upon separation from employment with the school system. There shall be no provision to pay for accrued sick leave at the time of end of service.

A former employee who returns to employment within 12 consecutive months of separation and had forfeited sick leave upon separation, shall be entitled to have such leave restored upon returning to service. A former employee who returns to employment after being separated for more than 12 consecutive months and had forfeited sick leave upon separation, shall be entitled to have such leave restored upon returning to service for a period of at least 2 consecutive years of service.

Employees absent for other than approved reasons, or absent after their available sick leave has been exhausted, shall have a deduction of one average day's pay for each day not approved or covered by leave. An average day's pay will be calculated based on the number of days scheduled employment.

Teachers or other school employees who are injured by a physical assault while performing their duties shall not be charged with sick leave for absences resulting from such injuries for up to the first seven (7) workdays of absence resulting from a single injury. The teacher or other employee shall not have his/her compensation reduced because of such absence or be required to pay the cost of a substitute.

#### **Paid Parental Leave**

The Board of Education shall make paid parental leave equally available to all eligible employees of the Board of Education under the following terms:

- 1. An employee of the Board of Education shall be eligible for paid parental leave for qualifying life events upon satisfying the following criteria:
  - a. The employee is classified as full-time by the District and is eligible to participate in the TRS (Teacher Retirement System of Georgia) or the PSERS (Public School Employees Retirement System); and
  - b. The employee has six continuous months of employment with the Board, regardless of whether he or she is eligible for paid or unpaid leave under federal law. An employee paid on an hourly basis must have worked a minimum of 700 hours over the six-month period immediately preceding the requested paid parental leave date.
- 2. A qualifying life event means:
  - a. The birth of a child of an eligible employee;
  - b. The placement of a minor child for adoption with an eligible employee; or
  - c. The placement of a minor child for foster care with an eligible employee.
- 3. The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 120 hours, regardless of the number of qualifying life events that occur during such period.
  - a. The rolling 12-month period shall be measured backward from the date an eligible employee first uses parental leave.
  - b. Parental leave may be taken as needed and may be taken in increments of less than eight hours. The smallest increment of parental leave that may be taken is 2 hours.

- c. Any unused paid parental leave that remains 12 months after the qualifying event shall not carry over for future use.
- d. Unused paid parental leave shall have no cash value at any time of the eligible employee's separation from employment with the Board of Education.
- 4. Paid parental leave under state law shall run concurrently with any leave provided under federal law.
- 5. Eligible employees requesting paid parental leave should submit their request to the Superintendent or designee at least 30 days in advance, if the need for leave is foreseeable. If the need for leave is not foreseeable, leave should be requested as soon as reasonable possible, usually within a day or two of the employee learning of the need for leave.
- 6. The Superintendent or designee shall develop paperwork needed to administer paid parental leave, which shall specify the documentation required to establish the existence of a qualifying life event.

#### **Unpaid Medical Leave**

An employee who does not have sufficient accumulated paid sick leave or vacation to cover medical absences may request unpaid medical leave. Medical certification may be required. Unpaid medical leave shall not exceed one contract year or assignment period.

#### **Personal Leave**

A maximum of three (3) days personal leave may be granted to each employee annually. The intent of such leave is for the employee to be able to take care of their personal business that cannot be done at another time, or for what might be considered a "once in a lifetime" or rare opportunity. It is not to be for a vacation or break from work. Such leave may be used provided prior approval of the employee's absence is given by the Superintendent or his/her authorized representative. Such leave shall be deducted from the employee's accumulated sick leave.

Except during the times listed below, employees are not required to disclose the specific reason for taking personal leave other than to specify that the absence is personal. Except in extreme emergencies or situations, personal leave does not have to be granted at the following times, considered to be critical days:

- a. the work day immediately prior to or after a school holiday/break or vacation;
- b. the first student day of the school year and the following four working days thereafter;
- c. the last student day of the school year and the preceding four working days thereof;
- d. pre-planning, conference, inservice, professional learning and post-planning days;
- e. other days identified by the Superintendent or by the immediate supervisor as critical.

Requests for Personal Leave during designated critical days will be considered on a case-by-case basis. In making the determination of allowance of application of personal leave during designated critical days, the Superintendent or his/her authorized representative shall consider all factors, including but not limited to,

- a. the instructional and psychological impact on students under the employee's tutelage;
- b. the potential impact the employee's absence may have on the school or department's operation, both short term and long term;
- c. the number of days of the request;
- d. the reason of the request;
- e. prior use of personal leave during designated critical days;
- f. the timing of the request in relation to the day(s) requested; and
- g. other absences real and anticipated for the days requested.

The Superintendent's, or his/her representative's, decision about Personal Leave requested during designated critical days is final. The Superintendent shall have the authority to deny all requests for leave under this policy at any time the actual or anticipated employee absences on a given date reaches 10% of the total teaching staff at the school. Additionally, the Superintendent may designate other days in the school year as critical due to changes in the school

calendar brought on by events such as inclement weather and other emergencies. If Personal Leave is not approved for the requested day(s), the employee may take Leave Without Pay.

#### **Maternity**

The district considers pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as temporary disabilities for all job-related purposes. A pregnant employee may continue in active employment as late into the pregnancy as the employee desires provided the employee is able to perform the required functions of the job to the satisfaction of the employer. Final determination of ability to perform properly shall be made by the Board. An employee wishing to work to the date of physical disability shall be entitled to the use of all accumulated sick leave credit not to exceed the doctor's estimated length of physical disability. An employee wishing to discontinue work prior to the date of physical disability shall be governed by the same sick leave provisions as apply to employees on leave for other reasons. See Policy GDRHG--Family Medical Leave.

For the birth of a child, an employee may use up to six (6) calendar weeks (42 days) for natural delivery or eight (8) calendar weeks (56 days) for Cesarean delivery following the actual birth date. Any "bonding time" beyond the 6-week period following birth (8 weeks for a cesarean) is not eligible for sick leave application. However, leave for "bonding time" may be subject to eligible Family Medical Leave.

#### **Bereavement**

In the event of a death in the immediate family of an employee, leave will be charged against the employee's accumulated sick leave. Up to five (5) days sick leave may be used for absence due to death of an employee's spouse, child, father, mother, grandparents, in-law equivalents of the foregoing, any individual listed as a dependent on the employee's income tax return, or any relatives living in the residence of the employee. Additional days may be requested by the employee from the Superintendent under extenuating circumstances.

#### **Professional Leave**

An employee may be granted paid or unpaid professional leave to engage in activities associated with professional organizations and professional learning related to the employee's position in the school system. Professional leave requires approval in advance by the employee's immediate supervisor. If unpaid professional leave is granted, the employee may elect to use available personal leave for the absence, subject to provisions governing personal leave in this policy.

Paid leave may be granted when an employee must be away from normal responsibilities in order to participate in activities directly related to student needs or assigned by the Superintendent or his/her designee. Such leave includes, but is not limited to, professional learning, committee assignments, accreditation meetings, coaching or sponsoring extracurricular and competition teams, or other official school business.

Requests for professional leave must be made as prescribed by the school system and, when possible, must be submitted to the employee's immediate supervisor at least ten (10) working days prior to the requested leave date(s). In order to be reimbursed for expenses incurred while on professional leave, the employee must have prior approval for the reimbursement and submit the request as per system procedures.

#### **Jury Duty or Witness Leave**

All school system employees shall be allowed a leave of absence without loss of pay and without deduction of any amounts otherwise received as compensation for service as an employee for the purpose of attending judicial proceedings in response to a subpoena, summons for jury duty, or other court order or process which requires the attendance of the employee at the judicial proceeding. Judicial proceedings not required by a subpoena or summons are not allowed under provisions of this section, but may be subject to personal leave. The employee must notify his/her immediate supervisor as soon as possible after the employee has been served with the summons for jury duty or subpoena to appear in a judicial proceeding.

Employees who serve as jurors shall not have the jury leave deducted from sick or personal leave, and no employee utilizing jury leave shall be required to pay the cost of employing a substitute to serve in his/her absence. Employees who qualify for this leave may retain any juror or witness compensation.

#### **Blood Donations**

Each employee of the school system shall be allowed a leave of absence of not more than eight (8) hours in each calendar year without loss of pay for the purpose of donating blood. This absence shall be computed at two (2) hours per donation, up to four (4) times per year.

# **Voting**

Each employee shall, upon reasonable notice to his/her immediate supervisor, be permitted to take any necessary time off from his/her employment to vote in any municipal, county, state, or federal political party primary, special or general election for which such employee is qualified and registered to vote on the day on which such primary or election is held; provided, however, that such necessary time off shall not exceed two (2) hours. The employer may specify the hours during which the employee may absent himself/herself as provided in this policy.

# Military Leave

Employees shall be granted leave while engaged in the performance of ordered military duty as defined in O.C.G.A. 38-2-279 and while going to and returning from such duty. Paid leave may be taken for this purpose for a period not to exceed eighteen (18) days in any one fiscal year and not exceeding eighteen (18) days in any one continuous period of absence. An employee on granted continuous military leave for active duty service extending beyond the eighteen days shall be paid the difference between his/her monthly salary and that paid by the military branch if such military pay is less than the employee would earn from the school system. Appropriate documentation from the employee (military pay stubs, etc.) is required for all pay periods. Such differentiated pay shall be made for up to twelve months as long as the employee remains on active ordered duty. At the end of such duty, employees shall have the right to reinstatement to the position, or substantially equivalent position, as held prior to the leave.

In the event the Governor declares an emergency and orders an employee to state active duty as a member of the National Guard, such employee shall be paid his or her salary or other compensation while performing such duty for a period not exceeding thirty (30) days in any one federal fiscal year and not exceeding thirty (30) days in any one continuous period of such state of active duty service.

Time during which an employee is absent for ordered military duty will not constitute an interruption of continuous employment; and no employee will be subjected to any loss of time, service, increment, vacation, holiday privilege, or any other right or privilege by reason of such absence, or be prejudiced regarding continuance of employment, reappointment, reemployment, transfer, or promotion by reason of such absence.

A request for military leave must be submitted to the employee's immediate supervisor and the appropriate personnel administrator promptly upon receipt of orders. A copy of the employee's official military or National Guard orders must accompany the request

# **Religious Holidays**

Employees may use personal leave for the observance of recognized religious holidays. Reasonable accommodations to the religious needs of employees shall be made in view of the overarching needs and purpose of the school system. In the event an employee needs additional days for recognized religious observance, the Superintendent has the authority to grant unpaid leave as long as it does interfere with fulfilling the obligations of the employee's job.

# **Vacation Leave**

Paid vacation leave applies for all full time, twelve-month employees. Service requirements for benefits of vacation refer to continuous service with the Cartersville City Schools unless stated otherwise in this policy.

Annual vacation leave shall be earned at a rate of 5/6 days per month for a total of ten (10) days per year for the first five years of completed service with the school system. Certificated full time, twelve-month employees with 6 or more years of completed service shall earn vacation leave at a rate of 1.25 days per month for a total of fifteen (15) days annually. Certificated full time, twelve-month employees who began service with the district before June 1, 2021 and who have fifteen (15) or more years completed service qualify for twenty (20) days vacation per year. Partial year service will result in prorated vacation leave for only the initial year (July 1 – June 30) of employment.

New twelve-month certificated employees shall earn vacation leave at a rate of 5/6 days per month for a total of ten (10) days which can be used during the first year of service. These employees will be advanced five (5) days beginning July 1. If the employee uses any vacation leave and then leaves the school system before earning the used

leave, the employee will be required to pay the school system back for the unearned leave.

Employees who resign shall forfeit any unused vacation leave beyond the effective date of the resignation as accepted by the Board. If an employee is terminated, no earned vacation leave past the official date of termination is allowed.

Vacation leave may not be accrued and any unused vacation leave not taken on or before June 30 shall be forfeited. The school system does not purchase unused vacation leave. The vacation leave period is July 1 – June 30. Annual vacation leave is determined by the number of complete months worked between July 1 and June 30.

Former employees re-employed in the school system do not retain their years of completed service for vacation purposes. Former employees who are re-employed start at year zero for vacation leave rules. For progression on the vacation leave experience rule, calculation of earned vacation leave does not begin until the employee receives his or her first twelve-month contract (240 or more days). Contracts of shorter duration are not considered in the progression formula.

School system observed holidays are not considered vacation leave. If the work year is shortened because of required furlough or non-work days because of budget cuts or reduction in funding, employees shall not have their earned vacation leave reduced. Twelve-month personnel are required to report to work during system holidays when required by the Superintendent.

All vacation leave is subject to approval by the immediate supervisor. Normally, for school-based personnel, vacation leave is not allowed during the two weeks prior to the beginning of school, pre- or post-planning inservice days, the first five (5) student days of the school year, the last five (5) student days of the school year, or other critical days as identified by the Superintendent or immediate supervisor.

Requests for seven or more consecutive days of vacation must be submitted as far in advance as possible and must be approved by the Superintendent or his/her designee.

#### Misrepresentation of Facts

An employee who misrepresents facts in order to obtain paid or unpaid leave will be subject to disciplinary action up to and including reporting to the Professional Standards Commission and/or termination of employment.

An employee who does not use his/her leave for the purpose requested may forfeit all rights and privileges provided for under this policy. He/she shall be subject to disciplinary action up to and including reporting to the Professional Standards Commission and/or termination of employment.

# **Employment During Leave**

Employees on approved sick leave may not accept employment or work for other employers during the period of approved leave. Violation of this requirement may be grounds for disciplinary action up to and including reporting to the Professional Standards Commission and/or termination of employment.

CROSS REF.: Policy GDRHG - Family Medical Leave

Rescinds: **GBRH** Adopted: 5/14/18

#### Operating Procedure GBRJ-OP(1): Arrangement for Substitutes

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### SUBSTITUTE TEACHERS

The Board is committed to adopting practices that contribute to student achievement. One such practice is the daily presence of teachers who actively pursue their assigned duties in a professional manner. The Board recognizes that events occur occasionally that cause teachers to be absent from their duties and that employment of a substitute teacher to carry out teaching assignments is in the best interest of the students.

The Board strongly recommends that substitute teachers with the highest qualifications be used and that instructional leadership and classroom management be maintained by the substitute so as to assure the least possible interruption of student progress.

Substitute teachers shall not participate in the health and welfare plans or other fringe benefits of the school district.

Retired teachers may be employed as substitute teachers without jeopardizing their retirement salary within the limits as prescribed by law.

The Board has established a priority order of qualifications for substitute teachers in grades PK-12. As a minimum, each substitute teacher must hold a high school diploma or equivalent. In descending priority further qualifications shall be categorized as follows:

Possession of a valid or expired professional teaching certificate (or letter of eligibility for the same)

Completion of at least one or more years of postsecondary training beyond a high school diploma ranked in order of number of years completed.

Possession of a high school diploma. Possession of a GED certificate.

Substitute teachers in categories four and five above cannot work in any one classroom more than ten (10) consecutive days unless no other substitute is available and the assigned substitute is determined to be the most qualified and skillful.

Substitutes in categories three through five above must be at least twenty-one (21) years of age.

Categories two through five above require successful completion of four hours of initial substitute teacher training approved by the school district and a full day of observation in one of the district's schools before a person can be placed on the substitute teacher list.

Substitutes shall have an acceptable criminal background check performed by the system at least every two calendar years in order to qualify for service as a substitute in any school of the system.

The Superintendent or his/her designee is authorized by the Board to approve a list of qualified persons who wish to serve as substitute teachers. The district shall maintain a list of qualified substitutes. A person who has a revoked or suspended teaching certificate is not eligible to be approved by the board as a substitute teacher.

Any classroom teacher vacancy that lasts 46 or more consecutive school days in a school year shall be filled with a certified in-field teacher, if available. If an in-field teacher is not available, then the best available certified teacher may substitute.

#### **Definition**

The term substitute teacher shall be interpreted to mean an individual contracted to serve in lieu of the regularly employed teacher who is absent from assigned responsibilities. The term substitute teacher also applies to a person contracted from the substitute teacher list to teach a class that does not have a regular teacher.

## Selection and Assignment

The principal has the authority to make specific substitute assignments in their building.

#### Payment

Substitute teachers shall be paid by the Board according to the pay scale determined by the Board.

STATE REF.: State Board of Education Rule GBRJ (Rule 160-5-1-.05)

LEGAL REF.: O.C.G.A. 20-2-216

Rescinds: GBRJ Adopted: 06/13/05

Completion of a baccalaureate degree or higher.

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# Regulation GBU-R(0): Professional Personnel Ethics - Coaches and Sponsors

Original Adopted Date: 06/11/2007 | Last Reviewed Date: 06/11/2007

#### **COACHES AND SPONSORS**

The Board may take appropriate action against any coach or sponsor of an athletic or competition team who violates the rules and regulations of the sport or activity which they supervise.

The Board will bring disciplinary action by either terminating, suspending or fining in an amount of not less than two hundred fifty dollars (\$250.00) any employee of the school system who as a coach or sponsor of an athletic or competition team commits an act or authorizes an act to be committed which violates a written rule or regulation of the athletic association, conference or similar regulatory body with jurisdiction over the team and which causes such team to be denied the right to participate in an event in which the team would have been eligible to participate.

Any fine levied against a coach or sponsor for the reason stated may be paid to the athletic association, conference or similar regulatory body with jurisdiction over the team.

Rescinds: GBUA Adopted: 04/04/94

#### Operating Procedure GCBA-OP(1): Classified Personnel Qualifications and Duties

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### SCHOOL BUS DRIVERS

#### Requirements

- a. The Cartersville City Schools shall employ both regular and substitute drivers of school buses upon the recommendation of the Superintendent.
- b. The school system shall select school bus drivers using the following minimum criteria:
  - 1. The minimum age to qualify as a bus driver is 18 years.
  - 2. Evidence of a physical examination by a licensed doctor of medicine or doctor of osteopathy within 60 days prior to the date of employment.
- c. To be considered for reemployment for any ensuing school year, the driver shall pass the annual medical examination prescribed by the Department of Education, not more than 60 days before the beginning of the school year and as often thereafter as the system deems necessary.

#### d. Licensing

- 1. A resident school bus driver must have a valid Georgia Commercial Driver's License (CDL) Class A, B or C.
- 2. School bus drivers shall obtain a CDL Class A, B or C license with an "S" endorsement, which authorizes the driver to drive a school bus. The driver of an air brake-equipped bus shall not have an "L" restriction which restricts him or her to vehicles not equipped with air brakes.
- 3. Non-resident school bus drivers must have an appropriate license, issued by their home state, to operate a school bus.

#### e. Compensation

- 1. The school system shall not pay to any employed regular driver a salary less than that prescribed by the state uniform minimum salary schedule, if one is provided by the State Board. The school system shall pay bus driver an amount correlating to their placement on a salary schedule adopted by the Board in the annual budget or as amended. The driver shall receive the monthly salary for 12 months provided the driver works the entire 180-day school year. Drivers working less than a full school year shall be paid on a pro-rata basis. The 180 days include authorized sick and personal leave.
- 2. Substitute drivers shall be paid by the Board and not by the regular school bus driver. Substitute drivers shall be paid at a rate adopted by the Board in the annual budget or as amended.
- 3. The Superintendent shall review the bus driver salary schedule regularly to remain competitive to attract the most qualified drivers.

#### f. School Bus Driver Education

- 1. Every new school bus driver must satisfactorily complete a training program approved by the Georgia Department of Education prior to driving a school bus used to transport students. A description of the required training program is found in the Georgia School Bus Driver Training Manual, available from the Georgia Department of Education.
- $2. \ \ \text{All school bus drivers shall attend annual in-service training and safety programs provided by the department.}$
- 3. The Cartersville City Schools shall report all accidents in which school buses are involved to the department on forms provided.

LEGAL REF.: O.C.G.A. 20-2-188; 20-2-110; 20-2-1112; 20-2-113; 40-5-23; 40-5-140; 40-5-150.

Rescinds: GCBA Adopted: 04/12/04

# **Operating Procedure GCI-OP(1): Classified Personnel Evaluation**

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

# **EVALUATION OF CLASSIFIED PERSONNEL**

The Board believes that a program for evaluating personnel is an integral component in the process of improving the quality of support and administrative services.

All classified personnel shall have their performance evaluated at least annually by an appropriate supervisor or administrator. All such performance evaluation records shall be part of the personnel evaluation file and shall be confidential. The Superintendent or his/her designee is responsible for developing a system of evaluation for each classified position in the school system and the fundamental basis of the evaluation shall be related to job performance in areas of responsibility as outlined in the job description for the position. The Superintendent or his/her designee shall develop standard procedures and forms for recording the evaluation.

The purposes of the annual performance evaluation are:

- 1. To identify and reinforce effective practices,
- 2. To identify areas where staff and professional development can improve service effectiveness, and
- 3. To identify personnel who do not meet the minimum standards so that appropriate action can be taken.

LEGAL REF.: O.C.G.A. 20-2-210

Rescinds: GCI Adopted: 10/08/07

# Board Policy Manual Cartersville City Schools

#### Operating Procedure GCRA-OP(1): Classified Personnel Health Examinations

Original Adopted Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

# Status: ADOPTED

#### **CLASSIFIED PERSONNEL HEALTH EXAMINATIONS**

Each applicant for employment shall, as provided by law, provide reasonable evidence of freedom from communicable disease and of physical ability to fulfill the requirements of the position for which application is made.

Special arrangements for health examinations for school personnel prior to employment may be made by the Superintendent at the School Board's expense. Nature and frequency of such examinations, subsequently, will be governed by the nature of the position.

All teachers, administrators, and employees of the Board are urged to have complete annual health examinations for the safeguarding of their own health and the health of others.

Any employee whose condition of health is thought to be unfavorable to the welfare of students or employees may be required by the Board at any time, upon recommendation of the Superintendent, to submit to a health examination by a physician or surgeon. The expense shall be borne by the Cartersville School Board. Each such report shall include a statement by the examining physician as to any physical or mental condition noted likely to prevent the person examined from performing all duties and responsibilities of the position sought or occupied, or a statement that no such condition exists.

CROSS REF.: Policy GBRA - Health Examinations, Certified Personnel

Legal Ref.: O.C.G.Á. 20-2-50; 20-2-59; 20-2-109 Rescinds: **GCRA** Adopted: 02/11/08

# **Board Policy GCRA(1): Drug Screening of Bus Drivers**

Original Adopted Date: 01/09/2012 | Last Reviewed Date: 12/12/2022

# **Drug Screening of Bus Drivers**

The Board is dedicated to providing safe and efficient transportation for students transported on school buses. The Board recognizes that safe student transportation depends on unimpaired judgment, physical dexterity, reflex action, and unimpaired senses of sight and hearing of employees in safety-sensitive functions. The goal of this Board is to provide our employees and students with an environment which promotes health and safety.

In order to meet this goal, the Board hereby endorses the U. S. Department of Transportation, Federal Highway Administration's anti-alcohol and controlled substances policies, regulations and procedures for transportation workplace drug and alcohol testing programs. The Board shall require testing for alcohol and controlled substances by employees engaged in safety sensitive functions in accordance with federal and state law, which shall include preemployment, post-accident, random, follow-up and reasonable suspicion testing.

Operating a school bus or other commercial vehicle requires a Commercial Driver's License (CDL) and is considered a safety-sensitive function. Individuals who are employed by the Board to operative safety-sensitive vehicles include, but are not limited to: mechanics, school bus drivers, substitute school bus drivers, maintenance workers, coaches, teachers, and administrators.

The Board will not tolerate unauthorized use, abuse, possession or sale of alcohol or controlled substances by its employees. Individuals who have positive controlled substance test results shall be terminated, as shall individuals who test results reveal blood alcohol concentrations of at least 0.02, but less than 0.04, and individuals who engage in other conduct prohibited by the regulations may, in the Board's discretion, be terminated. Individuals who refuse to submit to a required alcohol or controlled substance test shall be considered in violation of this policy and subject to the consequences contained therein.

Employees affected by this policy must inform their immediate supervisor or the Director of Transportation of any therapeutic drug use, whether by prescription or "over-the-counter," and must provide a statement from their treating physician that the substances does not adversely affect the driver's ability to operate a bus or other means of transportation of students.

The Superintendent or his/her designee shall establish the procedures needed to ensure that all employees who are subject to the alcohol and drug testing requirements of this policy are provided information that explains the testing requirements with which they must comply. Non-compliance with this policy or violation of the regulations may result in severe disciplinary action including suspension or dismissal.

CROSS REFERENCE: Policy GAMA - Drug-Free Workplace

LEGAL REF.: O.C.G.A. 20-2-1120, 20-2-1121(d), 20-2-188, GA Board of Education Rule 160-5-3-.15; Omnibus Transportation Employee Testing Act of 1991

Rescinds: GAMA(2) Adopted: 06/13/05

# **Board Policy GCRD: Classified Personnel Overtime Pay**

Original Adopted Date: 07/12/2004 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### **OVERTIME PAY**

Eligible employees of the Cartersville City School System are subject to the Fair Labor Standards Act (FLSA) governing overtime work and pay.

Under FLSA, no federally identified non-exempt personnel shall work in excess of forty (40) clock hours per week without being paid overtime. Overtime is to be paid at one and one-half (1  $\frac{1}{2}$ ) times the regular rate of pay or time off ("compensatory time") is given at the rate of one and one-half (1  $\frac{1}{2}$ ) hours per hour of overtime worked. Such "compensatory time" should be taken as soon as is feasible after being earned but no later than the next pay period.

It is expected that employees accrue no more than twenty-four (24) hours of approved compensatory time in a pay period. Accrued compensatory time shall not be carried over from one pay period to another or from one fiscal year to the next. Any accrued compensatory time shall be paid no later than June 30 of each fiscal year.

Authorization to work beyond forty (40) hours in a work week must be pre-approved by the employee's immediate supervisor, barring an emergency situation. Any such emergency situation must be immediately reported to the supervisor at least by the next business day. Failure to comply with this requirement may be subject to disciplinary action.

A work week for the purpose of FLSA and the provisions of this policy is defined as a seven-day period beginning at 12:01 a.m. Sunday and ending at 12:00 midnight on Saturday.

Rescinds: GCRD Adopted: 07/10/17

# **Board Policy GCRG: Classified Personnel Leaves and Absences**

Original Adopted Date: 08/13/2007 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

## **LEAVE - CLASSIFIED PERSONNEL**

Employees are expected to maintain regular and punctual attendance. While even the most conscientious employee occasionally finds it necessary to miss work, unnecessary absences are to be avoided. Principals, department heads and immediate supervisors are expected to monitor employees' attendance and take appropriate action when attendance problems or negative attendance patterns occur.

Leave is permitted only as specified in this policy and subsequent procedures. Absences that do not comply with this policy are prohibited and may result in disciplinary action up to and including termination of employment. All leave requests, documents, and records shall be submitted in a timely manner and following system and school procedures. It is understandable that the need for unforeseen leave occurs, however all employees are expected to communicate and request allowable leave by the earliest known date regardless of the type of leave.

# **Sick Leave**

Full-time classified personnel are eligible for paid sick leave at the rate of one and one-fourth (1 1/4) working days for each month worked. Sick leave shall accrue to a maximum ninety (90) days at which time the employee ceases to earn until such time that the total days drop below the maximum days allowed. Regular part-time employees working less then 50% are entitled to paid sick leave in proportion to the amount of time worked if they serve in roles specifying their attendance being required by a set daily schedule.

There shall be no provision to accept accrued sick leave from other school systems or other agencies, public or private, except as authorized by the Board or provided by law. School bus drivers have a right to transfer up to a maximum of forty-five (45) days of accumulated unused sick leave.

There shall be no provision to pay for accrued sick leave at the time of end of service. The employee shall forfeit all unused accrued sick leave upon separation from employment with the school system. A former employee who returns to employment for a period of 12 or more consecutive months and had forfeited sick leave upon separation shall be entitled to have such leave restored upon returning to service for a period of at least two consecutive years.

A doctor's certificate may be required by the Superintendent or his/her designee whenever deemed necessary. If there is reason to question the accuracy or validity of the certification provided by the employee, additional certification may be required from a physician selected by the school district. An employee returning from sick leave may be required to provide a doctor's statement as to whether the employee is able to perform assigned job duties and the need for any accommodations requested by the employee. The school district may request additional information from the employee's physician and/or from a physician of the district's selection.

Per state rules, sick leave may be granted for the following causes:

- a. Personal illness or injury
- b. Illness in the immediate family
- c. Death in immediate family
- d. Exposure to a contagious disease
- e. Birth of a child

For the purpose of determining eligibility for sick leave, "immediate family" shall be interpreted to mean father, mother, husband, wife, child, step-child, brother, sister, or a relative living in the household of the employee.

Employees will be charged with sick leave only for absences occurring on days they would otherwise work. Absences on Sundays, system-recognized holidays, and other non-work days will not be charged against sick

leave.

Employees needing to take sick leave must notify their immediate supervisor as far in advance as possible.

An employee who is absent because of illness for more than three (3) consecutive days must inform the principal or his/her designee, or the employee's supervisor if not based in a local school, and the approximate date the employee will be able to resume his/her duties. The principal or supervisor shall submit all necessary and required employee attendance information to the Payroll Department, as required. Upon three (3) consecutive days of absence the employer can apply Family and Medical Leave Act (FMLA) requirements to the employee's absence commencing on the first date of absence.

Any accumulated unused sick and personal leave credited to an employee shall be forfeited if the employee withdraws from service for a period of 12 or more consecutive months. The employee shall forfeit all accrued sick leave that is over the forty-five days (45) allowed by Georgia law upon separation from employment with the school system. There shall be no provision to pay for accrued sick leave at the time of end of service.

A former employee who returns to employment within 12 consecutive months of separation shall be entitled to have such leave restored upon returning to service. A former employee who returns to employment after being separated for more than 12 consecutive months and had forfeited sick leave upon separation, shall be entitled to have such leave restored upon returning to service for a period of at least 2 consecutive years of service.

Employees absent for other than approved reasons, or absent after their available sick leave has been exhausted, shall have a deduction of one average day's pay for each day not approved or covered by leave. An average day's pay will be calculated based on the number of days scheduled employment.

School employees who are injured by a physical assault while performing their duties shall not be charged with sick leave for absences resulting from such injuries for up to the first seven (7) workdays of absence resulting from a single injury. The employee shall not have his/her compensation reduced because of such absence or be required to pay the cost of a substitute.

# Paid Parental Leave

The Board of Education shall make paid parental leave equally available to all eligible employees of the Board of

- 1. An employee of the Board of Education shall be eligible for paid parental leave for qualifying life events upon satisfying the following criteria:
  - a. The employee is classified as full-time by the District and is eligible to participate in the TRS (Teacher Retirement System of Georgia) or the PSERS (Public School Employees Retirement System); and
  - b. The employee has six continuous months of employment with the Board, regardless of whether he or she is eligible for paid or unpaid leave under federal law. An employee paid on an hourly basis must have worked a minimum of 700 hours over the six-month period immediately preceding the requested paid parental leave date.

## 2. A qualifying life event means:

Education under the following terms:

- a. The birth of a child of an eligible employee;
- b. The placement of a minor child for adoption with an eligible employee; or

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- c. The placement of a minor child for foster care with an eligible employee.
- 3. The maximum amount of paid parental leave that may be taken by an eligible employee during a rolling 12-month period is 120 hours, regardless of the number of qualifying life events that occur during such period.
  - a. The rolling 12-month period shall be measured backward from the date an eligible employee first uses parental leave.
  - b. Parental leave may be taken as needed and may be taken in increments of less than eight hours. The smallest increment of parental leave that may be taken is 2 hours.
  - c. Any unused paid parental leave that remains 12 months after the qualifying event shall not carry over for future use.
  - d. Unused paid parental leave shall have no cash value at any time of the eligible employee's separation from employment with the Board of Education.
- 4. Paid parental leave under state law shall run concurrently with any leave provided under federal law.
- 5. Eligible employees requesting paid parental leave should submit their request to the Superintendent or designee at least 30 days in advance, if the need for leave is foreseeable. If the need for leave is not foreseeable, leave should be requested as soon as reasonable possible, usually within a day or two of the employee learning of the need for leave.
- 6. The Superintendent or designee shall develop paperwork needed to administer paid parental leave, which shall specify the documentation required to establish the existence of a qualifying life event.

# **Unpaid Medical Leave**

An employee who does not have sufficient accumulated paid sick leave or vacation to cover medical absences may request unpaid medical leave. Medical certification may be required. Unpaid medical leave shall not exceed one contract year or assignment period.

# **Personal Leave**

A maximum of three (3) days personal leave may be granted to each employee annually. The intent of such leave is for the employee to be able to take care of their personal business that cannot be done at another time, or for what might be considered a "once in a lifetime" or rare opportunity. It is not to be for_a vacation or break from work. Such leave may be used provided prior approval of the employee's absence is given by the Superintendent or his/her authorized representative. Such leave shall be deducted from the employee's accumulated sick leave.

Except during the times listed below, employees are not required to disclose the specific reason for taking personal leave other than to specify that the absence is personal. Except in extreme emergencies or situations, personal leave does not have to be granted at the following times, considered to be critical days:

- a. the work day immediately prior to or after a school holiday/break or vacation;
- b. the first student day of the school year and the following four working days thereafter;
- c. the last student day of the school year and the preceding four working days thereof;
- d. pre-planning, conference, inservice, professional learning and post-planning days;
- e. other days identified by the Superintendent or by the immediate supervisor as critical.

Requests for Personal Leave during designated critical days will be considered on a case-by-case basis. In making the determination of allowance of application of personal leave during designated critical days, the Superintendent or his/her authorized representative shall consider all factors, including but not limited to,

a. the instructional and psychological impact on students under the employee's tutelage;

- b. the potential impact the employee's absence may have on the school or department's operation, both short term and long term;
- c. the number of days of the request;
- d. the reason of the request;
- e. prior use of personal leave during designated critical days;
- f. the timing of the request in relation to the day(s) requested; and
- g. other absences real and anticipated for the days requested.

The Superintendent's, or his/her representative's, decision about Personal Leave requested during designated critical days is final. The Superintendent shall have the authority to deny all requests for leave under this policy at any time the actual or anticipated employee absences on a given date reaches 10% of the total teaching staff at the school. Additionally, the Superintendent may designate other days in the school year as critical due to changes in the school calendar brought on by events such as inclement weather and other emergencies. If Personal Leave is not approved for the requested day(s), the employee may take Leave Without Pay.

# **Maternity**

The district considers pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery there from as temporary disabilities for all job-related purposes. A pregnant employee may continue in active employment as late into the pregnancy as the employee desires provided the employee is able to perform the required functions of the job to the satisfaction of the employer. Final determination of ability to perform properly shall be made by the Board. An employee wishing to work to the date of physical disability shall be entitled to the use of all accumulated sick leave credited to her not to exceed the doctor's estimated length of physical disability. An employee wishing to discontinue work prior to the date of physical disability shall be governed by the same sick leave provisions as apply to employees on leave for other reasons. See Policy GDRHG--Family Medical Leave.

For the birth of a child, an employee may use up to six (6) calendar weeks (42 days) for natural delivery or eight (8) calendar weeks (56 days) for cesarean delivery following the actual birth date. Any "bonding time" beyond the 6-week period following birth (8 weeks for a Cesarean) is not eligible for sick leave application. However, leave for "bonding time" may be subject to eligible Family Medical Leave.

# **Bereavement**

In the event of a death in the immediate family of an employee, leave will be charged against the employee's accumulated sick leave. Up to five (5) days sick leave may be used for absence due to death of an employee's spouse, child, father, mother, grandparents, in-law equivalents of the foregoing, any individual listed as a dependent on the employee's income tax return, or any relatives living in the residence of the employee. Additional days may be requested by the employee from the Superintendent under extenuating circumstances.

# **Professional Leave**

An employee may be granted paid or unpaid professional leave to engage in activities associated with professional organizations and professional learning related to the employee's position in the school system. Professional leave requires approval in advance by the employee's immediate supervisor. If unpaid professional leave is granted, the employee may elect to use available personal leave for the absence.

Paid duty leave may be granted when an employee must be away from normal responsibilities in order to participate in activities directly related to student needs or assigned by the Superintendent or his/her designee. Such leave includes, but is not limited to, professional learning, committee assignments, accreditation meetings, coaching or sponsoring extracurricular and competition teams, or other official school business.

Requests for professional leave must be made as prescribed by the school system and, when possible, must be submitted to the employee's immediate supervisor at least ten (10) working days prior to the requested leave date(s). In order to be reimbursed for expenses incurred while on professional leave, the employee must have prior approval for the reimbursement and submit the request as per system procedures.

# **Jury Duty or Witness Leave**

All school system employees shall be allowed a leave of absence without loss of pay and without deduction of any amounts otherwise received as compensation for service as an employee for the purpose of attending judicial proceedings in response to a subpoena, summons for jury duty, or other court order or process which requires the attendance of the employee at the judicial proceeding. Judicial proceedings not required by a subpoena or summons are not allowed under provisions of this section, but may be subject to personal leave. The employee must notify his/her immediate supervisor as soon as possible after the employee has been served with the summons for jury duty or subpoena to appear in a judicial proceeding.

Employees who serve as jurors shall not have the jury leave deducted from sick or personal leave, and no employee utilizing jury leave shall be required to pay the cost of employing a substitute to serve in his/her absence. Employees who qualify for this leave may retain any juror or witness compensation.

#### **Blood Donations**

Each employee of the school system shall be allowed a leave of absence of not more than eight (8) hours in each calendar year without loss of pay for the purpose of donating blood. This absence shall be computed at two (2) hours per donation, up to four (4) times per year.

# **Voting**

Each employee shall, upon reasonable notice to his/her immediate supervisor, be permitted to take any necessary time off from his/her employment to vote in any municipal, county, state, or federal political party primary, special or general election for which such employee is qualified and registered to vote on the day on which such primary or election is held; provided, however, that such necessary time off shall not exceed two hours. The employer may specify the hours during which the employee may absent himself/herself as provided in this policy.

## Military Leave

Employees shall be granted leave while engaged in the performance of ordered military duty as defined in O.C.G.A. 38-2-279 and while going to and returning from such duty. Paid leave may be taken for this purpose for a period not to exceed eighteen (18) days in any one fiscal year and not exceeding eighteen (18) days in any one continuous period of absence. An employee on granted continuous military leave for active duty service extending beyond the eighteen days shall be paid the difference between his/her monthly salary and that paid by the military branch if such military pay is less than the employee would earn from the school system. Appropriate documentation from the employee (military pay stubs, etc.) is required for all pay periods. Such differentiated pay shall be made for up to twelve months as long as the employee remains on active ordered duty. At the end of such duty, employees shall have the right to reinstatement to the position, or substantially equivalent position as held prior to the leave.

In the event the Governor declares an emergency and orders an employee to state active duty as a member of the National Guard, such employee shall be paid his or her salary or other compensation while performing such duty for a period not exceeding thirty (30) days in any one federal fiscal year and not exceeding thirty (30) days in any one continuous period of such state of active duty service.

Time during which an employee is absent for ordered military duty will not constitute an interruption of continuous employment; and no employee will be subjected to any loss of time, service, increment, vacation, holiday privilege, or any other right or privilege by reason of such absence, or be prejudiced regarding continuance of employment, reappointment, reemployment, reinstatement, transfer, or promotion by reason of such absence.

A request for military leave must be submitted to the employee's immediate supervisor and the appropriate personnel administrator promptly upon receipt of orders. A copy of the employee's official military or National Guard orders must accompany the request

# **Religious Holidays**

Employees may use personal leave for the observance of recognized religious holidays. Reasonable accommodations to the religious needs of employees shall be made in view of the overarching needs and purpose of the school system. In the event an employee needs additional days for recognized religious

observance, the Superintendent has the authority to grant unpaid leave as long as it does interfere with fulfilling the obligations of the employee's job.

## **Vacation Leave**

Paid vacation leave applies for all full time, twelve-month employees. Service requirements for benefits of vacation refer to continuous service with the Cartersville City Schools.

Annual vacation leave for full-time classified employees shall be earned at a rate of 5/12 days per month for a total of five (5) days per year for the first year of completed service with the school system. Classified full time twelve-month employees with 2-9 years of completed service shall earn vacation leave at a rate of 5/6 days per month for a total of ten (10) days annually. Classified full time, twelve-month employees with 10 or more years completed service shall earn vacation leave at the rate of 1.25 days per month for up to fifteen (15) days vacation per year. Classified full time twelve-month employees who began service with the district before June 1, 2021 and who have fifteen (15) or more years completed service qualify for twenty (20) days vacation per year. Partial year service will result in prorated vacation leave for only the initial year (July 1 – June 30) of employment.

New full time twelve-month classified employees shall earn vacation leave at a rate of 5/12 days per month for a total of five (5) days which can be used during the first year of service. These employees may request an advance of three (3) days beginning July 1. If the employee uses any vacation leave and then leaves the school system before earning the used leave, the employee will be required to pay the school system back for the unearned leave.

Employees who resign shall forfeit any unused vacation leave beyond the effective date of the resignation as accepted by the Board. If an employee is terminated, no earned vacation leave past the official date of termination is allowed.

Vacation leave may not be accrued and any unused vacation time not taken on or before June 30 shall be forfeited. The school system does not purchase unused vacation leave. The vacation leave period is July 1 – June 30. Annual vacation leave is determined by the number of complete months worked between July 1 and June 30.

Former employees re-employed in the school system do not retain their years of completed service for vacation purposes. Former employees who are re-employed start at year zero for vacation leave. For progression on the vacation leave experience rule, calculation of earned vacation leave does not begin until the employee receives his or her first twelve-month contract (240 or more days). Contracts of shorter duration are not considered in the progression formula.

School system observed holidays are not considered vacation leave. If the work year is shortened because of required furlough or non-work days because of budget cuts or reduction, employees vacation leave shall not have their vacation leave reduced. Twelve-month personnel are required to report to work during system holidays when required by the Superintendent.

All vacation leave is subject to approval by the immediate supervisor. Normally for school-based personnel, vacation leave is not allowed during the two weeks prior to the beginning of school, pre- or post-planning inservice days, the first five (5) student days of the school year, the last five (5) student days of the school year, or other critical days as identified by the Superintendent or immediate supervisor.

Requests for seven or more consecutive days of vacation must be submitted as far in advance as possible and must be approved by the Superintendent or his/her designee.

# Misrepresentation of Facts

An employee who misrepresents facts in order to obtain paid or unpaid leave will be subject to disciplinary action up to and including reporting to the Professional Standards Commission and/or termination of employment.

An employee who does not use his/her leave for the purpose requested may forfeit all rights and privileges

provided for under this policy. He/she shall be subject to disciplinary action up to and including reporting to the Professional Standards Commission and/or termination of employment.

# **Employment During Leave**

Employees on approved sick leave may not accept employment or work for other employers during the period of approved leave. Violation of this requirement may be grounds for disciplinary action up to and including reporting to Professional Standards Commission and/or termination of employment.

CROSS REF.: Policy GDRHG - Family Medical Leave; Policy GBRH - Leave - Certified Personnel

Rescinds: GCRG Adopted: 5/14/18

# **Board Policy GDRHG: Federal Family and Medical Leave Act**

Original Adopted Date: 02/14/2005 | Last Revised Date: 12/12/2022 | Last Reviewed Date: 12/12/2022

#### **AUXILIARY PERSONNEL**

It is the purpose of this policy to set out in summary the provisions of the Family and Medical Leave Act (FMLA). The Act provides covered employees with up to twelve (12) weeks of unpaid, job-protected leave for certain qualifying absences. The Board does not intend by this policy to create any additional rights to leave not provided by FMLA; however, the Board does wish to extend the rights of the act to eligible employees. The Board does intend to elect certain options as the act authorizes. Any portion of this policy inconsistent or contrary to the act is unintentional and shall not be given effect. As to the interpretation of this policy, employees should look to the act itself and its regulations.

# **Eligibility**

Employees of the school system who have been employed by the Board for at least 12 months prior to requesting leave and who either (a) have worked at least 1250 hours during the 12 months immediately prior to the leave, or (b) are classified as full time employees in their position, are eligible to take 12 weeks of unpaid leave under the provisions of the FMLA per year for one or more of the following reasons:

- 1. birth and care of a newborn child;
- 2. adoption or foster placement of a child with the employee;
- 3. to care for the employee's spouse, child, or parent if that person has a serious health condition; or
- 4. serious health condition of the employee that prevents the employee from performing his/her job functions;
- 5. military caregiver leave to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty;
- 6. exigency leave for a covered military member serving in the National Guard or Reserves to use for qualifying situations when the military member is on active duty or called to active duty status in support of a contingency operation.

In the instance of birth, adoption and foster placement, all leave must be completed within 12 months after the birth, adoption or foster placement.

# **Definitions**

Parent – a biological parent or one who acted in place of a parent when the employee was a child. The term "parent" does not include parent "in law"

Child – a biological, adopted or foster child, stepchild, legal ward, or child for whom the employee acts as a parent. The child must be under age 18 or if older, he/she must be incapable of self-care on a daily basis due to a mental or physical disability

Spouse – as defined by federal rule and regulation, includes the partner in a legal marriage using the law of the place in which the marriage was entered into, or married under common law

Instructional employee – an employee whose principal function is to teach and instruct students in a class, small group, or individual setting

# **Serious Health Condition**

A medical condition qualifying as a serious health condition for the employee must render the employee unable to perform an essential function of his or her job. Under the Act, a "serious health condition" qualifying for FMLA leave is, very generally:

 Any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical care facility; or

- A period of incapacity for more than three consecutive calendar days that also involves a visit to a health care provider and a regimen of continuing treatment; or
- Any period of incapacity due to pregnancy or prenatal care; or
- Any period of incapacity due to a chronic serious health condition such as asthma, diabetes, or epilepsy; or
- Any period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective such as Alzheimer's Syndrome, stroke, terminal diseases, cancer, AIDS; or
- Any absences to receive multiple treatments by a health care provider for a condition that would likely result in incapacity for three or more days if left untreated such as chemotherapy, physical therapy, or dialysis.

#### Amount of Leave

Except as provided below, an employee may take a total of 12 weeks leave during any twelve-month period. A "rolling year" shall be used to determine the twelve-month period during which the 12 weeks of leave entitlement may occur. That is, each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the 12 weeks which has not been used during the immediately preceding 12 months.

In cases where both spouses are employed by the Board and both are eligible for FMLA leave, they are authorized to take only a combined total of 12 weeks leave during any one 12-month period to care for a newborn or adopted child, a child placed with the employee for foster care, or a parent with a serious health condition. Both spouses are authorized to take leave to care for a spouse or child with a serious health condition for 12 weeks.

An eligible employee is eligible to take up to 26 weeks of military caregiver leave during a "single 12-month period." The "single 12-month period" begins on the date the employee first takes military caregiver leave and ends 12 months after that date, regardless of the method used to determine the leave entitlement period for other FMLA reasons.

If both spouses work for the District and both are eligible for FMLA leave, they are authorized to take only a combined total of 26 weeks during the "single 12-month period" described above for military caregiver leave or a combination of military caregiver leave and leave taken for other FMLA reasons.

The Board requires that any accumulated paid leave be used for all or part of the otherwise unpaid FMLA leave. An employee is not eligible for unpaid leave under this policy until any applicable paid leave provided to the employee under other Board policies has been taken.

The District will require that any accrued paid leave (sick, personal, vacation, or any other paid leave) be substituted for (run concurrently with) all or a part of the otherwise unpaid FMLA leave under the terms and conditions of the District's normal leave policies.

# **Intermittent or Reduced Leave**

An employee may take leave on an intermittent or reduced leave schedule where it is medically necessary due to the serious health condition of a covered family member, the employee, or the serious injury or illness of a covered servicemember, or when necessary because of a qualifying exigency. The District will require a certification to document the necessity of such intermittent leave or reduced schedule leave. Generally, care for a newborn child, commonly known as "bonding time," must be taken in a block of time and is not eligible for intermittent or reduced leave.

If an instructional employee's intermittent leave request will cover more than 20 percent of the total number of working days which the period would extend, the school system may require the instructional employee to take leave for the entire period of the planned treatment or may transfer the instructional employee to another position with the same pay and benefits which better accommodates the recurring period of leave. If an instructional employee begins leave under this policy within three weeks before the end of an academic term and the duration of the leave is greater than five working days, the Board may require the employee to continue to take leave until the end of the term.

The school system may require a certification, in the form described in this policy, to document the medical necessity of such intermittent leave.

# **Notification**

Employees shall submit an application for FMLA leave for any leave covered in this policy. Except where circumstances are such that reasonable advance planning is not possible, an employee must provide written notice to their immediate supervisor at least 30 days in advance of the date when leave is to begin. Such request for leave shall be made on the forms provided by the system. If such advance notice is not possible, the employee must give notice as soon as practicable, ordinarily within one or two working days of learning of the need for leave. When planning medical treatment, the employee should make a reasonable effort to schedule the treatment, subject to the approval of the health care provider, so that any corresponding leave will not disrupt the operations of the school district unduly.

#### **Benefits and Return to Work**

Benefits accrued by the employee before leave is taken will not be altered by the employee's absence under this policy. The employee is entitled to continuation of health benefits during the FMLA leave period. The Board will pay the employer's portion, if any, of such benefits. The employee will pay the same portion, if any, of such benefits as the employee paid before beginning the leave subject to provisions of the Act. Upon return, the employee is entitled to restoration to an equivalent position with equivalent pay, benefits, and conditions of employment.

Under the Act, an employee is entitled to be restored either to their former position or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment. If the employee gives notice of their intention not to return to work for the school system, then the system's obligations to reinstate the employee and maintain their health insurance, subject to COBRA, cease immediately.

An employee out on FMLA leave is required to give at least two (2) days notice before returning to work. Upon the employee's return to work, the school system may require the employee to provide certification by his/her health care provider that the employee is able to resume work.

If an employee fails to return to work after the leave period has expired, the Board may recover the health care benefits premiums paid on behalf of the employee during the leave period, unless the employee did not return due to a serious health condition of the employee or the employee's spouse, parent or child, or other circumstances beyond the employee's control. The Board may require certification from the health care provider that a serious health condition of the employee or family member prevented the employee from returning to work.

Furthermore, if an employee fails to return to work after exhausting his or her available FMLA leave, the school system is entitled to treat continuing absences as it would any other unauthorized absence.

The school system is not required to place an employee in a "light duty" position if he/she is incapable of resuming his/her job duties at the conclusion of authorized leave.

# **Required Certification**

The Board requires that a request for FMLA leave be supported by a certification issued by an appropriate health care provider of the eligible employee or of the child, spouse, or parent of the employee on an application form provided by the Board.

The certification shall include at a minimum (1) the date that the serious health condition commenced, (2) the probable duration of the condition, (3) the necessity for the employee's leave if the purpose of the leave is to care for a child, spouse, or parent, and (4) the employee's inability to perform his/her job functions if the leave is due to the employee's own serious health condition. The employer may require that the eligible employee obtain subsequent recertification on a reasonable basis as requested.

The Board reserves the right, at its own expense, to designate a second health care provider (other than a school district employee) to provide a second opinion. If a conflict exists between the certification and the second opinion, the Board may, at its own expense, obtain a third opinion from a health care provider. Such a third such opinion, should it be necessary, shall be binding on both the Board and the employee.

The Board may require an employee on FMLA leave to report periodically to his/her supervisor on the employee's status and intent to return to work.

#### **Special Provisions**

The Board may deny coverage under this policy to an employee whose salary is in the highest 10% of the employees employed by the school district if such denial is necessary to prevent substantial and grievous economic injury to the

District's operations.

The Superintendent shall make, keep, and preserve records showing compliance with the Family and Medical Leave Act and in accordance with the Fair Labor Standards Act of 1928 and federal regulations.

CROSS REF.: Policy GBRH - Leave, Certified Personnel; Policy GCRG - Leave, Classified Personnel

Rescinds: **GBRIG** Adopted: 02/13/12

# **Board Policy HA: Personnel Negotiations**

Original Adopted Date: 04/04/1994 | Last Reviewed Date: 04/04/1994

# PROFESSIONAL PERSONNEL NEGOTIATIONS

The Board does not and cannot recognize teacher unions or bargain collectively. The Board can seek the aid of a court of equity in order to enjoin attempts to coerce collective bargaining. State law expressly prohibits strikes by state employees or employees of any political subdivision which would include School Board employees.

Rescinds: **HA** Adopted: 05/08/89

# **Board Policy HAN: Professional Personnel Job Actions**

Original Adopted Date: 07/09/2007 | Last Reviewed Date: 07/09/2007

#### PROFESSIONAL PERSONNEL JOB ACTIONS

Staff job actions (slowdowns, walkouts, boycotts, sit-ins, and strikes) are illegal in the state of Georgia. Participation in such job actions, whether by professional, paraprofessional or nonprofessional personnel shall be cause for dismissal.

In the event of a staff job action, the first concern of the school system shall be the safety of the students.

Unless the Board determines that circumstances threaten the safety of the students, the schools of the system shall remain open in order that the children are provided with an uninterrupted education.

The Superintendent shall make plans, which would allow the schools to be operated as safely and as efficiently as possible under such circumstances. Such plans shall include, but not be limited to: preparation of a list of citizens willing to serve as substitute teachers under such circumstances; arrangements for law enforcement officer protection on school grounds; and establishment of a crisis communications center.

Rescinds: HAN/HBN Adopted: 04/04/94

# Regulation HAN-R(0): Professional Personnel Job Actions - Staff Job Actions Procedure

Original Adopted Date: 07/09/2007 | Last Reviewed Date: 07/09/2007

#### STAFF JOB ACTIONS PROCEDURE

The following emergency plan has been developed for the safe conduct of schools and the protection of students during conditions created by work stoppages, sit-ins, demonstrations, strikes or other job actions by employees of the school system.

# A. Opening of Schools

- 1. All schools will remain open during any such emergency condition work stoppage, sit-in, demonstration, strike, etc. created by employees of the school system.
- 2. All local school administrators and school secretaries will arrive at school at least one-half hour prior to the arrival of pupils.
- 3. Each principal will call the Superintendent or a designee to report his /her arrival at school and to relay any other information as required.

#### B. Assignment of Staff

- 1. The principal shall assign all members of the instructional staff, other school personnel, substitute teachers, and parent volunteers to duties as needed.
- 2. All persons in a school facility shall be subject to the direction of the principal.
- 3. All directors, coordinators, and other administrative personnel will be assigned to schools for further assignment by the building principal.
- 4. All regular teachers, substitute teachers, and parent volunteers should arrive at school at least 15 minutes prior to the arrival of pupils.
- 5. Regular teachers, substitute teachers, parent volunteers, and assigned administrative personnel will report directly to the school office, and record their attendance at work with the school secretary.
- 6. A written record for each person scheduled to work in the school who does not show up for his/her assignment shall be made by the principal for each day of the emergency.

# C. Length of School Day

- 1. The regular time schedule for pupil daily attendance will be followed.
- 2. The length of the school day may be shortened by the Superintendent to approximately four hours, with dismissal of the last group of pupils at 1:00 p.m.
- 3. Transportation will be provided in accordance with the regular transportation schedule.

# D. Class Schedules

- 1. Each principal will prepare a general outline for a week's instructional program as a guide during the period of the school emergency. The outline should include the use of appropriate instruction that any substitute or parent volunteer can carry out effectively.
- 2. Pupils may be consolidated into fewer class groups, and class groups may be brought together in one area of the school campus when adequate supervision cannot be provided.
- 3. Lunch will be served to students and staff during the emergency period.

# E. Record of Student Attendance

Student attendance will be taken by the regular teacher, substitute teacher, parent volunteer, or other school personnel in a manner prescribed by the principal

#### F. Dismissal of Students, Teachers and Volunteers

- 1. The principal shall develop a plan for the safe dismissal of students (walkers, as well as bus riders) and supervise their leaving the campus.
- 2. All regular teachers, substitute teachers, and parent volunteers will dismiss their pupils promptly at the scheduled dismissal time.
- 3. The principal shall call the Superintendent or his/her designee when dismissal of all students is complete.

#### G. Record of Event

The principal and school secretary will each keep a daily log sheet, with pertinent notations of phone calls, activities, and events which take place during the school emergency.

# H. Discussions by School Board

- 1. The Superintendent will serve as the spokesman for the system during any emergency conditions created by employees.
- 2. Board members will be kept abreast of developments during the emergency.
- 3. Board members may hold telephone conference calls to review critical administrative decisions which may require later Board confirmation.

#### I. Legal and Police Assistance

- 1. The Superintendent will use the expertise of legal counsel of the Board attorney's office to be certain that actions taken are proper and legal.
- 2. All conditions possibly requiring police action must be reported to the Superintendent, who may decide to call the local police if the emergency warrants it.

Rescinds: **HAN-R** Adopted: 04/04/94

# **Operating Procedure IA-OP(1): Instructional Program Philosophy**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### PHILOSOPHY OF THE INSTRUCTIONAL PROGRAM

The instructional process and product are the corner pieces of any sound educational program. It is the learning process and its results that the Cartersville Board of Education seeks to be its long-lasting legacy and contribution to the community.

The Board shall view its role as one of support of the instructional efforts of a dedicated and committed staff. The Board shall operate to set policy reflective of the community's desire for a quality educational program for all students. Being the ultimate owner of the educational program supported by the community, the Board has an obligation to be informed of instructional efforts, improvement plans, and needs of the system. It is imperative that all members and groups of the educational community take seriously the appropriate accountability mandates for which each is responsible. Consequently, the Board shall receive on a regular basis evidence of the results of the instructional program.

The school staffs, at the direction of the Superintendent and his/her designee(s), are responsible for teaching the approved curriculum. Furthermore, it is the prerogative of the staff to determine appropriate instructional strategies which support the curriculum standards and objectives. With instructional freedom comes the responsibility to be accountable to the stakeholders for the results of the teaching and learning process. The Board shall endeavor to support the instructional program with needed equipment, materials and other such actions which sustain the instructional purposes and programs of the schools.

The educational program shall be established to provide instruction directed toward the student competencies adopted by the Georgia Board of Education and as required by state law. Basic instruction toward these competencies shall be provided at appropriate instructional levels using the approved state curriculum as guidance for each course or grade level taught.

The Board shall use state funds only for courses which contribute to the achievement of the competencies mandated by the Georgia Board of Education.

Rescinds: IA Adopted: 04/17/06

# Operating Procedure IB-OP(1): Instructional Program Goals and Objectives

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### **GOALS OF THE INSTRUCTIONAL PROGRAM**

We believe that a fundamental aim of all education should be to understand our democratic way of living, to inspire a devotion to it, to recognize our responsibilities toward it, and to create a desire to improve it.

We believe that the welfare and development of each individual is the basis of our philosophy. A prepared individual who is able to meet and solve the problems of his/her personal life and those of society is the desirable goal.

To achieve those goals, schools shall emphasize:

- 1. Continuous development of the individual to the fullest extent of his/her ability physically, mentally, socially, and emotionally.
- 2. Healthful choices and activities.
- 3. Democratic approaches to social and political aspects of life.
- 4. Character and moral development honesty, loyalty, humility, helpfulness, respect for and understanding of others, fairness, and similar characteristics. However, the schools will not foster or encourage directly or indirectly the propagation of any particular religious belief or faith.
- 5. Satisfactory work and study habits.
- 6. The fundamental tools of learning.
- 7. Problem solving skills.
- 8. Teaching the knowledge and appreciation of our cultural heritage.
- 9. Understanding present day problems in both a historical and forward-looking vantage point.
- 10. Cooperative living in the school, home, and community.
- 11. Career, technical and vocational needs.
- 12. Appropriate leisure time activities.

Rescinds: IB Adopted: 04/04/94

# Board Policy Manual Cartersville City Schools

Board Policy IBB: Charter Schools Status: ADOPTED

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

A representative from an existing school within the school district, a private individual, a private organization, or a state or local public entity may submit to the Cartersville City Board of Education (LBOE) a written proposal (petition) to establish a charter school in accordance with the requirements set forth in the State Board of Education (SBOE) Rule 160-4-9-.05 and its accompanying Guidelines. Home study programs or schools, sectarian schools, religious schools, private for profit schools, existing private schools, or private educational institutions not established, operated or governed by the State of Georgia are prohibited by law from submitting charter petitions.

A charter petitioner shall contact the Superintendent or designee for a complete copy of information regarding the submission of charter petitions for approval in accordance with the timelines established in the chart below.

Name of Charter	Letter of Intent to LBOE\SDOE	Petition Due to System Designee	LBOE Action	Petition Due to SDOE
Start-ups	January 15	February 1	No later than May 1	August 1
Conversions	May 1	May 1	No later than August 1	November 1
Renewals	May 1	May 1	No later than August 1	November 1

Pursuant to O.C.G.A. § 20-2-2064(b), the LBOE shall by a majority vote approve or deny a petition no later than ninety (90) days after its submission unless the petitioner consents to extend that period.

If the LBOE denies a charter petition, it shall within 60 days provide to the charter petitioner and the SBOE a written explanation setting forth its reasons for denial and a list of deficiencies in the petition. If the reason for denial includes that approval is not in the public interest, such explanation shall include a detailed explanation as to why. A denial does not prevent a petitioner from resubmitting a revised petition that addresses the deficiencies cited in the denial.

If the LBOE approves a charter petition, it shall within thirty (30) days provide a copy of the petition it approved to the SDOE for review by the SBOE.

The Superintendent is authorized to develop and enforce administrative regulations needed to ensure compliance with state law and SBOE/SDOE requirements. Such regulations shall provide for an expedited review process for high quality charter school renewal, expansion, and replication.

# **Operating Procedure IC-OP(1): Curriculum Development**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### **CURRICULUM DEVELOPMENT AND EVALUATION**

The Board recognizes that in order to foster the role of education in a democratic society, and to insure equal opportunity to every student, the curriculum may not remain static. It is essential that the system continually develops and modifies the curriculum to meet the changing needs and diversity of the citizenry and to assure the continued development of the individual. The Board authorizes and encourages the administration and staff to continuously review the curriculum and to advise the Board of needed changes.

The curricula of our schools shall be in harmony with the state Board's sequenced curriculum and the Board's philosophy and goals.

Curriculum development and changes shall be guided by such factors as:

- 1. Actual studies and information concerning the needs of students;
- 2. The range of abilities, aptitudes and interests of students;
- 3. Needs and desires of the community as a whole; and
- 4. The mobility of our population, making it necessary and desirable to provide an applicable education useful anywhere in the world.

The Board desires that unnecessary duplication of work among the various school levels be eliminated; and that courses of study, sequence of concepts, and alignment of curriculum be coordinated effectively.

The Board encourages all instructional staff to be involved in curriculum development at the local, state and national levels

The Board expects the faculty and administration to regularly evaluate the instructional program and make recommendations for modifications of practice, requirements, and changes in content and new courses.

New courses shall be presented to the Board for its approval. Normally, new courses will be introduced on a pilot basis and will be evaluated annually by the Board.

CROSS REF.: Policy ICD - Pilot Projects

Rescinds: IC Adopted: 04/17/06

# **Board Policy IDBA: Sex Education**

Original Adopted Date: 02/11/2008 | Last Revised Date: 04/28/2022 | Last Reviewed Date: 11/14/2022

# **SEX EDUCATION AND FAMILY LIFE**

The Board believes that the purpose of educational programs dealing with sex education and family life is to help students acquire factual knowledge, skills, attitudes, and values that contribute to the well-being of the individual, the family, and society. The school system shall include in its comprehensive health curriculum a program of study that includes information and concepts in sex education/AIDS education. The program of study shall be consistent with the provisions of the state law and rules of the Georgia Board of Education.

The Superintendent and administrative staff have the responsibility to develop procedures to allow parents and legal guardians to exercise the option of excluding their child from sex education and AIDS prevention instructional programs. Such procedures shall implement the following requirements.

- a. Sex education and AIDS prevention instruction shall be part of a comprehensive health program.
- b. Sex education shall include annual age-appropriate sexual abuse and assault awareness and prevention education in kindergarten through grade 9.
- c. Prior to the parent's or legal guardian's making a choice to allow his or her child or ward to take the specified unit of instruction, he or she shall be told what instruction is to be provided and have the opportunity to review all instructional materials to be used, print and nonprint. Any parent or legal guardian of a child to whom a course of study in sex education is to be taught shall have the right to elect, in writing, that such child does not receive such course of study.
- d. A committee shall be established to review periodically sex education/AIDS prevention instructional materials and make recommendations concerning age/grade level use. Recommendations made by the committee shall be approved by the Board of Education before implementation.

# **Operating Procedure IDCH-OP(1): Dual Enrollment**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### **CURRICULUM DEVELOPMENT AND EVALUATION**

The Board recognizes that in order to foster the role of education in a democratic society, and to insure equal opportunity to every student, the curriculum may not remain static. It is essential that the system continually develops and modifies the curriculum to meet the changing needs and diversity of the citizenry and to assure the continued development of the individual. The Board authorizes and encourages the administration and staff to continuously review the curriculum and to advise the Board of needed changes.

The curricula of our schools shall be in harmony with the state Board's sequenced curriculum and the Board's philosophy and goals.

Curriculum development and changes shall be guided by such factors as:

- 1. Actual studies and information concerning the needs of students;
- 2. The range of abilities, aptitudes and interests of students;
- 3. Needs and desires of the community as a whole; and
- 4. The mobility of our population, making it necessary and desirable to provide an applicable education useful anywhere in the world.

The Board desires that unnecessary duplication of work among the various school levels be eliminated; and that courses of study, sequence of concepts, and alignment of curriculum be coordinated effectively.

The Board encourages all instructional staff to be involved in curriculum development at the local, state and national levels

The Board expects the faculty and administration to regularly evaluate the instructional program and make recommendations for modifications of practice, requirements, and changes in content and new courses.

New courses shall be presented to the Board for its approval. Normally, new courses will be introduced on a pilot basis and will be evaluated annually by the Board.

CROSS REF.: Policy ICD - Pilot Projects

Rescinds: IC Adopted: 04/17/06

# Board Policy Manual Cartersville City Schools

Status: ADOPTED

# **Board Policy IDDD: Gifted Student Programs**

Original Adopted Date: 06/09/2008 | Last Revised Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

The School District shall identify and serve gifted students as prescribed by state law and SBOE Rule 160-4-2-.38.

The Superintendent or designee shall develop and implement administrative procedures for the operation of the district's gifted education program, including its criteria for continuation of gifted services to applicable students. Such administrative procedures shall be available for review by the public and the Georgia Department of Education.

# **Board Policy IDDF: Special Education Programs**

Original Adopted Date: 06/09/2008 | Last Revised Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### SPECIAL EDUCATION PROGRAMS

The Board will provide a free and appropriate education for all students with disabilities whose parents/guardians reside within the school system boundaries or are legally enrolled in the school system. A comprehensive, on-going-program to identify, locate and evaluate students with suspected disabilities shall be developed for:

- 1. Students enrolled in the school system;
- 2. Students who are progressing from grade to grade yet may have a suspected disability which may require special education services;
- 3. Students in grades K-12 attending private schools in the boundaries of the school system;
- 4. Students attending home schools who are residents of the school system;
- 5. Students who are highly mobile, such as homeless and/or migrant students;
- 6. Pre-school students:
- 7. Children with disabilities from birth to two years of age who will transition at age 3 into the school system from the Babies Can't Wait programs; and/or
- 8. Students, ages 18-21, who are incarcerated and have been identified as having a disability.

The school system shall ensure that all students with disabilities, ages 3-21, and have not graduated with a high school diploma will have available to them a free and appropriate education (FAPE), including students with disabilities who have been suspended or expelled from school. Upon reaching the age of 22 years, students shall no longer be eligible to be enrolled and attend school in the district.

Each student with a disability will be placed in a program appropriate to that student's needs and eligibility requirements, as determined by the school system's special education placement process. Students shall be placed in the least restrictive environment which will meet their needs.

The school system will provide a method of appeal for parents/guardians who do not agree with the individual education plan (IEP) developed for the child.

The Board will comply with all state and federal regulations and shall adopt a Comprehensive Plan for Special Education under provisions of the Individuals with Disabilities Education Act (IDEA)

# **Operating Procedure IDDM-OP(1): Alternative Education Programs**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### **ALTERNATIVE EDUCATION PROGRAMS**

The Board may establish an Alternative Education Program which provides a learning environment designed to serve the needs of students who are suspended from the regular classroom as well as the needs of students who are eligible to remain in the regular classroom but are more likely to succeed in an alternative setting.

It is the policy of the Board that it is preferable to reassign students to an alternative setting rather than suspending or expelling such students when possible and when it is judged in the best interest of the student and the school. Furthermore, school personnel shall assess the needs of the student and consider options for addressing those needs as a student enters into an Alternative Education Program.

The Alternative Education Programs shall be allocated comparable instructional expenditure for each student that would be allocated to the student's school if the student were attending the regularly assigned education program. The school system may provide an Alternative Education Program jointly or by contract with one or more other school systems or with another approved provider if it is deemed financially feasible, academically sound, and logistically prudent.

The Alternative Education Program shall be designed to enable students to return to the regular classroom as soon as possible but with the motivation, skills and habits to be academically and behaviorally successful. Curriculum and instruction shall be based upon state standards and delivered in such a way to enable students to perform at grade level.

A student transferring into the system who has been attending an alternative education program in another system may continue with that alternative placement under the terms of the order or may be allowed to attend regular classes without completing the period of placement. Such placement of the student shall be made by the Principal and Superintendent or his/her designee.

An In School Suspension (ISS) program is a type of alternative education that provides for continued progress on regular classroom assignments for students who have been removed from the regular classroom for disciplinary reasons. Each school is authorized to operate an ISS program.

In lieu of the requirement for minimum daily instructional time for grades 6-12, students must be present at least half of the instructional time for the day to count as one of the 180 school days or such other amount of time as allowed by law or the Georgia Board of Education.

The school may prohibit or limit the transportation to and from school for any student assigned to the Alternative Education Program, including ISS assignment.

CROSS REF.: Policy JDDA - Alternative Education Program

Rescinds: **IDDM** Adopted: 06/13/06

# **Board Policy IDE(3): Competitive Interscholastic Activities, Grades 6-12**

Original Adopted Date: 12/14/2009 | Last Revised Date: 09/13/2021 | Last Reviewed Date: 11/14/2022

# **COMPETITIVE INTERSCHOLASTIC ACTIVITIES, GRADES 6-12**

The Board endorses and adopts the requirements set forth in the Constitution and By-Laws of the Georgia High School Association (GHSA) and applicable State Board rules, as may be amended, for determining eligibility and other such requirements of students in grades 9-12 to participate in competitive interscholastic activities and directs the high school principal to ensure compliance with GHSA rules. The Board further adopts requirements set forth in State Board Rule 160-5-1-.18 Competitive Interscholastic Activities, as to student eligibility, physical examinations, and special provisions for students in grades 6-12.

To be eligible for participation in any Cartersville High School or Cartersville Middle School extracurricular or interscholastic activities, the school system requires resident students, other than home study students, to be enrolled full time during the semester or participation unless the student's schedule approved by school officials during the registration process provides otherwise. Home school students must enroll in and attempt to complete one qualifying course as defined in state law for each semester of participation.

Student eligibility shall be determined on the first school day of a semester. For determining student eligibility, the grading period shall be a semester. The same period shall also be the minimum length of the ineligibility period.

Students participating in competitive interscholastic activities shall pass a minimum of 70% of courses carrying credit toward grade promotion in the semester immediately preceding participation. Students initially enrolling in the first semester of the sixth grade are exempt from this requirement.

A maximum of two courses taken in summer school and carrying credit toward grade promotion may be counted for eligibility purposes for participation in first semester activities.

If a student receives an incomplete for a course that will be used to establish eligibility, he/she may complete make-up work that will change the incomplete to a grade provided this opportunity is available to all students and is completed within fourteen (14) days after the start of the semester. A student is ineligible until allowable make-up work is completed and the required passing grade(s) is recorded in the student's official grade record.

Independent study course credit taken in summer school may not be used to gain eligibility. Summer school credits earned in non-accredited programs including home study programs may not be used to gain eligibility.

Retention of students for athletic purposes is prohibited in the school system.

All students who participate in competitive interscholastic athletics or cheerleading shall have an annual physical examination prior to participation in any tryout, practice or conditioning, whichever comes first. The physical exam must be signed by a doctor of medicine or a doctor of osteopathy. The exam form must include the exact date the physical was performed, the student's name, gender, age, and date of birth.

Special education students shall meet the same eligibility requirements as regular education students, except that the courses passed must be according to the student's IEP. Special Olympics or other athletic programs designed exclusively for students with disabilities are exempt from eligibility requirements.

The Board authorizes its schools to join leagues or appropriate associations for the purpose of formulating and enforcing uniforms rules of eligibility and play.

STATE REF.: Georgia Board of Education Policy IDE(1)

LEGAL REF.: O.C.G.A. 20-2-240

Rescinds: IDE(3) Adopted: 12/14/09

# **Board Policy IDFA: Gender Equity in Sports**

Original Adopted Date: 12/10/2007 | Last Revised Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

# **GENDER EQUITY**

It shall be the policy of the Board to prohibit discrimination based on gender in its school programs. In accordance with the Gender Equity in Sports Act, it shall be the policy of the Board to undertake all reasonable efforts to provide equal athletic opportunities for members of both genders. Furthermore, it shall also be the policy of the Board not to participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association that does not comply with the Gender Equity in Sports Act.

The Board directs the Superintendent to conduct an ongoing assessment of the system's athletic programs to determine whether there are equal athletic opportunities for members of both genders. If it is determined that there is not equity, the school system will conduct an athletic interest survey to determine student interest in various sports. The system will follow the guidelines in administering such a survey as contained in the Georgia Department of Education *Gender Equity in Sports Resource Manual*.

The Superintendent shall designate an individual, known as the sports equity coordinator, to coordinate compliance with the Georgia Equity in Sports Act. The sports equity coordinator may be the same individual designated as the Title IX Coordinator. The schools shall annually notify all students of the name, office address, and office phone number of the sports equity coordinator and shall include this information in the parent-student handbook.

The school system shall use the Georgia Department of Education *Gender Equity in Sports Resource Manual* as a guide to carry out its gender equity plan and procedures.

The sports equity coordinator shall investigate any complaint received alleging noncompliance with the Georgia Equity in Sports Act. Such investigation shall be in accordance with the grievance procedures so stated in this policy, unless the Title IX Coordinator determines that a complaint would be handled more appropriately using the procedures of Policy JAA and/or Policy JCAC.

# **Grievance Procedures**

- 1. The student or parent/guardian must submit the complaint on the Grievance Form (Exhibit A) to the sports equity coordinator. The sports equity coordinator shall date-stamp the complaint when received.
- 2. The sports equity coordinator shall take all reasonably necessary steps to ascertain the essential facts regarding the circumstances surrounding the complaint. He/she may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation.
- 3. The sports equity coordinator shall notify the Superintendent of the complaint.
- 4. The sports equity coordinator shall render a decision in writing no later than 30 calendar days after receipt of the complaint, and such decision shall set forth the essential facts and rationale for the decision.
- 5. A copy of the decision shall be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.
- 6. A complainant shall have the right to appeal such decision to the Board within 35 calendar days of the date of the decision. The request for appeal must be submitted by the complainant in writing to the Superintendent.
- 7. The Board shall review all materials and information related to the matter and render a decision in writing no later than 30 calendar days or at the next regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such decision shall set forth the essential facts and rationale for the decision.
- 8. A copy of such decision shall be provided to the complainant within five calendar days of the date of the decision, either by certified mail or hand delivery to the address provided by the complainant on the complaint form.

<ol> <li>A complainant may appeal a decision of the Board to the State Board of Education in accordance with the procedures specified in O.C.G.A. 20-2-1160.</li> </ol>					

### **Exhibit IDFA-E(1): Gender Equity in Sports - Grievance Form**

Original Adopted Date: 12/10/2007 | Last Reviewed Date: 12/10/2007

See PDF on the next page.

Status: ADOPTED

Date Adopted: 12/10/07

Descriptor Code: IDFA-E

# Exhibit A

GENDER EQUITY IN SPORTS GRIEVANCE FORM
Date received by sports equity coordinator:
Name of individual filing complaint:
Address of individual filing complaint:
Phone of individual filing complaint:
Name of student:
Student's school:
ALLEGED ACTION BY SCHOOL SYSTEM IN VIOLATION OF GEORGIA EQUITY IN SPORTS ACT:
PROPOSED ACTION TO CORRECT ALLEGED VIOLATION:
This form must be completed in its entirety and submitted to the sports equity coordinator:

#### **Operating Procedure IED-OP(1): Scheduling for Instruction**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### **ALTERNATIVE EDUCATION PROGRAMS**

The Board may establish an Alternative Education Program which provides a learning environment designed to serve the needs of students who are suspended from the regular classroom as well as the needs of students who are eligible to remain in the regular classroom but are more likely to succeed in an alternative setting.

It is the policy of the Board that it is preferable to reassign students to an alternative setting rather than suspending or expelling such students when possible and when it is judged in the best interest of the student and the school. Furthermore, school personnel shall assess the needs of the student and consider options for addressing those needs as a student enters into an Alternative Education Program.

The Alternative Education Programs shall be allocated comparable instructional expenditure for each student that would be allocated to the student's school if the student were attending the regularly assigned education program. The school system may provide an Alternative Education Program jointly or by contract with one or more other school systems or with another approved provider if it is deemed financially feasible, academically sound, and logistically prudent.

The Alternative Education Program shall be designed to enable students to return to the regular classroom as soon as possible but with the motivation, skills and habits to be academically and behaviorally successful. Curriculum and instruction shall be based upon state standards and delivered in such a way to enable students to perform at grade level.

A student transferring into the system who has been attending an alternative education program in another system may continue with that alternative placement under the terms of the order or may be allowed to attend regular classes without completing the period of placement. Such placement of the student shall be made by the Principal and Superintendent or his/her designee.

An In School Suspension (ISS) program is a type of alternative education that provides for continued progress on regular classroom assignments for students who have been removed from the regular classroom for disciplinary reasons. Each school is authorized to operate an ISS program.

In lieu of the requirement for minimum daily instructional time for grades 6-12, students must be present at least half of the instructional time for the day to count as one of the 180 school days or such other amount of time as allowed by law or the Georgia Board of Education.

The school may prohibit or limit the transportation to and from school for any student assigned to the Alternative Education Program, including ISS assignment.

CROSS REF.: Policy JDDA - Alternative Education Program

Rescinds: IDDM Adopted: 06/13/06

#### **Board Policy IEDA: Recess/Unstructured Break Time**

Original Adopted Date: 09/13/2004 | Last Revised Date: 08/08/2022 | Last Reviewed Date: 08/08/2022

#### **UNSTRUCTURED BREAK TIME**

The Board of Education requires each elementary school to schedule recess for all students in kindergarten and grades one through five every school day; provided, however, that recess shall not be required on any school day on which a student has had physical education or structured activity time or if reasonable circumstances impede such recess, such as inclement weather when no indoor space is available, assemblies or field trips exceeding their scheduled duration, conflicts occurring at the scheduled recess time over which the classroom teacher has no control, or emergencies, disasters, or acts of God.

The Board allows the scheduling of unstructured break time for students in grades 6 through 8 at the discretion of the school principal.

The school principal is authorized to determine the length, frequency, timing, and location of breaks at each school.

In determining the schedule for recess or unstructured break time for students, the principal shall consult with appropriate instructional personnel at the school and system level, as appropriate, to ensure that break time does not interfere with and provides support for academic learning.

The principal shall also issue directions concerning the responsibility for supervision of students so that break time will be a safe experience for them.

Breaks may be withheld from students for disciplinary or academic reasons as approved by the principal if prior notice of such is provided to the students.

Decisions to withhold break time shall be consistent with any behavioral plan developed by the school for the student, including a Section 504 Plan or an Individualized Educational Plan (IEP).

#### **Board Policy IFA: Instructional Materials and Content**

Original Adopted Date: 12/10/2007 | Last Reviewed Date: 11/14/2022

#### STUDENT ACCOUNTABILITY FOR INSTRUCTIONAL MATERIALS

Once textbooks and instructional materials 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/her parent(s) or guardian(s).

When textbooks, library books or other instructional 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 parent/guardian to reimburse the Cartersville School System for the full replacement cost of the textbook, library book or other instructional materials.

In cases involving damaged books or materials, such materials shall become the property of the student and his/her parent/guardian 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 until their debts are accounted for. Students who owe for damaged or lost materials shall be provided a textbook during specific class times. In no case shall a student be eligible to participate in graduation exercises or school activities of the Cartersville School System 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 media center books, or other instructional materials shall receive their official high school diploma by mail along with an official transcript.

Notice of the requirements of this policy shall be placed in student handbooks.

CROSS REF.: Policy IFAA -Instructional Materials

Rescinds: IFAC Adopted: 04/04/94

**Board Policy IFAA: Instructional Materials Selection and Adoption** 

Original Adopted Date: 12/10/2007 | Last Revised Date: 06/14/2021 | Last Reviewed Date: 11/14/2022

#### Status: ADOPTED

#### SELECTION OF INSTRUCTIONAL MATERIALS

It is the policy of the Board to provide instructional materials and equipment that support and enrich the curriculum and further the achievement of the system's instructional goals. The Superintendent shall be responsible for setting up criteria by which materials and equipment may be provided to meet the educational goals of the system. Consequently, the Superintendent shall make provision for the purchase of materials and equipment within the annual budget with due regard for necessity and economical use of such materials. Core instructional materials for each classroom and/or course shall be free to all students and are the property of the Cartersville City Schools. Materials may be transferred from one school in the system to another based upon educational needs of students.

The selection of core instructional material, including textbooks, supplementary materials, and reference materials, shall be carried on continuously in order to keep up with the great expansion of knowledge and the evolving changes in our world and to meet the educational needs of students. The Superintendent or his/her designee shall develop procedures for the selection and procurement of core instructional materials. The process of materials selection shall be based on projected teaching strategies and learning activities.

Insofar as possible, all textbooks and instructional materials shall present balanced views concerning the international, national, and local issues applicable to equipping students to become responsible and productive citizens.

A core instructional material selection committee shall be established in each content area at such a time when there is consideration for adopting materials for that area or at such other time when review of materials is appropriate. The committee shall be composed of representatives from the school system who would be impacted the most from an adoption. The Chief Academic Officer shall coordinate this process.

Additionally, media committees shall be established at the system and school level, including administrators, media specialists, teachers, students, and community representatives. These media committees shall have advisory input into the selection process for instructional materials.

### Regulation IFAA-R(0): Instructional Materials Selection and Adoption - Procedures for Core Instructional Materials

Original Adopted Date: 12/10/2007 | Last Revised Date: 06/14/2021 | Last Reviewed Date: 06/14/2021

#### PROCEDURES FOR CORE INSTRUCTIONAL MATERIALS

#### Method of Selection

- 1. A core instructional materials selection committee shall be established in each content area at such a time when there is consideration for adopting materials for that are or at such other time when review of materials is appropriate. The committee shall be composed of representatives from the school system who would be impacted the most from an adoption.
- 2. The Chief Academic Officer or his/her designee shall coordinate the process for adopting and/or reviewing instructional materials and resources.
- 3. Other professional staff may be assigned to this committee as deemed necessary and appropriate by the Chief Academic Officer or his/her designee.
- 4. Using the State Adoption Cycle, if available, each content area committee shall review possible new core instructional materials and resources on a time line constructed by the Chief Academic Officer or his/her designee.
- 5. Textbooks and other instructional materials and resources will be secured from publishers or vendors for examination by the committee and a recommendation to the Board for adoption.
- 6. The Board shall review and adopt or reject the committee recommendations.

#### Procurement

- 1. Instructional material orders shall be made by the principal of each school or his/her designee using the district process and submitted to the Chief Academic Officer.
- 2. Textbooks and other instructional material and resources are the property of the school system and shall be assigned to a particular school.
- 3. Instructional materials and resources can be transferred from one school to another in the system based upon the educational needs of students.

#### Utilization

- 1. Textbooks and other instructional materials shall be identified with a system barcode or label.
- 2. The Chief Academic Officer or his/her designee shall devise a local school plan for inventory of all textbooks and core instructional materials which promotes the prudent and most efficient means of protecting the investment of the system in these materials.
- 3. A student is responsible for the return of any textbook or other instructional material issued to that student, or for payment of damages or loss.

#### Required Reading

In the event that a teacher chooses to require the reading of instructional materials other than the adopted textbook or previously approved material for that content area or course of study, the following procedures shall be observed before such material may be required of students.

- 1. The proposed required reading must be approved by a review committee consisting of the department or grade level chair, a school administrator, Coordinator of Instructional Technology and Media Services, and Chief Academic Officer. The committee shall review the material and approve or deny its use the evaluation of such materials shall be based upon its relation and support of the curriculum and its use with the particular group of students.
- 2. Purchase requests of approved required reading shall be submitted to the Coordinator of Instructional Technology and Media Services.
- 3. If a parent or student objects to a required reading, he/she must first register a written complaint with the teacher. If possible, the teacher should provide an alternate selection which is appropriate for the purpose of the assignment.
- 4. If, after being exempted from the required reading and given an alternate selection, the complaining party is not satisfied, they may take the matter to the principal. In such case, the principal, teacher and complaining party shall try to resolve the matter.

- 5. If the matter cannot be resolved at the school level, the parent may make a written appeal to the system media committee by contacting the Superintendent. This committee shall then review the material and make a report to the Superintendent and to the complaining party using protocols established in Board policy.
- 6. If the matter is still not resolved, the parent or student may appeal to the Board through the Curriculum Committee.
- 7. Students shall not be required to purchase required reading material.

#### **Supplemental Materials**

Materials such as supplementary texts, workbooks, standardized and/or objective tests, instructional games and puzzles, computer software, maps, and other instructional materials may be utilized in the classroom without formal approval of the Board. Use of these materials shall be dictated by their relationship and support of the curriculum and educational needs of students.

- 1. Classroom teachers should consult the Coordinator of Instructional Technology and Media Services on the purchase of all audio-visual materials.
- 2. When feasible, the Coordinator of Instructional Technology and Media Services, Media Clerk, Department Chair, or teacher shall request from suppliers the materials for preview before purchase.
- 3. Other instructional materials may be requested and approved by the principal or his/her designee.
- 4. Before purchasing computer software, the Technology Director shall be consulted to ensure that it is compatible with existing hardware and network requirements.
- 5. Supplemental material orders shall be made by the principal of each school or his/her designee using district protocols.
- 6. All audio-visual materials shall be processed, cataloged, and circulated through the media center and made centrally accessible to the entire school.
- 7. Supplemental materials may be transferred from one school in the system to another based upon the educational needs of students.
- 8. All supplemental materials shall be reviewed by the teacher before presentation to students.

#### Instructional Equipment

Instructional equipment such as computers may be used in classrooms to enhance and support the curriculum and educational needs of students.

- 1. The Technology Director in consultation with the local school Instructional Technologist and Chief Academic Officer should approve the selection of instructional equipment based upon curriculum needs and system initiatives.
- 2. All computers and computer technology equipment shall be approved by the Technology Director in order to ensure that system initiatives are being supported and that proper support of the equipment is available.
- 3. Worn and obsolete equipment should be replaced as feasible and financially sound.
- 4. Demonstrations of equipment by reliable companies and/or vendors should be made before purchasing.
- 5. Equipment should be purchased based upon justifiable need and quality.
- 6. All equipment shall be properly inventoried and cataloged by the school.
- 7. Purchase request of instructional equipment shall be submitted to the Technology Director.

**Rescinds:** IFAA-R Adopted: 12/10/07

#### **Board Policy IFBC: Media Programs**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

The implementation of a unified media program throughout the Cartersville City Schools shall be based on procedures implemented by the Superintendent or designee.

The procedures shall contain provisions to ensure that:

- 1. A media committee is established to be responsible for the development of media procedures, including:
  - a. Selecting media and instructional materials.
  - b. Handling requests for reconsideration of instructional materials. District media procedures will be used, except for complaints alleging that instructional materials violate Board Policy IKBB-Divisive Concepts Complaint Resolution Process or Policy IKBC-Material Harmful to Minors Complaint Resolution Process, which shall be handled in accordance with the designated policy.
  - c. Considering gifts of instructional resources.
  - d. Using non-school owned materials.
  - e. Complying with copyright law.
- 2. A media contact at the school level shall provide input into various aspects of the media center operation, including:
  - a. Making recommendations and decisions related to planning, operation, evaluation and improvement of the media program.
  - b. Annually evaluating media services.
  - c. Developing a multi-year media plan for budget and services priorities.

#### **Operating Procedure IFBD-OP(1): Media Centers**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### LIBRARY MEDIA PROGRAM

The library media policy of the Board is set forth to provide a wide range of learning resources at varying levels of difficulty, with diversity of appeal and a presentation of different points of view to meet the needs of the instructional program.

To this end, the Board recommends that each library media center in the school system strive to reach these objectives:

- 1. To provide materials to enrich and support the curriculum and instructional program;
- 2. To provide materials to stimulate students' growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
- 3. To provide appropriate materials on religious, ethnic, and cultural groups contributing to our American heritage; and
- 4. To place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality to assure an adequate collection appropriate for the users of the library media center.

#### Organization of the Library Media Program

#### A. Broad Organization Guidelines

The document, *Roles in Media Program Development*, *School and Community*, shall serve as a guide for the ongoing development and evaluation of the library media program.

#### B. At the System Level

- 1. At the district level, a media committee shall convene at the direction of the Superintendent or his/her designee in response to a written request from a parent or guardian, who does not agree with the findings from a local School Media Committee in regard to a media center book challenged or in reconsideration of an instructional materials request. The committee shall be composed of appropriate media personnel, school and/or district administrators, curriculum staff, and community representatives.
- 2. A system certified library media contact person shall be designated by the Superintendent to serve as a liaison with state, regional, and community agencies; between systems; and among the schools in the system.

#### C. At the School Level

- 1. A school library media committee shall be appointed by each principal with input from teachers and the Coordinator of Instructional Technology and Media Services.
  - a. The committee should have representation from school administration, instructional staff and library media personnel including, when appropriate, vocational, special education and ESOL educators; students; community and parent representatives.
  - b. The makeup and function of this committee shall reflect the needs of each school, but the primary functions are to make recommendations and decisions related to planning and operation, annually evaluate library media services, and develop a multi-year plan for budget and service priorities.
  - c. This committee, plus any teacher(s) who is directly involved in any challenged material, shall serve on the reconsideration committee for challenged materials at the school level.
  - d. The Coordinator of Instructional Technology and Media Services shall coordinate selection, acquisition, management, and delivery of supportive instructional resources and services within the individual school.

- 2. All school- or system-owned instructional resources, except textbooks, shall be acquisitioned and maintained by the library media center.
- 3. The Coordinator of Instructional Technology and Media Services shall coordinate community resources to provide effective support to the curriculum.
- 4. Students and school personnel are accountable for instructional resources provided, assigned or checked out through the library media center.
- 5. Disposition records of gifts not added to the collection should be maintained for three years.

#### **Library Media Center Services**

- 1. Flexibly scheduled library media center access shall be available for students and teachers in groups or as individuals simultaneously throughout each instructional day.
  - a. Accessibility refers to the facility, the staff, and the resources and shall be based on instructional need
  - b. When the library media center is used for large group activities, it must also remain open for circulation of resources.
- 2. Information access skills shall be included in all content areas of the state-required curriculum. The Coordinator of Instructional Technology and Media Services or his/her designee shall have the primary responsibility for planning with the teacher to link information resources and opportunities for students to apply these skills during instruction. The library media specialist Coordinator of Instructional Technology and Media Services or his/her designee shall have the responsibility for providing opportunities for instructional staff to acquire, develop and improve their own information access skills and those of their students.
- 3. The Board expects the Coordinator of Instructional Technology and Media Services or his/her designee and library media center personnel to be knowledgeable and skilled in technology in order that they may deliver services more effectively.
- 4. The classroom teacher shall have the primary responsibility for planning, instructing and evaluating all units of study in which students and the library media center are involved.
- 5. Recognizing that information increases at such a rapid rate, and that it is impossible to maintain comprehensive resources, the Board encourages cooperation with local libraries and other applicable resources.
- 6. The Board encourages communication via electronic networks and continues to support and fund the means to achieve this end.
- 7. The Board supports both the use and the funding of state-of-art technology to enhance the curriculum.
- 8. Access to library media centers during extended hours and summers are encouraged as funds permit.
- 9. Frequent weeding is vital to maintaining a balanced collection. The following criteria are considered in removing resources from the collection.
  - a. Physical deterioration
  - b. Obsolescence; out-of-date materials
  - c. Appropriateness for current needs of the school community
  - d. Superfluous or duplicate copies
  - e. Serial publications which have newer additions
  - 10. The Coordinator of Instructional Technology and Media Services will play an integral role in construction or renovations of facilities.

#### A. Responsibilities for Selection of Resources

- 1. The Board delegates the responsibility for the selection of learning resources to the professional staff and declares that selection shall be considered to have been made by the Board.
- 2. While selection of learning resources involves many people, the responsibility for coordinating the selection of learning resources and making the recommendation for purchase rests with the principal and professional personnel.

#### B. Criteria for Selection of Resources

- 1. Resources shall support and be consistent with the general education goals of the system and the aims and objectives of individual schools and specific curriculum.
- 2. Resources shall meet high standards of quality in:
  - a. Presentation
  - b. Physical format
  - c. Educational significance
  - d. Readability
  - e. Authenticity
  - f. Artistic quality and/or literary style
  - g. Factual content
- 3. Resources shall be appropriate for the content area; and for the age, emotional development, ability level, learning styles and social development of the students for whom the materials are selected.
- 4. Resources shall be designed to provide background information which will motivate students and staff to examine their own attitudes and behavior, to comprehend their duties, responsibilities, rights and privileges as participating citizens in our society, and to make intelligent judgments in their daily lives.
- 5. Resources shall provide information on opposing controversial issues so that users may develop, under guidance, the practice of critical analysis.
- 6. Resources shall be selected for their strengths rather than rejected for their weaknesses.
- 7. Non-print instructional resources shall be selected on the same criteria as all other learning resources; however, a consideration of the costs and the length of timeliness the material will have shall also be a primary criterion for selection.
- 8. Equipment shall be chosen on the basis of need and quality and shall be purchased form reputable companies or vendors who can provide long-term service.
- 9. Equipment shall be purchased in sufficient numbers so as to provide easy access by teachers and students.
- 10. Library media centers shall strive to maintain at least the minimum requirements to meet state and accreditation standards.

#### C. Procedures for Selection of Resources

In selecting materials for purchase, the library media specialist shall evaluate the existing collection in light of curriculum needs, considering carefully the recommendations for purchase from students, teachers, administrators, auxiliary personnel, and the community. The Coordinator of Instructional Technology and Media Services or his/her designee will read review of materials from professional selection aids.

1. In selecting resources, professional personnel will evaluate available information and curriculum needs and will consult reputable, professionally prepared selection aids and other appropriate sources.

- 2. Recommendations for purchase should involve administrators, students, system personnel, library media committee and community persons, as appropriate.
- 3. The Coordinator of Instructional Technology and Media Services or his/her designee shall maintain an up-to-date consideration file with requests from all curriculum areas.
- 4. Gift materials shall be judged and consequently accepted or rejected based upon standards of curriculum and leisure reading needs, appropriateness for the school's grade levels, aesthetic value, and ethical considerations.
- 5. Sets of materials shall be examined carefully and purchased only to fill a definite need.
- 6. An effort shall be made to secure up-to-date reference material on a timely basis.
- 7. Subscriptions to periodicals shall be evaluated each year in view of current curriculum and leisure reading needs.

#### **Utilization of Materials**

- 1. All library media center materials shall be processed, cataloged, and circulated according to standard library media center procedures.
- 2. Every effort shall be made to make materials readily accessible to all patrons.
- 3. Instruction in the use of library media tools shall be provided to students and faculty in order to encourage proper utilization.

#### Requests for Reconsideration of Instructional Materials

#### A. Processes

- 1. Formal objections to learning resources must be made on *Request for Reconsideration of Instructional Materials* forms. These forms shall be made available at the school library media center.
- 2. The forms shall be signed by the questioner and filed with the principal or his/her designee.
- 3. The Superintendent shall be informed of the formal complaint received.
- 4. Upon receipt of such a request, the principal shall request the Coordinator of Instructional Technology and Media Services to convene the school library media committee to re-evaluate the particular resource.
- 5. Response to the request shall occur within twenty-five (25) working days from the date of receipt of the formal written request for reconsideration.
- 6. Upon the decision of the committee, a written response shall be sent to the responsible person(s) making the request for reconsideration. The response shall state the decision and its rationale. Copies of the response are to be kept on file in the principal's office and in the school's library media center. The letter shall be sent under the principal's signature.
- 7. If the person(s) is dissatisfied with the school's decision, a letter requesting system level reconsideration may be sent to the Superintendent. This request must be received within ten (10) working days following the notice of the local school's decision.
- 8. Upon receipt of the system request, the Superintendent will notify the system's media contact and authorize the convening of the System Media Committee.
- 9. When a *Request for Reconsideration of Instructional Materials* is being considered at the system level, the System Media Committee will be expanded to include two (2) parents and instructional staff representing the content area and current grade level of the student(s) involved. The parents designated for the Committee shall be of the same grade level of the students involved (primary, elementary, middle, high).

- 10. Within twenty (20) working days of the formal written request for system reconsideration, the System Media Committee will convene and render a decision regarding what action is to be taken. The person(s) filing the request may appear at the committee meeting to explain the reason for the objection to the material.
- 11. Within five (5) working days of the committee's meeting, a written response stating the committee's decision shall be sent to the person initiating the request. A copy shall also be sent to the principal where the initial request was made, the superintendent, and the School Board.
- 12. If the person is dissatisfied with the System Media Committee's decision, a request may be made to the Board to consider the matter by writing a letter within ten (10) working days of the notice of the decision. The system media contact shall be responsible for providing to the School Board President for distribution to all school board members a packet detailing the findings of previous review committees, including any minutes of meetings, the completed request for reconsideration of instructional material, and a copy of the material being reconsidered.
- 13. Upon receipt for reconsideration of the System Media Committee's decision, and within the timeline for items to be placed on the Board meeting agenda, the Board may consider the matter at the next regular Board meeting. The Board's consideration of the matter may include, but is not necessarily limited to, the following procedures:
  - a. The Board may render a decision based upon the material presented by the System Media Committee. The Board may affirm the committee's decision, affirm the decision with modification, or reject the committee's decision and decide to accept the request of the parent/guardian.
  - b. Reconsideration of the Board's decision shall not be subject to further review for at least two (2) years from the date of such action. A Board initiated request, by a majority vote, may result in earlier reconsideration by the System Media Committee.
  - c. The Board may choose to do a full review of the material. If full review is chosen, the Board may proceed as follows:
    - i. The Board may ask the parent/guardian who has initiated the request for reconsideration, the System Media Committee or its designee and/or the Superintendent or his/her designee to address the Board; and/or
    - ii. The Board may request additional materials or information from the administration.
    - iii. The Board should render a decision at the next board meeting by the Board members present.
- 14. The parent or guardian initiating the request for reconsideration shall be informed in writing of the Board's decision within ten (10) working days of the Board meeting.

#### B. Guiding Principles

- 1. Any resident or employee of the school system may raise objection to instructional materials used in the school's educational program despite the fact that the individuals selecting such resources were duly qualified to make the selection, followed proper procedures, and observed the criteria for selecting the material.
- 2. The principal shall review the selection and objection rules with the teaching staff as needed. The staff should be reminded that the right to object to instructional materials is one granted by policies enacted by the Board.
- 3. No parent/guardian has the right to determine readings, viewings, or listening matter of students other than that of his/her own children.
- 4. The Board supports the Library Bill of Rights, The Freedom to Read, and The Freedom to View, adopted by the American Library Association. When learning resources are challenged, the principles of the Freedom to Read/Listen/View must be defended as well.
- 5. Access to the challenged material shall not be restricted during the reconsideration process.

- 6. The major criterion for the final decision is the appropriateness of the material for its intended educational use.
- 7. A decision to sustain a challenge shall not necessarily be interpreted as a judgment of irresponsibility on the part of the professionals involved in the original selection and/or use of the materials.
- 8. Notwithstanding any procedure outlined in this policy, the questioner shall have the right to appeal any decision of the reconsideration committee to the Board as the final review panel.

#### Copyright Law (P.L. 94-533)

- 1. The Board abides by the Copyright Law of the United States and prohibits copying or use of copyrighted material not specially permitted or exempted by the copyright law by employees of the system.
- 2. Coordinator of Instructional Technology and Media or his/her designee is charged with informing school staff members of copyright regulations. Information regarding the copyright law shall be made available in each school media center and in any system employee handbook.
- 3. The Board places the liability for willful infringement upon the person making or requesting a copy of using the material and designates library media specialists and the system media contact person as disseminators of copyright information for each school and the system respectively.
- 4. The Coordinator of Instructional Technology and Media Services and his/her designee only provides information regarding the copyright law and does not enforce the law.
- 5. The Coordinator of Instructional Technology and Media Services shall provide relevant information to each library media center and school regarding current and applicable copyright rules and regulations. This information and any required forms shall be included in the information reviewed annually with school personnel.
- 6. The Copyright Law, as defined in this policy, shall be upheld regarding use of non-school owned resources as well.

STATE REF.: Georgia State Board of Education Policy IFBD

LEGAL REF.: O.C.G.A. 20-2-167

Rescinds: IFBD Adopted: 12/10/2007

**Board Policy IFBG: Internet Acceptable Use** 

Original Adopted Date: 10/08/2007 | Last Revised Date: 08/13/2018 | Last Reviewed Date: 11/14/2022

#### ACCEPTABLE USE OF TECHNOLOGY

The Board believes that using technology resources should be a productive educational and administrative experience. Therefore, the school system provides certain technology resources and access to students and staff for educational activities. This policy mandates responsible behavior by individuals given access to these tools and resources. While the school system respects the privacy of individuals, the district must also protect its property, educational purpose and public trust. Therefore, authorized personnel reserve the right to retrieve and read any data composed, transmitted, received or stored through connections using system property, or accessed through the system network by any means, including personal devices. Failure to comply with the provisions of this policy and its intent may result in disciplinary action.

In addition to the policy requirements included below, Georgia law, O.C.G.A.16-9-90, (Georgia Computer Systems Protection Act) provides definitions, criminal liability and penalties for crimes related to computer theft, computer trespass, computer invasion of privacy, computer forgery, and computer password disclosure. Commission of a computer crime carries the possible penalty of a fine not exceeding \$50,000 and/or incarceration for a period not to exceed one year. Property laws covering theft, vandalism, destruction and copyright also apply to computing resources. The Cartersville City School District complies with the Children's Internet Protection Act.

For the purpose of this policy technology resources include, but are not limited to, mainframe, servers, switches, portable and desktop computers/devices, electronic devices used to access system data, peripherals, networks, software, data, labs, computer-related supplies, computer programs, standalone and web-based applications, and the Internet.

#### **General Technology Policies**

- 1. Abuse of technology resources; interference with operations; interference with the work of other users; violation of confidentiality, copyrights, or license agreements; and intentional wasting of technology resources is prohibited.
- 2. Actions which attempt to circumvent prescribed channels of obtaining technology privileges, access or resources are prohibited.
- 3. Changing wiring, connections, or placement of technology resources is prohibited.
- 4. Modifying any system configuration, startup files or applications, without the explicit permission of the Technology Department is prohibited.
- 5. Students and staff members shall immediately inform the lab supervisor, Instructional Technology Specialist, Media Clerk, System Media Specialist, or the Technology Department of improperly working equipment, program or software.
- 6. Using system technology resources for commercial purposes or personal gain is prohibited.
- 7. Students and staff may not use or download privately owned computer software on system technology resources.
- 8. Under no circumstance shall students or staff exhibit, disseminate or transmit obscene materials, including but not limited to, pornography.
- 9. When Internet access or to the system network is allowed via personal devices, students and staff shall adhere to the intent and requirements of this policy as well as any other rules, regulations, procedures or directions established by the system or school related to their use.
- 10. Students and staff may not copy software from system technology for personal use.

- 11. Students and staff may not create or cause to create unauthorized accounts for themselves or others, or share or allow to be shared personally identifiable information.
- 12. Unauthorized disclosure, use and/or dissemination of personally identifiable information on any student or staff member is prohibited.

#### **Internet Usage**

Internet access is made available to students and staff for appropriate educational use. The goal of providing this service is to promote educational excellence by facilitating resource sharing, production, innovation and communication. Internet users are personally responsible for and expected to restrict access to only those materials and resources that have justified educational value in the PK-12 setting. The appropriate operation of the Internet relies upon the proper conduct of the end user who must adhere to strict guidelines. Those guidelines are provided herewith so that users are aware of their responsibilities. This responsibility requires efficient, ethical, and legal utilization of technology resources. If a user violates any of these provisions, access to the Internet may be terminated and future access jeopardized.

#### **Terms and Conditions**

- Acceptable use The purpose of Internet is to support legitimate research and education. Access
  is provided to resources as well as the opportunity for collaborative work. Internet use must be
  consistent with the objectives of the school system. Transmission of any material in violation of
  any federal or state regulation is prohibited. This includes, but is not limited to, copyrighted
  material, threatening or obscene material, illegal material, or material protected by trade secret.
  Use for commercial activities, product advertisement or political lobbying is prohibited.
- 2. Privileges The use of Internet is a privilege, not a right. Any inappropriate use may result in a termination of those privileges. The school administration and Technology Department will deem what is inappropriate use.
- 3. Netiquette This includes but is not limited to:
  - a. Abusive, harassing, obscene, or threatening messages to or about others will not be tolerated.
  - b. Appropriate language is required; do not use profanity or vulgarities.
  - c. Illegal activities are strictly prohibited. Communications relating to or in support of illegal activities may be reported to proper authorities.
  - d. All communications and information accessible via the network should be respected as belonging to the school system.
- 4. The district makes no warranties, whether expressed or implied, for the Internet service it provides. The district is not responsible for any damages suffered by users. This includes the loss of data resulting from delays, non-deliveries, wrong deliveries, or service interruptions caused for any reason. Use of information obtained is at the user's risk. The district specifically denies responsibility for the accuracy or quality of information obtained through its Internet services.
- 5. Users are individually liable for any incurred costs or obligations when accessing commercial services via the Internet.
- 6. If any security problem is identified, the user must immediately notify the lab supervisor/teacher, Instructional Technology Specialist, Media Clerk, administrator, or Technology Department. The problem should not be demonstrated to other users. Any user identified as a security risk or as having a history of problems with the system technology may be denied access to Internet.
- 7. Teachers cannot assume the responsibility for monitoring every document or site to which a student may gain access. However, appropriate supervision and monitoring is expected.

- 8. Attempts, whether successful or not, to access unauthorized areas of the school district's information or the Internet, including "hacking," is prohibited.
- 9. Users are expected to immediately inform their supervisor if any inappropriate action such as an improper advance or request is encountered from a local or remote user.
- 10. The school system shall implement appropriate and necessary safety measures to protect students from inappropriate use and communications on the Internet. Such security measures shall include, but not be limited to, the use of filtering devices, thereby blocking entry to inappropriate areas which may be considered harmful. Although such filtering devices are useful and work well, it shall not be assumed that they are 100% infallible. Students and staff must accept responsibility for their use of the Internet. Disabling of filtering may be allowed for authorized use for bona fide research or other lawful and educational purposes.
- 11. Vandalism will result in cancellation of privileges. Vandalism is any attempt to harm or destroy data of another user or intentionally interfering with the Internet network service, including uploading or creating a virus or malware.

#### **Internet Safety Measures**

- 1. The schools shall provide age-appropriate instruction and guidance regarding safe and appropriate online behavior, including interacting with others online; behaviors that may constitute cyber bullying; and how to respond when subjected to cyber bullying.
- 2. The school system shall utilize technology protection measures that block or filter Internet access to visual depictions that are: obscene, child pornography, harmful to minors, or other material deemed to be inappropriate for minors.
- 3. Safety and security measures with Internet usage and access is shall be employed for Internet activities including but not limited to: e-mail, chat rooms, hacking, other direct electronic communication (immediate messaging), and unauthorized disclosure of personal identifying information on minors.
- 4. Online activities of minors shall be supervised and monitored.

#### Staff E-mail

The school system may elect to provide staff members with a system email account for legitimate school and operation communication. If provided, all rules and guidance included in this policy are applicable to the account. Staff are encouraged and expected to use email in conducting routine business where it is appropriate. Staff should and are expected to check and respond to email routinely during the course of the business day. When using e-mail for correspondence (including correspondence with other staff), professional and ethical language is expected as any message sent from a system email address reflects on the system. Professionalism is expected at all times in regards to tone, content, humor, and correct grammar/spelling. Additionally:

- 1. Staff may not access another user's email account to view or send messages unless explicitly authorized.
- 2. All emails are the property of Cartersville City Schools.Individual emails may be monitored by authorized personnel.
- 3. System email is designed for professional, job-related use. Employees are encouraged to have and use a personal email account for personal use.
  - Messages that could be considered discriminatory based on race, national origin, sex, age, sexual orientation, disability or express political or religious beliefs are prohibited.
- 4. Sending "chain mail" messages is an unacceptable use of the system. Email is not private communication since others may be able to access and read it.
- 5. Staff are cautioned to remember that although email can be considered an informal method of communication, messages composed, transmitted or received on system equipment or network

are considered public documents and as such may be subject to Open Records requests or discovery during litigation. Staff should not put something in an email they would not want to put on paper or otherwise communicate.

- 6. Staff should understand that email is easily forwarded, and individuals outside the intended audience may have opportunity to read the original message.
- 7. Staff should ensure that the confidentiality of the material transmitted will not be compromised and consider other methods of communication for sensitive or protected information.
- 8. If an email message contains personal opinions that might be mistaken as system or school policy, a disclaimer ("the opinions expressed here are my own and do not reflect official policy of the Cartersville City Schools") should be added to the message.
- 9. Users should periodically review messages and trash any emails that are no longer needed. The school system archives composed, sent, or received emails for up to two years and one day.
- 10. The Technology staff will establish and maintain standards for usage of email accounts including deletion/storage of messages, access, and virus/malware protection.
- 11. System email may not be used to solicit, advertise, or promote businesses that the staff member has or is associated with, or any business product or service.

#### Student E-mail

The school system may elect to provide students with a system email account for legitimate school and educational communication. If provided, all rules and guidance included in this policy are applicable to the account. Additionally,

- 1. The student may not provide access to the account or share their password with other students or anyone except a parent/guardian.
- 2. The student should use the account only for its intended purpose.
- 3. Student email will not be archived.
- 4. System sponsored email cannot be used to solicit, advertise, or promote businesses that the student has or is associated with, or any business product or service.
- 5. Accounts will be terminated upon:
  - a. Withdraw from the school
  - b. Graduation
  - c. Abuse
  - d. Any other good and sufficient reason as determined by the school administration.

#### **Bringing Your Own Device (BYOD)**

In cases where the system allows staff and/or students to bring personal devices and allows access to the system network, adherence to all rules, regulations, and procedures is expected. Violation of this privilege may result in consequences as though the device belongs to the system.

#### **Enforcement**

Violating any of the guidelines above may result in:

- 1. Restricted access to technology resources.
- 2. Temporary or permanent loss of access to technology resources or equipment.

- 3. Disciplinary or legal action including, but not limited to, student or employment discipline, suspension, termination, and/or criminal prosecution under appropriate state and federal laws. Violations of state law will be reported to proper enforcement authorities.
- 4. Cartersville City Schools' internal procedures for enforcement of its policies are independent of possible prosecution under the law.
- 5. Users who damage hardware or software shall be responsible for the full replacement cost.

#### **Use Agreements**

All staff members shall be required to sign and have on file a copy of the Technology Use Agreement outlining the rules, regulations and intent of this policy. Additionally, students may be required to sign a similar agreement of understanding regarding the provisions of this policy.

Principals of each school shall be responsible for placing this policy in their parent-student handbook.

Provisions of this policy shall be placed in the system employee handbook.

Legal Ref: O.C.G.A. 20-2-168(b) (3); 20-2-1010 et seq.; 16-9-90 et seq.; Pub. L. No. 106-554; 20

U.S.C. 6801, 6777, 9134; 47 U.S.C. 254

Rescinds: IFBG Adopted: 03/14/16

Status: ADOPTED

#### **Board Policy IFCB: Field Trips and Excursions**

Original Adopted Date: 10/08/2007 | Last Revised Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

Any field trip involving overnight stays or out-of-state travel requires the prior approval of the Board of Education. All other field trips shall be approved by the Superintendent or designee in consultation with the Transportation Director.

The Superintendent or designee is authorized to develop procedures or regulations needed for implementation of this policy.

**Status: ADOPTED** 

#### **Board Policy IHA: Grading Systems**

Original Adopted Date: 10/08/2007 | Last Revised Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### **GRADING SYSTEM**

The Board believes that necessary records should be kept which adequately show academic progress of each student. The Board believes that the issuance of grades and progress reports on a regular basis serves to promote a process of continuous evaluation of student performance, to inform the student, parents and counselors of progress, and to provide a basis for bringing about improvement in student performance.

The Board authorizes the Superintendent to develop an appropriate system of grades and/or progress measures for each grade level and/or school which serves the purpose of this policy and is determined appropriate. Grades should reflect the knowledge, skill, and performance level of the student in a particular class or subject. Students are expected to follow directions for turning in assignments, following classroom protocols, and time requirements in assignments. However, the grade on an assignment should be weighted on the content achievement level and/or skill performance and not on the protocol about turning in the assignment.

The Board directs the Superintendent and professional staff to devise and maintain a variety of reporting methods so that parents may be apprised of their child's progress.

### Exhibit IHA-E(1): Grading Systems - Grade Change Form

Original Adopted Date: 08/11/2008 | Last Reviewed Date: 08/11/2008

See PDF on the next page.

Status: ADOPTED

Date Adopted: 8/11/08		Descriptor Code: IHA-E-1
	GRADE CHANGE FORM	
Student Name		Grade
Homeroom/Advisement _		
Class Name of Grade to b	e Changed:	
Course Number		
	Present Grade:	
	Change Grade To:	
		(Teacher)

### Exhibit IHA-E(2): Grading Systems - Student Request for Credit

Original Adopted Date: 08/11/2008 | Last Reviewed Date: 08/11/2008

See PDF on the next page.

Status: ADOPTED

Date Adopted: 8/11/2008	Descriptor Code: IHA-E-2
STU	DENT REQUEST FOR CREDIT
Student Name:	Birthdate:
	Phone:
Student is to obtain requested information Student must present to the Attendance Communication of the Attendance Communicatio	on from the teacher(s) of class periods where credit is being requested.  Committee at the hearing date a copy of this completed form, a copy of their entation. Incomplete information will cause a delay.
PERIOD COURSE NUMBER/TITLE	EXACT DATES ABSENT TEACHER SIGNATURE
1	
4	
_	
Student-Parent remarks to be considered	l by Attendance Committee:
A Company of the Comp	
******	*************
	FOR ATTENDANCE COMMITTEE ONLY —
Indicate semester being considered: 1st	2 nd School Year: 20 20
Credit APPROVED / DENIED for Cour	rse Number/Title:
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Signature of Committee Members:	
Date:	

#### **Operating Procedure IHAD-OP(1): Parent Conferences**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### PARENT CONFERENCES/TITLE I PARENT INVOLVEMENT

The Cartersville City Schools recognizes the importance of, as well as the legal requirements for, implementing programs, activities and procedures for the involvement of parents of participating public and private school children in the Title I program. This involvement shall include, but not be limited to, input into planning, design and implementation of the program.

It shall be the intent of all parent involvement activities to encourage and support the efforts of home, school and community in improving the educational opportunities of educationally deprived children by helping these children succeed in the regular program of the school system, attain grade level proficiency, and improve achievement in the basic and more advanced skills.

The programs, activities and procedures developed to implement the parent involvement requirements are:

- 1. To provide assistance to parents of children served by the school, in understanding such topics as the academic content and achievement standards;
- 2. To work with educators to improve the achievement of their students;
- 3. To encourage and educate teachers, administrators, pupil services personnel, and other staff in the importance of coordinating parent programs and building partnerships between parents and the school;
- 4. To coordinate and integrate, to the extent feasible and appropriate, parent involvement programs and activities with other programs and provide parent resource centers that encourage involvement and support parents in the education of their children;
- 5. To provide, to the extent practicable, information related to school and parent programs, meetings and other activities to parents in a format and language the parents can understand;
- 6. To involve parents in the development of training for teachers, administrators, and other appropriate school personnel and to improve the effectiveness of such training.

Each school receiving Title I funds will send a written notice to parents of participating public and private school children, in clear language, informing the parents about the Title I program, the right and responsibility of parents to be involved and consulted concerning the planning, development and operation of the program. The correspondence will invite parents to a meeting in order to discuss the possible form of parent consultation and involvement. The time and place of the meeting will be selected in a manner designed to encourage maximum attendance.

At the initial meeting of parents, school official will explain the nature of the Title I program and will explain that the purpose of the meeting is for parents to decide what mechanisms they wish to propose for implementing parent involvement. With the assistance of school officials, the parent group will be organized to represent the parents of participating children.

For each school, the school committee will agree on a procedure to identify parent representatives to a district-wide committee. With the assistance of school officials, the committee will be organized to represent parents for consultation purposes concerning district-wide issues.

Parents and school officials will jointly agree on methods for school officials to consult with parents on all aspects of Title I planning, design, and implementation, including all phases of (a) the needs assessment; (b) selection of attendance areas; (c) determination of program goals and objectives; (d) determination of educational strategies; (e) implementation of projects; (f) development of program applications; and (g) program evaluations. These methods of consultation shall then be reduced to writing and distributed in an effective manner to all parents of participating children.

School officials, in consultation with parents of participating children, will develop programs, activities and procedures to address achievement of the goals stated in this policy. In concert with developing these programs, activities and procedures school officials and parents will agree on the procedures and standards for assessing the effectiveness of the Title I program in meeting stated goals. The programs, activities and procedures along with the procedures and standards for assessing the effectiveness of the parent involvement program, will be reduced to writing and distributed in an effective manner to all parents of participating children.

School officials shall provide a full and timely response to any parent recommendations concerning the program, and to the extent that such recommendations are rejected, will explain the basis for the decision. If the recommendation is made in writing, the response shall be in writing. The response will be provided within twenty (20) working days after receipt of a recommendation.

Written materials developed in consultation with parents in response to provisions of this policy shall become a part of the policy procedures for parent involvement.

Rescinds: IHAD Adopted: 10/09/95

#### **Operating Procedure IHB-OP(1): Homework**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### **HOMEWORK**

The term "homework" refers to an assignment to be prepared during a period of supervised study in class or outside class or which requires individual work in the classroom, library, media center, or home. The overarching purposes of homework are to:

- 1. improve the learning process,
- 2. to aide in the mastery of skills,
- 3. to teach self-discipline and self-motivation regarding responsibility and effort; and/or
- 4. to create and stimulate interest on the part of the student.

Homework is a learning activity which should increase in complexity and amount with the maturity of the student. With increased maturity, learning should become more of an independent activity. This should be established through consistent assignments which encourage students to investigate for themselves and to work independently as well as with others.

Homework should have a valid educational purpose and should pertain to the objectives of the unit under study or the course being taken. Homework should not merely be "busywork." Teachers should endeavor to make meaningful assignments. The purposes should always be clearly understood by both the teacher and the student.

Teachers are expected to:

- 1. Set clear and rigorous standards for the quality of work for all students.
- 2. Create an effective system for communicating homework guidelines for students and parents.
- 3. Coordinate projects so that all students have access to research and resource materials.
- 4. Design quality homework which is authentic and tied to mastery of student performance standards.
- 5. Allow for varied learning styles and abilities.
- 6. Provide specific direction and instruction in the completion of homework activities.
- 7. Communicate expectations, timelines and requirements for homework activities.
- 8. Provide students the opportunity to ask questions to clarify assignments.
- 9. Evaluate group projects based upon individual student participation and group process as well as final product.
- 10. Be sensitive to the overall school experience in regards to the assignment of homework (holidays, state and local testing dates, emergencies, etc.).

Rescinds: IHB Adopted: 04/04/94

#### **Operating Procedure IHC-OP(1): Class Rankings**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

### CLASS RANKING, HONOR GRADUATES, HONOR ROLLS Cartersville High School

Cartersville High School is authorized to establish class rankings, honor graduates and name Valedictorian and Salutatorians as provided in this policy. Calculations to determine these rankings and honors shall be based on a student's cumulative grade point average (GPA) utilizing a quality point application of a "4.0" scale. There shall be no rounding of numerical averages. Quality points for each completed course shall be awarded as follows:

Touriding of Humerical averages. Quality points for each completed course shall be awarded as follows.					
Letter Grade	Numerical Range	Quality Points	Additional Quality	Additional Quality	
			Points added for AP	Points added for	
			Courses	Honors/Accelerated &	
				Dual/Joint Enrollment	
				Courses	
Α	90 - 100	4.0	1.0	0.5	
В	80 - 89	3.0	1.0	0.5	
С	70 - 79	2.0	1.0	0.5	
F	60 - 69	0.0	0.0	0.0	

Additional Quality Points shall be added for successfully passing each Advanced Placement (AP), honors/accelerated, and dual/joint enrollment course. These additional Quality Points shall be calculated as part of the student's GPA. There shall be no rounding of grade point averages. All grades transferred into Cartersville High School, including grades from accredited night/alternative high schools, shall be used to calculate class ranking, honor rolls, honor graduates, Valedictorian and Salutatorian. Additionally, all grades taken for high school credit during the middle school years shall be included in the calculations for class ranking, honor rolls, honor graduates, Valedictorian and Salutatorian.

Honor Graduates must have a minimum cumulative GPA of "3.70" as determined by the student's cumulative final grades through the end of the student's senior year. Additionally, students must have a minimum cumulative grade point average of "3.30" in all core academic classes (English/math/science/ social studies/foreign language) and successfully have completed at least two (2) Advanced Placement courses, OR successfully taken at least two (2) Advanced Placement exams, to be eligible for Honor Graduate status.

To qualify for Honor Graduate with Distinction status, the student must have a minimum cumulative GPA of "3.30" in all core academic classes (English/math/science/social studies/foreign language) and successfully have completed four (4) Advanced Placement courses, OR successfully have taken at least four (4) Advanced Placement exams; OR successfully have completed three (3) Advanced Placement courses or successfully taken at least three (3) Advanced Placement exams AND enrolled full time in early admission during the senior year in any regionally accredited college or university in good standing taking collegiate level coursework for credit.

Valedictorian or Salutatorian status shall be determined by all final semester grades through the end of second semester of the senior year. The student with the highest cumulative grade point average shall be named Valedictorian; the student with the second highest GPA shall be named is Salutatorian. In the event of a tie, then there shall be co-Valedictorians and/or co-Salutatorians.

The Valedictorian and Salutatorian must be eligible for Honor Graduate with Distinction status. No Cartersville High School student shall be named Valedictorian or Salutatorian of his/her graduating class who has attended Cartersville High School for less than his/her last two (2) consecutive years [four (4) consecutive semesters] prior to graduating from Cartersville High School. Attendance in summer school programs at other high schools or at other educational institutions does not affect a student's standing to become Valedictorian or Salutatorian as long as the student has been a full time student for at least two (2) consecutive years [four (4) consecutive semesters] prior to graduation. Summer school sessions are considered an extension of the regular school year.

#### Cartersville Primary, Elementary, and Middle Schools

Cartersville Primary, Elementary, and Middle Schools are each authorized to establish Honor Rolls.

#### **Board Policy IHE: Promotion and Retention**

Original Adopted Date: 12/10/2007 | Last Revised Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### PROMOTION, PLACEMENT AND RETENTION

The Board recognizes its responsibility for providing quality education for the students in the Cartersville City Schools. Part of this responsibility includes a commitment for student understanding and mastery of the basic skills in academic disciplines.

Believing that the primary goal of education is to prepare productive and capable citizens who are able to function in society, it is imperative that the school system provide systematic and procedural safeguards for the purpose of promoting student progress and achievement. Staff expertise, along with a well-defined curriculum, should focus on positive approaches for providing student growth and, where and when necessary, to assist with alleviating the deficiencies in the learner.

#### Responsibility

Each school shall develop written Promotion/Placement/Retention guidelines which utilize appropriate assessments, grades, attendance and other pertinent criteria. Promotion, placement and retention of students shall be the primary responsibility of the school staff and shall be based on the student's achievement and the provisions of this policy. The school guidelines should be reviewed annually as to their effectiveness and appropriateness in making promotion, placement and retention decisions.

Parents shall receive periodic reports on the progress of their student per procedures set by each school. School personnel shall make every effort to communicate and consult with parents regarding progress and academic problems and when retention is a possibility. Schools shall communicate promotion/retention criteria, policies, and procedures to students and parents through appropriate means including but not limited to student-parent handbooks. Promotion, placement and retention decisions shall be made at the school level, beyond which there shall be no appeal.

#### **Operating Procedure IHEA-OP(1): Make-Up Opportunities**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### **MAKE-UP OPPORTUNITIES**

Students who are absent from school with excused absences shall be expected and allowed to make up the work they have missed. The teacher of each subject area will determine the plans for making up the work. The privilege of making up work shall be extended for unavoidable absences such as illness.

The school shall not be responsible for work missed because of late entrance or extended vacations that do not coincide with the regular school holidays.

Each school shall establish policies and procedures governing make-up work. Such policies and procedures shall be in concert with this policy and shall be designed in the best interest of the student and the integrity of the academic program.

During prolonged absences due to illness, the parent may call the school office to make arrangements for picking up the work.

CROSS REF.: Policy JDD - Suspension and Expulsion

Rescinds: IHEB Adopted: 04/04/94

#### **Board Policy IHF: Graduation Requirements**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

The Board of Education recognizes that state graduation requirements for students are determined by applicable State Board of Education Rules, which may vary depending on the school year the student enrolls in the ninth grade for the first time.

It shall be the responsibility of the Cartersville Board of Education to set any local graduation requirements that may exceed requirements set by the State Board.

The Cartersville Board of Education shall require that students satisfy all state requirements, to the extent not waived under its charter contract, and local graduation requirements set by the Cartersville Board in order to earn a high school diploma.

Students and their parents or guardians shall be advised of graduation requirements applicable to their graduating class through student handbooks, advisement materials, or the graduation planning process, as required by state law and the applicable State Board of Education graduation rule and guidance.

The Superintendent or designee is authorized to develop any administrative regulations or procedures that may be needed to implement this policy.

#### Board Policy IHF(6): Graduation Requirements - Entering Fall 2008-09 and thereafter

Original Adopted Date: 03/08/2021 | Last Revised Date: 06/13/2022 | Last Reviewed Date: 06/13/2022

#### Status: ADOPTED

#### **GRADUATION REQUIREMENTS [IHF(6B)]**

This policy specifies high school programs of study that shall be offered by the Board and lists specific criteria and courses that meet core, required or elective credits for students. This policy becomes effective for all students beginning the 2022-2023 school year and for subsequent years, unless otherwise noted for particular sections in the provisions therein.

This policy supports the Georgia Board of Education belief that when students take challenging and rigorous courses in high school, they have more options when they graduate. The goal of the system is to have each student succeed in obtaining a high school diploma which is believed to be a valuable initial passport for future life successes.

The official Cartersville High School diploma shall be awarded only to duly enrolled students who complete all Georgia Board of Education and Cartersville Board of Education graduation requirements.

#### **Definitions**

Alternate Diploma – A document awarded to students with the most significant disabilities who were assessed using the alternative assessment aligned to alternate academic achievement standards. This diploma is standards-based and aligned with state requirements, it is not a high school diploma.

Career, Technical and Agricultural Education (CTAE) Pathways – three (3) elective units in a coherent sequence that includes rigorous content aligned with industry-related standards leading to college and work readiness in a focused area of study

Core Courses - specific courses identified as "c" or "r" in Georgia Board of Education Rule 160-4-2-.20

Elective Courses – any course identified as "e" in Georgia Board of Education Rule 160-4-2-.20 that a student may select beyond the core requirements to fulfill the unit requirements for graduation

Georgia Alternate Assessment (GAA) – an alternate assessment based on alternate academic achievement standards. The GAA is a standardized, task-based assessment with multiple access points designed for students with significant cognitive disabilities under the Individuals with Disabilities Education Act (IDEA) whose Individualized Education Program (IEP) team has determined they are unable to meaningfully access the regular assessment program, even with maximum appropriate accommodations. The purpose of GAA is to ensure that students with significant cognitive disabilities are provided access to the state academic content standards and given the opportunity to demonstrate achievement of the knowledge, concepts, and skills inherent in the standards.

Required Courses – specific courses identified as "r" in Georgia Board of Education Rule 160-4-2-.03 that each student must pass in order to graduate from high school

Secondary School Credential - a document awarded to students at the completion of the high school experience.

- 1. High School Diploma the document awarded to students certifying that they have satisfied attendance, unit, and all state assessment requirements for graduation
- 2. High School Certificate the document awarded to students who do not complete all the criteria for a diploma or who have not passed the state assessment requirements but have earned the units required for graduation
- 3. Special Education Diploma the document awarded to students with disabilities assigned to a special education program and who have not met the state assessment requirements or who have not completed all the requirements for a high school diploma who have nevertheless completed their IEP.

Significant Cognitive Disabilities – students with significant intellectual disabilities or intellectual disabilities concurrent with motor, sensory or emotional/behavioral disabilities who require substantial adaptations and support to access the general curriculum and require additional instruction focused on relevant life skills and participate in the GAA.

Unit – credit awarded for successful completion of a course of study, generally based upon a minimum of 150 clock hours of instruction, 135 clock hours of instruction in an approved block schedule, or 120 clock hours of instruction in an approved summer school course

#### Requirements

All students must meet attendance requirements, perform as required on state assessment requirements in State Board Rule 160-3-1-.07 [Testing Programs – Student Assessment], and attain 26 units of credit to graduate from Cartersville High School.

#### A. Attendance

Attendance requirements of the Cartersville City Schools shall be consistent with state compulsory attendance laws, Board Policy JB – Student Attendance, and regulations governing student attendance.

#### B. Assessments

Students shall meet all state assessment requirements as referenced in Georgia Board of Education Rule 160-3-1-.07 [Testing Programs – Student Assessment] to be eligible for a high school diploma.

#### C. Units of Credit

	<del></del>			
1. Areas	of Study:	Units Red	<u>quired</u>	
i.	English/Language Arts		4	
ii.	Mathematics			4
iii.	Science			4
iv.	Social Studies			4
٧.	CTAE &/or Modern Language/Latin &/or Fine Ar	ts 3		
vi.	Health and Physical Education		1	
vii.	Electives			6

TOTAL (Minimum) 26

- 2. A course shall count only once for satisfying any unit of credit requirement for graduation. The same course cannot be used to satisfy unit requirements in more than one area of study.
- 3. Unit credit shall be awarded only for courses that include concepts and skills based on the Georgia Board of Education approved curriculum for grades 9 12.
- 4. Beginning with the sixth (6th) grade class of 2017-18, unit credit shall be awarded for courses successfully completed in the middle grades that meet 9 12 state requirements under the following conditions:
  - i. One (1) unit credit shall be awarded to middle grades students for successful completion of Algebra or its equivalent. Only one (1) high school math credit can be earned for credit while the student is in middle school
  - ii. One (1) unit credit shall be awarded to middle grades students for successful completion of Physical Science. Only one (1) high school science credit can be earned for credit while the student is in middle school.
  - iii. One (1) unit credit shall be awarded to middle grades students for successful completion of a foreign language course in the 7th and/or 8th grade(s). If the foreign language is taken over two years in middle school, both courses must be passed based on the final grade in each.
  - iv. Grades where high school credit is earned while a student is in middle school shall become part of the student's transcript and shall be used in the calculation of grade point averages, class rankings, Honor Student status, Valedictorian, and Salutatorian standings. These grades may not be included in HOPE GPA calculations per state rules.
  - v. The final grade earned for a high school course taken in middle school shall be entered on the high school transcript and unit credit awarded for passing the class.
  - vi. For classes prior to the 2017-18, unit credit for 9 12 courses completed in middle school may be awarded for the courses outlined in paragraph 4 above. This credit is awarded on an individual basis with the parent deciding whether or not the student shall receive high school credit provided the course is passed. Beginning with the 2017-18 school year the grade earned in a high school course taken in middle school shall be listed on the student's high school transcript and count in school GPA calculations.
- 5. Unit credit shall be awarded to students for successful completion (passing) of approved courses of study or scoring at the "Exceeds" level or its equivalent on state End-of-Course (EOC) assessments using the state allowed test-out option.
- 6. Unit credit shall be awarded to students participating in any dual enrollment program using the ratio reference in state Board rules and regulations.
- 7. Students enrolled at Cartersville High School may earn a maximum of twelve (12) units of credit for each

- academic year they are a grade 9-12 student. All units of credit must come from a regionally or state accredited school/program. This would include units from traditional schooling, virtual/online courses, dual enrollment, summer school, alternative school and any other accredited program of study.
- 8. Courses taken as part of an IEP shall specify whether successful completion of core courses shall receive core unit credit.
- 9. Should the Board choose to grant unit credit for learning that has occurred outside the 9-12 classroom, the following assessment procedures to award or exempt unit credit in lieu of class enrollment: Evaluation of the student's transcript for course equivalency and/or a proficiency test and/or actual classroom performance to determine mastered prerequisite skills. Equivalency credit shall be shown on the transcript.
- 10. Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements in State Board Rule 160-3-1-.07 [Testing Programs Student Assessment].

#### Areas of Study

Courses in Georgia Board of Education Rule 160-4-2-.20 [Listing of State-funded K-8 Subjects and 9-12 Courses] where the letter "r" appears with the course name must be successfully completed and cannot be substituted with any other course. Any course identified as "c" is a core course and may be selected to count as one of the core unit requirements. A course identified as "e" is an elective course that may be selected beyond the core requirements to fulfill the unit requirements.

- I. English/Language Arts: Four (4) units of credit in English/Language Arts shall be required of all students. A full unit credit in Ninth-Grade Literature/Composition and a full credit in American Literature/Composition shall be required. All courses that may satisfy the remaining units of credit are identified with a "c." Grammar/composition shall be a component of all courses and shall be integrated into the course of study, not isolated.
- II. Mathematics: Four (4) units of credit in mathematics shall be required of all students including Algebra, or approved equivalent, and Geometry or approved equivalent, and Advanced Algebra or approved equivalent. Additional units needed to complete the unit requirement in mathematics must be chosen from the list of GPS/GSE/CCGPS/AP/IB/dual enrollment designated state-approved courses.

The mathematics requirements above apply to each student with a disability, consistent with his/her IEP. Students with Disabilities who earn credit for Algebra or its approved equivalent and the associated mathematics support course, and Geometry or its approved equivalent and the associated mathematics support course, may upon determination through the IEP team meet diploma requirements by completing Advanced Algebra, or its approved equivalent for a total of three 3 mathematics core credits. Successful completion of 3 core units of math, however, may not meet the mathematics admission requirements for entrance into a University System of Georgia institution or other post-secondary institution without additional coursework.

- III. Science: Four (4) units of credit in science shall be required of all students, including one (1) unit of Biology; one (1) unit of either Physical Science or Physics; one (1) unit of either Chemistry, Earth Systems, Environmental Science or an AP/IB course; and one (1) additional science unit. Any AP/IB science course may be substituted for the appropriate courses listed above. The fourth science unit may be used to meet both the science and elective requirements.
- IV. <u>Social Studies</u>: Four (4) units of credit shall be required in social studies. One (1) unit of credit shall be required in United States History. One (1) unit of credit shall be required in World History or its equivalent. One (1) unit of credit shall be required in American Government or its equivalent. One (1) unit of credit shall be required in Economics or its equivalent. The fourth social studies unit may be from any state approved social studies course. For students entering 9th grade for the first time beginning 2018-2019 one-half unit of credit shall be required in American Government/Civics or its equivalent shall be required and one-half unit of Economics or its equivalent shall be required.
- V. <u>CTAE/Modern Language/Latin/Fine Arts</u>: A total of three units of credit shall be required form the following areas: CTAE and/or Modern Language/Latin and/or Fine Arts. Students are encouraged to consider selecting courses in a focused area of interest.

1. Career, Technical and Agricultural Education (CTAE) Pathways:

Students may earn three (3) units of credit in a coherent sequence of CTAE courses through a self-selected pathway leading to college readiness and a career readiness certificate endorsed by related industries.

### 2. Modern Language/Latin:

All students are encouraged to earn at least two (2) units of credit in the same modern language/Latin. Students planning to enter or transfer into a University System of Georgia institution or other post-secondary institution must take two (2) units of the same modern language/Latin. Technical College System of Georgia institutions generally do not require modern language/Latin for admissions.

- a. Students whose native language is not English may be considered to have met the foreign language expectation by exercising the credit in lieu of enrollment option if they are proficient in their native language. A formal exam is not necessary if other evidence of proficiency is available.
- b. American Sign Language credits may be used to fulfill the modern language requirements.
- 3. Fine Arts:

Electives may be selected from courses in the fine arts.

VI. <u>Health and Physical Education</u>: One (1) unit credit in health and physical education is required. Students may satisfy this requirement by successfully completing either a Health/Personal Fitness class or separate Health and Personal Fitness courses. Transferring students may combine one-half or one-third units of credit of Heath, Health and Personal Fitness, or Advanced Personal Fitness to satisfy this requirement. Three (3) units of JROTC may be used to satisfy the requirement under the following conditions: JROTC courses must include Comprehensive Health and Physical Education Rule requirements of State Board Rule 160-4-2-.12.

### Transfer / Withdrawn Students

Students who enroll from another state must meet the graduation requirements for the graduating class they enter and the state assessment requirements.

A senior who transfers to Cartersville High School from a high school accredited by a regional or state accrediting agency whose transcript indicates that meeting Cartersville High School graduation requirements is not possible during the remainder of the senior year may be awarded a diploma from his/her former school upon completion of the former school's requirements and with the written consent of the principal or higher system authority of that school. The student receiving this diploma may participate in Cartersville High School's graduation ceremony if they are in good standing behaviorally and in attendance.

Students who meet graduation requirements through early college admission shall be awarded an official Cartersville High School diploma and may participate in graduation exercises with their graduating class.

Students who meet graduation requirements early through completion of an approved alternative education program may participate in graduation exercises at Cartersville High School if they are in good standing behaviorally if there are extenuating circumstances which would benefit the student for college admissions, career engagement, family financial hardship or responsibility, or other approved reason.

Students who enroll in the ninth grade for the first time in the 2008-09 school year and subsequent years and withdraw shall meet the graduation requirements specified in this rule and the state assessment requirements [Rule 160-3-1-.07 – Testing Programs-Student Assessment.

### **Students with Significant Cognitive Disabilities**

- A. Students with significant cognitive disabilities who entered the 9th grade for the first time prior to the 2020-2021 school year may graduate and receive a regular high school diploma when the student's IEP team determines that the student has:
- 1. completed an integrated curriculum based on the GPS that includes instruction in mathematics, English/Language Arts, science and social studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 24 units of instruction; and
- 2. participated in the GAA during middle school and high school; and

- 3. reached his/her 22nd birthday OR has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the school system.
- B. Students with significant cognitive disabilities who entered 9th grade for the first time on or after the 2020-2021 school year may graduate and receive an alternate diploma when the student's IEP team determines that the student has:
- 1. Completed an integrated curriculum based on the Georgia Standards of Excellence (GSE) that includes instruction in mathematics, English/language arts, science and social studies as well as career preparation, self-determination, independent living and personal care to equal a minimum of 24 units of instruction, and
- 2. Participated in the GAA during middle school and high school, and
- 3. Has transitioned to an employment/education/training setting in which the supports needed are provided by an entity other than the local school system.

STATE REF.: Georgia Board of Education Rule 160-4-2-.48 [IHF (6)]

CROSS REF.: IHF(6A)

Rescinds: Policy IHF(6B) Adopted: 1/14/19

Board Policy II: Testing Programs Status: ADOPTED

Original Adopted Date: 12/10/2007 | Last Reviewed Date: 12/10/2007

### **STUDENT ASSESSMENT**

The Cartersville School System shall assess all students, using state board-designated assessment instruments, as required. Such assessments will be administered in accordance with state rules and regulations. The results of the assessments will be used according to state-guidelines.

Rescinds: II Adopted: 04/12/04

### **Board Policy IKBB: Divisive Concepts Complaint Resolution Process**

Original Adopted Date: 08/08/2022 | Last Reviewed Date: 08/08/2022

### **DEFINITIONS**

- 1. 'Divisive concepts' means any of the following concepts, including views espousing such concepts:
  - A. One race is inherently superior to another race;
  - B. The United States of America is fundamentally racist;
  - C. An individual, by virtue of his or her race, is inherently or consciously racist or oppressive toward individuals of other races:
  - D. An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race;
  - E. An individual's moral character is inherently determined by his or her race;
  - F. An individual, solely by virtue of his or her race, bears individual responsibility for actions committed in the past by other individuals of the same race;
  - G. An individual, solely by virtue of his or her race, should feel anguish, guilt, or any other form of psychological distress;
  - H. Performance-based advancement or the recognition and appreciation of character traits such as a hard work ethic are racist or have been advocated for I individuals of a particular race to oppress individuals of another race; or
  - I. Any other form of race scapegoating or race stereotyping.
- 2. 'Espousing personal political beliefs' means an individual, while performing official duties as part of his or her employment or engagement with a school or local school system, intentionally encouraging or attempting to persuade or indoctrinate a student, school community member, or other school personnel to agree with or advocate for such individual's personal beliefs concerning divisive concepts.
- 3. 'Race scapegoating' means assigning fault or blame to a race, or to an individual of a particular race because of his or her race. Such term includes, but is not limited to, any claim that an individual of a particular race, consciously and by virtue of his or her race, is inherently racist or is inherently inclined to oppress individuals of other races.
- 4. 'Race stereotyping' means ascribing character traits, values, moral or ethical codes, status, or beliefs to an individual because of his or her race.

### REQUIREMENTS

- 1. The Board of Education, the Superintendent, and each school shall prohibit employees from discriminating against students and other employees based on race
- 2. The Board of Education, the Superintendent, and each school shall ensure that curricula and training programs encourage employees and students to practice tolerance and mutual respect and to refrain from judging others based on race.
- 3. Nothing in this policy shall be construed or applied to:
  - A. Inhibit or violate the rights protected by the Constitutions of Georgia and the United States of America or undermine intellectual freedom and free expression:
  - B. Infringe upon the intellectual vitality of students and employees;
  - C. Prohibit the Board, system or a school from promoting concepts such as tolerance, mutual respect, cultural sensitivity, or cultural competency; provided, however, that such efforts do not conflict with the requirements of this policy and applicable laws;
  - D. Prohibit a school administrator, teacher, other school personnel, or an individual facilitating a training program from responding in a professionally and academically appropriate manner and without espousing personal political beliefs to questions regarding specific divisive concepts raised by students, school community members, or participants in a training program;
  - E. Prohibit the discussion of divisive concepts, as part of a larger course of instruction, in a professionally and academically appropriate manner and without espousing personal political beliefs;
  - F. Prohibit the full and rigorous implementation of curricula, or elements of a curriculum, that are required as part of advanced placement, international baccalaureate, or dual enrollment coursework; provided, however, that such implementation is done in a professionally and academically appropriate manner and without espousing personal political beliefs;
  - G. Prohibit the use of curricula that addresses the topics of slavery, racial oppression, racial segregation, or racial discrimination, including topics relating to the enactment and enforcement of laws resulting in racial oppression, segregation, and discrimination in a professionally and academically appropriate manner and without espousing personal political beliefs;
  - H. Create any right or benefit, substantive or procedural, enforceable at law or in equity, by any party against the District, Board or the schools, departments agencies, entities, officers, employees, agents, or any other personnel affiliated with the District or the Board.
- 4. The Board of Education hereby adopts this complaint resolution policy to address complaints alleging violations of this policy.
  - A. A response will be provided to a complaint made by:
    - i. The parent of a student enrolled at the school where the alleged violation occurred;
    - ii. A student who has reached the age of majority or is a lawfully emancipated minor and who is enrolled at the school where the alleged violation occurred: or

- iii. An individual employed as a school administrator, teacher, or other school personnel at the school where the alleged violation occurred;
- B. The complaint shall first be submitted in writing to the principal of the school where the alleged violation occurred;
- C. The complaint shall provide a reasonably detailed description of the alleged violation;

D.

- i. Within five school days of receiving such written complaint, the school principal or a school system designee will review the complaint and take reasonable steps to investigate the allegations in the complaint;
- ii. Within ten school days of receiving the complaint, unless another schedule is mutually agreed to by the complainant and the school principal or the school system designee, the school principal or such designee will confer with the complainant and inform the complainant whether a violation occurred, in whole or in part, and, if such a violation was found to have occurred, what remedial steps have been c will be taken; provided, however, that the confidentiality of student or personnel information shall not be violated; and
- iii. Following such conference, within three school days of a request by the complainant, the school principal or school system designee will provide to the complainant a written summary of the findings of the investigation and a statement of remedial measures, if any; provided, however, that such written response shall not disclose any confidential student or personnel information.
- E. The determinations shall be reviewed by the Superintendent or his or her designee within ten school days of receiving a written request for such review I the complainant addressed to the Superintendent, provided, however, that confidential student or personnel matters shall not be subject to review;
- F. In reviewing the decision, the Superintendent shall review the original complaint filed by the complainant, any communication between the complainant and the principal or designee from the time the complaint is filed until the time of the review that is related to the complaint, and any statement in writing submitted to the Superintendent in connection with the review by either the complainant or the principal or designee by a date set by the Superintenden The Superintendent shall have the right, but not the obligation, to hear from the complainant and the principal or designee or to request further information from either.
- G. The Superintendent's decision following the review provided for in subparagraph (E) shall be subject to review by the Board of Education as provided in Code Section 20-2-1160; provided, however, that confidential student or personnel matters shall not be subject to review;
- H. When the Board has made a decision, it shall be binding on the parties; provided, however, that the parties shall be notified in writing of the decision and their right to appeal the decision to the State Board of Education and of the procedures and requirements for such an appeal as set forth in Georgia law.
- I. Any individual described in (4)(A) above, shall have the right at any time, including prior to filing a complaint, to request, in writing, from the Superintende or the school principal nonconfidential records which he or she reasonably believes may substantiate a complaint under this policy. Such records shall be produced for inspection within a reasonable amount of time not to exceed three school days of receipt of the request. If some, but not all, of the records are available within three school days, the records that are available shall be made available, and the requester shall be provided a description of the records which are unavailable and a timeline for when those records will be available. These records shall be provided as soon as practicable, but in no callater than thirty (30) days after receipt of the request.
- J. If a parent's request described in subsection (I) is denied or the records not produced within thirty (30) days, the parent may appeal the denial or failure to the Board which must place the appeal on the agenda for the next public meeting. If it is too late for such appeal to appear on the next meeting's agenda the appeal must be included on the agenda for the subsequent meeting.

### **Board Policy IKBC: Material Harmful to Minors Complaint Resolution Process**

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

### **DEFINITIONS**

**Harmful to minors**- as used in this policy, means that quality of description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or sadomasochistic abuse, when it:

- (1) Taken as a whole, predominantly appeals to the prurient, shameful, or morbid interest of minors;
- (2) Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for minors; and
- (3) Is, when taken as a whole, lacking in serious literary, artistic, political, or scientific value for minors.

**Business Day** – as used in this policy, means any calendar day, except Saturdays, Sundays, and any federal and school holidays upon which the office of the Superintendent is open to the public for business.

### **REQUIREMENTS**

The Board of Education hereby adopts this policy to address complaints submitted by parents or permanent guardians alleging that material that is harmful to minors has been provided or is currently available to his or her child who is enrolled in this school system. The complaint resolution process is as follows:

- (1) Complaints must be submitted in writing by the parent or permanent guardian to the principal of the school where the student is enrolled.
- (2) Complaints must provide a reasonably detailed description of the material that is alleged to be harmful to minors.
- (3) Within seven (7) business days of receiving a written complaint, the school principal or his or her designee will review the complaint and take reasonable steps to investigate the allegations in the complaint, including, but not limited to, reviewing the material that is alleged to be harmful to minors, if it is available.
- (4) The school principal or his or her designee will determine whether the material that is the subject of the complaint is harmful to minors.
- (5) The school principal or his or her designee will determine whether student access to the material that is the subject of the complaint should be removed or restricted.
- (6) Within ten (10) business days of receiving the complaint, unless another schedule is mutually agreed to by the parent or permanent guardian and the school principal or his or her designee, the school principal or his or her designee will confer with the parent or permanent guardian and inform him or her whether the material that is the subject of the complaint was determined to be harmful to minors, and whether student access to such material will be removed or restricted.
- (7) Appeals of the school's principal's or his or her designee's determinations is subject to full administrative and substantive review by the Board of Education, which shall include the ability of the parent or permanent guardian to provide input during public comment at a regularly scheduled board meeting. Unless another time frame is mutually agreed upon by the parent or permanent guardian and the Board of Education, the review and final disposition of the appeal by the Board of Education will be completed within 30 calendar days of receiving the written appeal.
- (8) On appeal the Board shall review the original complaint filed by the parent or permanent guardian, any statement made by the parents or permanent guardian as part of public comment at a regular board meeting, any communication between the parent or permanent guardian to the principal or designee from the time the complaint is filed until the time of the appeal that is related to the complaint, and any statement in writing submitted to the Board in connection with the appeal by either the parent or permanent guardian or the principal or designee by a date set by the Board. The Board shall have the right, but not the obligation, to hear from the parent or permanent guardian and the principal or designee at the meeting where it makes its review and to discuss any legal issues raised by the complaint in executive session with the attorney for the school district.

(9) The title of the material submitted for appeal that is determined by the Board of Education to be not harmful to minors shall be published on the Board of Education's website within 15 business days from the date of the Board's determination and will remain on the website for a period of not less than 12 months. A parent or permanent guardian may request access to appealed materials that are physical in nature and accessible to their student in the student's school media center. A parent or permanent guardian must abide by the school's policies and procedures when requesting and reviewing such material.

**Status:** ADOPTED

### **Board Policy IKD: School Ceremonies and Observances**

Original Adopted Date: 12/10/2007 | Last Revised Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

### Pledge to the Flag

It shall be the responsibility of the principal to ensure that each student is afforded the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America each school day. Each teacher shall be informed of this policy and shall adhere to the same.

**Operating Procedure IKI-OP(1): Lesson Plans** 

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

### **LESSON PLANS**

Teachers must develop appropriate lesson plans for all classes taught. These plans should be written and must reflect objectives, methodology, materials, and evaluation of the approved curriculum for the class or course. Teachers shall provide students and/or parents, as appropriate, with a copy of their course syllabus. Written lesson plans and course syllabi may be required to be turned in to the principal or his/her designee at any time.

Rescinds: IKI Adopted: 04/04/

### **Board Policy JAA: Equal Educational Opportunities**

Original Adopted Date: 10/08/2007 | Last Revised Date: 02/08/2021 | Last Reviewed Date: 03/13/2023

### **EQUAL EDUCATIONAL OPPORTUNITIES**

The Board is committed to a policy of nondiscrimination in relation to race, color, religion, national origin, political affiliation, disability in any student program or activity. It is the policy of the Board of Education to comply with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and all accompanying regulations. Any student, applicant for admission, parent or guardian or other person who believes he or she or any student has been discriminated against or harassed in violation of this policy must make a complaint in accordance to with the procedures outlined below.

### **Complaints Procedure**

Complaints regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex (except as stated below) in violation of Title IX, or on the basis of disability in violation of Section 504 of the Rehabilitation Act of 1973 or the Americans With Disabilities Act shall be processed in accordance with the following procedure:

 a. Any student, applicant for admission, employee, parent or guardian or other person with a complaint or report alleging a violation of Title VI, Section 504, the ADA or Title IX (excluding sexual harassment as described in 1b of this section, shall promptly notify, in writing or orally, either a school administrator for his/her school or the appropriate designated coordinator. If the report or complaint is oral, either the administrator or coordinator to whom the report or complaint is made shall promptly prepare a written statement of the complaint as made to him/her by the complainant and shall have the complainant read and sign the statement if it accurately reflect the complaint made. If the report/complaint is not made to the designated coordinator, the receiver must report it immediately to that person. Reports or complaints other than those described in 1b shall be handled in accordance with the procedures outlined in 2 below.

b. Any person with a complaint or report alleging sexual harassment as defined in Policy JCAC (weather or not the person reporting is the person alleged to be the victim of conduct that could constitute sexual harassment), may report, in person, by mail, by phone, or by electronic mail, using the contact information for the Title IX Coordinator on the school's website, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. Such reports will be handled in accordance with the procedures and grievance process specified in Policy JCAC – Sexual Harassment.

- 2. If the alleged offending individual is the coordinator or the school administrator. the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent. If the alleged offending individual is the Superintendent, the complaint shall be made to the designated coordinator, who shall, without further investigation, report the complaint to the Board President.
- 3. The coordinator or designated investigator shall have fifteen (15) school days to gather all information relevant to the report or complaint, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or their designee shall prepare a written response to the complainant detailing any action to be taken in response to the complaint and the time frame in which such action will be taken. The coordinator or their designee shall provide copies of the response to the complainant, appropriate coordinator, and principal.
- 4. If the complaint is not resolved by the conclusion of the 15-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five (5) school days of receiving a copy of the written response, and to have the complaint referred to the Superintendent. If the

alleged offending individual is the superintendent, the complainant may have the complaint referred to the Board President, rather than the Superintendent.

- 5. The Superintendent shall have fifteen (15) school days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his/her approval of the recommendation by the coordinator or designee or the action to be taken by the District in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
- 6. This policy is not intended to deprive any student or parent of any right they may have to file a complaint under any other applicable policy of the local board of education or to contact the Office of Civil Rights or other appropriate state or federal agency with regard to any allegations that the District has violated the statutes described above.
- 7. The District shall have the responsibility for distributing and disseminating information relevant to this policy and procedures to students, parents and employees through appropriate procedures.
- 8. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be subject to appropriate discipline.
- 9. If a student falsifies, misrepresents or erroneously reports or makes a complaint under the provisions of this policy, that student shall be subject to consequences under the Student Code of Conduct.
- 10. The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible and complies with the law, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

Contact information for the following coordinators shall be made available on the school website.

Title IX Title VI Section 504 ADA

CROSS REF.: Policy JCAC - Sexual Harassment; Policy GAAA- Equal Opportunity Employment

LEGAL REF.: Title VI and VII of the Civil Rights Act of 1964; Civil Rights Restoration Act of 1987; Rehabilitation Act of 1973, Section 504; Title IX of the Educational Amendments of 1972 and 2020 Regulations; Education for All Handicapped Act of 1975; O.C.G.A., 20-2-211(d); 30-1-1 et seq.; 34-1-2; 34-5-1 et seq.; 36-6A-1 et seq.; 45-19-20-et seq.

Rescinds: JAA Adopted: 12/10/18

### **Board Policy JB: Student Attendance**

Original Adopted Date: 12/11/2006 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

### STUDENT ATTENDANCE

Board policies and school procedures regarding attendance, absences, truancy and excuses will be guided by the state attendance laws and appropriate state board policies and procedures. Children shall be required to be in attendance for the full session of the school which the child is eligible to attend unless otherwise directed by a court of jurisdiction.

All schools shall keep daily attendance records according to established procedures appropriate to the school. It shall be the duty of the principal and school staff of each school to submit all attendance reports and records as required by the Georgia Board of Education, the Cartersville School Board, and/or the system administration.

All children who legally reside within the city limits of Cartersville and are of legal age are eligible to attend the Cartersville School System unless otherwise suspended or expelled from school. Residency is defined as the permanent place where the student is housed on an on-going and regular basis and where the parent, legal guardian, or other legally authorized caregiver lives. The school system may use homestead exemption status to help determine residency or non-residency. Non-resident students may be admitted to the system within policy and guidelines established by the Board.

The Board recognizes the value of regular and punctual attendance in the overall education of each child. Students shall be in attendance in accordance with requirements of compulsory school attendance laws and for the number of full-length days prescribed by law or permitted under the Cartersville System Charter status.

### **Absences and Excuses**

Excused absences are defined by the Board in accordance with authority granted by the compulsory school attendance law and the guidelines given in this policy. Submission of appropriate documentation for excusable absences may be required by the school.

Students may be temporarily excused from school:

- 1. When personally ill and when attendance in school would endanger their health or the health of others;
- 2. When in their immediate family there is a serious illness or death which would reasonably necessitate absence from school:
- 3. When mandated by order of governmental agencies or court order, including pre-induction physical examinations for services in the armed forces;
- 4. On special and recognized religious holidays observed by their faith necessitating absence from school;
- 5. When conditions rendering attendance impossible or hazardous to student health or safety;
- 6. When necessary, one day, for registering to vote or voting in a public election; or
- 7. A student whose parent or legal guardian is in military service in the armed forces of the United States or National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five school days per school year, for the day(s) missed from school to visit with his/her parent or legal guardian prior to such parent's or legal guardian's deployment or leave.
- 8. Any other justified and valid absence not explicitly defined herein but deemed by the Superintendent or his/her designee to have educational merit based on the circumstances.

### **Students Counted Present**

Students shall be counted present under the following circumstances:

- 1. When they are serving as pages of the Georgia General Assembly.
- 2. A foster care student who attends court proceedings relating to his or her foster care shall be counted present and shall not be counted absent, either excused or unexcused, for any day or portion of a day missed from school.
- 3. Students who participate in an activity or program sponsored by 4-H shall be counted present in the same manner as an educational field trip. Participation in a program or activity sponsored by 4-H shall not be counted as an absence, either excused or unexcused, for any day, portion of a day, or days missed from school.

In accordance with Georgia Department of Education rules, any student subject to compulsory attendance law, who during the school year, is absent from school more than five (5) days without a valid written excuse is considered truant. School days missed as a result of suspension shall not count as unexcused days for the purpose of determining student truancy.

A valid excuse is a written explanation of one of the approved reasons listed in this policy. The written excuse shall be provided to the school within three (3) days of a student's absence signed by the student's parent, guardian, or physician.

Furthermore, any student in grades 9-12 who exceeds five (5) days absence in a class during a semester without documentation of an excused absence shall not receive credit for the course. Students denied credit for a course due to excessive absences may appeal for credit to the Student Attendance Committee of the school which shall consider the circumstances presented by the student and/or parent and determine if credit is allowed.

Final course grades of students shall not be penalized because of absences if the following conditions are met:

- 1. Absences are justified and validated for excusable reasons; and
- 2. Allowable makeup work for excused absences was completed satisfactorily.

Individual students who have emergencies necessitating their absence from school for a portion of the school day must have been present for at least one-half of the instructional day to be counted "present" for the day. When there is cause necessitating an individual student to be excused from school for a portion of the school day, the student shall be released from school only to his/her parent(s), to a person properly identified to school authorities, or upon request by verifiable contact from/to the parent(s). Principals shall require verification of right of custody of anyone requesting early dismissal of a student. A change of custody cannot occur at the school.

### **Tardiness/Early Checkouts**

Being tardy to school and/or leaving school early is not only an interruption to the educational process for the individual student involved, but may also be a disruption to the instructional program for other students.

Any student who is tardy to school or who leaves early during the school day without a valid excusable reason according to this policy is considered unexcused for attendance purposes.

### **Truancy**

A student shall not be absent from school or any class or other required school function during school hours except as permitted under school attendance policies and Georgia law. Any student who is absent from school more than five (5) days without a valid excuse is considered truant.

### **Notification**

The school shall notify the parent, guardian or other person who has charge of the child when such child has five (5) unexcused absences. Each subsequent unexcused absence shall constitute a separate offense. After two reasonable attempts to notify the parent, guardian or other person who has charge of the child, the school system shall send written notice via regular U.S. mail. Every reasonable effort shall be made to notify parents prior to referring students to juvenile or other courts having jurisdiction.

Schools shall provide to the parent, guardian, or other person having control or charge of each student enrolled a written summary of possible consequences and penalties for failing to comply with attendance requirements. By

September 1 of each school year or within 30 school days of a student's enrollment in the school, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten (10) or older shall be required to sign a statement indicating receipt of written statement of possible consequences for non-compliance to this policy by September 1 of each year or upon enrollment thereafter. This statement may be included in the school's student handbook for which the parent and/or student signs for in receipt thereof.

### Withdrawal of Students

A student who has more than ten (10) consecutive days of unexcused absences, who is not subject to compulsory school attendance, and who is not receiving instructional services through homebound instruction or services required by the federal Individual with Disabilities Education Act (IDEA) may be withdrawn from school. The student will be withdrawn retroactive to the first day of the student's absence. The principal or his/her designee shall use his/her best efforts to notify the parent, guardian, or other person who has control or charge of a student if the school system plans to withdraw such student.

### **Consequences**

Possible consequences for non-compliance to the provisions of the attendance policy include but are not limited to:

- Parental notification and/or conference
- Referral to Student Attendance Committee
- Referral to Social Worker
- Referral to juvenile or other appropriate court jurisdiction
- · Withdrawal from school
- Class failure resulting in grade level retention
- Disposition for unruly children in accordance with the juvenile code, including the possible denial of a driver's license for the student

CROSS REF.: Policy AF - School Day

LEGAL REF.: O.C.G.A. 20-2-150 (c); 20-2-240; 20-2-310(b); 20-2-690; 20-2-691; 20-2-692; 20-2-693; 20-2-694; 20-2-695; 20-2-296; 20-2-297; 20-2-298; 20-2-701; 20-2-735; 20-2-736; 15-11-10; 15-11-67; 20-20-85

Rescinds: JB Adopted: 12/10/18

**Board Policy JBC: School Admissions** 

Original Adopted Date: 12/11/2006 | Last Revised Date: 03/29/2022 | Last Reviewed Date: 03/13/2023

### SCHOOL ADMISSIONS, TRANSFERS AND WITHDRAWALS

### **Authority to Enroll**

Under the provisions stated in O.C.G.A. 20-2-690.1, a parent, legal guardian, or other authorized person has the authority and responsibility may enroll an eligible student in the Cartersville City Schools under the following provisions:

- a. The student's parent, legal guardian, or legal caregiver is a resident of the school district.
- b. Proof of legal residence within the City of Cartersville is required when a student enrolls or changes his/her residence, unless the student is homeless and subject to the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.). Residency is defined as the place where the student is housed on an on-going and regular basis and where the parent, legal guardian, or legal caregiver resides. Furthermore, the student must be a regular and continuous occupant of a residential dwelling located within the boundaries of the school district.
- c. If the person enrolling a student is not the parent, then court-ordered legal guardianship or legal kinship caregiver status must exist over the child except in the cases where a grandparent has power of attorney under hardship granted by Georgia law. A kinship caregiver with a properly executed kinship caregiver affidavit may enroll a child not in the custody of a state agency and serve as the school's point of contact for the child regarding activities for which parental consent is usually required, such as the receipt of educational services; the receipt of medical services directly related to enrollment; participation in extracurricular activities; and, matters related to educational progress, discipline, and truancy; for as long as such affidavit is valid. The affidavit shall not be valid for more than one school year after the date on which it is executed and the Superintendent or his/her designee is authorized to require a new kinship caregiver affidavit at the beginning of each school year.
- d. A grandparent who resides in the school district and who presents a properly executed power of attorney for a minor child may enroll such grandchild, without court approval, if the specific conditions set forth in state law are met. The grandparent empowered to enroll the child shall have the same rights, duties, and responsibilities that would otherwise be exercised by the parent, except where limited by the executed power of attorney or federal law. Parents and grandparents may not execute this privilege to avoid out-of-district status of the child.
- e. A parent of a minor child may delegate care-giving authority regarding the minor child when hardship prevents the parent from caring for the child. This authority may be delegated with or without the approval of a court by executing in writing a power of attorney for the care of a minor child in a form substantially complying with the law. Cartersville City Schools may ask for documentation or investigate matters proving the hardship. Hardships may include such situations as:
  - 1. A parent being unable to provide care due to the death of the other parent;
  - 2. A serious illness or terminal illness of a parent;
  - 3. The physical or mental condition of the parent or the child such that proper care and supervision of the child cannot be provided by the parent;
  - 4. The incarceration of a parent;
  - 5. The loss or non-inhabitability of the child's home as the result of a natural disaster; or
  - 6. A period of active military duty of a parent exceeding 24 months.
- f. A non-custodial parent or registering person acting in loco parentis under the authority of a power of attorney properly executed by a parent or guardian serving in the military shall be allowed to enroll a transitioning military child and perform all other actions requiring parental participation and consent. Children of

transitioning military families shall be enrolled and placed in accordance with the requirements specified in the state enrollment rule.

- g. In the case of an emancipated minor, the individual student must be under the age of eighteen and no longer under the control or authority of his/her parents or guardians by operation of law, e.g., marriage, or pursuant to a petition filed by the minor with the juvenile court as provided in O.C.G.A. 15-11-202. Emancipation by petition is granted by a judge in juvenile court.
- h. The school system may make reasonable inquiry to determine the truth of the facts set forth in any documentation or claim concerning the circumstances of child custody or residency.

### Age Eligibility

Other than students specifically exempted by rule or by law, the following individuals are eligible for enrollment:

- a. Students who have attained the age of five (5) by September 1 unless they attain the age of twenty (20) by September 1 or they have received a high school diploma or the equivalent, provided they have not dropped out of school for one semester or more; or
- b. Students who were legal residents of one or more other states for a period of two (2) years immediately prior to moving to Georgia, were legally enrolled in a public kindergarten or first grade, are otherwise qualified and will attain the age of five (5) for kindergarten or six (6) for first grade by December 31; or
- c. Special education students through the age of 21 or until they receive a regular high school diploma; or
- d. Students who have not been permanently expelled from Cartersville City Schools.

### **Evidence of Date of Birth**

- a. Other than students specifically exempted by State Board rule or by Georgia law, before admitting any student to a school in the school system, the school shall accept evidence in the order set forth below that shows the individual's date of birth:
  - 1. A certified copy of a birth certificate; certified hospital-issued birth record or birth certificate;
  - 2. A military ID;
  - 3. A valid driver's license:
  - 4. A passport;
  - 5. An adoption record;
  - 6. A religious record signed by an authorized religious official;
  - 7. An official school transcript; or
  - 8. If none of these evidences can be produced, an affidavit of age sworn to by the parent, legal guardian, or legal caregiver accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.
- b. Upon presentation of one of these evidences above, a photocopy of the document shall be placed in the student's record.
- c. The student will be identified in the student information system by the student's legal name as it appears on the documentation submitted for age verification as cited above or in a court order changing the student's name.
- d. Once a student has successfully enrolled in any publicly-funded Georgia school by providing one of the evidences cited above, further proof of age is deemed unnecessary.

### **Other Documents Required for Enrollment**

The parent, guardian, caregiver, or student must provide:

- a. A copy of the enrolling student's social security number or signed form stating the individual does not wish to provide the social security number, pursuant to O.C.G.A. 20-2-150. Social Security information shall be treated in the same confidential manner as all other records in accordance with the Federal Educational Rights and Privacy Act (FERPA). Social Security numbers will only be used for the purpose of official identification of a student and for such other purposes allowed by federal and state law.
- b. A certificate in accordance with the provisions of O.C.G.A. 20-2-771, concerning the immunization of students, which includes an exception for religious grounds.
- c. A certificate in accordance with the provisions of O.C.G.A. 20-2-270, concerning nutritional screening and eye, ear, and dental examinations of students.

Proof of residency is required, unless the student is homeless and provisions of the McKinney-Vento Act apply. A homeless child shall be enrolled immediately even in the absence of any appropriate documentation. The system designee shall assist the homeless student in acquiring the necessary records for enrollment.

### **Provisional Enrollment**

- a. A student may be enrolled on a provisional basis and allowed to attend a school for up to thirty (30) calendar days while awaiting evidence of age, residence, or other requirements. The provisional enrollment may be extended at the discretion of the principal for extenuating circumstances.
- b. The principal or his/her designee shall notify the registering parent or legal guardian at least ten (10) days prior to the withdrawal of the student. Notification at the time of the provisional enrollment will suffice for this requirement.
- c. The provisions of O.C.G.A. 20-2-670 regarding transferal of discipline actions or felony convictions for students in grade 7 and above shall take precedence over any provisional enrollment.

### Students Placed by DHS, DJJ or DBHDD

Upon notification by Department of Human Services (DHS), Department of Juvenile Justice (DJJ), or Department of Behavioral Health and Developmental Disabilities (DBHDD) that a student will be enrolling in the school system, that student will be enrolled in his/her regular school, as opposed to an alternative setting, unless the Case Management Consultation team concludes that the best placement for the child would be the alternative setting. Any placement made pursuant to an Individualized Education Program (IEP) team shall take precedence.

### **Student Transfer Requirements**

A transferring student applying for admission to a grade higher than sixth grade shall as a prerequisite to admission present a certified copy of his/ her academic transcript and disciplinary record from the school previously attended. A transferring student may be admitted on a conditional basis if he/she and his/her parent/legal guardian executes a document providing the name and address of the school last attended and authorizing the release of all academic and disciplinary records to the school administration. The release document must disclose whether the student has ever been found guilty of the commission of a designated felony act as defined in O.C.G.A. 15-11-37 and if so the date of such adjudication, the offense committed, the jurisdiction in which such adjudication was made, and the sentence imposed.

### **Transfer Students Not In Good Standing**

No student transferring from another school or school system shall be finally admitted to the Cartersville City Schools unless or until such student presents records showing that he/she was in good standing with that school or school system when last enrolled. An administrator or his/her designee may satisfy this requirement through oral communication with officials in the school district last attended, and admit the student upon receiving verbal assurances that the student was in good standing, not under suspension or expulsion, and that the necessary records are forthcoming.

No student shall be admitted who comes from another school system during a period when suspension or expulsion from that school system is still in effect. If the student still has time remaining under suspension or expulsion before being eligible to return to the school previously attended, the student will not be eligible for admission to the Cartersville City Schools until the expiration of that suspension or expulsion period.

If any student seeking admission to the Cartersville City Schools from another system states in writing any good and sufficient grounds why this policy should not apply to him/her, a due process hearing will be provided before the principal of the school and one other administrator appointed by the Superintendent who may decide to allow conditional enrollment.

A student seeking admission to the Cartersville City Schools from another system in which he/she has been permanently expelled may submit a written statement of reasons why his/her expulsion from the other system should not disqualify him/her from attendance in this school system. A due process hearing as described above shall take place to determine enrollment eligibility of the student.

In any case, it if is determined from any source that a student has committed a felony act, the principal shall inform all teachers to whom the student is assigned that they may review, but keep confidential, the information in the student's file received from other schools or from juvenile courts.

### **Requirements for Student Withdrawal**

- 1. Voluntary Withdrawal In Accordance With Procedures
  - a. When a parent or guardian withdraws a student according to established withdrawal procedures, the student's withdrawal date shall be recorded as the day after the last day of student attendance.
  - b. If a sixteen or seventeen year old student who has not completed all requirements for a high school diploma wishes to withdraw from school, the student must have the written permission of his/her parent or legal guardian prior to withdrawing. The principal or his/her designee will make a reasonable attempt to hold a conference with the student and parent/guardian to share the educational options available.
- 2. Involuntary Withdrawal When Withdrawal Procedures Are Not Followed
  - a. When a parent/guardian does not withdraw a student from school according to established procedures and the school has proof of enrollment in a different school, school system, private school or home study program, the date of withdrawal for a student shall be the after the last school day of student attendance.
  - b. With no proof of enrollment in another school, school system, private school, or home study program, a student may be withdrawn from a school after ten (10) consecutive unexcused absences or when the school system obtains documentation or knowledge that the student no longer resides in the school's attendance zone. The student withdrawal date shall be the day after the last day of student attendance. The Principal or his/her designee shall use his/her best efforts to notify the parent/guardian if the school plans to withdraw the student.
  - c. A student shall not be withdrawn while participating in a Hospital/Homebound instruction program in accordance with the requirements of the program.

CROSS REF.: Policy **JBC(1)** – Homeless Students; Policy **JBC(2)** – Home Study Programs; Policy **JBC(3)** – Social Security Number

LEGAL REF.: O.C.G.A. 20-2-151 (b) (2); 20-2-690; 15-11-202; 20-2-150; 20-2-771; 20-2-270; 20-2-670; 19-9-120-129; 42 U.S.C. 11431

Rescinds: JBC Adopted: 12/10/18

### **Board Policy JBC(1): Homeless Students**

Original Adopted Date: 06/12/2006 | Last Revised Date: 03/29/2022 | Last Reviewed Date: 03/13/2023

### **HOMELESS AND UNACCOMPANIED YOUTH**

The Board is dedicated to the guiding principle that all eligible children and youth, including the homeless and unaccompanied youth who reside within the school district, are entitled to a free and appropriate public education.

Any dispute in regard to providing a public education to a child designated as homeless or unaccompanied youth shall be presented to the school principal to be resolved. If the matter is not resolved with the school principal, the dispute shall be brought to the Cartersville City School System Liaison for resolution.

If the matter is not resolved at the level of the system Liaison, the dispute shall be brought to the Superintendent who shall resolve the matter. If the matter is not resolved at level of the Superintendent, the dispute shall be brought to the Board.

In the event the dispute cannot be resolved locally, the parent may request a review of the dispute by the State Board of Education.

The State Board of Education will review, hear, and rule on grievances from students or the Cartersville School Board which have not been resolved in accordance with federal complaint procedures.

CROSS REF.: Policy JCE - Complaints and Grievances; Policy JBC - School Admissions, Transfers and Withdraws

LEGAL REF.: P.L. 100-77, Title VII-B, Sections 721-723; O.C.G.A., 20-2-59; 20-2-131; 20-2-293; 20-2-694; Op. Atty. Gen. No. U84-47; P.L. 10-110, Sections 722 (g) (3) (A-B, E)

Rescinds: JBC(1) Adopted: 11/10/08

Regulation JBC(1)-R(1): Homeless Students

Status: ADOPTED

Original Adopted Date: 01/24/2020 | Last Revised Date: 03/29/2022 | Last Reviewed Date: 03/2

### **Supporting Documents**



JBC(1)-R- Homeless Students.pdf

### Exhibit JBC(1)-E(1): Homeless Students - Release of Information

Original Adopted Date: 06/12/2006 | Last Reviewed Date: 06/12/2006

See PDF on the next page.

Status: ADOPTED

Parent/Guardian Signature Date	(Student's Name)	the purpose of enrollment and educational placement of my child,	educational records and information to the local unit of administration for Cartersville City Schools for	administration for to release all (Former School System)	I,, hereby authorize the local unit of (Parent/Guardian)	Release of Information	Date Adopted: 6/12/06  Descriptor Code: JDC(1)-Ex

### Exhibit JBC(2)-E(1): Home Study - Declaration

Original Adopted Date: 10/08/2007 | Last Reviewed Date: 10/08/2007

See PDF on the next page.

Status: ADOPTED

# DECLARATION OF INTENT TO UTILIZE A HOME STUDY PROGRAM

of age shall enroll and send such child to a public school, a private school, or a home study program, I hereby given notice to the Superintendent of Cartersville City Schools, of my intent to provide for the child(ren) named below a home instruction program that meets the following requirements. or other person(s) residing within this state having control or charge of any child(ren) between six and sixteen years In accordance with provisions established by Georgia Law (O.C.G.A. 20-2-690.1) requiring every parent, guardian,

- Parents or guardians may teach only their own children in the home study program providing the teaching degree to teach such children equivalency diploma, but the parents or guardian may employ a tutor who holds at least a baccalaureate college parent or guardian possesses at least a high school diploma or a general educational development (GEC)
- N to, instruction in reading, language arts, mathematics, social studies, and science; The home study program shall provide basic academic educational program which includes, but is not limited
- Ç child is physically unable to comply with this requirement; The home study program must provide instruction each 12 months to home study students equivalent to 180 school days of education with each school day consisting of at least four and one-half (4 ½) hours unless the
- 4. pursuant to the subpoena of a court of competent jurisdiction, or for verification of attendance by the providing necessary attendance information, except with the permission of the parent or guardian of the child, the Superintendent or his/her designee. Attendance records and reports shall not be used for any purpose except Department of Public Safety for the purposes set forth in subsection (1.1) of Code Section 40-5-22. Attendance records for t he home study program shall be kept and shall be submitted at the end of each moth to
- Ş authorities; and tests to evaluate their educational progress at least every three years beginning at the end of the third grade and records of such tests and scores shall be retained but shall not be required to be submitted to public educational Students in home study programs shall be subject to an appropriate nationally standardized testing program administered in consultation with a person training in the administration and interpretation of norm reference
- 9 guardian of children in the home study program for a period of at least three years individualized assessment of the student's academic progress. Reports shall be retained by the parent(s) or The home study instructor shall write an annual progress assessment report which shall include the instructor's
- .7 Any person who operates a home study program without complying with the requirements of the provisions of Georgia law and this policy shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a

*Special Education	Name of Student(s) Enrolled	Age of Student(s)
* Indicate by placing an "X" next to the n	* Indicate by placing an "X" next to the name of any student who is identified as or suspected of needing special education services. Please note that this is optional.	ted of needing special education
The school year for this hor notify the Superintendent if	The school year for this home study program is a 12-month period from// to// I will notify the Superintendent if my address changes or if I discontinue the home school program.	to// I will ol program.
Signature of Parent/Guardian:	n:	Date Submitted:
Street Address:	Street Address:	Zip: Zip:
A Declaration of Intent must be su	imitted within 30 days after the establishment of a home study pro	ram and by September 1 annually

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1 A		E 3	331	

### HOME STUDY PROGRAM MONTHLY ATTENDANCE REPORT

School '	Year:				<del>-</del>	Beg	ginn	ing	Dat	e: _													****************	/									
Student	Days in the month of											Total Days	# Days																				
Name(s)	I	7	3	4	s	9	~	8	0	10	11	12	13	14	15	91	17	18	61	20	21	22	23	24	25	26	27	28	29	30	Present This Month	Year to Date	
				••••••			***************************************											·									**********						
····									<b>*</b>																								
						***************************************											····																
Submitte	d by:				<u> </u>						<u> </u>				***************************************				Date	e:											<u>[</u> ]		

### Exhibit JBC(3)-E(1): Social Security Numbers - Objection

Original Adopted Date: 12/11/2006 | Last Reviewed Date: 12/11/2006

See PDF on the next page.

Status: ADOPTED

# Exhibit A

# Cartersville City Schools

# STATEMENT OF OBJECTION TO USE OF SOCIAL SECURITY NUMBER FOR STUDENT IDENTIFICATION

		Full Name of Child	I do not wish to provide the Social Security number of my child:
Date	Signature of Parent / Legal Guardian	4/4/4/4/4/4/4/4/4/4/4/4/4/4/4/4/4/4/4/4/	y child:

### **Board Policy JBC(4): Awarding Units and Transferring Credit**

Original Adopted Date: 04/14/2014 | Last Revised Date: 08/08/2022 | Last Reviewed Date: 08/08/2022

### **DEFINITIONS**

Accredited School – an elementary, middle, or secondary school accredited by or holding provisional status from one of the accrediting agencies identified in O.C.G.A. § 20-3-519(6)(A) or O.C.G.A. § 20-3-519(6)(B). The term does not include entities that are accredited as home study programs or non-traditional educational centers.

Home Study Program – an educational choice option conducted in Georgia in accordance with O.C.G.A. § 20-2-690(c) or conducted in another state in accordance with the laws applicable to that state.

**Non-traditional Educational Center** – educational institutions that support home study programs or other independent learning initiatives. This term does not include alternative/non-traditional education programs operated by local boards of education.

Validation - the process of verifying credits earned at another educational institution.

### **REQUIREMENTS**

- 1. The Board of Education ("Board") shall accept student course credit earned in an accredited school and under specific instructional options outlined in Georgia Board of Education Rule 160-5-1-.15, to the extent not waived in the school system's flexibility contract.
- 2. Transfer credit must be validated for courses taken at non-accredited schools, home study programs, and non-traditional educational centers in accordance with the following:
  - a. Elementary and middle school students will be placed at the appropriate grade level using recommendations from the last school attended and/or a Math and/or Reading Assessment or MAP Screener.
  - b. _High school students will be placed in the appropriate grade level and courses based on the number of units earned toward graduation and validated by the administration as meeting the state-adopted curriculum standards for grades 9-12. The validation process includes
    - i. Placement in the grade level and subjects indicated on the student's records in prior schools,
    - ii. In sequenced courses, successful completion of the next course in the sequence may be used to validate credit for the preceding course in the subject area.

High school transfer students must take any state-mandated assessments, including applicable End of Course assessments.

### **Board Policy JBCB: Nonresident Students**

Original Adopted Date: 05/14/2007 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

### **NONRESIDENT STUDENTS**

The Board accepts all legally resident students living within the city limits of Cartersville. A limited number of nonresident students who meet specific criteria may be accepted for enrollment. Children of nonresident employees of the Board and children of nonresident employees and appointed officials of the City of Cartersville who are custodial parent(s) or stepparent where their spouse is the custodial parent and the child is living with that custodial parent and stepparent may be admitted to the Cartersville School System and be exempt from out-of-district fees or tuition.

Application for new nonresident students will be on a rolling basis all year long. Waiting lists for new nonresident students may be established and maintained by each principal annually for enrollment acceptance at such time when the principal determines if space is available for additional nonresident students. If a student is approved within the school year, payment of the non-resident fee is due within 10 days of the date of acceptance.

Acceptance and continued enrollment of nonresident students in the school system shall be predicated upon payment of a non-refundable tuition payable to the Cartersville School Board prior to the beginning of each school year by a date established by the Superintendent. The Finance Committee of the Board shall recommend to the Board an amount to be charged as a tuition fee for each school year.

Nonresident students whose legal residence changes to a valid city of Cartersville address shall not be entitled to a refund of any portion of the nonresident tuition fee. Additionally, resident students whose legal residence changes to a nonresident status during the school year may remain in the school system for the current year provided the full nonresident tuition fee is paid within ten (10) business days, regardless of the date of change in address during the school year, and provided the student meets the criteria established in this policy for continued enrollment. Payment is due in full within ten (10) business days of the date of change in address. The Superintendent has the right to waive the fee for the current year due to a change in address if the change is documented to have occurred after March 1 of the school year.

The school system and local schools shall have the authority to verify addresses and actual residence of any student. Any student found to be out-of-district who has not paid the Board approved tuition within the timeframe established by this policy shall be withdrawn and shall forfeit the privilege of returning to the city school system as a nonresident student for the remainder of the school year and the following school year. This decision shall be final without appeal. For subsequent years, the student may apply for re-admission but without any guarantee of approval.

Transportation to and from school for nonresident students shall be the responsibility of the parent/ guardian. Nonresident students may not ride the school bus to and from school. Nonresident students may not catch a school bus or be dropped off at a school bus stop for the purpose of the system providing transportation to and/or from school.

Parents or legal guardians of nonresident students shall sign a summary document of this policy annually as a condition for enrollment and/or continued enrollment. Students in grades 3-12 should also sign this document.

Nonresident students may be denied enrollment or continued enrollment if the parent/guardian demonstrates an attitude of uncooperativeness, antagonism, threats, ridicule, or slanderous comments toward school programs, processes, or personnel. Such denial is subject to appeal to the Superintendent. The decision of the Superintendent shall be final.

### **Enrollment Eligibility**

All nonresident students who are minors defined by Georgia law shall be admitted to the schools of this system only upon being enrolled by (1) a parent/legal guardian of the student; or (2) an adult who has been awarded legal custody of the student by any court in this state or in any other state. The principal shall require from any adult who is not the parent of the student proof of legal custody or legal caregivership. A student may not enroll if the purpose is to establish residency, to avoid tuition as a nonresident, or to avoid a suspension or expulsion imposed by another school or school district.

Acceptance of K-12 nonresident students shall be determined by the following additional criteria:

- a. Space availability by program and grade level subject to enrollment limits which do not obligate the school system to hire more staff, cause undue overcrowding in classrooms based on class size guidelines, and/or cause overburden on the school facility or program(s). Space availability is considered by individual school, specific grade level, and by educational program.
- b. Siblings of current nonresident students who are in good standing may be admitted to Kindergarten regardless of school size limits stated in this policy.
- c. Readiness/achievement (based on pre-assessment or performance on standardized assessments, grade report or other measurements).
- d. Consistent and punctual attendance including no excessive check-ins or check-outs.
- e. Satisfactory discipline record.
- f. Date of completed application.
- g. Other priority considerations:
  - 1. Nonresident students with brother or sister already enrolled in the school system shall be given first priority.
  - 2. Nonresident children of Cartersville High School alumni shall have second priority.

The Board may reserve a reasonable number of spaces at each grade level to provide for anticipated growth within the system. The Board reserves the right to reduce nonresident enrollment at any time.

### **Continued Enrollment**

The continued enrollment of a nonresident students shall be determined by established criteria. These criteria apply to all nonresident students including children of nonresident employees of the Board, except where the child is a student at a school where the parent is assigned, and children of nonresident employees and appointed officials of the City of Cartersville.

- a. Consistent and punctual attendance with no pattern of unexcused absences, no excessive absenteeism, tardiness to school/classes, or checkouts during the school day;
- b. Satisfactory discipline and behavior record, including out of school behavior;
- c. Maintain at least a "C" average in each and all classes of enrollment, or meeting standards on standards based reporting;
- d. Satisfactory academic performance on state assessments, grade reports, and/or other academic measurements;
- e. Demonstrated willingness to be cooperative and supportive of school programs, processes, and personnel by the student and parent(s)/guardian(s);
- f. Current on all financial obligation(s) to the school and/or school system including but not limited to tuition, cafeteria charges, extra-curricular fees and charges; and

### **Appeal**

Any appeal consequent to the decisions of the building principal regarding the enrollment or continued enrollment of a nonresident student may be made to the Superintendent. The decision of the Superintendent shall be final.

### **Falsifying Information**

Any nonresident student who is registered in the Cartersville School System under falsified information is subject to be immediately withdrawn from the school system and shall forfeit his/her tuition fee. Additionally, the school

system may seek legal action under Georgia law, O.C.G.A. 16-10-20, for falsifying information.

### **Nondiscrimination**

The Cartersville City School System does not discriminate on the basis of race, color, national origin, sex or disability in determining admission of students who reside outside the City of Cartersville. Decisions as to whether a student with disabilities has met all the requirements for enrollment or continued enrollment will be made with input from a Student Support Team or an IEP Team, as may be appropriate.

### **Pre-K Students**

Since all pre-school programs are voluntary, qualifying, self-supported by state lottery funds or state/federal grants, such nonresident children are exempt from tuition. Pre-school attendance with Cartersville City Schools creates no property right to attendance at the Kindergarten level for out-of-district students.

CROSS REF.: Policy **JBC** – School Admissions, Transfers and Withdrawals; Policy **JB** – Student Attendance; Policy **JAA** - Nondiscrimination

LEGAL REF.: O.C.G.A. 16-10-20; 20-2-150; 20-2-293; City of Cartersville, Resolution No. 28-97, adopted by City Council on November 20, 1997; See also, Letter of Agreement between City of Cartersville and City of Cartersville Board of Education, dated January 14, 1998.

Rescinds: **JBCB** Adopted: 05/14/18

### Exhibit JBCB-E(1): Nonresident Students - Annual Contract

Original Adopted Date: 02/19/2015 | Last Reviewed Date: 02/19/2015

See PDF on the next page.

Status: ADOPTED

Effec	etive: 2/19/15	Descriptor Code: JBCB-E-2								
	CARTERSVILLE CITY SCHOOLS ANNUAL CONTRACT FOR NONRESIDENT STUDENTS									
I/We	, living at									
	PRINT Parent or Legal Guardian Name(s)	PRINT Legal Address (Street, City, Zip)								
fully	understand that initial &/or continued enrollment of my chi									
		<b>PRINT</b> student name – one student per form)								
in the	e Cartersville School System is predicated on the following school year.	criteria which is applicable throughout the entire								
A)	Payment of a non-refundable out-of-district tuition fee in Education annually shall be paid in full by a date establish									
B)	Transportation of nonresident students to and from school school or school system. Nonresident students may not rinonresident students may not catch a school bus or be dropurpose of the system providing transportation. Any nonclause of this agreement is subject to immediate withdraw restitution to the system for the cost of transportation as d	de the school bus to and from school. Furthermore pped off or picked up at a school bus stop for the resident student caught violating the transportation val from the school system and/or financial etermined by the school system.								
C)	If I/We move into the city limits of Cartersville during the whole or in part.	e school year, the tuition fee is not refundable in								
D)	Continued enrollment of a nonresident student shall be de	termined and reviewed regularly based								
	upon the following criteria in Policy JBCB-Nonresident S									
	<ol> <li>Consistent and punctual attendance with no excessive checkouts during the school day.</li> </ol>	e unexcused absenteeism, tardiness to school, or								
	<ol> <li>Satisfactory discipline record; including out-of-school</li> </ol>	ol behavior.								
	3. Maintaining a "C" average or higher in each and all of									
	<ol> <li>Satisfactory academic performance on assessments, r</li> <li>Current on all financial obligation(s) to the school/sy charges, extra-curricular fees, etc.</li> </ol>									
E)	Students must be domiciled with the parent or legal, custoregistered in Cartersville City Schools under false information forfeit his/her tuition. Additionally, the school system material 16-10-20.	ation is subject to immediate withdrawal and shall								
F)	Nonresident student may be denied enrollment or continu demonstrates an attitude of uncooperativeness, antagonism programs, process, or personnel.									

The Cartersville City School System does not discriminate on the basis of race, color, national origin, sex or disability in determining admission of students who reside outside the City of Cartersville.

Student Signature (for students Grades 3-12)

Reference: Board Policy JBCB-E-2 Form Revised 2/19/15

Parent/Guardian Signature

Date

### Exhibit JBCB-E(2): Nonresident Students - Affadavit of Residence

Original Adopted Date: 02/25/2012 | Last Reviewed Date: 02/25/2012

See PDF on the next page.

Status: ADOPTED

Descriptor Code: JBCB-E-1 Effecti ve: 2/15/2012

# CARTERSVILLE CITY SCHOOLS

AFFIDAVIT OF LEGAL RESIDENCE / DOMICILE									
This affidavit is valid for the applicable school year in which it is completed and must be renewed each subsequent school year.									
I/We (check one): temporarily permanently reside and am domiciled*at, which is my legal residence and which is located in the city limits of Cartersville.									
** PROVIDE & ATTACH DOCUMENTATION O	** PROVIDE & ATTACH DOCUMENTATION OF LEGAL CITY RESIDENCE/DOMICILE								
I am the (check one): parent legal guardian of (child's full name)									
I will immediately notify the Cartersville City School District if I should change residence/domicile*.  I understand that a student admitted under falsified information is illegally enrolled and will be dismissed from the Cartersville City School District.  I understand that the information given on this form is subject to verification and investigation.  I understand that the school system defines a resident student only as a student who resides and is domiciled* with his/her parent or legal custodial guardian within Cartersville City School District.									
* Note: Domicile is defined as the place where the student is housed on an on-going, regular basis (e.g. hours per day/7 days a week/365 days a year) except for intermittent absences and where the parent/lega guardian claims homestead exemption.  CERTIFICATION									
I/We understand that the information provide on this affidavit is true and the parent/guardian and child named herein do reside at the address listed above in the city limits of Cartersville. I/We understand that I am under obligation to inform the Cartersville City Schools of any change of residence of the child or parent.	PRINT Parent/Guardian Name  Phone (1)  Phone (2)								
	Parent/Legal Guardian Signature Date								
Georgia law [O.C.G.A. §16-10-20] states that "a person who knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact; makes a false, fictitious, or fraudulent statement or	Student Signature (Grade 6-12) Date								
representation; or makes or uses any false writing or document, knowing the same to contain any false,	PRINT Owner/Lessor Name								
fictitious, or fraudulent statement or entryshall, upon conviction thereof, be punished by a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both."	Phone (1) Phone (2)								
	Owner/Lessor Signature Date								
School System Notary:									
Sworn to and subscribed before me this day of, 20	SEAL								
Notary Public:									
My Commission Expires:									

# Board Policy Manual Cartersville City Schools

# Exhibit JBCB-E(3): Nonresident Students - Letter of Understanding

Original Adopted Date: 11/15/2006 | Last Reviewed Date: 11/15/2006

See PDF on the next page.

Status: ADOPTED

# Reference 1

# Letter of Understanding

November 15, 2006

Sam Grove, City Manager City of Cartersville 1 North Erwin Street Cartersville, Georgia 30120

RE: Letter of Understanding

Dear Sam,

nonresident children of city employees and appointed city officials are exempt from tuition fees with the school system. This letter of understanding is based upon the City's resolution (#28-97) adopted November 20, 1997 and the original letter of understanding from the Board of Education on January 14, Pursuant to our discussion, Cartersville City Schools is reaffirming our understanding that eligible

This understanding is based upon the following guidelines and procedures:

- ٣ and other changes of pertinent employment/appointment status of any city employee or appointed City will advise the school system in a timely fashion of all new hires, terminations, resignations, employees and appointed officials (last name, first name, middle initial, residential address). The City shall provide annually to the school system an alphabetized, aggregate list of all city
- 2) Department will communicate with the schools of any pertinent change in enrollment status of any city employee/appointee's child(ren). The City shall provide to the school system's Finance All communications regarding the employment/appointment status of any city employee or employment/appointment status and subsequent changes. Department the name of the person designated to furnish all relevant information regarding appointed official shall be with the Finance Department of the school system. The Finance
- $\omega$ It shall be the responsibility of the City, not the school system, to inform and advise city employees and appointed officials of this job-related benefit.

Sam Grove, City Manager City of Cartersville November 17, 2006 Page – 2--

- **£** Procedurally, the following situations need to be understood by nonresident city employees and appointed officials who elect to send their children to the city schools:
- (A) If a city employee or appointed official leaves the employment/appointment of the city expected to pay the full year's tuition or have their child(ren) withdrawn from the school during the school year, regardless of the date, they will be immediately charged and system.
- (B) If the city employs/appoints a nonresident new hire during the school year who already has his/her child(ren) in the city schools and has already paid their tuition in full, the school system will not refund or reimburse that new hire for tuition fees.
- (C) Nonresident city employees/appointees must be the parent or legal guardian of the child(ren) for waiver privileges to apply.
- (D) If a city employee/appointee falsifies information concerning custody of a child, then the school system may immediately withdraw that employee/appointee's child(ren) and advise the city officials of the situation.
- $\Xi$ Continued enrollment in the Cartersville City Schools by a nonresident student is procedures and rules of the schools, including, but not limited to: academic success and progress, appropriate behavior, prompt and regular attendance, meeting academic dependent upon qualifying factors in the policies of the Board of Education and policies

We look forward to our continued partnership with the City of Cartersville in providing quality services to our constituents. Please feel free to contact me if you have any questions or if I can be of further service.

Sincerely,

J. Howard Hinesley

cc: Ken Clouse, Asst. Superintendent Richard Dyke, Finance Director

Descriptor Code: JBCB-E-3

# **RESOLUTION NO. 28-97**

# CHILDREN OF CITY EMPLOYEES AND APPOINTED OFFICIALS TO ATTEND THE CARTERSVILLE SCHOOL SYSTEM RESOLUTION OF THE MAYOR AND CITY COUNCIL REQUESTING WAIVER OF A TUITION FEE FOR

promote the interest of employees and appointed officials of the City to allow the tuition fee for children of all employees or appointed officials of the City of Cartersville who are custodial parents to be waived promote and protect the public's general safety, health and welfare and provide the necessary services to that it is in the best interest of the citizens of Cartersville, Georgia, and necessary for the public purpose to WHEREAS, the Mayor and City Council of the City of Cartersville, Georgia, have determined

Cartersville who are custodial parents to be waived. NOW THEREFORE, BE IT RESOLVED by the Mayor and City Council that the Cartersville School System allow the tuition fee for children of all employees of appointed officials of the City of

This resolution shall be come effective upon adoption.

ADOPTED this 20th day of November, 1997

J. Lynn Carte Mayor

ATTEST:

Sandra E. Cline City Clerk

# **Board Policy JBCD: Transfer and Withdrawals**

Original Adopted Date: 12/11/2006 | Last Revised Date: 02/10/2020 | Last Reviewed Date: 02/10/2020

## PLACEMENT OF TRANSFER STUDENTS

A student who transfers into the school system from a school accredited by or holding provisional status from the Georgia Accrediting Commission, the Georgia Association of Christian Schools, the Association of Christian Schools International, the Accrediting Commission for Independent Study, the Southern Association of Independent Schools and/or one of the accrediting agencies that is a member of the Georgia Private School Accreditation Council, and/or one of the following regional accrediting agencies shall receive credit for subjects completed in the former school.

- 1. Middle States Association of Colleges and Schools (MSA)
- 2. New England Association of Schools and Colleges (NEASC)
- 3. North Central Association of Colleges and Schools (NCA)
- 4. Northwest Association of Schools and Colleges (NASC)
- 5. Southern Association of Colleges and Schools (SACS)
- 6. Western Association of Schools and Colleges (WASC)
- 7. The Alabama Independent School Association

A transferring student applying for admission to a grade higher than sixth grade shall as a prerequisite to admission present a certified copy of his or her academic transcript and disciplinary record from the school previously attended.

# Placement Criteria for Students from Non-Accredited, Private, Home Study and Online Courses

The following criteria for grade and course placement will be used when a student transfers from a non-accredited, private or home school program.

- 1. Any student from a home study program, non-accredited school, or non-traditional education center or program entering grades K-8 will be evaluated on a basic skills test provided by the school system and administered by school personnel.
- 2. Student grade placement will be determined based on the results obtained from school administered tests in consideration of the student's age and development.
- 3. Any student entering grades 9-12 in the school system from a home study program or non-accredited school will be required to pass (minimum 70 grade conversion) a school administered test in each core content subject area to demonstrate proficiency.
- 4. No credit will be given for course work obtained in a home study program, online, or non-accredited school unless comparable course work is offered as part of the school's approved curriculum/instructional program.
- 5. Students entering or re-entering the school system will be required to participate in all state or local testing programs when applicable.

Students may be placed in a grade and/or course on a probation basis pending records of the prior school(s), online courses/ programs, and/or home study programs and satisfactory performance of the student for one or more grading periods.

STATE REF.: Georgia Board of Education Rule JBC(4)

LEGAL REF.: O.C.G.A. 20-2-59; 20-2-159; 20-2-240; 20-2-281; 20-2-282; 20-2-283; 20-2-284; 20-2-290; 20-2-293; 20-2-690.1; 15-11-63; 20-17-2; 3-5-19

Rescinds: **JBCD-R** Adopted: 07/11/11

# Operating Procedure JCAB-OP(1): Interviews and Searches of Students

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

# **INTERVIEWS AND SEARCHES OF STUDENTS**

# **Interviews**

The principal or his/her authorized representative shall be responsible for conducting reasonable interviews and questioning of students in order to properly investigate matters and punish student misconduct.

## **Searches**

This system endeavors to provide a safe and secure environment for all students and staff. Directed to that end, the Board authorizes reasonable searches of students by school officials. Searches based on reasonable suspicion should proceed without hindrance or delay, but shall be conducted in a manner which insures that students are not arbitrarily stripped of personal privacy.

The principal or his/her authorized representative, shall be responsible for conducting inspections of students' school lockers, articles carried upon their persons, personal possessions, book bags, and/or vehicles driven on or parked on campus. Such searches shall be based on a reasonable suspicion of the presence of harmful, distracting, or prohibited items.

In the event a search of a student's person, personal possessions, or locker reveals the student is concealing material prohibited by federal, state or local law, then law enforcement authorities shall be notified.

# Lockers

Although school lockers may be rented and/or issued to students by the school, the school lockers remain the sole possession of the Cartersville School System and are subject to unannounced searches by school personnel.

Principals of schools where lockers are issued shall specify in writing that lockers are the sole property of the school are subject to inspection and search by school officials at any time. Each school shall maintain duplicate keys and/or records of all locker combinations.

# **Cell Phones / Electronic Devices**

By bringing a cell phone or other electronic device to school, the student and their parent/guardian consent to the search of the device when there is reasonable suspicion that such a search may reveal there is a violation of law or school rule.

CROSS REF.: Policy LDAJA - Police Interrogations and Investigations

LEGAL REF.: Nugent v. Shepherd, 318 F. Supp. 314 (1970); State v. Young, 234 Ga. 488 (1975); Tinker v. Des Moines School District, 393 U.S. 503, 506, 21 L. Ed. Ed 731 (1969)

Rescinds: JCAB Adopted: 12/10/12

# **Board Policy JCAB: Interviews and Searches of Students**

Original Adopted Date: 10/08/2007 | Last Revised Date: 07/10/2017 | Last Reviewed Date: 07/10/2017

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Rescinds: JCAB Adopted: 12/10/12

# **Board Policy JCAC: Sexual Harassment of Students**

Original Adopted Date: 04/04/1994 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

The intent of this policy is to comply with the Title IX federal regulations concerning sexual harassment. To the extent that additional requirements are specified in federal law or regulations, the District shall comply with such requirements.

# **DEFINITIONS**

Actual knowledge means notice of sexual harassment or allegations of sexual harassment to the District's Title IX Coordinator or to any official or employee of the District. This notice requirement is not met when the only District official or employee with actual knowledge is the respondent.

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. If the complainant is under the age of 18, the parent or legal guardian can file a complaint and act on behalf of the student.

Days for the purpose of this policy means "school days."

Deliberately indifferent means a response to sexual harassment that is clearly unreasonable in light of the known circumstances.

Formal complaint means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the District investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in a District education program or activity. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator in the District's nondiscrimination notice posted on its website. As used in this policy, the phrase "document filed by a complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided by the District) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a complainant or otherwise a party under this policy.

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- 1. An employee of the District conditioning the provision of a District aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
- 2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- 3. "Sexual assault"- an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; or

"Dating Violence"- sex-based violence committed by a person-

- A. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - i. The length of the relationship.
  - ii. The type of relationship.
  - iii. (The frequency of interaction between the persons involved in the relationship; or

"Domestic Violence"- sex-based violence which includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction; or

"Sex-based Stalking" - engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- A. fear for his or her safety or the safety of others; or
- B. suffer substantial emotional distress.

Supportive measures means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the recipient's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter sexual harassment. The District shall presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. The grievance process will be followed before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The District shall maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the District to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

# NONDISCRIMINATION POLICY

It is the policy of the Board of Education to comply fully with the requirements of state law, Title IX and its accompanying regulations.

The School District prohibits discrimination based on sex and sexual harassment of students by other students, employees, volunteers or others over whom the District has authority in any District education program or activity. Education program or activity includes locations, events, or circumstances over which the District exercises substantial control over both the respondent and the context in which the sexual harassment occurs.

The District shall respond promptly in a manner that is not deliberately indifferent when it has actual knowledge of sexual harassment against a person in an education program or activity.

The District shall require that any individual designated and authorized as a Title IX Coordinator, investigator, decision-maker, or any person designated to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The District shall ensure that Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, will receive training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process including questioning, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The District shall ensure that decision-makers receive training on any technology to be used during questioning, and on issues of relevance of questions and evidence, including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant. The District also shall ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process, shall not rely on sex stereotypes and shall promote impartial investigations and adjudications of formal complaints of sexual harassment.

Reports or complaints made to the School District regarding alleged sexual harassment in violation of Title IX shall be processed in accordance with the following process:

# **GRIEVANCE PROCESS**

- 1. Reports or complaints may be verbal or written and may be made at any time (including during non-business hours), in person, by mail, by telephone, or by electronic mail using the contact information posted on the school and/or district website.
- 2. Any student, employee, parent or other person wishing to report or file a complaint alleging a violation as described above shall promptly notify either the principal or counselor at his/her school or the Title IX Coordinator designated and authorized by the District. Any employee who receives information from a student alleging sexual harassment shall report it to the principal or Title IX Coordinator. If the alleged offending individual is the principal, the report or complaint should be made by the complainant to the Title IX Coordinator.
- 3. The Title IX Coordinator shall promptly contact the complainant to discuss the availability of supportive measures as defined in this policy, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. The District shall treat complainants and respondents equitably by following this grievance process before punishing the respondent or providing remedies to the complainant. Remedies will be designed to restore or preserve equal access to the District's education program or activity. Such remedies may include the same individualized services described as "supportive measures." However, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

# 4. Formal Complaint:

Upon receipt of a formal complaint, the District shall within 10 days provide the following written notice to the parties who are known:

- A. Notice of the District's grievance process;
- B. Notice of the allegations potentially constituting sexual harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known. The written notice shall include a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice shall inform the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and may inspect and review evidence. The written notice shall inform the parties of any provision in the code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process. The notice shall describe the range of or list the possible disciplinary sanctions and remedies that the District may implement following any determination of responsibility.
- C. If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the notice provided pursuant to paragraph (4)(B), the District shall provide notice of the additional allegations to the parties whose identities are known.

# 5. Dismissal of a formal complaint.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined herein even if proved or did not occur in the District's education program or activity or in the United States, then the District shall dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX; such a dismissal does not preclude action under another provision of the District's code of conduct.

- A. The District may dismiss the formal complaint or any allegations therein, if at any time during the investigation: A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; the respondent is no longer enrolled or employed by the District; or specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- B. Upon a dismissal required or permitted pursuant to paragraph (5), the District shall promptly send written notice of and reason(s) for the dismissal simultaneously to the parties.

# 6. Consolidation of formal complaints.

The District may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references to the singular "party," "complainant," or "respondent" include the plural, as applicable.

# 7. Investigation of a formal complaint.

After providing written notice to the parties of the receipt of a formal complaint, the District shall have 15 days to investigate. When investigating a formal complaint and throughout the grievance process, the District shall—

- A. Assume the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility and not place such burdens on the parties provided that the District cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the District obtains that party's voluntary, written consent to do so;
- B. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- C. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- D. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding; however, the District may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties;
- E. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings, with sufficient time for the party to prepare to participate;
- F. Provide both parties an equal opportunity to inspect and review any non-privileged evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation. Prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties shall have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report. The District shall make all such

evidence subject to the parties' inspection and review available at any meeting to give each party equal opportunity to refer to such evidence during the meeting, including for purposes of cross-examination; and

- G. Create within 5 days an investigative report that fairly summarizes relevant evidence, and at least 10 days prior to the determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.
- H. If at any point in the investigation of reported sexual harassment of a student, the investigator determines that the reported harassment should more properly be termed abuse, the reported incident or situation shall be referred pursuant to the established protocol for child abuse investigation. Reported sexual harassment determined not to be sexual harassment as defined under Title IX may be investigated in accordance with Policy JAA.

# 8. Questions.

After the District has sent the investigative report to the parties and before reaching a determination regarding responsibility, the decision-maker(s) shall afford a 10 day period for each party to have the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The District shall not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The decision-maker(s) shall explain to the party proposing the questions any decision to exclude a question as not relevant.

9. Determination regarding responsibility.

The decision-maker(s), who cannot be the same person(s) as the Title IX Coordinator or the investigator(s), shall, within 10 days of the conclusion of the question and answer period, issue a written determination regarding responsibility. To reach this determination, the District shall apply the preponderance of the evidence standard of evidence to formal complaints against students, to formal complaints against employees and to all complaints of sexual harassment.

The written determination shall include—

- A. Identification of the allegations potentially constituting sexual harassment as defined in this policy;
- B. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of the District's code of conduct to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the District imposes on the respondent, and whether remedies designed to restore or preserve equal access to the District's education program or activity will be provided by the District to the complainant; and
- F. The District's procedures and permissible bases for the complainant and respondent to appeal.
- G. The District shall provide the written determination to the parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the parties with the

written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

H. The Title IX Coordinator is responsible for effective implementation of any remedies.

# 10. Appeals.

The District shall offer both parties 10 days after a decision for an appeal from a determination regarding responsibility, and from a District's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the matter;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- C. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- D. As to all appeals, the District shall:
  - i. Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties;
  - ii. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator:
  - iii. Ensure that the decision-maker(s) for the appeal complies with the training standards set forth in this policy;
  - iv. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
  - v. Issue a written decision describing the result of the appeal and the rationale for the result; and
  - vi. Provide the written decision simultaneously to both parties within 10 days of the receipt of the appeal.

# 11. Informal resolution.

The District shall not require as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this policy. Similarly, the District shall not require the parties to participate in an informal resolution process and shall not offer an informal resolution process unless a formal complaint is filed. However, at any time prior to reaching a determination regarding responsibility the District may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that the District—

A. Provides to the parties a written notice disclosing: The allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared:

- B. Obtains the parties' voluntary, written consent to the informal resolution process; and
- C. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

# 12. Recordkeeping.

The District shall maintain for a period of seven years records of—

- A. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the District's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. The District shall make these training materials publicly available on its website, or if the District does not maintain a website, shall make these materials available upon request for inspection by members of the public.
  - i. For each response required under the District's process for responding to a sexual harassment formal complaint, the District shall create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the District shall document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to the District's education program or activity. If the District does not provide a complainant with supportive measures, then the District shall document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit the District in the future from providing additional explanations or detailing additional measures taken.

# 13. Confidentiality.

The District shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by federal or state law or regulations, or to carry out the purposes of Title IX requirements, including the conduct of any investigation or judicial proceeding arising thereunder.

# 14. Retaliation Prohibited.

A. No District or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.

Complaints alleging retaliation may be filed in accordance with the procedures specified in Policy JAA.

B. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under subparagraph (a).

C. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under subparagraph (a); provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

# 15. Time Frame.

The District shall allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

# NOTICE:

The District is required by Title IX and its implementing regulations to notify employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District that the District does not discriminate on the basis of sex in the operation of its education programs or activities, including admissions and employment.

Contact information for the District's Title IX Coordinator is located on its website and in all handbooks or catalogs that the District makes available to employees, students, parents or legal guardians, applicants for admission and employment, and professional organizations holding professional agreements with the District.

Inquiries about Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

# **Operating Procedure JCDAB-OP(1): Student Alcohol Use**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

# **ALCOHOL AND DRUG ABUSE**

It shall be the policy of the schools to take positive action through education, parental involvement, and referral in the handling of incidents involving the possession, sale and/or use of behavior affecting substances. These substances include, but are not limited to, cocaine, marijuana, LSD, glue, alcohol, barbiturates, and anabolic steroids. The use or possession of illicit drugs and/or alcohol is damaging and unlawful.

It shall further be the policy of the Board to provide age appropriate, developmentally based drug and alcohol education and prevention programs where appropriate, which address the legal, social and health consequences of drug and alcohol use and to provide information about techniques for resisting peer pressure to use illicit drugs or alcohol. These programs may also provide information about any drug and alcohol counseling rehabilitation and reentry programs available to students. However, the provision of information about such programs shall not obligate the school or school system to pay for the costs or access to those programs.

# Narcotics, Alcohol and Stimulant Drugs

- 1. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcohol, or intoxicant of any kind while on school property or at an event under the jurisdiction of the school.
- 2. A student shall not pretend to violate any of the above.
- 3. Students shall follow school procedures for all prescription and over-the-counter medications.

# Procedures for Handling Incidents of Use or Abuse

- 1. The principal will be responsible for carrying out the policy and its supporting procedures.
- 2. The principal will serve as the clearing point for records, reports and inquiries.
- 3. Staff members will pass any concerns of violation of this policy to a school administrator.
- 4. The names of students involved will not be released.
- 5. The parent(s) of any involved student shall be contacted immediately.
- 6. Disciplinary action shall be specific as presented in the *Cartersville School System Student Code of Conduct* and *Discipline Procedures* and school policies.
- 7. Schools will cooperate with law enforcement authorities including making every effort to identify and report the source of supply.
- 8. Schools will make reasonable efforts to assist students and parents by drug abuse education, by cooperating with city and/or county health departments, and individual physicians in appropriate health education and health care, and by other appropriate means.

CROSS REF.: Policy **JD** – Discipline; Cartersville School System Student Code of Conduct and Discipline Procedures

LEGAL REF.: O.C.G.A. 3-3-21 et seq; 19-7-6; 20-2-142; 20-2-201(b); 20 U.S.C. 3171 et seq

Rescinds: JCDAB Adopted: 06/11/12

# **Operating Procedure JCDAD-OP(1): Bus Conduct**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

# **BUS CONDUCT**

- 1. Students must be at their assigned bus stop at least two minutes before the scheduled pick-up time.
- 2. Students are permitted to load and unload only at their assigned bus stops.
- 3. Each driver should designate a seat on the bus for each student.
- 4. Students are not to stand in or operate the door.
- 5. Students must keep their heads, hands, bodies, and possessions inside the bus at all times.
- 6. Students shall hold or place under the seat personal items such as book bags, purses, smaller band instruments, etc. Large items such as bigger musical instruments, are not to be transported on regular routes. Smaller instruments below the typical alto saxophone (approximately 25" x 11" x 7") may be carried in the lap or under the seat, or in another place designated by the driver.
- 7. Objects and other materials are not to be thrown or tossed inside the bus or out bus windows.
- 8. Students are not permitted to get off the bus while it is in motion.
- 9. Students shall not write on, cut, scratch, deface or otherwise vandalize buses.
- 10. Tobacco or tobacco-like use or products, including vaping devices are prohibited.
- 11. Students are prohibited from any of the following:
  - a. profanity or vulgarities;
  - b. acts of physical violence;
  - c. bullying or threatening others;
  - d. physical assault or battery;
  - e. verbal assault;
  - f. any other unruly or unsafe behavior.
- 12. Students are prohibited from using any electronic device on the bus that might interfere with the bus equipment or the driver's operation of the bus. Devices include, but are not limited to cell phones, pagers, radios or disc players without headphones, or any similar device.
- 13. Students are prohibited from using mirrors, lasers, flashes or any other reflective devices.
- 14. Students 2nd Grade and below are not to be dropped off if an adult is not at the bus stop to pick up the student. Students who do not have an adult present at the bus stop will be returned to the school and placed in the after-school program at cost and parents notified.
- 15. Drivers are to be respected and their instructions followed at all times.
- 16. Students are expected to exhibit appropriate behavior at bus stop areas while waiting for their bus to arrive and/or after disembarking from the bus. Any misbehavior at bus stops may be subject to disciplinary consequences.
- 17. Students shall not behave or act in any way that has the potential of causing unsafe conditions for the driver or other bus occupants.

18. Out-of-district students may not ride a school bus to or from school.

CROSS REF.: Policy JD - Discipline; Regulation JD-R - Cartersville City Schools Student Code of Conduct and Discipline

Procedures

LEGAL REF.: O.C.G.A. 20-3-751.6; 20-3-751.4(a)

Rescinds: JCDAD-R Adopted: 7/11/1

# Regulation JCDAD-R(0): Bus Conduct - Guidelines for Report of Misconduct on Bus

Original Adopted Date: 10/08/2007 | Last Reviewed Date: 10/08/2007

# **GUIDELINES FOR REPORT OF MISCONDUCT ON BUS**

In order to have safe operation of the bus, it is absolutely necessary for the driver to have control of students riding the bus.

These guidelines shall include areas where students load and unload buses.

These guidelines shall not preclude any disciplinary actions imposed by the school administrator. No part of these guidelines shall be construed to limit the instances when a school code of conduct or the school may require use of a student bus behavior contract.

# **Guidelines for Report of Misconduct**

# 1. Minor Misconduct

- a. First Report: Student conference with administrator. Administrator takes appropriate action designed to change student's behavior, and parent notified. Parent conference with administrator, if deemed necessary.
- b. Second Report: Student restricted from riding bus at least one (1) day by administrator; parent notified.
- c. Third Report: Students restricted from riding bus at least one (1) week by administrator; parent notified.

# 2. Major Misconduct

(Any action that presents danger to any rider and/or driver)

- a. First Report: Student and parent conference, if deemed necessary, with administrator. Administrator takes appropriate action that could include restriction from riding bus for a period of time. Parent notified.
- b. Second Report: Student and parent conference with administrator. Administrator takes appropriate action that shall restrict the student from riding bus for a period of time.
- c. Further Reports: Handled by the Superintendent or his/her designee.

Board Policy JCDAE: Weapons Status: ADOPTED

Original Adopted Date: 10/09/2014 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

# **WEAPONS**

It is the policy of the Cartersville Board of Education that a student shall not possess, use, handle, or transmit any object that reasonably can be considered a weapon on school property, in a building owned or leased by a school district, at a school function, or on a bus or other transportation provided by the school district. Weapons may include, but are not limited to:

- 1. Any handgun, firearm, rifle, shotgun, or similar weapon; any explosive compound or incendiary device; or, any other dangerous weapon as defined in O.C.G.A. 16-11-121, including but not limited to a rocket launcher, bazooka, recoilless rifle, mortar, or hand grenade.
- 2. Any hazardous object, including any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack, any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chuhka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any instrument of like kind, any non-lethal air gun, and any stun gun or taser. Such terms shall not include any of these instruments used for classroom work authorized by the teacher.

Students who possess any weapon described in paragraph 1 in violation of this policy will be subject to a minimum of a one calendar year expulsion. The Superintendent shall have the authority either before or after the student is referred for a disciplinary tribunal hearing to reduce the mandated one-year expulsion under circumstances where the one-year expulsion appears excessive to the superintendent. The tribunal shall also have the authority to modify such expulsion requirement on a case-by-case basis in determining the appropriate punishment. Finally, in any tribunal decision appealed to the board of education, the board may reduce the mandated punishment but shall consider whether the superintendent and/or tribunal considered a reduction any rationale in denying such reduction.

Students who possess other weapons or hazardous objects as described in paragraph 2 will be subject to discipline as specified in the student code of conduct.

# **Reporting Requirements**

All employees must report violations of this policy to the principal or assistant principal of the school. If the principal has reasonable cause to believe that a report is valid, he/she must immediately make an oral report to the Superintendent and to the appropriate law enforcement authority and to the district attorney.

The student's parent(s) or guardian(s) shall also be notified immediately of his/her child's involvement in any activity involving weapons.

CROSS REF.: Policy JD – Discipline, Regulation JD-R – Student Code of Conduct and Discipline Procedures, Policy JCDAD – Bus Misconduct

Legal Ref: O.C.G.A. 16-11-121, 20-2-751.1

Rescinds: JCDAE Adopted: 10/09/1

# **Board Policy JCDAG: Bullying**

Original Adopted Date: 05/09/2011 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

The Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law, of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows: An act that is:

- 1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- 2. Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm: or
- 3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term also applies to acts of cyberbullying which occur through the use of electronic communication, whether or not electronic act originated on school property or with school equipment, if the electronic communication (1) is directed specifically at students or school personnel, (2) is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and (3) creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose. Electronic communication includes, but is not limited to, any transfer of signs, signals, writings, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system.

Procedures may be developed at each school encouraging a teacher or other school employee, student, parent, guardian, or other person who has control or charge of a student, either anonymously or in the person's name, at the person's option, to report or otherwise provide information on bullying activity. Any teacher or other school employee who, in the exercise of his or her personal judgment and discretion, believes he or she has reliable information that would lead a reasonable person to suspect that someone is a target of bullying is encouraged to immediately report it to the school principal. Any report will be appropriately investigated by the administration based on the nature of the complaint in a timely manner to determine whether bullying has occurred, whether there are other procedures related to illegal harassment or discrimination that should be implemented and what other steps should be taken. Any report of retaliation for reporting bullying will also be investigated and addressed as called for in this policy and in accordance with school procedures.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct. However, upon a finding by the disciplinary hearing officer, panel or tribunal that a student in grades 6-12 has committed the offense of bullying for the third time in a school year, the student shall be assigned to an alternative school.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the

phibition by posting information at each school and by including such information in the student/parent adbooks.	

# **Operating Procedure JCDB-OP(1): Student Dress Code**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

# **DRESS CODE**

All students of the school system are expected to select a mode of dress that is appropriate for school activity and promotes proper school decorum and order.

Students are prohibited from wearing any type of apparel which distracts from the educational environment. Such items include, but are not limited to: hats, see-through apparel, halter tops and tube tops. Students may wear shorts of appropriate length and style as deemed appropriate by school rules.

Furthermore, clothing and signs promoting illegal drugs and activities are prohibited at all school events and activities including off campus events.

Every student is encouraged to observe a standard of grooming and dress consistent with the level of formality of the school setting situation. The required standard of dress for students shall be according to rules and regulations established by the school with input from parents and students through the school governance council.

Schools are authorized to develop specific rules and regulations regarding student dress that is age and school appropriate. Such dress codes shall be published and distributed within or in conjunction with parent/student handbooks.

# **Grooming and Hygiene**

An intrinsic awareness by students that appropriate appearance and hygiene is conducive to their personal well-being and the well-being of others is recognized as an educational responsibility of the school. Every student should maintain the level of personal hygiene necessary to insure a healthful school environment and to refrain from any mode of dress or habit which contributes to any disruption in the operation and function of the school.

LEGAL REF.: Karr v. Schmidt, 460 f. 2d 609 (5th Cir. 1972)

Rescinds: JCDB Adopted: 11/12/07

# Board Policy Manual Cartersville City Schools

# **Exhibit JCE-E(1): Student Complaints and Grievances - Complaint/Grievance Form**

Original Adopted Date: 03/12/2007 | Last Reviewed Date: 03/12/2007

See PDF on the next page.

Status: ADOPTED

# Exhibit A

# Policy JCE - Complaint/ Grievance Form

Student signature	Parent signature
	Attach additional pages, if necessary.
olaint/grievance:	Other pertinent information regarding your complaint/grievance:
	student is innocent of the charge(s).
If no, please explain why you believe that the	Is the student guilty of the alleged offense?
ζ.	
Clearly state and describe the alleged misinterpretation, violation, or inequitable application of school rules, local school board policies, state law, federal law, and/or state board of education.	Clearly state and describe the alleged misinterpretation, violation, or inequitable applicarules, local school board policies, state law, federal law, and/or state board of education.
*An administrator's or a teacher's professional judgment is not grieveable under this policy provided such judgment does not constitute a misinterpretation, violation, or inequitable application of school rules, local school board policies, state and federal law, or state board of education rules and regulation:	*An administrator's or a teacher's professional j such judgment does not constitute a misinterprett rules, local school board policies, state and feder
Misinterpretation of school rules, local Board policy, state or federal law, state Board Policy Violation of school rules, local Board policy, state or federal law, state Board Policy Inequitable application of school rules, local Board policy, state or federal law, state Board Policy	Misinterpretation of school rules, local Bo Violation of school rules, local Board poli Inequitable application of school rules, loc
	Check reason(s) this appeal is being filed *:

Date

# **Board Policy JCEB: Student Hearing Procedure**

Original Adopted Date: 02/12/2007 | Last Revised Date: 03/23/2023 | Last Reviewed Date: 03/23/2023

# **DISCIPLINARY TRIBUNAL HEARING**

- 1. This policy shall apply whenever a student of the school system is charged with a disciplinary offense the substance of which constitutes:
  - a. An alleged assault or battery by a student upon a teacher, other school official, or employee;
  - b. An alleged assault or battery by a student upon another student if, in the discretion of the school principal, the alleged assault or battery could justify the expulsion or long-term suspension of the student; or
  - c. Substantial damage alleged to be intentionally caused by a student on school premises to personal property belonging to a teacher, other school officials, employee, or student, if, in the discretion of the school principal, the alleged damage could justify the expulsion or long-term suspension of the student;
  - d. An alleged student action listed in the Cartersville School System Code of Conduct and Discipline Procedures that carries a recommendation for either long-term suspension or expulsion; or
  - e. The accumulation of violations of the Code of Conduct and Discipline procedures which are pervasive and/or chronic that in the professional judgment of the school administration warrants review before a tribunal hearing for possible disciplinary action.
- 2. When any instance specified in Sub-Section 1 aforesaid occurs, the teacher, other school official, employee or student who is subjected to the assault, battery, or damage shall file a complaint with the principal of the school and in addition shall file a complaint with the local Board of Education. The written report to the Board shall be deemed made to it if delivered to the Superintendent or to the person in charge of his/her office at the time of delivery. If the victim declines to file a complaint, the principal will conduct an investigation and file a complaint on behalf of the victim. When any instance specified in Sub-Section 1(d) occurs, the principal shall follow this policy.
- 3. Following the filing of such a complaint, a three person tribunal shall be convened to hold a disciplinary hearing. The tribunal shall be made up of a local school administrator; a school based certified employee who is not an administrator, and a certified employee of the central office or other approved educator from an approved list from the Board. No member of the hearing tribunal shall be a member of the staff at the school the student currently attends. The central office staff member or other approved educator shall serve as chair to preside at the hearing.
- 4. When a hearing is to be held, the Superintendent, or his/her designee, shall cause a written notice to be given to the student and his/her parents, or other person standing in loco parentis, either in person or by U. S. Mail, directed to their last known address, which notice shall include the following:
  - a. A statement of the time, place and nature of the hearing
  - b. A statement of the matters asserted (including a copy of the rule allegedly violated and a description of the acts the student is alleged to have committed.)
  - c. A statement that all parties have a right to present evidence and to be represented by legal counsel.
  - d. The names of any witnesses expected to be called and a brief summary of the evidence expected to be used in support of the charges.
  - e. The maximum penalty which may be administered for the alleged misconduct.
  - f. A copy of this policy.
  - g. A statement that before long-term suspension or expulsion can be invoked, the student has a right to a hearing. A student may waive a hearing if the student and the student's parents (or in loco parentis)

- agree in writing prior to or at the time of the hearing to forego the hearing and admit to the charge or charges made and agree to accept the disciplinary action imposed by the Hearing Officer.
- h. A statement that the student is entitled to compulsory process for witnesses upon written request to the Superintendent at least three (3) business days prior to the date of the hearing.
- 5. In the case where the student and parent have submitted a signed waiver prior to the hearing admitting guilt to the charge(s) and accepting the consequent disciplinary action, the Superintendent or his/her designee may act as the sole Hearing Officer and approve the school's recommended punishment in lieu of a three-member panel hearing.
- 6. A student and/or parent may withdraw their waiver request at any time prior to the Hearing Officer officially ruling on the matter. Such ruling will be effective when the letter announcing the decision is placed in the U.S. mail to the student's last known address.
- 7. Objections to the sufficiency of the notice and all other procedural objections shall be waived unless written notice thereof is filed with the Superintendent or his/her designee at or prior to the commencement of the hearing. The hearing may be postponed until all such defects have been removed or cured. The hearing shall be held within a reasonable time. If the student has been suspended from school pending the hearing, the hearing shall be held prior to the eleventh school day following the suspension unless a continuance is requested by the student or his/her parent or representative.
- 8. All parties shall be afforded an opportunity to present and respond to the evidence and to examine and cross-examine witnesses on all issues unresolved.
- 9. A verbatim electronic or written record of the hearing shall be made and it shall be available to all parties upon written request to the Superintendent for up to and including the twentieth calendar day from the date of the decision rendered by a Tribunal.
- 10. The burden of proof at the hearing shall be on the school system and it shall be entitled to open and conclude in the presentation of evidence and information. The decision of the tribunal shall be based solely on the evidence presented at the hearing.
- 11. A decision of the Tribunal shall be in writing and shall be sent to all parties within three (3) business days of the hearing. The Tribunal shall determine what, if any, disciplinary action shall be taken. Said action may include, but is not limited to, expulsion, long-term suspension, or short-term suspension. Any action taken by the Tribunal, except when the student and his/her parents have waived their right to a hearing, shall be subject to modification by the local Board on appeal. In a case involving the use of a deadly weapon, in the event the Tribunal does not impose the disciplinary action requested by the administration, the administration may appeal the decision to the Board of Education.
- 12. Any Tribunal decision, except when the student and his/her parents have waived their right to a tribunal hearing may be appealed to the Board by filing a written notice of appeal within twenty (20) calendar days from the date the decision is rendered. Such notice shall be given by filing the same in the office of the Superintendent or his/her designee, or the person in charge of the office at the time of the delivery thereof. If the appellant desires to make an oral presentation to the Board, the notice of appeal should so state.
- 13. Any disciplinary action imposed by the Tribunal may be suspended or modified by the Superintendent pending the outcome of any appeal to the Board.
- 14. After an appeal has been filed, the Board shall review the record and shall render a decision in writing. That decision shall be based solely on the record of evidence presented during the hearing and shall be given to all parties within five (5) business days of reviewing that matter provided for in O.C.G.A. Code Section 1-4-1. The Board may take any action it determines appropriate, and any decision of the Board shall be final.
- 15. The victim, the school administration, the Superintendent or the Board may report an incident to appropriate law enforcement authorities for investigation for possible criminal charges.
- 16. No proceeding under this policy shall be open to the public. The Board shall cause to be prepared a written summary of any proceeding under this subpart, which summary shall include a description of the incident and the disposition thereof but shall not contain the names of any party to the incident. The summary shall be a

public record.

- 17. This policy shall not apply to students in Kindergarten through grade three (3).
- 18. During the tribunal hearing, members of the tribunal may ask any question that the tribunal deems relevant to the charges, to clarify any testimony presented, or to gather pertinent information to determine disciplinary consequences.

LEGAL REF.: O.C.G.A. 20-2-753 et. seq.; 1-4-1

Rescinds: **JCEB** Adopted: 05/13/13

# **Operating Procedure JD-OP(1): Student Discipline**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

# STUDENT CODE OF CONDUCT AND DISCIPLINE PROCEDURES

It is the purpose of the Board of Education to operate the schools in a manner that will provide an orderly process of education and will provide for the welfare and safety of all students. The school's primary goal is to educate, not to discipline. However, when the behavior of student conflicts with the rights and education of others, disciplinary actions may be necessary for the benefit of that individual and the school as a whole.

Students shall be governed by the policies, regulations, and rules that are applicable in the school; on the school grounds; at a school activity whether on campus or away from school; on a school bus or other transportation provided by the school; or any other location covered by these procedures. The Superintendent shall provide for the establishment and administration of procedures necessary expected student conduct and discipline. The policies governing discipline are designed to be age-appropriate, in proportion to the severity of the behavior leading to consequences, and considered with prior discipline history and other relevant factors.

Such governing rules shall be published and disseminated to school personnel, students and parents. Parents and students are encouraged to be familiar with the policies, rules and regulations of this school system and their individual schools and to be supportive of them.

# **Important Information**

- 1. Students who attend or participate in any activity conducted for the benefit of students, whether school-sponsored or supported by private organizations such as booster clubs, sports organizations or similar groups, without regard to whether the event takes place on or off school property, are subject to this student discipline code and school rules.
- 2. Students under out-of-school suspension or expulsion are not allowed on school campuses or at school functions.
- 3. School administrators and School Resource Officers have the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property.
- 4. Corporal punishment is not permitted in the Cartersville City School System.
- 5. Disciplinary cases involving possible criminal conduct may be reported to appropriate law enforcement agencies.
- 6. Students are to notify an administrator or staff member when illegal items are found in the school or on the school campus. Students are not to pick up or handle illegal or suspicious items.
- 7. When a Pre-K to Grade 5 student is in violation of the Student Code of Conduct, the disposition will be left to the discretion of the school administrator, unless otherwise specified in law or policy.

# **OFFENSES AND DISCIPLINE PROCEDURES**

# Offense #1: Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit weapons or dangerous instruments including firearms; knives; any object that can be reasonably considered a weapon; or any object which may be used in such a manner as to inflict bodily injury, or place another person in fear of his/her safety. [See: O.C.G.A. 16-11-127.1 Weapons Law]

Disposition:

Ten-day suspension with recommendation for expulsion of one calendar year minimum.

Penalty for possession of a knife with blade less than two (2) inches:

1. Grades 9-12: 1st offense: Discretion of administration

2nd offense: Suspension

3rd offense: 10-day suspension with possible recommendation for expulsion

2. Grades PK-8: Discretion of administration

# Offense #2: Activating Any Fire Alarms/Bomb Threats Under False Pretense

# Disposition:

1. Grades 6-12: 1st Offense: Suspension

2nd Offense: 10-day suspension with recommendation for expulsion

2. Grades PK-5: Discretion of school administration

# Offense #3: Narcotics, Alcoholic Beverages, and Stimulant Drugs

- a. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind.
- b. A student shall not pretend to violate any of the above.
- c. Students shall follow school procedures for prescription and over-the-counter medications.

# Disposition:

- 1. Grades 6-12: Suspension with possible recommendation for expulsion
- 2. Grades PK-5: 1st offense: Suspension

2nd offense: 10-day suspension with possible recommendation for expulsion

- 3. Discretion of school administration
- 4. Discretion of school administration

# Offense #4: Assault or Battery on a School Employee, Classmate, or Others; Fighting; Threats

- a. A student shall not cause, attempt to cause, threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, other student or to any person attending school related functions.
- b. Fighting, threatening and/or intimidating another student with violence is prohibited.
- c. Hazing, in any form, of any student is prohibited.
- d. Writings (including e-mails) of threat, harm or hurt to or about another student or employee of the school system are prohibited.

# Disposition:

- 1. Grades 6-12: 10-day suspension with possible recommendation for expulsion
- 2. Grades PK-5: Discretion of school administration
- 3. Range from suspension to expulsion
- 4. Range from suspension to expulsion
- 5. Discretion of school administration

# Offense #5: Property Damage

- a. Theft, willful and malicious destruction of and/or threat to destroy school property or that of school employees, including such actions as the use or threat of bombs, explosives, setting fires, arson, and the deliberate destruction of school property.
- b. Any offense listed above directed toward another student

Disposition:

- 1. Restitution for all damages, and suspension with possible recommendation for expulsion
- 2. Restitution and consequences at the discretion of school administration

# Offense #6: Use of Profane, Obscene, or Fighting Words or Gestures

- a. Directed toward staff
- b. Directed toward students

Disposition:

- 1. Grades 6-12: Suspension
- 2. Grades PK-5: Discretion of school administration
- 3. Discretion of school administration

# Offense #7: Gang-Related Clothing [Board Policy JCDB]

The displaying of unauthorized group, gang and /or any organizational symbols, colors and/or any identification markings are prohibited.

Disposition: Discretion of school administration

# Offense #8: Rude or Disrespectful Behavior and/or Refusal to Carry Out Instruction of Faculty or Staff*

*Including being in unauthorized or undesignated area

Disposition: Discretion of school administration

# Offense #9: Classroom Interference* and School Disturbances

- a. Acts which disrupt the learning opportunities of others
- b. Acts which cause disruption of learning environment and/or threatening the safety of others; including: inciting, advising or counseling others to engage in prohibitive acts; sit-downs, walkouts, riots, picketing, trespassing, threats, throwing objects, or actual violence during periods of disruption.
  - * Note: Interference includes, but is not limited to, noise making devices, toys, radios, etc.

Disposition:

- 1. Range from teacher discretion to office referral to detention to suspension
- 2. Discretion of school administration

# Offense #10: Conduct on Bus [Board Policy JCDAD-R]

- a. Misbehavior
- b. Vandalism

# Disposition:

1. Discretion of school administration as outlined in Board Policy JCDAD-R

2. Restitution for damages and consequences at the discretion of school administration

# Offense #11: Smoking/Possession or Use of Tobacco Products

Disposition:

1st Offense: 3 days in-school suspension

2nd Offense: 3 days out-of-school suspension

3rd & Subsequent Offenses: 5 days out-of-school suspension

# Offense #12: Inappropriate Public Displays of Affection

Disposition: Discretion of school administrator

# Offense #13: Gambling

Gambling activity on school property or while attending an activity under school supervision is prohibited.

Disposition: Discretion of school administration

# Offense #14: Campus Parking and Traffic Violations

- a. Improper parking/Parking in faculty area/No parking permit
- b. Speeding and/or reckless driving
- c. Third or subsequent parking or traffic violation

# Disposition:

1. 1st Offense: Warning

2nd Offense: Traffic ticket

3rd and subsequent offenses: Traffic ticket; Possible loss of driving privileges; &/or Vehicle may be towed at owner's expense

- 2. Traffic ticket; Possible loss of driving privileges
- 3. Possible loss of driving privileges; Possible notification to police

# Offense #15: Absences and/or Truancy

A student shall not be absent from school or any class or other required school function during school hours except as permitted under school attendance policies and Georgia law.

- a. Determination of course credit shall be governed by Board policy and school rules & regulations
- b. A student shall not be tardy to school or to class
- c. A student may not leave school or class without permission of school officials

# Disposition:

- 1. Disciplinary action for unexcused absences will be at the discretion of the school administrator. Action may include detention, ISS, out-of-school suspension and/or referral to authorities
- 2. Discretion of school administration

# 3. Discretion of school administration

# Offense #16: Conduct Outside of School [O.C.G.A. 20-2-751.5 (c)]

Any conduct outside of school hours or away from school which may adversely affect the education process or endanger the health, safety, morals, or well being of other students, teachers, or employees within the school system may be punishable.

*Disposition*: Penalty may range from immediate short-term suspension to a recommendation that student appear before a Disciplinary Hearing Tribunal, which may result in expulsion.

# Offense #17: Felony [O.C.G.A. 20-2-751.5 (c)]

A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, or a violation of the drug laws or sexual misconduct of a serious nature and whose presence at school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school.

Disposition: Range from suspension to expulsion

# Offense #18: Bullying [O.C.G.A. 20-2-751.4]

For the purposes of this policy, the term "bullying" as defined by state law means:

- a. any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- b. any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm.

Disposition: 1st Offense: Discretion of school administration; Notification of parent.

2nd Offense: Suspension

3rd Offense: 10-day suspension with recommendation for expulsion

# Offense #19: False Accusation [O.C.G.A. 20-2-751.5 (a)]

A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged inappropriate behavior by a teacher, administrator or other school employee toward a student. Such false accusation is prohibited both on and off school grounds and hours.

Disposition: Discretion of school administration.

# Georgia's Drug Law

Georgia law clearly mandates certain severe penalties against students and/or adults who engage in drug-related activities at or near school property. Violators face imprisonment and fines. It is unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any school property.

Any person who violates or conspires to violate this law is guilty of a felony and upon a first conviction, imprisonment for not more than 20 years or a fine of not more than \$20,000, or both. Students who plan to go to college would be barred or denied from receiving state grants, scholarships, or any federal monies for college if convicted under this law.

# **Electronic Communication Devices**

Students are not permitted to use an electronic communication device during school hours except for health or other unusual reasons approved by the Board.

Disposition: As listed under Offense #9 under this Code of Conduct.

# Weapons [O.C.G.A. 16-11-127.1]

It is unlawful for any person to carry, possess or have under their control any weapon or explosive compound (excluding fireworks) within a school safety zone, en route to or from school, or at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, as defined in Section 921, Title 18, of the United States Code, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick, metal knucks, blackjack, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser.

School Disposition: Expulsion for not less than one calendar year and referral for criminal charges which upon conviction carries fines and/or mandatory prison sentences.

# **School Bus Rules and Regulations**

Rules of student behavior included elsewhere in this Code are applicable to school buses as well as:

- 1. Students must be at their assigned bus stop at least two minutes before the scheduled pick-up time.
- 2. Students are permitted to load and unload only at their approved bus stops.
- 3. Each driver shall have the right to designate a place on his or her bus for each student.
- 4. Students shall not stand in or operate the door.
- 5. Students must keep their heads, hands, bodies, and possessions inside the bus at all times.
- 6. Students shall hold such materials as band instruments, book bags, etc.
- 7. Objects are not to be thrown or tossed inside the bus or out bus windows.
- 8. Students are not permitted to get off the bus while it is in motion. No stops will be made except for scheduled loading and unloading.
- 9. Students shall not write, cut, scratch, deface or otherwise vandalize buses.
- 10. No smoking, use of profane language or misbehavior will be tolerated on buses.
- 11. While on a bus, students are prohibited from any of the following:
  - a) acts of physical violence:
  - b) bullying or threatening others;
  - c) physical assault or battery;
  - d) verbal assault;
  - e) any other unruly behavior.
- 12. Students are prohibited from using any electronic device on the bus that might interfere with the bus equipment or the driver's operation of the bus. Devices include, but are not limited to cell phones, pagers, radios or disc players without headphones, or any similar device.
- 13. Students are prohibited from using mirrors, lasers, flashes or any other reflective devices.

- 14. Students 2nd Grade and below are not to be dropped off if an adult is not at the bus stop to pick up the student. Students who do not have an adult present at the bus stop will be returned to the school and placed in the after-school program at cost and parents notified.
- 15. Drivers are to be respected and their instructions followed at all times.
- 16. Students are expected to exhibit appropriate behavior at bus stop areas while waiting for their bus to arrive and/or after disembarking from the bus. Any misbehavior at bus stops may be subject to disciplinary consequences.

# **Sexual Harassment**

It is the policy of the Board of Education to maintain a learning environment that is free from sexual harassment. It shall be violation of this policy for any staff member to harass a student through conduct or communications of a sexual nature as defined in the following.

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a staff member to a student or when made by any student to another student constitutes sexual harassment when:

- 1. submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's education;
- 2. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or
- 3. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

- 1. Verbal harassment or abuse
- 2. Pressure for sexual activity
- 3. Repeated remarks to a person with sexual or demeaning implications
- 4. Unwelcome touching
- 5. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, guidance counselor, or other individual designated to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct as necessary.

All allegations of sexual harassment shall be investigated. The Principal or his/her designee shall initiate immediate and appropriate corrective or disciplinary action in cases where it is determined that sexual harassment has occurred. A substantiated charge against an employee shall subject such person to disciplinary action, up to and including discharge or termination. Because sexual harassment can be considered a form of child abuse, the principal or designee may notify proper authorities. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion.

# **Suspensions and Expulsions**

Suspension precludes a student from all normal school operations, activities, and functions for the time of the suspension. A student in In-School Suspension (ISS) is also suspended from all school-sponsored activities for the

days he/she is in ISS. Short-term Suspension removes a student out-of-school for not more than 10 consecutive days. Long-term suspension is removing a student for more than 10 days but not beyond the current quarter or semester. Expulsion is suspension for more than 10 days that goes beyond the current term, and may be permanent.

Students under suspension/expulsion may not attend any school-related activity on or off school grounds during the time of suspension/expulsion. An assignment of suspension ends on the morning of the next day after the suspension is completed or the morning after the last day of the school year if the suspension is at the end of the academic year.

For overall academic progress students are expected to do the work missed during a suspension. Students shall not be penalized in their academic grade for the first suspension of a full credit period (semester for grades 9-12 and year for grades 3-8) if the student makes up the work in the time allotted by policy and arrangements with the teacher. For subsequent suspensions in a full grading period, a student may receive a grade of no higher than "70" on graded work missed during an out-of-school suspension and made up within the time allotted by this policy and arrangements with the teacher(s) except for final examinations and long-term assignments. If the student fails to make up the work, the teacher may assign a grade of "0" for each assignment not completed. Long term assignments such as research projects and papers assigned before a suspension and due during the suspension may be turned in on the day the student returns from suspension without penalty. Long term assignments made during a suspension are due on the assigned due date.

# **Parental Notice**

Parents and guardians are encouraged to inform their children on the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

# **Discipline Appeals**

Any disciplinary matter involving punishment of five days out-of-school suspension or less, or any punishment less severe is not grieveable beyond the school principal. Any disciplinary matter involving punishment of seven days out-of-school suspension or less is not grieveable beyond the Superintendent. (Policy JCE)

# **Statement of Authority of Principal**

The principal is the designated leader of the school and with the staff is responsible for its orderly operation. In cases of discipline violations not covered by prescribed disposition in this brochure, the principal may enact corrective measures which he or she believes are in the best interest of the school and student involved.

Schools shall request a parent or guardian signature and/or student signature, as is appropriate, in acknowledgement of receipt of this Student Code of Conduct and Discipline Procedures.

CROSS REF.: JDD - Suspension and Expulsion

Rescinds: 05/11/09

# Regulation JD-R(2): Student Discipline - Code of Conduct

Original Adopted Date: 05/13/2013 | Last Revised Date: 06/14/2021 | Last Reviewed Date: 06/14/2021

# STUDENT CODE OF CONDUCT AND DISCIPLINE PROCEDURES

It is the purpose of the Board of Education to operate the schools in a manner that will provide an orderly process of education and will provide for the welfare and safety of all students. The school's primary goal is to educate, not to discipline. However, when the behavior of student conflicts with the rights and education of others, disciplinary actions may be necessary for the benefit of that individual and the school as a whole.

Students shall be governed by the policies, regulations, and rules that are applicable in the school; on the school grounds; at a school activity whether on campus or away from school; on a school bus or other transportation provided by the school; or any other location covered by these procedures. The Superintendent shall provide for the establishment and administration of procedures necessary expected student conduct and discipline. The policies governing discipline are designed to be age-appropriate, in proportion to the severity of the behavior leading to consequences, and considered with prior discipline history and other relevant factors.

Such governing rules shall be published and disseminated to school personnel, students and parents. Parents and students are encouraged to be familiar with the policies, rules and regulations of this school system and their individual schools and to be supportive of them.

#### **Important Information**

- 1. Students who attend or participate in any activity conducted for the benefit of students, whether school-sponsored or supported by private organizations such as booster clubs, sports organizations or similar groups, without regard to whether the event takes place on or off school property, are subject to this student discipline code and school rules.
- 2. Students under out-of-school suspension or expulsion are not allowed on school campuses or at school functions.
- 3. School administrators and School Resource Officers have the authority to conduct a reasonable search of students, their possessions, their lockers, and their automobiles when on school property.
- 4. Corporal punishment is not permitted in the Cartersville City School System.
- 5. Disciplinary cases involving possible criminal conduct may be reported to appropriate law enforcement agencies.
- 6. Students are to notify an administrator or staff member when illegal items are found in the school or on the school campus. Students are not to pick up or handle illegal or suspicious items.
- 7. When a Pre-K to Grade 5 student is in violation of the Student Code of Conduct, the disposition will be left to the discretion of the school administrator, unless otherwise specified in law or policy.
- 8. Individual schools may establish additional conduct rules and disciplinary procedures beyond those in this *Code of Conduct*.

#### **OFFENSES AND DISCIPLINE PROCEDURES**

#### Offense #1: Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit weapons or dangerous instruments including firearms; knives; any object that can be reasonably considered a weapon; or any object which may be used in such a manner as to inflict bodily injury, or place another person in fear of his/her safety. This includes having items in vehicles, lockers, backpacks, etc. [See: O.C.G.A. 16-11-127.1 Weapons Law; 20-2-751.1]

Disposition: Ten-day suspension with recommendation for expulsion of one calendar year minimum. Penalty for possession of a knife with blade less than two (2) inches:

Grades 6-12: 1st offense: Discretion of administration

2nd offense: Suspension

3rd offense: 10-day suspension with possible recommendation for expulsion

Grades PK-5: Discretion of administration

# Offense #2: Activating Any Fire Alarms/Bomb Threats Under False Pretense

Disposition:

Grades 6-12: 1st Offense: Suspension

2nd Offense: 10-day suspension with recommendation for expulsion

Grades PK-5: Discretion of school administration

# Offense #3: Narcotics, Alcoholic Beverages, Stimulant and Synthetic Drugs

- a. A student shall not possess, sell, use, transmit, or be under the influence of any narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind; including artificial or synthetic drugs.
- b. A student shall not pretend to violate any of the above.
- c. Students shall follow school procedures for prescription and over-the-counter medications.

# Disposition:

Grades 6-12: Suspension with possible recommendation for expulsion

Grades PK-5: 1st offense: Suspension

2nd offense: 10-day suspension with possible recommendation for expulsion

- b. Discretion of school administration
- c. Discretion of school administration

# Offense #4: Assault or Battery on a School Employee, Classmate, or Others; Fighting; Threats

- a. A student shall not cause, attempt to cause, threaten to cause physical injury or behave in such a way as could reasonably cause physical injury to a school employee, other student or to any person attending school related functions.
  - b Fighting, threatening and/or intimidating another student with violence is prohibited.
  - c. Hazing, in any form, of any student is prohibited.
- d. Writings (including e-mails) of threat, harm or hurt to or about another student or employee of the school system are prohibited.

# Disposition:

- a. Grades 6-12: 10-day suspension with possible recommendation for expulsion Grades PK-5: Discretion of school administration
- b. Range from suspension to expulsion
- c. Range from suspension to expulsion
- d. Discretion of school administration

# Offense #5: Property Damage / Theft

- a. Theft of any school property, the property school employees, or the property of another student is prohibited.
- b. Willful or malicious destruction of and/or threat to destroy school property or that of school employees, including such actions as the use or threat of bombs, explosives, setting fires, arson, and the deliberate destruction of school property
- c. Any offense listed above directed toward another student
- d. Damage of school property due to negligence or reckless conduct or acts

#### Disposition:

- a. Restitution and consequences at the discretion of school administration
- b. Restitution for all damages, and suspension with possible recommendation for expulsion
- c. Restitution and consequences at the discretion of school administration
- d. Restitution and consequences at the discretion of school administration

# Offense #6: Use of Profane, Obscene, or Fighting Words or Gestures

- a. Directed toward staff
- b. Directed toward students

# Disposition:

- a. Grades 6-12: Suspension
  - Grades PK-5: Discretion of school administration
- b. Discretion of school administration

# Offense #7: Gang-Related Display(s), Clothing or Communication [Board Policy JCDB]

The displaying of unauthorized group, gang and /or any organizational symbols, colors and/or any identification markings or communications are prohibited.

Disposition: Discretion of school administration

#### Staff*

* Including being in an unauthorized area, or while being transported in a vehicle provided by or arranged by the school system

Disposition: Discretion of school administration

#### Offense #9: Classroom Interference* and School Disturbances

- a. Acts which disrupt the learning opportunities of others
- b. Acts which cause disruption of learning environment and/or threatening the safety of others;

including: inciting, advising or counseling others to engage in prohibitive acts; sit-downs, walkouts, riots, picketing, trespassing, threats, throwing objects, or actual violence during periods of disruption

c. Acts or behaviors which incite, promote, encourage, or otherwise promulgate other students

to violate this Code of Conduct or other school rules or procedures.

- * Note: Interference includes, but is not limited to, noise making devices, toys, radios, cell phones
- a. Range from teacher discretion to office referral to detention to suspension
- b. Discretion of school administration
- c. Discretion of school administration

# Offense #10: Conduct on Bus [Board Policy JCDAD-R]

- a. Misbehavior
- b. Vandalism
- c. Any behavior or action that has the potential of interfering with the safe operations and/or the safety of bus occupants

Disposition:

- a. Discretion of school administration as outlined in Board Policy JCDAD-R
- b. Restitution for damages and consequences at the discretion of school administration
- c. Discretion of school administration as outlined in Board Policy JCDAD-R

# Offense #11: Use or Possession of Tobacco Products or Similar Items

Possession or use of tobacco products of any kind is prohibited at all school-sponsored or school-related activities on or off campus. This shall include any chemical delivery system such as nicotine, aerosol, E-cigarettes and/or other "vaping" equipment.

Dispositions:

1st Offense: 3 days in-school suspension 2nd Offense: 3 days out-of-school suspension

3rd & Subsequent Offenses: 5 days out-of-school suspension

# Offense #12: Inappropriate Public Displays of Affection

Disposition: Discretion of school administrator

#### Offense #13: Gambling, Betting, Wagering

Gambling, betting or wagering activity on school property or while attending an activity under school supervision is prohibited.

Disposition: Discretion of school administration

# Offense #14: Campus Parking and Traffic Violations

- a. Improper parking/Parking in faculty area/No parking permit
- b. Speeding and/or reckless driving
- c. Third or subsequent parking or traffic violation

#### Disposition:

a. 1st Offense: Warning 2nd Offense: Traffic ticket

3rd and subsequent offenses: Traffic ticket; Possible loss of driving privileges; &/or Vehicle may be towed at owner's expense

- b. Traffic ticket; Possible loss of driving privileges
- c. Possible loss of driving privileges; Possible notification to police

#### Offense #15: Absences and/or Truancy

A student shall not be absent from school or any class or other required school function during school hours except as permitted under school attendance policies and Georgia law.

- a. Determination of course credit shall be governed by Board policy and school rules & regulations
- b. A student shall not be tardy to school or to class
- c. A student may not leave school or class without permission of school officials *Disposition*:
- a. Disciplinary action for unexcused absences will be at the discretion of the school administrator. Action may include detention, ISS, out-of-school suspension and/or referral to authorities
  - b. Discretion of school administration
  - c. Discretion of school administration

# Offense #16: Conduct Outside of School [O.C.G.A. 20-2-751.5 (c)]

Any conduct outside of school hours or away from school which may adversely affect the education process or endanger the health, safety, morals, or well-being of other students, teachers, or employees within the school system may be punishable.

Disposition: Penalty may range from immediate short-term suspension to a recommendation that student appear before a Disciplinary Hearing Tribunal, which may result in expulsion.

# **Offense #17: Felony** [O.C.G.A. 20-2-751.5 (c)]

A student who has been arrested, charged, or convicted in a court with a felony or an offense which would be considered to be a felony if the student were an adult, or is charged with an assault upon another student, or a violation of the drug laws or sexual misconduct of a serious nature and whose presence at

school is reasonably certain to endanger other students or staff or cause substantial disruption to the educational climate may be disciplined or excluded from school.

Disposition: Range from suspension to expulsion

### Offense #18: Bullying [O.C.G.A. 20-2-751.4]

For the purposes of this policy, the term "bullying" as defined by state law means:

- 1. any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or
- 2. any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
- 3. any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate; or
- 4. any occurrence of cyberbullying which occurs through the use of electronic communication which is directed specifically at students or school personnel, maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school, and creates a reasonable fear of harm or has a high likelihood of succeeding in that purpose.

# Disposition:

Grades PK-5: 1st offense: Discretion of school administration; Notification of parent.

2nd offense: Suspension

Grades 6-12: 1st offense: Discretion of administration; Notification of parent

2nd offense: Suspension

3rd offense: 10-day suspension with possible recommendation for expulsion

#### Offense #19: False Accusation [O.C.G.A. 20-2-751.5 (a)]

- 1. A student shall not falsify, misrepresent, omit or erroneously report information regarding
- 2. instances of alleged inappropriate behavior by a teacher, administrator or other school employee. Such false accusation is prohibited both on and off school grounds and hours.
- 3. A student shall not falsify, misrepresent, omit or erroneously report information regarding instances of alleged behavior, including but not limited to any form of harassment, by another student toward any student.

Disposition: Discretion of school administration.

# Offense #20: Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of

a sexual nature is prohibited. Sexual harassment may include, but is not limited to:

- 1. Verbal harassment or abuse
- 2. Pressure for sexual activity
- 3. Repeated remarks to a person with sexual or demeaning implications
- 4. Unwelcome touching
- 5. Disposition: Discretion of school administration up to and including recommended expulsion.

#### Offense #21: Aiding, Abetting, Accessory

Students shall not aid, contribute, encourage, be an accessory, or otherwise support other student in the violation of the Code of Conduct. This provision may include, but is not limited to, the use of social media and other avenues to promote, incite, encourage, or provoke others to violate school rules or otherwise advocate for any disruption in the school or take away from the purpose of the school or its orderly operation.

Disposition: Discretion of school administration

# Offense #22: Academic Honesty

Students shall conduct themselves with honesty and integrity regarding all academic work. Cheating, forgery, plagiarism, and/or doing work for other students is unacceptable at any level on any assignment or task.

Disposition: Discretion of school administration

# Georgia's Drug Law

Georgia law mandates certain severe penalties against students and/or adults who engage in drug-related activities at or near school property. Violators face imprisonment and fines. It is unlawful for any person to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana in, on, or within 1,000 feet of any school property.

Any person who violates or conspires to violate this law is guilty of a felony and upon a first conviction, imprisonment for not more than 20 years or a fine of not more than \$20,000, or both. Students who plan to go to college, if convicted under this law, would be barred or denied from receiving state grants, scholarships, or any federal monies for college.

#### **Telecommunication Devices**

Students are not permitted to use an electronic communication device during school hours except for health or other emergency reasons approved by school administrators. School officials may confiscate electronic devices when rules governing those devices are violated. By bringing a cell phone or other electronic device to school, the student and their parent/guardian consent to the search of the device when there is reasonable suspicion that such a search will reveal a violation of law or school rules. Students shall not use telecommunication devices in a manner that poses a threat to academic integrity.

disrupts the learning environment, or violates the privacy of others. Students are responsible for devices brought onto school property or to school events. Student use of telecommunication devices for learning purposes may be authorized by the school within the purpose of appropriate classroom instruction.

Disposition: As listed under Offense #9 of this Code of Conduct.

#### Weapons [O.C.G.A. 16-11-127.1]

It is unlawful for any person to carry, possess or have under their control any weapon or explosive compound within a school safety zone, in route to or from school, at school bus stops, or at a school building, school function or on school property or on a bus or other transportation furnished by the school.

The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, as defined in Section 921, Title 18, of the United States Code, or any dirk, bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches,

straight-edge razor, razor blade, spring stick, metal knucks, blackjack, club or other bludgeon-type weapon, or any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, which may be known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of whatever configuration, having at least two points or pointed blades which is designed to be thrown or propelled and which may be known as a throwing star or oriental dart, or any weapon of like kind, and any stun gun or taser. Disposition: Possible expulsion for up to one calendar year and referral to law enforcement.

#### **School Bus Rules and Regulations**

Rules of student behavior included elsewhere in this Code are applicable to school buses as well as:

- 1. Students must be at their assigned bus stop at least two minutes before the scheduled pick-up time.
- 2. Students are permitted to load and unload only at their assigned bus stops.
- 3. Each driver should designate a seat on the bus for each student.
- 4. Students are not to stand in or operate the door.
- 5. Students must keep their heads, hands, bodies, and possessions inside the bus at all times.
- 6. Students shall hold or place under the seat personal items such as book bags, purses, smaller band instruments, etc. Large items such as bigger musical instruments, are not to be transported on regular routes. Smaller instruments below the typical alto saxophone (approximately 25" x 11" x 7") may be carried in the lap or under the seat, or in another place designated by the driver.
- 7. Objects and other materials are not to be thrown or tossed inside the bus or out bus windows.
- 8. Students are not permitted to get off the bus while it is in motion.
- 9. Students shall not write on, cut, scratch, deface or otherwise vandalize buses.
- 10. Tobacco or tobacco-like use or products, including vaping devices are prohibited.
- 11. While on a bus, students are prohibited from any of the following:
  - a) profanity or vulgarities;
  - b) acts of physical violence;
  - c) bullying or threatening others;
  - d) physical assault or battery;
- e) verbal assault;
- f) any other unruly or unsafe behavior.
- 12. Students are prohibited from using any electronic device on the bus that might interfere with the bus equipment or the driver's operation of the bus. Devices include, but are not limited to cell phones, pagers, radios or disc players without headphones, or any similar device.
- 13. Students are prohibited from using mirrors, lasers, flashes or any other reflective devices.
- 14. Students 2nd Grade and below are not to be dropped off if an adult is not at the bus stop to pick up the student. Students who do not have an adult present at the bus stop will be returned to the school and placed in the after-school program at cost, and parents notified.
- 15. Drivers are to be respected and their instructions followed at all times.
- 16. Students are expected to exhibit appropriate behavior at bus stop areas while waiting for their bus to arrive and/or after disembarking from the bus. Any misbehavior at bus stops may be subject to disciplinary consequences.
- 17. Out-of-district students may not ride a school bus to or from school.
- 18. Students shall not behave or act in any way that has the potential of causing unsafe conditions for the driver or other bus occupants.

#### **Suspensions and Expulsions**

Suspension precludes a student from all school operations, activities, and functions for the time of the suspension. A student in In-School Suspension (ISS) is also suspended from all school-sponsored activities for the days he/she is in ISS. Short-term Suspension removes a student out-of-school for not more than 10 consecutive days. Long-term suspension is removing a student for more than 10 days but not beyond the current quarter or semester. Expulsion is suspension for more than 10 days that goes beyond the current term, and may be permanent.

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The principal is the designated leader of the school and with the staff is responsible for its orderly operation. In cases of discipline violations not covered by prescribed disposition in this brochure, the principal may enact corrective measures which he or she believes are in the best interest of the school and student involved.

#### **Acknowledgment of Code of Conduct**

Schools shall request a parent or guardian signature and/or student signature, as is appropriate, in acknowledgement of receipt of this *Student Code of Conduct and Discipline Procedures*.

CROSS REF.: **JDD** – Suspension and Expulsion; **JCDAE** – Weapons; **JCDAD** – Bus Conduct; **JAA** – Equal Educational Opportunities

Rescinds: JD-R Adopted: 6/10/19

# **Board Policy JGC: Student Health Services**

Original Adopted Date: 04/04/1994 | Last Revised Date: 06/10/2019 | Last Reviewed Date: 03/13/2023

#### SCHOOL HEALTH SERVICES

The Board provides a school health nurse program for the system. The program will be staffed by licensed health care professionals and others whose duties will be set forth in approved written job descriptions.

The Superintendent shall be responsible for developing regulations deemed necessary, in combination with the job descriptions, to implement this program. These regulations shall comply with any and all rules implemented by the Georgia State Board of Education, the Georgia Department of Human Services, Georgia Department of Public Health, or any other state or county agency with jurisdiction or authority over any aspect of services to be provided or which may be provided to students under Georgia law.

Subject to approval by the Board, services to students under this policy may be provided through contracts or agreements with the Bartow County Health Department or with private health facilities or agencies.

All employees performing services under this policy shall be subject to the restrictions set forth in Georgia law. Specifically, none of the following health services shall be provided to students pursuant to this policy:

- 1. Distribution of contraceptives;
- 2. Performance of abortions;
- 3. Referrals for abortion; or
- 4. Dispensing of abortifacients.

CROSS REF.: Policy JGCD - Medicines at School

Rescinds: JGC Adopted: 04/04/94

# Board Policy Manual Cartersville City Schools

#### **Board Policy JGCC: Infectious Diseases**

Original Adopted Date: 07/09/2007 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/1

Status: ADOPTED

An "infectious disease" means an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly to a person from an infected person or animal.

The Board of Education authorizes the Superintendent or designee to develop and implement procedures related to the impact of infectious diseases on school system management and operations. Such procedures shall be consistent with the requirements of the Georgia Board of Education Rule 160-1-3-.03 and shall require the following actions:

- 1. The annual provision to employees of information, education or training related to transmission of infectious diseases, risk reduction and standard precaution based on guidelines or recommendations of the Centers for Disease Control and Prevention (CDC).
- 2. The immediate notification of the student, or if the student is a minor, to the parent or guardian, of the need to obtain an appropriate medical evaluation whe there exists reasonable suspicion that a student has an infectious disease.
- 3. The involvement of the school nurse, public health agency representatives, health care professionals, and school system administrators in operational decision concerning a student who has an infectious disease.
- 4. The disclosure of health-related information only as permitted by state or federal law.

# Board Policy Manual Cartersville City Schools

**Status: ADOPTED** 

# **Board Policy JGCD: Medication**

Original Adopted Date: 11/12/2007 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

All medications other than the exceptions listed in this policy, whether prescription or over-the-counter, may be administered only in accordance with the guidelines set forth by the principal of each school. All medications must be taken by the student, parent or guardian to the school office immediately upon arrival at school and must be in original pharmaceutical containers, clearly labeled as to the name of the student, the name of the medication, the appropriate dosage, and the times for dosage. Any student possessing prescription or over-the-counter medication not in accordance with these guidelines will be considered in violation of the School District's drug policy and shall be subject to the discipline set forth in the student code of conduct and/or the student/parent handbook.

A student for whom the school has on file supporting medical documentation may carry at all times with parental/guardian permission inhalers for asthma, auto-injectable epinephrine for allergic reactions and all necessary supplies and equipment to perform monitoring and treatment functions authorized by the student's diabetes medical management plan. Students authorized to self-administer such medications shall be instructed not to permit any other student to handle, possess, or otherwise attempt to use his/her medication and shall be informed that violations of such instructions will be dealt with in accordance with the student code of conduct.

In order for the student to carry and self-administer such medications, or in order for the school to store and administer the medication for students who are unable to self-administer because of age or any other reason, parents must provide a written statement from a licensed physician confirming that the student is able to self-administer the medication, if applicable, and written permission from the parent for the nurse or designated employee to consult with the doctor regarding any questions that may arise concerning the medication. Such permission shall release the school district and its employees and agents from civil liability for administering such medication to students, or if the self-administering student suffers an adverse reaction as a result of self-administration of such medication. The terms of this paragraph may be met through a student's diabetes medical management plan developed and implemented pursuant to state law.

Parents are encouraged to provide to the schools duplicate medication and supplies in the event a student is unable to self-administer or fails to bring the medication or equipment to school.

Nurses or other school employees are authorized to administer auto-injectable epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Such persons also are authorized to administer levalbuterol sulfate, if available, to a student in perceived respiratory distress, regardless of whether the student has a prescription for levalbuterol sulfate. Any school employee who in good faith administers or chooses not to administer such medication to a student in such circumstances shall be immune from civil liability.

#### Regulation JGCD-R(0): Medication - Medication Administration Procedures

Original Adopted Date: 11/12/2007 | Last Reviewed Date: 11/12/2007

#### MEDICATION ADMINISTRATION PROCEDURES

- 1. The school may keep a small quantity of non-prescription drugs (pain relievers or other medications) for limited use for students who have written permission on file with the school as determined necessary and appropriate by the School Nurse or his/her designee.
- 2. The school will administer medications which parents bring or send to school only when there is adherence to the guidelines stated in this policy. Parents of students at the Primary School must bring the medication to the school and should not send it with their student.
- 3. All medications and drugs (prescription and non-prescription) to be administered to or taken by students are to be brought to the school locations as designated by the School Nurse and kept locked where the School Nurse or his/her designee can secure and monitor these substances.
- 4. In the event that medications arrive at school without proper labeling or instructions, the School Nurse will attempt to contact the parent or guardian to verify the medication instructions and to notify them of the proper procedures. If clarification is obtained, the day's dosage will be administered. If the parent cannot be contacted, the medication will not be administered.
- 5. All medications are to be kept securely locked in the school clinic.
- 6. All medication is to be signed out on a log sheet.
- 7. Short-term medications (prescription and non-prescription) to be administered at school for less than 30 days must:
  - a. Have written instructions, signed by the parent or legal guardian, including:
    - i. Name of the student
    - ii. Name of the medication
    - iii. Dosage to be given
    - iv. Date(s) and time to be given
  - b. Be contained in an original container (prescription bottle if a prescription medication), properly labeled.
  - c. Parents are asked to bring or send only one day's dosage of medication each day it is to be administered by school personnel. (Pharmacists may provide the parent with duplicate bottles so the primary prescription bottle can be left at home.)
- 8. Long-term prescription medications to be administered at school for thirty days or more, must:
  - a. Have a completed drug administration authorization form that is kept on file in the school clinic. This form must include:
    - i. the information set forth in 4a above;
    - ii. the signature of the child's parent or guardian; and
    - iii. any other information deemed necessary by the School Nurse.
  - b. Be set up by the parent meeting with the School Nurse, and teacher if necessary, when the parent brings in the original prescription to determine specific procedures for the administration of the drug or medication (time, method, staff, storage, delivery of refills to school, etc.).

- c. Each authorization form shall be effective for no longer than the remainder of the school year, and/or each time the drug or dosage is changed, whichever occurs first.
- d. Be contained in the original prescription bottle, properly labeled by a pharmacist.

Board Policy JGF: Student Safety Status: ADOPTED

Original Adopted Date: 11/12/2007 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

# **Eye Protection**

All persons shall wear appropriate industrial-quality eye protection equipment at all times while participating in or observing career, technical, chemical, physical or any other course of instruction involving exposure to any of the following:

- 1. Hot molten metal or other molten materials;
- 2. Milling, sawing, turning, shaping, cutting, grinding, or stamping on any solid materials;
- 3. Heat treatment, tempering or kiln-firing of any metal or other materials;
- 4. Gas or electric arc welding or other forms of welding processes;
- 5. Repair or servicing of any vehicle;
- 6. Caustic or explosive materials;
- 7. Finishing materials and solvents;
- 8. Hot liquids or solids; or
- 9. Injurious radiations or other hazards.

Each school shall provide eye protection equipment to every student, teacher, and visitor while using or observing machines or operations same as in the paragraph above.

- 1. Each applicable school shall keep eye protection equipment that is clean, in good repair, durable, capable of being disinfected and that meets the requirements specified by Georgia law and/or state Board of Education rules and regulations.
- 2. Persons whose vision requires use of eyeglasses shall be provided goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.

Rescinds: JGF Adopted: 04/04/94

#### **Board Policy JGF(2): Seclusion or Restraint of Students**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

#### SECLUSION AND RESTRAINT FOR ALL STUDENTS

The Cartersville City Board of Education shall require that all schools and programs within the system comply with State Board of Education Rule 160-5-1-.35, Seclusion and Restraint for All Students.

#### **Prohibited Forms of Restraint**

The Board prohibits the use of:

- 1. <u>Chemical Restraints</u>, defined as any medication that is used to control behavior or restrict a student's freedom of movement that is not a prescribed treatment for a student's medical or psychiatric condition.
- 2. Mechanical Restraints, defined as the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. This does not include an adaptive or protective device recommended by a physician when used as recommended by a physician. The term also does not include seatbelts or other safety equipment when used to secure students during transportation or during physical therapy.
- 3. <u>Physical Restraint</u>, defined as direct physical contact from an adult that prevents or significantly restricts a student's movement. The term does not include other prohibiting forms of restraint and does not include providing limited physical contact and/or redirection, providing physical guidance, prompting when teaching, or providing comfort.
- 4. <u>Prone Restraint</u>, defined as a restraint in which a student is intentionally placed face down on the floor or other surface, and physical pressure is applied to the student's body to keep the student restrained.

#### **Limited Use of Restraint**

This policy is not intended to prevent the use of physical restraint in circumstances where a student exhibits behaviors that place the student or others in imminent danger and the student is not responsive to verbal directives or less intensive de-escalation techniques. Nothing in this policy shall be construed to prohibit system employees from taking appropriate action to diffuse a student fight or altercation.

When using physical restraint to protect students who are a danger to themselves or others and when the student is not responsive to less intensive de-escalation techniques, the following procedures are required:

- 1. Physical restraint should be conducted by employees who are trained in restraint procedures, unless the student is in imminent danger or other students or staff are in imminent danger.
- 2. District employees should carefully observe the student throughout the restraint to monitor the student's physical safety and to determine when the student is no longer a danger to himself/herself and/or others.
- 3. The use of restraint should be terminated when the student is no longer a danger to himself/herself or others or when the student exhibits signs of severe distress or injury.

#### **Documenting Use of Restraint**

A written incident report shall be prepared to document all incidents when physical restraint is used. All incident reports shall include:

- 1. Date of incident
- 2. Student name

- 3. Location of incident
- 4. Precipitating behavior
- 5. Observation of student's behavior and physical status during restraint
- 6. Injuries, if any, to the student, other students, or employees
- 7. Employee(s) observing the incident
- 8. Employee(s) participating in restraint; and
- 9. Employee(s) signature.

Completed incident reports shall be submitted to the principal or his/her designee as soon as practicable following the use of restraint and such reports shall be reviewed as appropriate. Written parental notification that restraint was used on their child shall be provided within a reasonable time not to exceed one (1) school day from the use of restraint.

# **Training on Use of Physical Restraint**

The system shall arrange for appropriate training on the system's policies and procedures regarding the limited use of restraint. Additionally, the system will:

- 1. Provide a periodic review of the use of restraint.
- 2. Monitor employee adherence to this policy.
- 3. Maintain a list of participants attending any system-provided training.
- 4. Address any situations in which this policy is not being followed.

The Board recognizes that in determining when and how to implement this policy and any procedures related to it, educators will have to exercise their professional judgment and discretion. Therefore, the policy is not to be construed as imposing ministerial duties on individual employees. Further, it is not intended to interfere with the duties or authority of law enforcement or emergency medical personnel.

#### Seclusion

The Board prohibits the use of:

Seclusion, defined as a procedure that isolates and confines a student in a separate area until he or she is no
longer an immediate danger to himself/herself or others. Seclusion does not include situations in which a staff
member trained in the use of de-escalation techniques or restraint is physically present in the same unlocked
room as the student, time-out, in-school suspension, detention, or a student-requested break in a different
location in the room or in a separate room.

This policy prohibiting seclusion does not prevent:

- 1. A student from being placed in time-out, as defined as a behavior intervention in which the student is temporarily removed from the learning activity but in which the student is not confined.
- 2. A student from requesting an alternate location to get his/her behavior under control as long as an adult is present.
- 3. A student being moved from a classroom to another location where a trained staff can implement deescalation techniques.

- 4. A student from serving in-school suspension.
- 5. A student from being removed from a classroom due to disruptive behavior.

# **Operating Procedure JGFC-OP(1): Dismissal Precautions**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

#### **RELEASING STUDENTS**

#### **Permission to Leave School**

All students are required to remain at school at all times during school hours unless permission to leave is granted by the principal or his/her designee.

#### **Release of Student**

The principal or his/her designee shall not release any student to any individual without the specific written or verifiable request of the person having the lawful custody of the child except as provided in this policy.

Schools shall not release students to individuals other than custodial parent(s)/guardian(s) without written or verifiable permission from the custodial parent(s)/guardian(s), unless the person seeking the release presents a court order specifically authorizing or directing the release of custody by the school.

It is the responsibility of the custodial parent(s)/guardian(s) to notify the school when their child will be picked up by anyone other than those whose names are filed in the child's records. Said information should be updated at least annually.

The principal shall develop and implement procedures within the school to ensure compliance to the intent of this policy.

#### Release of Student to Officer of the Law

The release of any student to an officer of the law will be made only upon a subpoena, an order of the court, action under the express authority of the state's child protection laws, or when the officer states that a criminal offense has been committed and actually makes an arrest of the student.

CROSS REF.: Policy LDAJA - Police Interrogations and Investigations

Rescinds: **JGFC** Adopted: 11/13/95

# **Operating Procedure JGFG-OP(1): Student Accidents**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

#### **ACCIDENTS**

The basic purpose of accident record keeping is to provide appropriate information and support a comprehensive safety program for the school system.

Accident reports support the safe and efficient operation of the school system as well as the protection and education of the students. In addition, careful analysis and study of the reports have far-reaching implications for buildings, equipment, operations, curriculum practices and administration.

When any student, employee, or visitor is injured at school, a written report is required. The report should include all pertinent information regarding the incident including, but not limited to: date, time, place, where teacher was, witnesses, and should be signed by the injured party, supervising authority, school nurse, and administrator. The form is provided by the school nurse or school office. See JGFG-E.

CROSS REF.: Policy EBBF - Safety Inspections

Rescinds: **JGFG** Adopted: 05/08/00

# Board Policy Manual Cartersville City Schools

# **Exhibit JGFG-E(1): Student Accidents - Report Form**

Original Adopted Date: 11/12/2007 | Last Reviewed Date: 11/12/2007

See PDF on the next page.

Status: ADOPTED

Date Adopted: 11/12/07	
Descriptor Code: JGFG-E	

Witness #2:
Witness #1:Witness #2: Teacher name:Teacher signature:
no
er Signatureno

# **Board Policy JGFGB: Concussion Management**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

1. Prior to the beginning of each season of any extracurricular athletic activity, all parents or legal guardians of participating students shall be provided an information sheet informing them of the nature and risk of concussion and head injury.

- 2. If a student participating in an extracurricular athletic activity exhibits symptoms of having a concussion, he or she shall be removed from the activity and be examined by a health care provider.
- 3. If a student is deemed by a health care provider to have sustained a concussion, the coach or other designated personnel shall not permit the student to return to play until he or she receives clearance from a health care provider for a full or graduated return to play.
- 4. As used in this policy, a "health care provider" means a licensed physician or another licensed individual under a physician's supervision, such as a nurse practitioner, physician assistant, or certified athletic trainer who has received training in concussion evaluation and management.
- 5. Coaches, employees, and other designated individuals supervising extracurricular athletic activities are expected to use their training, personal judgment and discretion in implementing this policy.
- 6. This policy is not intended to create any liability for, or create a cause of action against, the Board of Education or governing body of a charter school or their officers, employees, volunteers or other designated individuals for any act or omission to act related to the removal or non-removal of a student from an extracurricular athletic activity.
- 7. The Board authorizes the Superintendent to direct the development of administrative regulations and/or guidelines needed to implement this policy.

**Board Policy JGI: Child Abuse or Neglect** 

Original Adopted Date: 11/12/2007 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

#### CHILD ABUSE OR NEGLECT

Pursuant to Georgia Code that nursing personnel, social work personnel, school teachers, substitute teachers, school administrators, school guidance counselors, psychologists, school volunteers, or any other person having reasonable cause to believe that a child under the age of eighteen (18) has had physical injury or injuries inflicted upon him/her other than by accidental means by a parent or caretaker, or has been neglected or exploited by a parent or caretaker or has been sexually assaulted or sexually exploited, shall report or cause reports to be made in accordance with the provisions of the law: provided, however, that when the attendance of the reporting person with respect to a child is pursuant to the performances of services as a member of the staff shall notify the principal or his/her designee who shall report or cause reports to be made to the social worker.

A person in the course of his/her employment, or a volunteer, with the school system having reasonable cause to believe that child abuse has occurred shall report or cause reports to the person in charge of the facility, in most cases the school's principal or his/her designee, or to the school counselor, who shall report the incidence to the Bartow County Department of Family and Children Services (DFACS).

A report by phone or other oral communication or a written report by electronic submission or facsimile shall be made immediately, but in no case more than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred to DFACS, a child welfare agency providing protective services as designated by the Department of Human Resources, or in the absence of such agency, to an appropriate policy authority or the district attorney.

Any person or employee participating in the making of the report, or participating in any judicial proceeding resulting therefrom, shall be immune from any liability, civil or criminal, that might otherwise be incurred or imposed, providing such participation pursuant to Georgia Code is made in good faith.

Any person or official required by Georgia Code to report suspected case of child abuse or neglect who knowingly and willfully fails to do so shall be guilty of a misdemeanor and subject to criminal penalty.

STATE REF.: Georgia Board of Education Policy JGEB

LEGAL REF.: O.C.G.A. 19-7-5

Rescinds: **JGI** Adopted: 9/10/12

# Regulation JGI-R(0): Child Abuse or Neglect - Procedures

Original Adopted Date: 11/12/2007 | Last Revised Date: 02/08/2021 | Last Reviewed Date: 02/08/2021

# CHILD ABUSE/NEGLECT PROCEDURES

Georgia law and Board policy requires all school personnel having reasonable cause to believe that a child has been abused and/or neglected to report such suspected cases immediately, but in no case more than 24 hours from the time there is reasonable cause to believe that suspected child abuse has occurred. Personnel who report cases of suspected child abuse and/or neglect are immune from prosecution if such reports pursuant to Georgia law are made in good faith. Any person required by Georgia law to report suspected child abuse or neglect who knowingly and willingly fails to do so may be subject to criminal penalty.

# **Reporting Procedures**

School system personnel having reasonable cause to believe that a child has been abused and/or neglected shall report or cause reports of the suspected abuse/neglect to their school principal or school counselor immediately. The school counselor is responsible for informing the school principal.

- 1. The principal or school counselor shall immediately report the suspected child abuse or neglect to the Bartow County Department of Family and Children Services (DFACS) by phone or other oral communication or a written report by electronic submission or facsimile.
- 2. School personnel shall use appropriate forms and protocols, electronic or otherwise, provided or made available by Georgia Division of Family and Children Services or Bartow County DFACS in the reporting of child abuse or neglect.

### **Interview Protocol**

The Cartersville City Schools will cooperate to the fullest extent possible with DFACS and/or law enforcement carrying out their duties and responsibilities under the law, allowing such personnel to interview students at school for the protection of the child and in the child's best interest. However, administrators have the discretion to make judgments and decisions in the timing and location of such interviews.

Administrators are not required to permit interviews by anyone other than DFACS or law enforcement personnel investigating suspected abuse of students by parents or caretakers. All other interviews conducted at school are discretionary and the better practice is not to interrupt a student's learning for such interviews without compelling reasons. Parents shall be notified of requests for such interviews and parental/caretaker permission should be verbally obtained prior to such interview(s) unless a child's safety and welfare dictates otherwise.

If there are valid reasons not to include the parents in the interview, the administrator or school counselor may stand in place of the parent. The administrator shall decide in this matter on a case-by-case basis, always in the best interest of the child.

Rescinds: JGI-R Adopted: 11/12/07

**Board Policy JGJA: Suicide Prevention** 

Original Adopted Date: 01/11/2016 | Last Reviewed Date: 03/13/2023

#### **SUICIDE PREVENTION**

The Board of Education shall provide to all certificated personnel annual training in suicide awareness and prevention in accordance with state law and rules established by the Georgia Department of Education. The Superintendent or designee shall develop procedures to address at a minimum, suicide prevention efforts, intervention, and postvention. Such procedures shall be developed in consultation with school and community stakeholders, school employed mental health professionals, and suicide prevention experts.

In accordance with state law, no person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or its implementing procedures or resulting from any training, or lack thereof, required by state law or this policy. The training, or lack thereof, required by the provisions of state law shall not be construed to impose any specific duty of care. Neither the training nor the procedures are designed to impose ministerial duties but to provide a framework in which educators can exercise their professional judgment in the best interest of students.

Legal Ref: O.C.G.A. 20-2-779.1

# Board Policy Manual Cartersville City Schools

# **Exhibit JGJA-E(1): Suicide Prevention - Protocols**

Original Adopted Date: 01/11/2016 | Last Reviewed Date: 01/11/2016

See PDF on the next page.

Status: ADOPTED

Date Adopted: 1/11/16 Descriptor Code: **JGJA-E-1** 

# SUICIDE PREVENTION PROTOCOL

# **Cartersville City Schools**

# Action Plan for Suicide, Suicide Attempt and Suicide Ideation

Suicide Attempt On School Property					
	Action to be Taken	Person(s) Responsible	Alternate		
1	Immediately call 911 for any medical emergency while the first responder attends to the person in crisis.	School Administrator or In-the-moment Designee	Administrator's Designee		
2	Secure the area to prevent possible onlookers and panic, and to maintain the integrity of the scene. If necessary School Administrator may place school on lockdown, or re-arrange other students' schedule so the area can be avoided.	Staff in closest proximity; SRO			
3	As quickly as possible contact the student's custodial parent/guardian* [*UNLESS there is suspicion or accusation of child abuse].	School Administrator	School Counselor		
4	Clear entrance way onto the school property and building for emergency vehicles.	School Administrator or Designee	SRO		
5	Contact Crisis Response Team Coordinator – i.e., Social Worker, or Special Programs Director (backup)	School Administrator	School Counselor		
6	Crisis Response Team Coordinator assembles Team for short term/immediate term/long term action plan	Social Worker	Special Programs Director		
7	Begin gathering information and identifying any witnesses. Segregate witnesses from other students. Allow them to talk with authorized school personnel – no news media.	School Administrators or Designee			
8	Collaborate with Central Office to prepare parent and media responses. Coordinate communications with the wishes and permission of affected family.	School Administrator	School Counselor		
7	Before or upon the student's return, principal will convene a meeting to develop any necessary Individual Safety Plan. Attendees should include: Parent(s)/Guardian(s), School Counselor(s), School Psychologist, Social Worker, SRO, School Nurse, Student's teachers, other staff as determined by the principal.	Principal	Assistant Principal		

Date Adopted: 1/11/16 Descriptor Code: JGJA-E-2

Re	ported Suicide Attempt, Warning Signs or Ideation		
1	Staff member with information shall notify a School Counselor or School Administrator immediately without leaving the student alone	First Responder	
2	Keep the student under constant adult supervision (student should not be left alone, sent back to class, or sent home on the bus without constant adult supervision)		
3	Privately question the student to ascertain the level of risk using suicide screening instrument as a guide	School Counselor	School Psychologist
4	Report the screening assessment findings to the Principal or his/her designee and recommend a plan of action	School Counselor	School Psychologist
5	Notify the student's custodial parent/guardian* [*UNLESS there is suspicion or accusation of child abuse]. Ask the parent/guardian to come to the campus immediately.	School Administrator	School Counselor
6	Provide the parent/guardian with the following:  a) Screening results b) Georgia Crisis & Access Line (1-800-715-4225) c) Resource information about suicide risks and warning signs	School Counselor	School Psychologist
7	Inform parent/guardian that student should be taken from campus to a facility or provider of his/her choice for a mental health assessment	School Administrator	School Counselor or Psychologist
8	If the student is under age 18 and the parent/guardian refuses to seek appropriate assistance, the school will have the option to contact and file a report with DFCS. Under extreme situations, the school may also involve law enforcement, but only if absolutely necessary.	School Administrator	School Counselor or Psychologist
9	Before or upon the student's return, principal will convene a meeting to develop any necessary Individual Safety Plan. Attendees should include: Parent(s)/Guardian(s), School Counselor(s), Social Worker, SRO, School Nurse, Student's teachers, other staff as determined by the principal. This step should not delay the student's return to school, however.	School Administrator	School Counselor

Date Adopted: 1/11/16 Descriptor Code: **JGJA-E-3** 

#### Other actions to be followed:

- Do not use the name of the student/victim over the radio or walkie-talkies.
- Treat all threats of suicide seriously (until you are assured otherwise).
- Consider plans for long-term, on-going counseling support for students and all staff.
- Be prepared to ask for additional counselors from other schools as needed. The Principal should make this request through the Superintendent or Assistant Superintendent. If needed, one counselor from each of the other schools would be pulled.
- As much as is possible, respect the wishes of the parent(s)/guardian(s) in regards to the sharing
  of details.
- Only the principal or his/her designee should talk with the news media, and information should be coordinated through the Superintendent and/or Assistant Superintendent.
- Information about the cause of death should not be communicated to students or staff until the family has been consulted.

# Board Policy Manual Cartersville City Schools

Board Policy JHCA: Student Clubs Status: ADOPTED

Original Adopted Date: 11/12/2007 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

The principal shall evaluate all requests for student clubs and determine the appropriate rules and regulations to govern said clubs.

Rescinds: JHCA Adopted: 04/04/94

# **Board Policy JKB: Solicitations by Students**

Original Adopted Date: 07/09/2007 | Last Revised Date: 03/12/2012 | Last Reviewed Date: 03/13/2023

#### **SOLICITATIONS BY STUDENTS**

All school-related fund raising activities involving students must have the prior written approval of the principal and the Superintendent or his/her designee. There will be no fund-raising sales which interfere or interrupt the instructional program of the school.

Fund-raising requests by school organizations, booster clubs, and sponsors shall be in writing on a system approved form. The system form shall require information about the activity to include, but not be limited to,

- 1. The specific activity
- 2. The intended purpose of the funds profited from the activity
- 3. The amount of funds anticipated from the activity
- 4. The dates of the activity

At the conclusion of the activity an accurate, written accounting of the financial success of the activity shall be reported to the principal and the sponsoring club or organization. At the conclusion of the school year the principal shall report to the Superintendent or his/her designee a summary of all fund-raising activities of the school for that year.

Students are not to be involved in selling merchandise for the benefit of individuals or outside-school organizations while on the school campus or on the bus.

In order to safeguard their health and safety, students are prohibited from selling items or soliciting contributions, pledges, donations, or orders door-to-door for the school or any school-related organization.

# CROSS REF.: Policy KJ - Advertising in Schools

LEGAL REF.: O.C.G.A. 16-12-22; 20-2-310; 20-2-1180; GA Constitution, Art. 1, Sec. 2, Par. 8

Rescinds: JKB Adopted: 07/09/07

# Regulation JKB-R(0): Solicitations by Students

Original Adopted Date: 07/09/2007 | Last Reviewed Date: 07/09/2007

#### **SOLICITATIONS BY STUDENTS**

- 1. All fund raising by students who use the name of the school, school club or extra-curricular group in their promotion or sale of products or services must have approval from the principal and School Board.
- 2. No fund raising or sale of goods or services will be condoned during the school day.
- 3. All fund raising requests should be submitted to the principal.
- 4. All funds raised by school personnel or students shall be processed through the school bookkeeping procedures.
- 5. Fund raising activities which substantially interfere with community commerce will not be allowed.
- 6. Students are prohibited from door-to-door fund-raising activities including the selling of items, soliciting contributions or donations, taking pledges, or taking orders.

Rescinds: JKB-R Adopted: 06/10/92

# Regulation JKB-R(1): Solicitations by Students

Original Adopted Date: 03/12/2012 | Last Reviewed Date: 03/12/2012

#### **SOLICITATIONS BY STUDENTS**

- 1. All fund raising activities involving the use of the name of the school, any school club, organization or extracurricular group in the promotion or sale of products or services must have prior approval from the principal and Superintendent or his/her designee.
- 2. There shall be no fund-raising sales which interfere or interrupt the instructional program of the school
- 3. All funds raised by school personnel or students shall be processed through the school bookkeeping procedures.
- 4. Fund raising activities which substantially interfere with community commerce will not be allowed.
- 5. Students are prohibited from door-to-door fund-raising activities including the selling of items, soliciting contributions or donations, taking pledges, or taking orders.
- 6. Fund-raising requests by school organizations, booster clubs, and sponsors shall be in writing on the system approved form.
- 7. At the conclusion of each fund-raising activity an accurate, written accounting of the financial success of the activity shall be reported to the principal and the sponsoring club or organization. At the conclusion of the school year the principal shall report to the Superintendent or his/her designee a summary of all fund-raising activities of the school for that year.

Rescinds: JKB-R Adopted: 07/09/07

# **Board Policy JN: Awards and Scholarships**

Original Adopted Date: 11/12/2007 | Last Revised Date: 12/10/2018 | Last Reviewed Date: 03/13/2023

#### **AWARDS, RECOGNITIONS, SCHOLARSHIPS**

The Board believes that excellence in any area of school life on the part of students should receive appropriate recognition. All awards must be justified on the basis of worthy contributions to the school community.

The school system and/or schools may accept plaques, or memorials honoring students or graduates of the system for outstanding achievement or personal sacrifice. The acceptance of such plaques, gifts, or memorials from person or an organization not connected with the schools is not approved unless the school staff determines that the origins and purposes of such awards or recognitions are consistent with school goals.

The Board encourages the professional staff to maintain a set of criteria and procedures for presenting letters or other suitable awards to students for scholarship and distinguished service in any school activity. In all cases, the relationship between the award and the relevant goal or goals of the school should be pointed out.

Recipients of awards may be approved by group action including selection by students, teachers and/or administration. In some cases interested citizens may be involved, but the final selection shall reside within the school staff.

Additionally, the school system will cooperate with the Georgia Department of Education in any awards and/or scholarship program from which our students might receive appropriate recognition or benefit.

Rescinds: JN Adopted: 11/12/07

# **Operating Procedure JQKA-OP(1): Foreign Students**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

#### **FOREIGN EXCHANGE STUDENTS**

The Board recognizes the educational value of intercultural and international exchange opportunities for students. To this end, the school system may, from time to time, have exchanges of students and/or teachers between various countries and/or areas of our country for limited periods of time.

The Board recognizes exchange programs authorized by the Council on Standards for International Educational Travel (CSIET Advisory List of International Educational Travel and Exchange Programs).

Enrollment of exchange students shall be based upon credibility of the exchange program, available space, academic record, and behavioral standing. The schools shall not accept non-resident exchange students unless the host family has a student in that school enrolled in good standing and full tuition is made for the exchange student.

The Board further recognizes the exchange program with other schools in this state and across the nation as valuable to students and teachers as learning experiences.

Rescinds: JQKA Adopted: 11/12/07

#### **Board Policy JR: Student Records**

Original Adopted Date: 11/12/2007 | Last Revised Date: 06/14/2021 | Last Reviewed Date: 03/13/2023

#### STUDENT RECORDS

It is the policy of the Board that all employees and staff shall comply with the requirements of the Family Educational Rights and Privacy Act (FERPA) and the Pupil Protection Rights Amendment (PPRA). The Superintendent shall implement procedures whereby each principal will develop a means to notify, on an annual basis, students and parents of their rights under FERPA and PPRA, either by letter or through student-parent handbooks distributed and/or made available to each student in the school.

With the exception of directory information as defined below, personally identifiable information will not be released by the school system from an education record without prior written consent of the parent or eligible student, except where authorized by regulations governing the FERPA. In accordance with the regulations, disclosures will be made to comply with state law, Internal Revenue Service laws and regulations, judicial orders or lawfully issued subpoenas, in which case a reasonable effort will be made to notify parents or students in advance of such disclosures, unless otherwise required by a judicial order of federal grand jury subpoena; to accrediting institutions to carry out their accrediting functions; to organizations conducting studies on behalf of the school system; or in connection with a health or safety emergency.

Confidentiality of student records shall be preserved while access is provided to parents, legal guardians, eligible students (those over eighteen years of age or enrolled in post-secondary educational institutions), school officials with legitimate educational interests, and those federal or state officials whose access is authorized in connection with an audit or evaluation of federal or state-supported educational programs or for the enforcement or compliance with federal legal requirements related to those programs. Records will be sent to a school where the student seeks or intends to enroll or has already enrolled upon request of the school.

Any person whose parental rights have not been revoked by court order, and any guardian and/or authorized individual acting as a parent in the absence of a parent or guardian, may inspect the educational records of his/her child during normal business hours. Generally, a parent or guardian will be permitted to obtain a copy of educational records of his/her child upon reasonable notice.

Educational records are maintained at the school where the student is enrolled and are in the custody of the principal or his/her designee.

# **Directory Information**

The Board designates certain information from student records as "directory information" as specified in this paragraph. Unless a parent or eligible student makes a timely request to the principal of the school where the student is enrolled that such information not be designated directory information on that individual student, such information will not be considered confidential and may be disclosed upon request. The school system has designated the following as directory information:

- a. Student's name, address, and telephone number;
- b. Student's date and place of birth;
- c. Student's email address;
- d. Student's participation in official school clubs, organizations, school activities, and sports;
- e. Weight and height of a student if he/she is a member of an athletic team;

Dates of attendance in Cartersville City Schools;

- f. Honors and awards received during the time enrolled in the Cartersville City Schools;
- g. Photograph; and
- h. Grade level.

In addition, two federal laws require school systems receiving federal financial assistance to provide military recruiters, upon request, with the students' names, addresses, and telephone numbers unless parents have advised the school system that they do not want their student's information disclosed without their prior written consent. Parents and eligible students have the right to refuse to allow all or any part of the directory information to be withheld. If the parent or eligible student wishes to exercise this right, they must notify the principal of the school within five (5) days after officially enrolling in the school or within five (5) days of the date of the release of this

notice in the student-parent handbook

#### **Third-Party Providers**

The district shall implement and have in place a written contract/agreement with any third-party provider when personally identifiable information is used as part of any software program or application. The contract/agreement should clearly designate the nature of the information to be provided and obligate the third party to adhere to the requirements of FERPA. An electronic signature by a system designee indicating that the district understands that the third-party abides by FERPA shall be sufficient.

#### **Student Records Errors**

A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his/her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be thus resolved, a parent or eligible student may request a hearing pursuant to applicable federal or state regulations. If the hearing results in a determination that the record contained erroneous information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction. If the hearing determines that the record is not erroneous, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

#### Protection of Pupil Rights Amendment (PPRA)

#### Definitions

Student Records – Information about students recorded or collected in any format by the school system or individual schools that may include educational/psychological assessments, school attendance records, personal data, health information, disciplinary actions, and/or academic progress.

Instructional Material – Instructional material that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as material accessible through the Internet). The term does not include academic tests or assessments.

Invasive Physical Examination – any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

Personal Information – Individually identifiable information including: (1) a student or parent's first and last name; (2) home address; (3) telephone number; or (4) social security number.

No student shall be required to submit a survey, analysis, or evaluation that reveals information concerning:

- 1. Political affiliations or beliefs of the student or the student's parent;
- 2. Mental or psychological problems of the student or the student's family;
- 3. Sex behavior or attitudes;
- 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
- 5. Critical appraisals of other individuals with who respondents have close family relationships;
- 6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
- 8. Income (other than that required by law to determine eligibility for participation in a program for receiving financial assistance under such program), without written consent of the parent or eligible student.

A parent of a student may, upon request, inspect any survey created by a third party containing one or more of the items listed as (1) through (8) above before the survey is administered or distributed by a school to a student and may choose to opt the student out of participation in the survey.

The requirements of PPRA do not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (IDEA).

Parents shall be notified prior to the administration of physical examinations or screenings that the school may administer to students. This notice shall offer the parent the opportunity to opt the student out of any non-emergency, invasive physical examination or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate

health and safety of the student, or of other students.

The parent of student shall be notified prior to the commencement of activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. Such notice shall offer the parent the opportunity to inspect, upon request, any instrument used in the collection of such information before the instrument is administered or distributed to a student and to opt the student out of such activities.

#### **Transfer of Records Requirements**

Student records shall be forwarded without further notice to parents or eligible students to any school within or outside the Cartersville School System, upon request of the school where a student is enrolling.

After receiving a written request for student records from a public or private school, including schools operated by the Department of Juvenile Justice, the school system or school from which the records are requested shall mail or otherwise deliver within a period of no more than ten (10) calendar days a copy of all requested student records to the school system or school to which a student has transferred.

Additional requirements for transfer of records of students in special education programs are specified in State Board Rule 160-4-7.

- 1. Schools shall not withhold any student record because of nonpayment of fees.
- 2. The school system or school from which records are requested shall maintain copies of all student records for the minimum period of time required according the records retention plan.

STATE REF.: Georgia Board of Education Policy JR

LEGAL REF.: Family Educational Right and Privacy Act (20 U.S.C. 1232g); General Provisions Act, Sections 438-439; P.L. 9-380; O.C.G.A. 19-7-5; 20-2-240; 20-2-670; 20-2-697; 49-4A-12; 50-18-90; 50-18-95; 20-2-270; No Child Left Behind Act of 2001 (P.L. 107-110); National Defense Authorization Act for FY2002 (P.L. 1070107)

Rescinds: JR Adopted: 12/10/18

#### Regulation JR-R(0): Student Records - Regulations for Student Records Access

Original Adopted Date: 11/12/2007 | Last Revised Date: 12/10/2018 | Last Reviewed Date: 12/10/2018

## REGULATIONS FOR STUDENT RECORDS ACCESS

Personally identifiable information will not be released by the school system without prior written consent of the parent or guardian, legal caregiver, or by an eligible student except under the following circumstances:

- 1. Disclosures will be made to school administrators, teachers, or other professionals employed or associated by the school system who has some role in evaluating or educating the student.
- 2. Records will be sent to a school where the student has enrolled or is enrolling upon request of that school.
- 3. Disclosures will be made to federal or state officials in connection with the audit of educational programs.
- 4. Disclosures will be made in connection with financial aid applications of the student to determine the eligibility for and amount of aid as well as enforcement of the terms and conditions of financial aid.
- 5. Disclosures will be made to comply with state law, Internal Revenue Service laws, and regulations, judicial orders, or lawfully issued subpoenas. A reasonable effort will be made to notify parents or students in advance of such disclosures.
- 6. Disclosures may be made, without the consent or knowledge of the eligible student or parent, to the Attorney General of the United States or his/her designee in response to an ex pare order in connection with the investigation or prosecution of terrorism crimes. The school system is not required to record such disclosure of information and is protected from liability for disclosing such information in good faith.
- 7. Disclosures will be made to organizations conducting studies on behalf of or by educational institutions specified in 34 C.F.R. Section 99, 31 (a) (6) and (7).
- 8. Disclosures may be made to accrediting institutions to carry out their accrediting function.
- 9. Disclosures will be made in connection with a health or safety emergency.
- 10. Information the Board has designated "directory information" may be disclosed upon request unless a parent or eligible student objects in writing to the principal of the school where his/her child is enrolled within a reasonable time after receipt of the notice as contained in the student handbook of the child's school. Directory information about former students will be disclosed upon request.
- 11. Disclosures of student names, addresses and telephone numbers shall be made to military recruiters and postsecondary institutions upon request unless the student's parent or guardian notifies the school in writing that they do not want their student's information disclosed without prior written consent.

Each custodian of student records in the school system shall maintain as part of each student's file a log of those persons to whom access to the educational records have been provided.

A parent or eligible student who believes the student's record contains an error may request its correction by submitting a written explanation of the error and the basis for believing it to be in error to the principal or his/her designee, who shall investigate and determine whether or not to amend the record. If the matter cannot be resolved, a parent or eligible student may request a hearing pursuant to federal regulations at 34 C.F.R. Section 99.21-99.22 as well as applicable state regulations. If the hearing results in a determination that the record contained erroneous or incorrect information, it shall be corrected and the parent or eligible student shall be informed in writing of the correction. If the information contained in the record is determined not be erroneous or incorrect, the parent may place a statement in the record commenting upon the contested information and stating the basis for disagreement. The statement shall thereafter be disclosed whenever the portion to which it relates is disclosed.

Rescinds: JR-R Adopted: 11/12/07

# Board Policy Manual Cartersville City Schools

Status: ADOPTED

# **Exhibit JR-E(1): Student Records - Notice**

Original Adopted Date: 11/12/2007 | Last Reviewed Date: 11/12/2007

See PDF on the next page.

Descriptor Code: JR-E

# Exhibit

# UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTICE TO PARENTS/GUARDIANS AND ELIGIBLE STUDENT OF RIGHTS

Under the Family Educational Rights and Privacy Act (20 U.S.C. 1232g), you have a right to:

- student who is eighteen (18) years of age or older, your own education records; Inspect and review the educational records of a student who is your child, or in the case of a
- 2 misleading, or otherwise in violation of the student's privacy or other rights; Request the amendment of the student's education records to ensure that they are not inaccurate,
- $\dot{n}$ records, except to the extent that the law and regulations promulgated pursuant to the law Consent to disclosures of personally identifiable information contain in the student's educational
- 4. requirements of the Act or the regulations promulgated thereunder; and concerning the alleged failure of the Cartersville Board of Education to comply with the authorize disclosure without consent; File with the United States Department of Education a complaint under 20 C.F.R. 99.64
- S Copies of this policy may be obtained by contacting the central office of the Board. Obtain a copy of the policy which the Board has adopted regarding access to student records.

#### **Board Policy JRA: Student Data Privacy Complaints**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

It is the policy of the Board of Education that the School District ("District") shall comply with the Family Educational Rights and Privacy Act (FERPA) and the Student Data Privacy, Accessibility, and Transparency Act, which are designed to ensure that education records and student data are kept confidential and secure from unauthorized access and disclosure.

For the purposes of this policy, a "parent" is defined as a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian. An "eligible student" is defined as a student who has reached 18 years of age or is attending an institution of postsecondary education.

Any parent or eligible student ("Complainant") may file a complaint with the District if that individual believes or alleges that a possible violation of rights under the above laws has occurred not more than one (1) year prior to the date the complaint is received by the District.

Complaints shall be handled in accordance with the following procedures.

- 1. The Superintendent shall designate at least one individual ("Designee") to respond to student data privacy complaints.
- 2. Upon the receipt of a request from a Complainant, the Designee shall provide within 3 business days a complaint form, which may also be made available on the District's website.
- 3. A written response shall be provided to the Complainant within 10 business days of the Designee's receipt of the completed complaint form.
- 4. The Complainant may file an appeal with the Superintendent within 10 business days of receipt of the Designee's response.
- 5. The Superintendent shall provide a written response to the Complainant within 10 business days of receipt of the appeal.
- 6. The Complainant may file an appeal to the Board of Education within 10 business days of receipt of the Superintendent's response.
- 7. The Board of Education shall render a final decision within 10 business days of receipt of an appeal.

**Board Policy JRB: Parents' Bill of Rights** 

Original Adopted Date: 08/08/2022 | Last Reviewed Date: 03/13/2023

Status: ADOPTED

#### **DEFINITION**

Instructional material-As used in this policy, the term "instructional material" means:

- a. Instructional materials and content which constitute the principal source of study for a state funded course to be used in the various grades in Georgia's public schools, including the elementary grades and high school grades; and
- b. Locally approved instructional materials and content which constitute the principal source of study for a state funded course, not including supplementary or ancillary material, which is adopted by a local board of education or used by a local school system. Supplementary or ancillary material includes, but is not limite to, articles, online simulations, worksheets, novels, biographies, speeches, videos, music, and similar resources in any medium, including both physical or digital.

#### **REQUIREMENTS**

The Board of Education promotes parental involvement in school district schools.

- 1. The Superintendent or his or her designee shall ensure that each school within the school district has in place and makes available procedures for a parent to:
  - a. Review records relating to his or her minor child;
  - b. Learn about his or her minor child's courses of study, including, but not limited to, parental access to instructional materials intended for use in the classroom. Such instructional materials will be made available for parental review during the first two weeks of each grading period, either online or on sit upon a parent's request made during the review period.
  - c. Object to instructional materials intended for use in his or her minor child's classroom or recommended by his or her minor child's teacher;
  - d. Withdraw his or her minor child from the school's prescribed course of study in sex education if the parent provides a written objection to his or her child participation. Such procedures will provide for a parent to be notified in advance of such course content so that he or she may withdraw his or her minor child from the course; and
  - e. Provide written notice that photographs or video or voice recordings of his or her minor child are not permitted, subject to applicable public safety and security exceptions.
- 2. The procedures required by this policy will be posted on the school district's website and made available for review on site upon request of a parent.

#### Regulation JRB-R(1): Parents' Bill of Rights - Procedures

Original Adopted Date: 08/08/2022 | Last Reviewed Date: 08/08/2022

A parent of a minor child at any school within the district may exercise his or her parental rights using the following procedures:

- 1. A parent may review records relating to his or her minor child by contacting the office at his or her child's school and requesting the same. A mutually agreeable time for parent record review will be scheduled during regular business hours.
- 2. A parent may learn about his or her minor child's courses of study, including, but not limited to, parental access to instructional materials intended for use in the child's classroom, by contacting his or her child's school and requesting the same. Such instructional materials will be made available for parental review during the first two weeks of each grading period, either online or on site upon a parent's request made during the review period.
- 3. A parent may object to instructional materials intended for use in his or her minor child's classroom or recommended by his or her minor child's teacher by contacting the principal of their child's school.
- 4. A parent may withdraw his or her minor child from the school's prescribed course of study in sex education if the parent provides a written objection to his or her child's participation. Parents will be notified in advance of the sex education course content and parents will be given the opportunity to opt his or her minor child out of participation by notifying the minor child's teacher in writing.
- 5. A parent may provide written notice that photographs or video or voice recordings of his or her minor child are not permitted, subject to applicable public safety and security exceptions, by notifying the minor child's school in writing upon the child's enrollment.

#### **Operating Procedure JS-OP(1): Student Fees, Fines, and Charges**

Original Adopted Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

#### **STUDENT FEES, FINES AND CHARGES**

The school system will provide basic instructional materials required to complete each course of study funded for credit under existing and applicable laws and Georgia Department of Education rules and regulations. The school system may require students to supply individual materials basic to all courses including but not limited to, paper, pencils, crayons, notebooks and pens. No specific types or brands of materials may be required, although specific types may be recommended by teachers. Any required materials above and beyond these shall be provided by the school system or its schools.

The school system may require students to provide clothing appropriate for each course. A definition of such clothing may be generic but not specific to color or brand. Special safety equipment or clothing for any basic course shall be provided by the school system.

For instrumental music programs, the school system will adopt a basic list of instruments and/or equipment that will be provided equitably to participating students. However, students may rent or purchase their own instruments.

The school system may charge fees for extracurricular activities as long as charges are not made a condition of attendance or credit within the normal day academic program. Examples of legitimate charges include but are not limited to the following: gate admissions, student publications, graduation fees (if participation is not required), replacement/repair costs for loss or abuse of school system property, activity fees, locker rental fees, student parking fees.

#### Fees/Fines for Damage to or Loss of School Property

The Board retains the right to charge students a reasonable fee for restitution of lost, damaged or abused school system property, including but not limited to, textbooks, and media center books or materials. The Superintendent shall cause the establishment of a fee schedule for lost and damaged books and materials.

Students shall be notified in writing of any charges being assigned to them and that failure to pay those charges may result in sanctions such as withholding participation in non-required activities such as honors or graduation ceremonies until restitution is made. The transfer of student records to other authorized schools cannot be held because of nonpayment of fees or fines. Opportunity shall be given for the student and/or parent to meet with appropriate school officials to discuss any fines levied against the student.

If a student or parent is unable to pay the levied fees, an affidavit to that effect may be filed with the Superintendent or his/her designee who will make arrangements for the student to satisfy the obligation by rendering agreed upon services to the school system.

Rescinds: JS Adopted: 11/12/07

#### Regulation JS-R(1): Student Fees, Fines, and Charges - Textbook/Media Book Charges

Original Adopted Date: 12/10/2018 | Last Reviewed Date: 12/10/2018

Status: ADOPTED

#### TEXTBOOK/MEDIA BOOK CHARGES

Students issued textbooks must pay for any textbooks not returned in satisfactory, usable condition. Satisfactory condition means that the textbook may be reissued confidently to another student without any repairs.

At the beginning of the school year or when a textbook is issued it is important for student to check their textbook(s) and report any damages. After all textbooks have been distributed, students have five (5) school days to report any damages to the teacher who issued the book so they will not be charged at the end of the term/year. Notification can be done via email to the teacher or orally to the teacher. If pre-existing damage is not documented by this date, the student is responsible for book fines assessed at the end of the term/year.

All textbooks are due at the end of the class (semester/year). When students return their textbooks, the books are to be reviewed and assessed for any damages sustained. Listed below is the criteria to be used in determining what fees to charge for damaged books. Damage fees are used to pay for the repair or replacement of books. Students, parents and teachers should contact their school administrator if there are questions. In the case of a question on the assessment, the decision of the school administration is final.

All textbooks/media center book debts are considered outstanding obligations and diplomas will be withheld until all outstanding fine obligations are cleared. Additionally, distribution of report cards may be withheld.

Type of Damage	Fine/Fee
Lost book	Full price of book 100% full refund (depending on condition) if book is returned during the current school year
Water/Liquid Damage (includes mold)	Full price of book
Missing pages	Full price of book
Textbook Rebind A textbook must be rebound if the cover or spine is missing or is pulling away from the book.	\$20.00
Spine damage that can be repaired	\$5.00
Replacement of System Barcode Label	\$5.00
Writing in book If there are un-erasable obscenities or vulgarities, full price of book	\$1.00 per page
Torn pages	\$1.00 per page
Cover damage (includes bent/worn corners)	\$5.00 up to Full price of book
Gum, Food, Candy Damage	\$5.00 up to Full price of book
Pet Damage	\$5.00 up to Full price of book
Miscellaneous Damages	Up to Full price of book

#### Procedure to Determine Cost of Lost Textbook or Full Cost Price

Lost textbooks and full price damage costs are charged the purchase price during the first two years of implementation and, thereafter, a percentage of the price based on the condition.

Rating of Book at Point of Issue	Replacement Cost	
New	Full price	
Good, through year 2	Full price	
Good	75%	
Fair	50%	
Poor	25%	
Unusable	0%	

#### Cartersville City Schools Textbook Care and Responsibility

• Textbooks should be returned in a condition suitable to be reissued without repairs the following

semester/year.

- Each student is responsible for inspecting his/her own textbook(s) for previous damage. Students have five (5) school days to report any damages preferably by email to the issuing teacher so as to avoid being assessed damages at the end of the term/year.
- Students should store their textbooks in a clean, dry place.
- Students are responsible for the condition of books checked out to them. Students should not loan, share or leave books unsecured at any time.
- Students should not keep papers, handouts, or objects like pens and pencils between pages of textbooks.
- If a textbook shows signs of damage or begins to come loose from the spine or develop loose pages, the student should return it the teacher for assistance.
- Students should not write or draw on any part of the textbook.
- Do not bend, break, or carve into the textbook cover.
- It is highly recommended that students keep a list of their textbook barcodes so that the textbook can be quickly identified in case it becomes lost or mistaken as another student's.

#### **Board Policy KB: Public Information Program**

Original Adopted Date: 07/09/2007 | Last Reviewed Date: 11/14/2022

#### **PUBLIC INFORMATION PROGRAM**

The Board supports a continuous exchange of communication among schools, the school system and the Cartersville community. School patrons and members of the community shall be encouraged to avail themselves of opportunities to visit the schools, serve as volunteers, and provide suggestions for the improvement of education in Cartersville. The Superintendent shall receive, organize, and report to the Board communications directed to the Board. The Superintendent shall also ensure that communications from the Board, administrative staff, and other personnel flow to the community.

It shall be the policy of the school system to continually attempt to provide for effective school-community interaction. Schools in the system are strongly encouraged to utilize the community in terms of learning resources, recognizing total community needs and informing and involving the community as to the determination and meeting of the needs of all students.

The school system shall provide the media with meeting schedules, announcements, reports and news releases to keep the public informed of the plans and activities of the system. The Superintendent or his/her designee will be the press liaison for coordinating the release of information concerning the school system and actions of the Board.

The Board President shall be the official spokesperson for the Board, except as this duty is delegated to the Superintendent.

Rescinds: KB, KBA, KBCA Adopted: 01/12/98

#### **Board Policy KG: Use of School Facilities**

Original Adopted Date: 06/09/2008 | Last Revised Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

# **USE OF FACILITIES**

The Board recognizes the occasional need of making school buildings and grounds available to approved community groups or organizations for post-school day activities that may offer cultural, educational, civic, social or recreational benefit to the school or community when alternative facilities are not available to such groups. The Board cannot legally subsidize civic groups and organizations by donating the use of school facilities. Therefore, the Superintendent is delegated the responsibility of developing a procedure by which school facilities may be used along with a fee schedule. Such procedure and fee schedule shall include but not necessarily be limited to the following:

#### **Rules and Regulations**

- 1. School facility rentals and usage are restricted to groups/organizations and community individuals that offer cultural, educational, civic, social or recreational benefit to the school or community when alternative facilities are not available to such groups. Facility rentals and usage shall be restricted to events which support philosophies and values supported by the community at large and are not in conflict with the mission and vision of the educational program and school district.
- 2. Rentals must first be approved by the school principal and then by the Cartersville School Board.
- 3. At no time shall such use by the community interfere with any type of school-sponsored program, regardless of the day or hour.
- 4. School facilities shall not be approved for use on a continuing basis by any organization or group.
- 5. All groups/organizations renting or using school facilities shall execute a rental contract which shall include a "hold harmless" agreement which shall be separately executed and witnessed. The Board may require an insurance policy against liability up to two million dollars from any group renting a facility of the school system. Such requirement is solely at the discretion of the Board.
- 6. A check made payable to Cartersville School Board for the total rental and any required deposit cost of the facilities for which application has been made must be attached to the initial Rental Request Application. If the Board denies the application, the check will be returned.
- 7. Generally, an approved representative of the school/district must be on site to open, close, supervise and clean the rented facility/area.
- 8. The Board reserves the right to waive any and all fees and hourly charges.
- 9. The Board reserves the right to require any group/organization or individual renting or using school facilities to provide certified security guards on the premises as deemed necessary or appropriate by the Board.
- 10. The sponsoring group/organization or individual is responsible for the conduct of the participants and the spectators/attendees of the event including entry and exit to campuses and facilities.
- 11. State and local fire and law enforcement regulations must be strictly complied with at all times. Pyrotechnics and weapons are strictly prohibited.
- 12. The sponsoring group/organization or individual shall be responsible for the repair or replacement of any damaged or lost school equipment. Damage to the facilities or grounds related to the rental/usage must be repaired or corrected to the approval and acceptance of the Board and at the expense of the group/organization or individual sponsoring said activity. The Superintendent or his/her designee may require an additional security deposit prior to the event depending upon the event and nature of the activity. Such deposit will be refunded if there is no resulting damage to the facility.

- 13. The use, transmission or possession of alcoholic beverages on any school property is in strict violation of school board policy. Violation of this policy will result in disallowing this organization/group or responsible individual further use of school system facilities and loss of any security deposit.
- 14. The use of any tobacco or vaping product or device in school facilities or on school property is strictly prohibited. Violation of this policy will result in disallowing this organization/group/individual further use and/or rental of school system facilities.
- 15. Use of school-based equipment such as special lighting and sound shall be contracted directly with the school as an additional fee. The school may require use of its own trained operators for such equipment.
- 16. If the renting organization/group/individual is seeking any connection or use of the district Internet/ network, this must be executed by separate addendum to the rental agreement and approved by the Director of Technology. Such addendum shall be at an additional fee.
- 17. The Board reserves the right to accept or reject any request or application.
- 18. During the rental period, the individual(s)/group/organization shall access only the area(s) rented or as specified by the building principal or his/her designee.
- 19. In case of fire evacuation or emergency, consult diagram(s) posted in area/room.
- 20. The Superintendent shall establish a fee schedule for all facilities that shall include, but not be limited to the following specific areas: all auditoriums, stadiums, athletic fields, gymnasiums, cafeterias/kitchens, classrooms/conference rooms, computer labs, multi-functional rooms/areas, school grounds, parking lots, Internet/network access. The fee schedule shall stipulate charges for a representative of the school and/or system to be on site, to open and close the facility, and to clean the rented facility/area as determined appropriate.

LEGAL REF.: O.C.G.A., 20-2-520; Op. Atty. Gen. 1962, p. 170

Rescinds: KG Adopted: 8/12/13

#### Regulation KG-R(0): Use of School Facilities - Use of Athletic Venues

Original Adopted Date: 09/12/2005 | Last Reviewed Date: 09/12/2005

#### **USE OF ATHLETIC VENUES**

High School Stadium Use by Recreation Department of the City of Cartersville

#### **Scheduling**

- 1. Schedule should be handed through and approved by school principal and by the City Recreation Director.
- 2. No game shall be scheduled on the week that the high school has its home game.

#### **Facility Preparation**

Preparation shall be accomplished by the Recreation Department employees under supervision of the Athletic Director. Costs incurred will be reimbursed to the Cartersville High School Athletic Department. Field preparation shall be scheduled through the Athletic Director. All grass cutting and other work shall be determined by school officials.

#### **Utilization of Facilities**

- 1. The Recreation Department will be responsible for providing their own playing equipment. Utilities used will be reimbursed to the School Board for actual costs.
- 2. Generally, it will be required that at least one uniformed police officer be at games played as a precautionary measure.

#### **Post-Game Responsibilities**

- 1. Recreation Department will be responsible for complete clean up of total stadium facility no later than the morning following the game.
- 2. The Athletic Director shall inspect said facility to insure adequate clean up and identification of any damage to the property.
- 3. In the event of unsatisfactory clean-up or damage, the Athletic Director will immediately notify the principal, who will contact the Recreation Department Director requesting his/her review of said premises with the principal and the Athletic Director.
- 4. Failure to satisfactorily clean the facility after its use will be cause to terminate use of the same.
- 5. The City of Cartersville will be responsible for any repair caused by vandalism or abnormal use upon presentation of billing said damage.
- 6. The Recreation Department will be responsible for completely securing the facility after its use.

Rescinds: KGA Adopted: 01/12/98

# Board Policy Manual Cartersville City Schools

# Exhibit KG-E(1): Use of School Facilities - Fee Schedule

Original Adopted Date: 09/10/2012 | Last Reviewed Date: 09/10/2012

See PDF on the next page.

Status: ADOPTED

Date Adopted: 9/10/12

Descriptor Code: KG-E(1)

# FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

Facility	Rental Fee	Plus Employee Hourly Charge*
CHS Auditorium	\$1500.00	\$ 25.00
CHS Stadium	\$ 450.00	\$ 25.00
CHS Gym (old)	\$ 300.00	\$ 25.00
CHS Auxiliary/Practice Gym	\$ 450.00	\$ 25.00
CHS "Storm Center" Gym (new)	\$1250.00	\$ 25.00
CHS Cafeteria & Kitchen	\$ 400.00	\$ 25.00
Computer Lab	\$ 300.00	\$ 25.00
CMS Gym	\$1000.00	\$ 25.00
CMS Multipurpose Facility	\$1500.00	\$ 25.00
CPS or CES Gym	\$ 300.00	\$ 25.00
CPS Joe Frank Harris Auditorium	\$ 200.00	\$ 25.00
Cafeteria only (CMS, CES, CPS)	\$ 250.00	\$ 25.00
Cafeteria & Kitchen (except CHS)	\$ 300.00	\$ 25.00
Classroom (in lots of up to 3)	\$ 150.00	\$ 15.00
School Grounds only	N/C	N/C
School Parking lot only	N/C	N/C
Hitting Facility (Richard Bell Field)	\$ 50.00/hour	

^{*}The Employee Hourly Charge includes a school or system representative to be on site to open, close, supervise and clean the rented facility/area.

#### **Board Policy KJ: Advertising in the Schools**

Original Adopted Date: 09/12/2005 | Last Revised Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### **ADVERTISING IN THE SCHOOLS**

Students should be protected from possible exploitation in considering requests that they be used in advertising or promoting the interest of any non-school agency or organization. Within that context:

- 1. The schools may cooperate with any non-profit community-wide social service agency provided that such cooperation does not restrict, compete with, or impair the educational program of the schools.
- 2. The schools may use audiovisual or other educational materials bearing only simple mention of the producing firm or minor advertisement providing such materials can be justified on the basis of their actual overall educational values.
- 3. The Superintendent or his/her designee may announce or authorize to be announced any lecture, community activity, or presentation of particular educational merit.
- 4. The schools may, upon approval of the Superintendent or his/her designee, cooperate with any agency in promoting activities in the general public interest, and which promote the education or other best interests of the student.
- 5. No advertising material may be distributed to students which in the opinion of the Superintendent or his/her designee would contribute to the personal gain of an individual, business, or company except as follows:
  - a. Educational material used by staff for educational purposes.
  - b. Samples, calendars, supply catalogs, etc., may be distributed to staff for study, purchasing or routine classroom use, with administrative approval.
  - c. Materials that promote the education or other best interests of the student may be distributed with administrative approval.
- 6. The attachment of signs, posters, paintings, or other displays to property of the school system for the purpose of political or commercial advertising, except items approved by the Superintendent or his/her designee in items 4 or 5 above, shall be at the discretion of the Board.
- 7. The Superintendent or his/her designee may approve the distribution of materials to students and/or staff that have educational value or be in the best interest of students even though said items contain advertisements from for-profit organizations. Such advertisements shall be inoffensive, minor in relationship to the overall content, and be sponsored by groups that have a partnership with the school system.

Rescinds: KJ Adopted: 09/12/05

#### **Board Policy KM: Visitors to School**

Original Adopted Date: 01/12/1998 | Last Revised Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### **VISITORS TO SCHOOLS**

Parents and other visitors on school business are welcome in the Cartersville City Schools.

Principals have the authority to exercise control over the buildings and grounds of their school. All visitors must notify the principal's office of their presence.

Principals may prohibit any person from loitering on the premises unless such person has a legitimate reason for being there. One who fails to leave after being asked by the administration may be guilty of a misdemeanor. It is unlawful for any person to disrupt or interfere with the operation of any public school.

It is a misdemeanor for any parent or other person besides a student who has been advised that minor children are present to continue to upbraid, insult, or abuse any teacher, administrator, or bus driver in the presence and hearing of a pupil while on the premises of any school or school bus after being ordered by any of the above-designated personnel to leave the school premises or school bus.

Social visits are prohibited during the instructional day to ensure that classes are not disrupted and because of the concern for safety and welfare of students and staff. Former students and others who wish to visit with staff members should arrange such a visit when teachers do not have instructional or supervisory responsibilities.

Teachers who are made aware of unauthorized visitors are expected to ask the person to obtain permission from the administration to visit in the school.

No visitor, without proper authorization, should be allowed in any classroom or on the campus. If the visitor refuses to comply with the teacher's request, the administration should be immediately notified.

#### Operating Procedure LDAJA-OP(1): Interrogations and Investigations

Original Adopted Date: 11/14/2022 | Last Reviewed Date: 11/14/2022

#### POLICE INTERROGATIONS AND INVESTIGATIONS

The school system shall cooperate with law enforcement agencies in the interest of the larger welfare of all citizens. At the same time, schools shall have the responsibility to parents for the welfare of the students while the students are in the care of the school. To carry out this responsibility, school officials shall observe the following:

- 1. A student in school may not be interrogated or interviewed by any authority without the knowledge of a school administrator.
- 2. School authorities must examine the credentials of the law enforcement or governmental agency official before allowing the interrogation or interview to proceed.
- 3. Any interview or interrogation must be done in private with an official school representative present.
- 4. A student shall not be released to the custody of persons other than parent or legal guardian, unless placed under arrest or taken into protective custody by the legal authority having jurisdiction to do so, such as law enforcement or Department of Family and Children Services.
- 5. If a student is removed from the school by legal authority, parents or legal guardians shall be notified of this action or school officials unless specifically directed in writing by the law enforcement officer or authorizing official as soon as possible.
- 6. The school will request the law enforcement or authorized governmental agency representative shall sign a release form prior to removing any student from campus.

CROSS REF.: Policy JGFC - Dismissal Precautions; Policy JCAB - Interrogations and Investigations

Rescinds: LDAJA Adopted: 12/8/97

# Board Policy Manual Cartersville City Schools

Status: ADOPTED

# **Exhibit LDAJA-E(1): Interrogations and Investigations**

Original Adopted Date: 12/08/1997 | Last Revised Date: 11/09/2020 | Last Reviewed Date: 11/0

See PDF on the next page.

Date Adopted: 11/9/20	Descriptor Code:	LDAJA-E(1)
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## INTERROGATIONS AND INVESTIGATIONS BY POLICE

**NOTE:** To be completed anytime a governmental/law enforcement interview/investigation occurs (except for routine visits by probation officer) and/or a student is released to the custody of governmental/law enforcement

Date:			
I,	, of the		Police / Sheriff's
I,(Name of Officer/Agency Representative)			
Department or Authorizing Governmental	Agency, interviewed		
	<i>S S</i> =	(Print Stud	lent's Name)
at(Name of School)	_ School at	a.m./p.m. on	a matter of police
business and/or protective custody.		(Circie)	
(Print Officer's Name)	(Signature of Officer)		(Date)
Verified by:(Signature of School Official)		(Signature)	of School Witness)
REMO	VAL FROM CAM		
REMO		PUS	
Date:  [Name of Officer/Agency Representative)	, of the	PUS  (Jurisdiction)	Police / Sheriff's
REMO  Date:  I,	, of theency, hereby assume re	PUS  (Jurisdiction) esponsibility for	Police / Sheriff's or the welfare and care of
Date:  [Name of Officer/Agency Representative)	, of theency, hereby assume re	PUS  (Jurisdiction) esponsibility for	Police / Sheriff's or the welfare and care of
Date:  I,  (Name of Officer/Agency Representative)  Department/Authorizing Governmental Age  havi  (Print Student's Name)  School at  (Time) (Circle)	, of the, of the, ency, hereby assume reng taken this student for the folice business as	(Jurisdiction) esponsibility for	Police / Sheriff's or the welfare and care of  Name of School) we custody prior to the
Date:  I,	, of the ency, hereby assume re- ng taken this student fi eer of police business at consible for the safe de	(Jurisdiction) esponsibility for rom	Police / Sheriff's or the welfare and care of Name of School)  Ye custody prior to the tudent to the school or
REMO  Date:  I,	, of the ency, hereby assume re- ng taken this student fi eer of police business at consible for the safe de	(Jurisdiction) esponsibility for com (I) and/or protective livery of this set attempt to co	Police / Sheriff's or the welfare and care of Name of School)  Ye custody prior to the tudent to the school or