



**CHEROKEE**  
CHARTER ACADEMY

**Teamwork**

*Role Model*

*Kind*

**Courageous**

*Unique*

**RESPECT**

*Patient*

*Compassion*

**Responsible**

*Tolerant*

**Honest**

**INTEGRITY**

# **Cherokee Charter Academy**

## **Vision:**

Putting students first through Character, Challenge and Accountability

## **Mission:**

Cherokee Charter Academy will develop in its students a passion and curiosity necessary to become lifelong learners and future leaders while instilling core community values, strong character ethics, and a commitment to excellence.

**CCA is my school of choice, therefore, I choose to:**

- 1. Respect the differences of others**
- 2. Work well with others**
- 3. Be honest**
- 4. Be responsible for my success and actions**
- 5. Help others**

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## Section I: Introduction

### Principal's Message

Dear Guardians and Students,

Welcome to another exciting year at Cherokee Charter Academy (CCA). We are thrilled to have the opportunity to work with you and your children to create a positive and challenging learning environment.

This handbook is designed to assist you in understanding the policies and guidelines used at CCA. The Code of Conduct is in a separate document and includes our expectations for student behavior. Please read this handbook and the code of conduct very carefully and discuss appropriate items with your child. After reviewing both documents, please complete the guardian contract and return it to your child's teacher. Please remember that you will be responsible for all information included in this handbook.

We look forward to working with you throughout this school year. If you have any questions regarding the handbook, please do not hesitate to call the school's main number, 678.385.7322, so that you may be directed to the appropriate person to assist you further.

We trust that you will keep these documents handy and refer to it during the school year. Our partnership in providing educational excellence every for all our students can only grow stronger with close communication between school and home.

Once again, welcome to the 2023-2024 school year at CCA. We look forward to a year of learning and growing that will enable our children to do and be their best.

Sincerely,  
April Wallis & Dan Moorer

## Contact Information

To contact any employee at CCA please follow the template below: (first letter of the employees' first name and full last name @CherokeeCharter.org)

Example: April Wallis Email: [AWallis@CherokeeCharter.org](mailto:AWallis@CherokeeCharter.org)

If you are unable to reach the employee via email, please contact the front desk for the proper email address.

Cherokee Charter Academy  
2126 Sixes Road  
Canton, Georgia 30114  
678.385.7322 (Phone)  
678.385.7323 (Fax)  
Info@CherokeeCharter.org

**Principal:** April Wallis

**K-2 Principal:** Dan Moorer

**Administrative Assistant:** Holly Vaughn

**Instructional Coach (3-5):** Megan Serrano

**Instructional Coach (K-2):** Cynthia Carter

**Instructional Coach (6-8):** Debra Long

**Special Education Services:** Charla Dover

**Counselor/504 Plans:** Austin DePratto

**Front Desk/Registrar:** Polly Miller

**Marketing Outreach Coordinator:** Adrienne Wilcoxson

**School Operations Administrator:** Kristi Scott

**IT Support Technician:** Ben Thornton

**Clinic:** Brittany Adams

## Telephone

The school has a business telephone to help transact the business of the school and the lines must be kept open. Students may not make or receive calls at any time. This means students may not call home for lunch, field trip money, missed/forgotten school assignments or any other reason. If an emergency arises, school personnel will contact guardians or guardian.

## Visitors

Visitors, **including guardians**, are NOT permitted to go to their child's classroom unannounced during school hours as this disrupts normal routine and instruction. For the safety and protection of all students, all visitors must present a valid Driver's License which will be processed through the Raptor Screening System. Guardians must also sign in and out, state whom they are visiting, state the purpose of the visit, and obtain a pass before proceeding beyond the lobby. Cooperation will enable the school to provide a safe and orderly learning environment for all students.

## Section II: General Notices

### Cherokee Charter Academy Student Attendance Policy

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and their guardian(s). The responsibility of CCA is to provide each student with quality instruction and inform guardians if their child is absent from school.

If a student must be absent, their guardian(s) MUST notify the school attendance office prior to 8:00 a.m. on the day of the absence. All excuses should be sent to [Attendance@CherokeeCharter.org](mailto:Attendance@CherokeeCharter.org). Please photograph any doctor notes with your phone and forward to this email address. Doctors, dentists, etc., may also send excuses for your child to this address.

A student who knows in advance that he/she will be absent should notify the school main office. Students of school age have a right to a free public-school education; they have a responsibility to attend school. Regular attendance is essential if students are to benefit fully from the educational opportunities provided for them. Unless excused by their principal, students are expected to be in school on time every day.

The State Legislature has recognized the importance of regular attendance by enacting a compulsory attendance law for students under the age of 16. O.C.G.A. § 20-2-690.1. This law requires guardians or guardians to see that their children attend school, and it provides penalties for failure to do so. Penalties are also provided for anyone, including other students, who encourages or induces a student to be absent or who employs or harbors a student who should be in school.

CCA officials are authorized and required to file a petition in the Juvenile and Domestic Relations Court to obtain compliance with this law.

#### **I. GENERAL ATTENDANCE RULES**

- a. Any student who is tardy or who must leave school prior to regular dismissal time MUST check in and/or out by a guardian with the main office secretary. Otherwise, the student will be considered truant.
- b. If a student misses school in order to attend a non-school function, the absence will be considered as unexcused.
- c. Students participating in a contest/event will attend school the full day in order to participate. Exceptions can only be made by the principal. A student who has been absent for more than five (5) days for illness, must present a physician's statement to be readmitted to class.
- d. Disciplinary actions for excessive absences, unexcused absences, tardiness, and trancies are outlined below. A student's record is cumulative and is based on a complete school year.

#### **II. EXCUSED AND UNEXCUSED ABSENCES**

- a. The following are considered excused absences: illness, funeral, medical or dental appointment, and other qualifying absences for which permission has been granted in advance.
- b. The following, even with parental consent, are considered unexcused absences: Trancies, working, missing the bus, oversleeping, shopping, car not starting, keeping

personal appointments, visiting out-of-town, college visits, needed at home, and other avoidable absences. If there is doubt about whether an absence will be considered excused or unexcused, check in advance with the principal. No credit will be given for work missed due to an unexcused absence. However, students must make up all work to meet their educational needs.

### **III. TARDINESS**

A student is tardy when a student arrives at an assigned place after the designated time. Repeated or habitual tardiness is an undesirable personal habit and is also disruptive of the orderly instructional process; therefore, teachers or principals will take corrective action. Classroom teachers must record and report any student who is late to school or class as tardy. Every two (2) tardies are counted as one-half (1/2) day unexcused absence.

### **IV. PROLONGED ABSENCE DUE TO ILLNESS**

If a student is absent due to illness for more than ten (10) consecutive days, arrangements can be requested for an alternative education program.

### **V. ATTENDANCE REFERRAL PROCESS**

The primary goal of this attendance protocol is to address unexcused absences for students ages six to fifteen. Absences stemming from out of school suspensions, while concerning, shall not warrant a School Social Work referral unless deemed necessary by school administration.

- a. Three (3) unexcused absences: Teachers will communicate with guardians regarding student attendance via e-mail, phone, guardian conference or postcard. Documentation should be kept by teachers throughout the school year.
- b. Five (5) unexcused absences: CCA will contact guardians through one of the following: Telephone call, letter, and/or email.
- c. Seven (7) unexcused absences: A School Social Worker referral will be generated by principal or principal designee listing specific school-based interventions (telephone calls, letters, conferences, etc.) that have occurred prior to making the referral.
- d. Ten (10) or more unexcused absences: Students and/or guardians may be subject to a referral(s) to juvenile court, magistrate court and/or Department of Family and Children Services for truancy and/or educational neglect. Detailed information pertaining to the student, local school and school social work interventions will be necessary when filing a Complaint with DFCS, Juvenile and/or Magistrate Court.

Excessive Absences (excused or unexcused): At the discretion of school administration, a referral to the School Social Worker can be made at any time it is deemed appropriate for excessive excused/unexcused absences. Previous years' attendance records may be taken into consideration when making a referral.

### [Discipline Code](#)

Please reference the separate Discipline Code for the following: Discipline Procedures, Internet Policy, Discipline Tribunal Process, and any other information regarding the Discipline Code and procedures.

## Before / After Care Program

Participation in before and after care is a privilege. Students are expected to follow school rules and be respectful toward before and after care staff. Serious behavior infractions or repeated misbehavior may result in students being removed from the program. Students who are in In School Suspension for an extended part of the day will not be allowed to attend after care (ASP). The student should be picked up at 3 PM in the front office.

### I. Registration

- a. All guardians must register their child in the before/aftercare program prior to the child attending the program. The registration fee is \$25 and must be paid in advance.
- b. Walk-ins are accepted for both before and after care. If your child attends and has not registered, the guardian will be expected to fill out a registration form at drop off or pick up.
- c. You may register for before care, after care, or both.

### II. Fees

- a. Fees for before and after care MUST be paid at the end of each week.
- b. Before care is \$5/day and after care is \$10/day.
- c. If your child has not been picked up by the end of carpool, they will be placed in after care and you will be charged after 5 minutes.
- d. Any student not picked up after tutoring or enrichments will be sent to ASP and you will be charged after 5 minutes.
- e. Any children not picked up by 6 pm will be assessed a late fee of \$1/minute. After 3 late pickups without notifying the director, the family will no longer be able to participate in ASP. Any guardian who has not picked up their child by 6:30 pm and have not notified the ASP director run the risk of the authorities being called.
- f. If an overdue balance exists, guardians must pay immediately. If balances remain neglected, children could lose the opportunity to participate in the before and after school programs.
- g. If guardians are notified their children have been removed from the program and they continue to leave them in the custody of the school during the before and/or aftercare program, guardians run the risk of authorities being notified.
- h. If financial hardships exist, please contact the principal.

### III. Before Care

- a. Drop-off for before care is at the café door.
- b. Guardians must sign their child in for before care.
- c. All children are released from before care at 7:25 to go to their classrooms.

### IV. After Care

- a. Pick-up from after care is at the front reception desk. Guardians will enter through the double doors at the front of the building and sign-out their
- b. After care ends at 6 pm and all children must be picked up by this time to avoid penalties.



## Birthdays

Students are welcome to celebrate their birthday during lunch in kindergarten through fifth Grades. The following are guidelines for celebrating a birthday at the school:

- Individual snacks (cupcakes, cookies, etc.) must be **store bought** and dropped off at the school to share with the students during their lunch.
- Arrangements must be made at least 24 hours in advance with the classroom teacher.
- **No party bags, balloons, decorations, etc., are permitted.**
- **Siblings may not attend this celebration as it would be disruptive to another class.**
- Please remember, we are a peanut free school, and **all treats must be free of nuts.** Labeling of ingredients must be still on the packages and clear to read. If your snack is homemade, without ingredient label, and/or states "May Contain Peanuts" it will be turned away at the front desk.

## Cafeteria Programs

Our school food program is provided by Preferred Meals. Menus will be posted on the school website ([www.cherokeecharter.org](http://www.cherokeecharter.org)) each month. Breakfast and lunch are both served in the cafeteria.

### I. Meal Fees and Payment

**Please note: Schools are not allowed to extend credit to families so lunch charges cannot be made without funds on the student's account. See item f below for further details.**

- a. Breakfast is \$2.25 per day                      Reduced is \$0.30 per day
- b. Lunch is \$3.50 per day                         Reduced is \$0.40 per day
- c. Milk can be purchased for \$0.50 without buying a full meal.
- d. Payments and orders are taken daily. Payments may be made in cash or check made out to Cherokee Charter Academy.
- e. Please note: there is a \$30.00 fee for returned checks and you may be required to pay in cash or money order for the remainder of the school year.
- f. If a lunch account becomes delinquent, or a student forgets their lunch and has no money on their account, the student will be served a cheese sandwich and juice until the balance has been paid. There will be a \$0.75 charge for each cheese sandwich and this fee will be added to the account.

### II. Free / Reduced Lunch Program

- a. Applications for free or reduced priced meals are available in the school office and cafeteria.
- b. Guardians must apply for this benefit yearly. Applications should be completed and returned by the end of the first week of school for students starting school at the beginning of the school year.
- c. Students who enroll after the school year has begun must return their free/reduced lunch application with their registration packet.
- d. A random selection of applicants will be asked for additional information regarding verification of income.
- e. Notification pertaining to qualification for free/reduced lunch will be sent promptly.
- f. Guardians are responsible for providing or paying for lunch for their children until the application is approved.

### **III. Outside Food**

Due to potential allergy outbreaks in our school, we do not allow outside food from fast food establishments during student lunches. This includes food to be consumed by a student or an adult joining a student for lunch.

### **IV. Field Trips**

- a. Bagged lunches will be provided for students attending field trips.
- b. Guardians must select school lunch on the field trip form in advance.
- c. The same fee applies to meals for field trips and will be deducted from the student's account.

### **V. Peanut Free School**

- a. We are a peanut free school therefore we ask when packing your child's lunch you do not send in items containing peanuts.
- b. Peanut free includes snacks produced in a factory that processes peanut products.
- c. If your child is found to have a peanut product in their lunch and/or snack we will remove and dispose of the item.
  - i. First offense student will have their lunch disposed of and be provided a cafeteria lunch. The cost of that lunch will go on student's account. Guardians will receive a note via email regarding disposal of lunch and a reminder that CCA is peanut free.
  - ii. Second offense is the same as the first offense.
  - iii. Third offense will also require guardians to attend a meeting with administration regarding this policy.

### **Payments**

To ensure proper credit is posted to your child's account, please be sure to print on all checks the student's name, homeroom teacher, service being paid, and include copy of registration form when necessary. Please read the Returned Check section below. Separate check payments are required for each program e.g. lunch, aftercare, enrichments etc.

### **Returned Check**

Returned checks to CCA are charged a \$30.00 returned check fee. Although banks notify their checking customers first, a courtesy letter may be sent home as a reminder from the school. Payment for the returned check must be made in cash or money order. The returned check and \$30.00 fee must be made within 7 days of notification from the school. After two returned checks to the school, a family may not pay by check for anything else at school. Students whose families do not submit payment for returned checks will lose privileges of field trips, special events.

### **Carpool Procedures**

Please read the important information below regarding arrival and dismissal procedures carefully. Familiarize yourself with the procedures below to help us make this process go smoothly. We ask guardians to be patient with us the first few weeks as we get accustomed to the process and make adjustments as needed!

#### **I. General Information**

- a. While in carpool, cell phone use is prohibited.
- b. Smoking is prohibited anywhere on school grounds.

- c. You will always enter the parking lot via the second entrance to the school (when looking at the front of the building, you will be on the far left side of the school).
- d. The turning lane into the school AND the far right lane of Sixes Rd. are turning lanes for our school during carpool. It is vital to utilize both lanes to keep traffic moving efficiently.
- e. Drivers coming from the Bells Ferry Road direction will make a U-turn and stay in the right lane of Sixes Road.
- f. Please follow the directions of our traffic officers carefully when asked to proceed into a certain lane. It is their job to make sure cars are cleared from the property and from Sixes Road onto the property as quickly and safely as possible.
- g. The speed limit within the parking lot is 5 mph.
- h. Students should enter/exit vehicles on the passenger side only which is closest to the sidewalk.
- i. Students should be able to secure their own seatbelts and trunks should not be accessed during carpool. Guardians should pull up and out of the way of traffic to buckle and stow items if needed.
- j. All cars will exit on the cafeteria side of the building. Please watch the traffic director assisting cars from both lanes to exit.
- k. When exiting, the two left lanes will turn left onto Sixes Road and the far right lane will turn right onto Sixes Road. Please maintain your line when turning to avoid accidents. If a vehicle fails to maintain their lane and cause an accident, they will be at fault and receive a ticket.

## **II. Arrival Information 7:20 – 7:55 am**

- a. Morning drop-off begins at 7:30 am. Any students needing to arrive prior to this time will have to enroll in the before care program which starts at 6:30 am.
- b. Proceed through the gate utilizing both lanes of traffic. This will allow traffic to keep moving and shorten the wait for dropping off students.
- c. The right lane will drop off on the gym side and the left lane will drop off on the cafeteria side. Please watch for the traffic director on the gym side as the two lanes of traffic will cross at this point.
- d. When pulling up to the drop off area, please pull to the end of the covered walkways or directly behind the car in front of you so we may unload as many cars as possible at once.
- e. Pay close attention to the exit traffic director once you reach the café side. The exit director will release one lane at a time.
- f. The gates will begin to close at 7:55 am and traffic will be diverted into one lane at the front of the school. Staff will direct you which way to proceed. Students may be dropped off at the front of the school until 7:58 am.

## **III. Afternoon Dismissal**

- a. Students in K – 2 will dismiss at 2:45 pm. Students in grades 3 – 8 as well as K – 2 students with siblings in grades 3 – 8 will dismiss at 3:00 pm.
- b. For 3:00 dismissal, guardians can start to arrive at 2:50 pm and will be directed to the lower lot to wait.
- c. Please ensure you are using the correct lane based on your carpool number.
- d. If your student has not reported to the carpool area once you are in the safety zone, a staff member will direct you to a waiting area when the rest of the cars are ready to

move.

- e. Please stay off your cell phone and pay careful attention to all traffic directors.
- f. If you do not have your carpool tag, you will be asked to wait in the lower lot until 3:30 and you must come inside with your ID to pick up your child.
- g. If making changes in your child's dismissal plan, please email information with a photocopy of your driver's license to ensure receipt of documentation before 11:00 am. This should be emailed to the receptionist: [carpool@cherokeecharter.org](mailto:carpool@cherokeecharter.org). No last-minute phone calls or emails will be accepted.

#### **IV. Walkers/Specific Needs**

- a. If you live within a 2-mile radius of the school or your child has specific needs preventing them from participating in regular carpool, you may apply to be a "walker" allowing your child to be picked up from a separate holding area.
- b. All students, including those who qualify as walkers will still need carpool tags. Make sure to purchase your tag prior to the first day of carpool. You will present your tag when picking up your child.

#### **V. After School Care Program**

- a. Students not picked up on time will be placed in the after-school program and after 5 minutes will be assessed an after-care fee of \$8 for the first child and \$7 for each additional child.
- b. Please reference the before/aftercare program section of this handbook for further details.

#### **Early Dismissal**

- No early dismissals will be permitted after 2:00 pm.
- Any student leaving school prior to dismissal will have an early dismissal logged to their record.
- Excused early dismissals are given for doctors' appointments with notes from the doctor. To receive an excused early dismissal, a doctor's note must be brought to school the next day.
- If you need to take your child out of school before the end of the school day, come to the school office and sign him/her out and a school employee will send for your child.
- Students will not be dismissed from the classroom to a guardian.
- Guardians need to sign their child out on the sign-out log.

#### **Emergency Procedures**

##### **I. Drills**

- a. We hold monthly fire drills, quarterly lockdowns, and extreme weather procedures.

##### **II. Emergency Evacuation**

- a. Under extreme circumstances, should we need to evacuate the building, the local police will assist in determining the location the students would be held.
- b. Under no circumstances will guardians be allowed to pick up their child at school during an evacuation period.
- c. For information during such an emergency, check the school's website and you will be contacted via email or telephone call. Please be sure your contact information is current and correct.
- d. After the emergency, please wait patiently for a phone call or email from our office staff telling you the location and procedure for picking up your child.

- e. The media is always helpful with disseminating information regarding evacuations and procedures as well.
- f. Students will only be released to the people identified on the emergency contact form.
- g. Please bring proper identification (picture ID) when picking up your child. Keeping this in mind, please notify the office immediately when there is a change in home/cell phone numbers.

## Severe Weather

### I. General Information

- a. If severe weather (such as sleet, snow, tornado, etc.) is approaching our area, and it becomes necessary to cancel school/close school early, the announcement will be made on all Metropolitan Atlanta television stations (ABC, CBS, NBC and FOX).
- b. Emergency closure announcements will also be posted on the School District's website, [www.cherokeecharter.org](http://www.cherokeecharter.org), and will also be transmitted via social media avenues, such as the school's Facebook page.
- c. During inclement weather days (snow days) which require students to be home, teachers will provide lesson plans online and/or in written packets. Students are expected to complete these assignments with the understanding that they will be graded as a part of their regular grades.

### II. Carpool Rules During Severe Weather

- a. Tornado Watch
  - Principal will make the decision on when to release students.
- b. Tornado Warning
  - Principal will not release students until the warning is lifted.
  - Guardians may leave their vehicles to seek shelter in the school if they prefer.
- c. Thunderstorms
  - Principal will make the decision on when to release students.

## Injury

- An accident report will be completed and filed for everyday accidents.
- The procedures listed below will be followed for an injured student:
  1. Teachers will send the student to the clinic if the injury is minor. Teachers will notify the clinic if the student is unable to be moved.
  2. School personnel will administer basic first aid.
  3. Depending on the severity of the injury, guardian(s) will be called, and the injury described. The guardian will make the decision about removing the student from the school. Emergency contact persons will be called if guardian cannot be reached. In the event that a guardian or emergency contact cannot be reached, and immediate action is necessary for the health and safety of the student, the nurse will make a decision regarding the reasonable course of action.
  4. An ambulance will be called for critical injuries and the guardian or emergency contact will be notified.

## Insurance

Peach Care accident insurance is available to all students at the beginning of the school year. Contact the front office for more information.

## Lost and Found

The student Lost and Found in front of the gym. Students are responsible for retrieving their misplaced items.

Due to limited space, all unlabeled items are removed weekly; other unclaimed items are donated to various charitable institutions or the school used uniform store on the 15th and 30th of each month.

## Clinic Procedures

### I. Illness

- a. The importance of regular attendance cannot be over-emphasized, but students should not be sent to school when they are ill, or it is suspected that they have Conjunctivitis (pinkeye).
- b. Guardians will be called to pick up the student. Students with suspected Conjunctivitis must return to school with a doctor's note.
- c. Students will be sent home if they have a temperature of 99 degrees or above, diarrhea or vomiting.
- d. For a child to return to school, he/she must be fever, diarrhea, and vomit-free for a minimum of 24 hours.
- e. If a student becomes ill during the school day and it appears that they would be best cared for at home, the guardian will be contacted.
- f. There are very limited facilities in the school, making it impossible to keep sick students for long periods of time.
- g. School personnel must be notified of any student's chronic illness (i.e. asthma, diabetes, heart conditions or seizures). This heightens awareness in case of an emergency. Please update Emergency Contact Information whenever changes occur.
- h. Students will not be permitted to take calls from guardians to see how they are feeling. The school will contact you regarding your child's condition as soon as time permits.

### II. Medication

- a. For medication to be administered or dispensed (including non-prescription medication) to students by employees of CCA, guardians must complete a CCA medical form.
- b. The medication will be kept in the clinic and will be administered by clinic personnel only.
- c. Except as allowed by law, students are not allowed to have any medication (not even over the counter medication) in their possession.
- d. If a student must have a medication in their possession, a doctors' note is required stating the name of the prescription and dosage.
- e. Guardians must pick up and drop off medicine in the front office.
- f. Students are responsible to come to the clinic at the appropriate time to ask for their medication. It is not the responsibility of the clinic staff to remind the student.
- g. Please inform your child's teacher of any medication procedures or changes.
- h. If medication expires, it is the guardians' responsibility to pick it up and replace it.
- i. Guardians will be notified the last week of school to come and pick up their student's

medication from the clinic. Any medication not picked up by the last day of school will be disposed of.

### **III. Pediculosis (Head Lice)**

- a. Students will be checked periodically for head lice.
- b. Students will be sent home immediately if school personnel suspect lice in their hair.
- c. Students will not be able to return to school until treatment has been administered and all nits have been removed from the hair. At a minimum, students should stay home for 24 hours.
- d. Upon returning to the school, the student will be checked to determine if any nits are still present before admission to class.
- e. To prevent an outbreak of head lice, guardians are asked to examine the hair of their children weekly, and shampoo frequently.

### **IV. Screenings**

- a. All 3<sup>rd</sup>, 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grade students are screened for hearing and vision to rule out any difficulties in these areas.
- b. All 6<sup>th</sup> and 8<sup>th</sup> grade students are screened for scoliosis.
- c. If your student fails either screening, notification will be sent home from the clinic.
- d. Guardians will be required to get additional screenings from a private provider and send documentation to the school.

### **V. Infectious Disease**

- a. The Principal must be immediately notified if a student or employee is reasonably suspected of suffering from an infectious or communicable disease. Upon receiving notification, the Principal must immediately inform clinic personnel and public health officials to determine the appropriate actions.
- b. The employee or the student and their guardian will immediately be notified and counseled on the need for appropriate medical evaluation.
- c. If appropriate, the Principal or his or her designee will consult with the student's or employee's physician or a public health official knowledgeable about the disease. When necessary to obtain a reasonable medical opinion as to the contagiousness of a disease, the student or employee may be removed from the school or employment for a period not to exceed 10 days.
- d. After consultation with public health officials and once the student or employee's medical condition has been determined, the Principal or his or her designee shall determine whether reasonable accommodations will allow the student to return to their original or an alternate education setting or will allow an employee to perform the essential functions of their job without undue financial hardship or administrative burdens.
- e. The student or employee will be excluded only if it is determined that, after consultation with public health officials, the communicable disease is of such a nature or at a state that the individual may pose a significant risk to others and should not remain in the educational setting.
- f. In the event of a suspected or confirmed case of communicable disease, the School will provide personal protective equipment and undertake all standard and necessary precautions based on CDC recommendations and guidelines, as appropriate.

- g. Neither the Board nor school employees shall disclose medical information about a student or employee with a communicable disease without the consent of the individual or his or her parent or guardian, whichever is applicable, or only as required by law or court order.

## Student Reporting of Alleged Sexually Inappropriate Behavior

### Reporting

Any student, guardian, or friend of a student who has been the victim of an act of sexual abuse or misconduct by a teacher, administrator, or other school employee is encouraged to make an oral report of the act to any teacher, counselor, or administrator at CCA.

Any teacher, counselor, or administrator who receives a report of sexual abuse or misconduct from a student, guardian, friend, or CCA employee must immediately make an oral report to the Principal or Principal's designee. An oral report must be followed-up with a written report provided to the Principal or Principal's designee within 24 hours. Note: if the Principal is the person accused of sexual abuse or misconduct, report should be made to the Board Chair.

### Sexual Abuse

If the Principal or Principal's designee has reasonable cause to believe a student has been sexually abused, he/she must immediately, but no more than 24 hours, make an oral report to a DHS child welfare agency providing protective services, appropriate law enforcement, or district attorney. If requested, a written report must be provided. For the purposes of this policy, sexual abuse has the same meaning as is defined in OCGA §19-7-5(b)(10).

### Sexual Misconduct

An immediate investigation must be conducted by the Principal or Principal's designee of any reported acts of sexual misconduct against a student by a teacher, administrator, or other CCA employee. If the investigation indicates reasonable cause to believe that the sexual misconduct occurred, the Principal or Principal's designee must immediately provide a written report to the Board Chair and Ethics Division of the Professional Standards Commission. For the purposes of this policy, sexual misconduct includes any act that is not sexual abuse under OCGA §19-7-5 not covered by OCGA §20-2-1184.

## Parent Teacher Cooperation (PTC)

### I. Mission Statement

The CCA PTC is an organization whose purpose is to strengthen, enhance, and encourage the educational and social environment of CCA. Our goals are to complement the school curriculum with volunteer opportunities for parents, guardians, teachers, and students to learn, socialize, communicate, and grow.

### II. Contact Information

- a. Check our website for all pertinent information and links to sign up for volunteering [cherokeeclassical.org/ptc](http://cherokeeclassical.org/ptc).
- b. Any questions related to PTC functions can be directed to [ptc@cherokeecharter.org](mailto:ptc@cherokeecharter.org).

## Guardian Service Hours and Mandated Reporter Training

Guardians have many opportunities to volunteer their time both at school and at home. Volunteer sign-ups will be available throughout the school year.

All guardians are expected to volunteer a minimum of 20 service hours per school year. Ten service



hours should be completed by January 13<sup>th</sup>.

Prior to volunteering at the school, it is mandated by the State Charter School Commission that the volunteer participated in a Mandated Reporter Training for Child Abuse and Neglect and FERPA training. A list of all persons who have received the training will be maintained in the front office and any person not on this list will not be allowed to enter the building to volunteer. This includes classroom volunteers, lunch duty, carpool duty, and PTC events.

There are two options for receiving this training. We will offer a face-to-face training during the first few weeks of school. Volunteers can also participate in a free online course. If you participate in the free course, you will need to send in a printed copy of the certificate of completion or email a copy to [volunteers@cherokeecharter.org](mailto:volunteers@cherokeecharter.org). The website for the free course is listed below.

[https://www.prosolutionstraining.com/store/product/product.cfm?tProductVersion\\_id=1096](https://www.prosolutionstraining.com/store/product/product.cfm?tProductVersion_id=1096)

## **I. Acceptable Activities**

- a. Attending a Cherokee Charter Academy, Inc. board meeting or PTC meeting
- b. Volunteering for school event
- c. Donation of supplies for classrooms or events
  - \$10 = 1 volunteer hour
  - Receipts must be submitted for credit
- d. Volunteering for carpool
- e. Working for teacher in classroom
- f. Special project assigned by teacher, school official, or PTC officer
- g. Volunteering for Lunchroom duty
- h. Field trips at the request of teacher or school official
- i. Parent or Guardian / Teacher meeting
- j. Parent or Guardian Workdays
- k. Participation in School Improvement Teams

## **II. Logging Volunteer Hours**

- a. Volunteer hours should be logged through Powerschool.
- b. Any receipts for donations to apply towards volunteer hours should be emailed to [volunteers@cherokeecharter.org](mailto:volunteers@cherokeecharter.org).
- c. If you have any questions regarding volunteer hours, please email [volunteers@cherokeecharter.org](mailto:volunteers@cherokeecharter.org).

## **Section III: Instructional Programs**

### **Enrichments**

- The enrichment program functions independently from the After-School Care program. It is not a requisite to be enrolled in the After-School Care program to participate in enrichment activities.
- Students have several opportunities to participate in extracurricular activities for an additional fee. An enrichment guide will be sent home via email as well as posted on our website which will include the activities offered, the days, time, and cost.

- Fees are due upon the beginning of the quarterly enrichment club and can be submitted to the front office in an envelope with student's name, enrichment registration form and homeroom teacher's name. Late payments will not be accepted. If paying by check, please print student name and enrichment name on the check memo section.

## Field Trips

### I. Participation

- Participation in field trips is a privilege. Students serve as representatives of the school; therefore, they may be excluded from participation in any trip for reasons relating to academics, behavior/conduct and/or attendance.
- If students receive two discipline referrals after the permission slips have been handed out to the students, they will not be permitted to attend a scheduled field trip.
  - There will be no refunds for those students not attending the field trip due to disciplinary issues.
- Students with fees owed to the school for Before Care Program/After School Care Program, NSF checks, lost books, etc., will not be permitted to attend field trips until these fees are paid.
- Students not wearing the Cherokee Charter red (K-5), blue or white (6-8) shirt or school appropriate attire as mandated on the field trip form will be required to remain at school.

### II. Permission

- Written parental permission must be given for students to participate in field trips.
- Teachers will send home permission slips and information about each field trip 2-4 weeks prior to the field trip date.
- Money and permission slips must be turned in according to the teacher's instructions, prior to the field trip, or the student will not be permitted to take part in the field trip. Field trip money is non-refundable.
- Students not paying by the designated deadline will not be permitted to attend the field trip.

### III. Chaperones

- Guardians may be asked to assist the teacher as chaperones.
- Guardians serving in this capacity may not have other children accompany them.
- Guardians who are officially selected to be chaperones may count their hours on the field trip as volunteer hours.
- The official chaperones will be rotated and selected through a lottery of volunteers.
- The Guidelines for Chaperones form must be signed prior to any guardian chaperoning a field trip. Guardian chaperones are required to adhere to these guidelines.
- 

## Grading Scale

### I. Kindergarten – 1<sup>st</sup> Grade

- O (90 - 100) – Outstanding
- S (80 - 89) – Satisfactory
- N (70 - 79) – Needs Improvement
- U (69 and below) – Unsatisfactory

## II. 2<sup>nd</sup> Grade – 8<sup>th</sup> Grade

- a. A: 90 – 100
- b. B: 80 – 89
- c. C: 71 – 79
- d. D: 70
- e. F: 69 and below

Please note that in the state of Georgia a student must receive a 70 or above to earn credit in a high school course.

### Promotion / Retention Policy

In accordance with State Board Rule 160-4-2-.11, all students must achieve grade level proficiency on academic achievement and state-adopted assessment for promotion. Grade level mandatory proficiency requirements are located at the end of this policy. In the event that state assessments are not administered, CCA will review all other information and follow the guidance of the Georgia Department of Education in making decisions to promote or retain a student.

#### I. Failure to Perform on First Assessment

##### a. Requirements for 1<sup>st</sup>-8<sup>th</sup> Grade:

Within ten calendar days of determination that a student in grades 1, 2, 4, 6, and 7 who does not meet the mandatory grade level proficiency for promotion on reading and/or mathematics sections of the criteria-referenced assessments, Cherokee Charter Academy will notify the parent/guardian in writing via first class mail of the student's potential retention, including the following:

- (i) The student's below-grade-level performance on the assessment(s);
- (ii) The specific retest(s) to be given to the student and testing date(s);
- (iii) The opportunity for accelerated, differentiated, or additional instruction based on the student's performance on the assessment; and
- (iv) The possibility that the student might be retained at the same grade level for the next school year.

##### b. Requirements for 3<sup>rd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> Grade:

In addition to the notification requirements above, the following shall apply to promotion of students in the following grades.

No 3<sup>rd</sup> grade student shall be promoted to the fourth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessments and meet promotion standards and criteria established in this policy for the school that the student attends.

2. No 5<sup>th</sup> grade student shall be promoted to the sixth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.

3. No 8<sup>th</sup> grade student shall be promoted to the ninth grade if the student does not receive a grade level reading determination of "On/Above Grade Level" on the Georgia Milestones End-of-Grade Assessment and attain an achievement level of "Developing Learner", "Proficient Learner", or "Distinguished Learner" on the mathematics section of the Georgia Milestones End-of-Grade Assessment and meet promotion standards and criteria established in this policy for the school that the student attends.

4. The school principal or designee may retain a student who performs satisfactorily on the Georgia Milestones End-of-Grade Assessments but who does not meet promotion standards and criteria established in this policy.

## II. Failure to Perform on Second Assessment

Should the student not perform to the mandatory proficiency on the second assessment as set forth above, the student will be retained for the next school year. Cherokee will notify the guardian/guardian, in writing by first class mail, that the student will be retained and describe options for the guardian/guardian or teacher should they disagree with decision.

If a guardian/guardian or teacher disagrees with the decision to retain, a placement committee will be formed consisting of (1) the guardian/guardian, (2) teacher(s) of the subject(s) of the state adopted assessment or alternative assessment instrument on which the student failed to perform at grade level, and (3) Cherokee's principal or designee. For any student that receives special education or related services, the Individualized Education Plan Committee shall serve as the placement committee. The principal or designee shall notify in writing the guardian/guardian and teacher(s) of the time and place of the meeting of the placement committee.

The placement committee's decision to **promote** must be unanimous, if not the student will be retained. If a unanimous decision is made to **place** a student in the next grade, the decision should be based on the team's consideration that, given appropriate interventions including accelerated, differentiated, or additional instruction (and the implementation of a plan), the student should master the next grade level standards by the end of the following year.

Regardless of the final decision to promote or retain, a plan for accelerated, differentiated, or additional instruction will be developed for the student accordingly.

## III. Grade level mandatory proficiency requirements for promotion

### Kindergarten - 5<sup>th</sup> Grade **Mandatory**:

- 70% mastery of ELA standards
- 70% mastery of Reading standards
- 70% mastery of Math standards
- In 3<sup>rd</sup> Grade - grade level achievement scores on GA Milestones Reading Assessment
- In 5<sup>th</sup> Grade - grade level achievement scores on GA Milestones Reading and Mathematics assessments
- Teacher recommendation

### Grades 6<sup>th</sup> through 8<sup>th</sup> **Grade Mandatory:**

- 70% mastery of core content area standards
- In 8<sup>th</sup> Grade - grade level achievement scores on GA Milestones Reading and Mathematics assessments

### Kindergarten – 8<sup>th</sup> grade **additional information considered as applicable:**

- Benchmark scores (scholar performance throughout the entire year for ELA and Math)
- Attendance
- Age, grade, current placement

Students who fail to meet promotion criteria listed above should be considered for **retention**.

### Homework Policy

- Assignments must be completed on time and properly written.
- The only acceptable excuse for not completing homework is the student's illness or a written note stating an emergency, which prevented homework from being completed.
- If a student fails to bring in homework, he/she should complete it for the following day.
- Teachers keep daily records of homework assignments. If a child fails to complete homework, there may be consequences in the classroom.
- If a child continually fails to complete homework, consequences may include detention or suspension.
- It is important to note that homework is the student's responsibility, but guardians are to ensure homework is completed and all communication has been seen daily.
- The guardian's responsibility is to provide a quiet environment and assistance when needed. In addition, guardians may help in the following ways:
  - Show an interest in your child's work.
  - Provide a place and time for quiet study.
  - Assist in practicing with spelling words and number combinations.
  - Encourage home reading and listen to your child read.
  - Review the homework for neatness and completeness.
  - Refrain from doing the work for your child.
  - Discuss problems related to home study with your child's teacher.
- Students will not be permitted to return to a classroom after dismissal to get homework assignments and projects. This also includes the students participating in the After-School Program.

### Honor Roll and Awards Criteria

#### I. **Quarterly Awards**

##### a. All A Honor Roll

- 90% or higher in all academic subjects
- Recipients will be given a sticker for a free dress down day on a specific date, a certificate, and a reward.

- b. A/B Honor Roll
  - 80% or higher in all academic subjects
  - Recipients will be given a certificate and a coupon from a reward.

## II. Annual Awards

- a. Principal's Award
  - All A Honor Roll for the entire year in academic subjects
- b. President's Award
  - Academic Achievement and student service
- c. Academic Achievement
  - A/B Honor Roll all year in all academic subjects
- d. Perfect Attendance
  - No absences for the school year, any student checking out prior to 11:30 is absent
- e. Citizenship
  - One outstanding student per class
- f. Specials Awards – one student per class for the following:
  - Art Achievement
  - Technology Achievement
  - Music Achievement
  - Native Spanish Speaking Achievement
  - Non-Native Spanish Speaking Achievement
  - Physical Education Achievement
- g. Middle School Connections – one student per grade for the following:
  - Band
  - Chorus
  - Music
  - Spanish
  - Physical Education/Health
  - Technology
  - Art

### Instructional Books, Equipment, Materials, and Supplies

- All textbooks needed by students for school and homework assignments are furnished by the school.
- The school is also able to provide the materials and equipment requested by teachers for classroom instruction.
- Books must not be written in or on. Charges will be made for damaged or lost books and/or materials. Students must learn to be responsible for the care of personal and school materials.
- Students will be expected to provide all basic supplies such as paper, pencils, crayons, rulers, scissors, markers, glue, etc. Any additional supply needs will be requested in writing by the classroom teacher. Please help your child come prepared for school by packing their homework and supplies in the evening to avoid the last-minute morning rush. Ultimately, it is the student's responsibility to check and be sure that everything needed for the next day has been

packed.

### Response to Intervention (RTI)

CCA believes student academic achievement is a shared responsibility for all students, guardians, staff, and school community members. At CCA, the Response to Intervention model (RTI) is implemented in alignment with the Georgia Department of Education's (GA DOE's) definition of RTI, stated as "The process of teachers changing their instruction based on how well the students responded to it, the RTI has steadily become the national model for successfully reaching students when they are just beginning to fall behind expected benchmarks and providing appropriate supports and interventions at increasing levels of intensity."

Georgia's RTI process includes several key components:

- *A 4-Tier delivery model designed to provide support matched to student need through the implementation of standards-based classrooms.*
- *Evidence-based instruction as the core of classroom pedagogy.*
- *Evidence-based interventions of increasing levels of intensity based on progress monitoring.*
- *The use of a variety of ongoing assessment data to determine which students are not achieving success academically and/or behaviorally.*
- *Data Teams in each school serve as the driving force for instructional decision making in the building.*
- *Purposeful allocation of instructional resources based on student assessment data.*

### Retake Policy

- CCA has a school wide policy on assignment retakes. Students who do not receive an 80% on High Impact (30 pts.) or Moderate-High Impact (20 pts.) assignments have the opportunity to redo that assignment.
- Modest impact (5 points) and Moderate Impact (10 pts.) will not be reassessed as long as the standards will appear on upper level assessments later. However, it should be used as a monitor to help students and guardians assess where the student may need additional help prior to the higher impact assessment.
- Below are the requirements that must be met for a student to redo an assignment.
  - Students must have completed all homework and in class assignments relating to the standard(s) that the assessment covered.
  - Students must complete some form of remediation. The teacher is responsible for assigning this and the student must complete it by the deadline set by the teacher. This does not eliminate re-teaching by the teacher when necessary.
  - The retest must be requested by the student within one week of the test being returned. The retake needs to be taken within two weeks of the form being returned or by the end of the grading period if sooner. Guardians must sign a retake form indicating they are aware that the student needs to retake an assignment.
- The new score will replace the original score and a note made in the comments section indicating the original score. Please check PowerSchool on a regular basis to monitor your child's progress.

### Student of the Month

- A Student of the Month will be chosen in each homeroom for Elementary School and for each grade level in middle school.

- Student of the month is chosen by the teachers based on the student showing good character traits.
- Students will receive a certificate and Student of the Month shirt.
- A group picture will be taken and shared in local media outlets.

## Teacher Communication

### I. Daily/Weekly Communication

- a. Student work will be sent home on a regular basis and should be reviewed by guardians.
- b. Daily folders and agendas should be reviewed and returned with any signatures necessary.
- c. Forms for field trips and other events will be sent home in daily folders. It is important to review this information in a timely manner, so deadlines aren't missed.

### II. Grades

- a. Guardians will have access to their child's grades at all times by logging into PowerSchool from the school's website: [www.cherokeecharter.org](http://www.cherokeecharter.org).
- b. Guardian Usernames and Passwords will be sent home during the first few weeks of school.
- c. Please don't call the front office for your Guardian Username or Password. Contact your child's teacher via email.
- d. Progress reports and report cards must be signed and returned each time they are received.

### III. Conferences

- a. Teachers will have guardian/teacher conference days available to sign up for a conference.
- b. A guardian may request a meeting with a teacher to address concerns. This should be done by emailing the teacher.
- c. In addition to the report cards and conferences, student work will be sent home along with a progress report from your child's teacher. The guardian/guardian will be asked to sign and return the information the following day.
- d. Please feel free to consult with the office regarding any problems or questions that concern your child. However, it is imperative you speak with the child's teacher first for classroom issues.
- e. It is the desire of the administrators and the faculty to be of service to both guardian and student, and every teacher welcomes a conference with any guardian.
- f. At no time is it appropriate for a teacher to meet with guardians while other students are present, including the arrival time from 7:25 – 7:55 a.m. Therefore, conferences need to be scheduled ahead of time so the teacher and/or administrator will be available to meet with you.

## Dress Code

- A higher standard of dress encourages greater respect for individuals, students and others, and results in a higher standard of behavior.
- Our dress code guidelines indicate appropriate school uniform during normal school days.
- CCA reserves the right to interpret these guidelines and/or make changes during the school year.
- Students are expected to follow these guidelines.
- Every student in attendance shall wear the CCA official school uniform from ALL UNIFORM WEAR or UNIFORM SOURCE.
- If you find yourself in financial need regarding purchasing uniforms, please contact the principal for an application for assistance.



## I. Hair

- a. Hair must be neat and clean with no distracting colors, i.e. fluorescent, bright green, etc.
- b. Hair must be combed down without spikes.
- c. Students may not have hair hanging in their face that obstructs their eyes.
- d. Hairstyles disruptive to the learning environment will not be permitted.
- e. No hats or bandanas may be worn.
- f. Headbands may only be worn if holding hair back and may not be worn across the forehead.

## II. Shoes/Socks

- a. Students must wear closed shoes at all times.
- b. Shoes must have a full back.
- c. No heavy military type boots or shoes with metal tips may be worn.
- d. No roller skate shoes, or light-up sneakers are permitted.
- e. No slip-on type shoes, high heels, or crocs with straps.
- f. Athletic shoes can be worn.

## III. Shirts

- a. All shirts must be tucked in prior to students entering building and must have the CCA logo.
- b. Only plain white undershirts may be worn under the uniform shirt, except during the winter months when long sleeve shirts can be worn, but must be either solid white, blue or red.
- c. Additionally, no pictures, writings or patterns may be worn.

## IV. Slacks/Shorts/Skorts

- a. **Shorts or skorts must not be shorter than 4 inches above the top of the knee.**
- b. **Students may wear their own khaki uniform type bottoms: shorts, skorts, or pants.**
- c. **Bottoms must not contain cargo pockets.**
- d. **LEGGINGS: White, navy, or black solid leggings can only be worn under shorts, skorts, skirts, or dresses. They may not be worn as pants.**
- e. **Belts are required with any shorts or pants that have belt loops. Belts may be brown, black, navy or braided.**

## V. PE

- a. Students K-4 may wear spirit wear shirts or a CCA PE shirt with PE shorts or regular uniform bottoms.
- b. Students in grades 5-8 must wear PE shorts and either a spirit wear shirt or CCA PE shirt during physical education.

## VI. Dress for Spirit Days

- a. Students will be allowed to wear blue or black jeans each Friday of the month for \$1 or if they have purchased a Tiger Jean Pass.
- b. CCA spirit shirts or House shirts may be worn with jeans or uniform bottoms on Fridays.
- c. There will be spirit theme days throughout the school year. Shirts, jerseys, sweatshirts will reflect the theme of the day.
- d. On "Hype House Days", students may wear their house colors and may wear costumes

to represent their house.

## **VII. Outerwear**

- a. Jackets or sweaters should have the school logo.
- b. Students may also wear CCA spirit wear hoodies.
- c. Guardians are encouraged to add their child's name to all uniformed clothing in case of misplacement.
- d. Non-CCA jackets and hoodies may be worn to school but may not be worn inside the school building.

## **VIII. Jewelry**

- a. No body piercing other than earrings.
- b. For safety purposes, all earrings should be small.
- c. Students may wear a watch and one thin necklace that is tucked into the shirt.

## **IX. General**

- a. No sports bands (wrist, head or ankle) may be worn at school.
- b. At no time are students to wear anything offensive, immodest, or deemed inappropriate by the faculty.

## **X. Cold Weather Uniform Guidelines**

- a. A solid white, blue or red undershirt (such as a turtleneck) may be worn under the school polo or school shirt. Students may wear a spirit wear sweatshirt as outerwear.
- b. Another option on cold days for students is to purchase the long-sleeve school uniform polo from the uniform providers.
- c. On PE days, the regular school uniform long pants OR uniform sweatpants may be worn with the PE shirt (instead of the PE shorts) for grades K-4.

## **XI. Additional Guidelines**

- a. All uniform shirts must be purchased through the uniform vendor and embroidered with proper school logos.
- b. Uniforms that are altered for length (other than pant legs), belt loops, etc. will be considered a uniform violation.
- c. Uniforms may not be purchased nor monogrammed at any other location.
- d. The approved school vendor is for uniforms is UNIFORM SOURCE or ALL UNIFORM WEAR.

## **XII. Non-Uniform Dress Code**

- a. Throughout the year, there may be opportunities for students to dress out of uniform.
- b. This may be due to a reward or announced theme days.
- c. Students may also dress out of uniform for school sponsored events such as middle school dances.
- d. On such occasions, students should use the following guidelines for dress.
  - i. Dresses, skirts or shorts should be no more than 3 inches above the knee.
  - ii. No strapless, spaghetti strap or tank tops should be worn without a covering of some sort.
  - iii. No plunging neck lines, open backs or shirts that show the midriff allowed
  - iv. Clothing should not have holes that reveal skin.
  - v. Any pictures or slogans should be school appropriate.
  - vi. No hats, unless specified by the theme for the day.

- vii. During the school day, shoes must be closed toed and closed back.
- viii. No sandals, crocs, or flip flops are allowed.
- ix. Leggings can only be worn under shorts, skirts, or dresses. They may not be worn as pants.

## Section V: State and Federal Safeguards

### Grievance Procedures

#### I. PURPOSE

When a guardian or student has a complaint or grievance about a matter of school policy or procedure, the following procedures are to be followed in order to resolve the conflict. The purpose of this policy is to secure, at the lowest possible administrative level, equitable solutions to complaints that may arise. The Board shall have the discretion to elevate a grievance directly to Level III, if appropriate or necessary.

#### II. GRIEVANCES

##### 1. Definitions

Grievance – A complaint from a guardian or student must:

Sets forth the allegation that there has been a violation of any policy, accepted practices, or state or federal law; specifically identify the policy, practice, or statute violated; provide all relevant details and involved parties known to the grievant at the time of filing; and identify the requested relief

Grievant – Any individual or group of individuals aggrieved by a decision or condition falling under policy, accepted practices, or state or federal law.

##### 2. Procedures

###### Level I

Any individual alleging a grievance is encouraged to resolve the problem, if possible, through an informal discussion with the person or persons suspected of violation, beginning at the earliest level of organizational structure. For example, guardians and guardians should discuss classroom concerns first with classroom teachers. When school officials hear complaints or receive formal grievances, they should first make sure that grievants or potential grievants have first attempted in good faith to resolve problems directly with involved persons. Provided however, a student's guardian or guardian may never approach another student for these purposes. Upon receipt of an informal complaint, the principal or immediate supervisor shall initiate action to resolve the issue within five (5) working days.

###### Level II

If the response in Level I does not resolve the problem, the grievant may, within ten (10) working days after the informal complaint decision has been rendered, file the complaint in writing with the Principal to initiate Level II. The Principal shall investigate the complaint with the parties concerned in the grievance within fifteen (15) working days of the grievance filing date. The Principal shall decide who will conduct the investigation based on the nature of the complaint and the individuals involved.

Within five (5) working days of completing the investigation, the Principal shall render a decision and issue a written report setting forth the Principal's findings and recommendations for the resolution of the grievance.

If no written report is issued within the time limits set forth, or if the grievant rejects the recommendations of the Principal, the grievant shall have the right to appeal to the Board for review of the grievance.

###### Level III

A written request for the Board's review of the grievance must be submitted to the Board Chairperson within ten (10) days of the date of the Principal's report or the expiration of the time limits set forth in Level II. The request shall include the nature of the complaint, the reason(s) for the appeal and the requested outcome.

The Board shall review the grievance and the report of the investigation and may hold a hearing. The grievant may be accompanied by a representative of grievant's choice.

The Board may affirm the Principal's recommendations, amend the recommendations, or affirm the recommendations in part and amend in part.

The Board written decision shall be issued within 30 working days of receipt of the grievant's written appeal by the board secretary.

If no written decision is issued within the time limit set forth or if the grievant shall reject the decision of the Board, the grievant shall be free to pursue such statutory or administrative remedies as the law may provide.

### **III. MISCELLANEOUS PROVISIONS**

If either party in a grievance wishes to change the timeline set forth in this policy, the party will request the modification(s) from the other party and both parties will be required to agree to the modification(s), in writing.

No person shall suffer recrimination or discrimination because of participation in this grievance procedure. Confidentiality will be observed pending resolution of the grievance.

#### **Notification of Rights**

##### **I. Family Education Rights and Privacy Act**

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

1. The right to inspect and review the student's education records within 45 days after the day the Cherokee Charter Academy ("School") receives a request for access.

Guardians or eligible students who wish to inspect their child's or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the guardian or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Guardians or eligible students who wish to ask the School to amend their child's or their education record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested

by the guardian or eligible student, the school will notify the guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the guardian or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. For the purposes of this policy, CCA has determined that a "school official" is anyone deemed, by the principal to have a legitimate educational interest for which the official needs to review education records in order to fulfill his or her professional responsibility. A determination will be made on a case-by-case basis but "school officials" may include, but are not limited to, persons employed by the school or school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school's governing board. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school directly, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a guardian, student, or other volunteer assisting another school official in performing his or her tasks.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Cherokee Charter Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the guardian or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the guardian or eligible student, § 99.32 of the FERPA regulations requires the school to record the disclosure. Guardians and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the guardians or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or

functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the guardian or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To guardians of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

To obtain a copy of the policy that Cherokee Charter Academy, Inc. has adopted regarding access to student records, contact the school principal at:

2126 Sixes Rd, Canton, GA 30114  
(678) 385-7322

NOTES:

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



## II. FERPA Notice for Directory Information

FERPA provides an exception that allows this School to disclose appropriately designated “directory information” without prior written consent, unless you have informed the School that you do not wish for this information to be disclosed without your consent, in accordance with the procedures detailed herein.

Information that has been designated by this School as directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be used in School publications and it may be disclosed to outside organizations without a guardian’s prior written consent. Outside organizations include, but are not limited to, companies that publish yearbooks.

CCA has designated the following information as directory information under FERPA:

- a. Student's name
- b. Address
- c. Telephone listing
- d. Electronic mail address
- e. Photograph
- f. Date and place of birth
- g. Dates of attendance
- h. Grade level
- i. Participation in officially recognized activities and sports
- j. Weight and height of members of athletic teams
- k. Honors, and awards received

If you do not want the School to disclose any or all of the types of information designated above as directory information from your child’s education records without your prior written consent, you must notify the School Enrollment Administrator in writing within 30 calendar days of the first day of the current school year or within 30 days of enrollment.

## Student Rights

### I. The Pupil Rights Amendment

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

- a. Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
  - i. Political affiliations or beliefs of the student or student’s guardian;
  - ii. Mental or psychological problems of the student or student’s family;
  - iii. Sex behavior or attitudes;
  - iv. Illegal, anti-social, self-incriminating, or demeaning behavior;
  - v. Critical appraisals of others with whom respondents have close family relationships;
  - vi. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  - vii. Religious practices, affiliations, or beliefs of the student or guardians; or

- viii. Income, other than as required by law to determine program eligibility.
- b. Receive notice and an opportunity to opt a student out of:
  - i. Any other protected information survey, regardless of funding;
  - ii. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  - iii. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- c. Inspect, upon request and before administration or use:
  - i. Protected information surveys of students;
  - ii. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
  - iii. Instructional material used as part of the educational curriculum.
- d. These rights transfer from the guardians of a student who is 18 years old or an emancipated minor under State law.
- e. This notice shall serve as School's policy relative to student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School will directly notify guardians of these policies at least annually at the start of each school year and after any substantive changes. The School will also directly notify, such as through U.S. Mail or email, guardians of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the guardian to opt his or her child out of participation of the specific activity or survey. The School will make the notification to guardians at the beginning of the school year if the School has identified the specific or approximate date of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, guardians will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Guardians will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:
  - i. Collection, disclosure, or use of personal information for marketing, sales or other distribution.
  - ii. Administration of any protected information survey not funded in whole or in part by ED.
  - iii. Any non-emergency, invasive physical examination or screening as described above.
- f. Guardians who believe their rights have been violated may file a complaint with:
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 400 Maryland Avenue, SW
  - Washington, D.C. 20202-5901

## II. Special Education

- a. CCA provides an appropriate education in the least restrictive environment for all students found eligible for special education services under the Individuals with Disabilities Education Act (IDEA).
- b. Eligible students are provided the specialized instruction, accommodations, modifications, and/or supports identified in their Individual Education Program (IEP) as determined by the student's IEP Team.
- c. Guardians should contact either the Special Education Leads or their child's Special Education case manager if they have concerns with their child's eligibility or IEP.

## III. Students and Guardians Under Section 504

- a. Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress.
- b. The purpose of Section 504 is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.
- c. For more information regarding Section 504, or if you have questions or need additional assistance, please contact your School's Section 504 Coordinator at the following address:

Section 504 Coordinator Cherokee Charter  
Academy 2126 Sixes Rd  
Canton, GA 30114  
Phone: (678) 385-7322  
Email: [adepratto@cherokeecharter.org](mailto:adepratto@cherokeecharter.org)

- d. The implementing regulations for Section 504 as set out in 34 CFR Part 104 provides guardians and/or students with the following rights:
  - i. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students. 34 CFR 104.33.
  - ii. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their guardians. Insurers and similar third parties who provide services not operated by or provided by the recipient are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR 104.33.
  - iii. Your child has a right to participate in an educational setting (academic and nonacademic) with non-disabled students to the maximum extent appropriate to his or her needs. 34 CFR 104.34.
  - iv. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
  - v. Your child has a right to an evaluation prior to a Section 504 determination of eligibility. 34 CFR 104.35.
  - vi. You have the right to not consent to the School's request to evaluate your child. 34 CFR 104.35.
  - vii. You have the right to ensure that evaluation procedures, which may include testing, conform to the requirements of 34 CFR 104.35.

- viii. You have the right to ensure that the School will consider information from a variety of sources as appropriate, which may include aptitude and achievement tests, grades, teacher recommendations and observations, physical conditions, social or cultural background, medical records, and parental recommendations. 34 CFR 104.35.
- ix. You have the right to ensure that placement decisions are made by a group of persons, including persons knowledgeable about your child, the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
- x. If your child is eligible under Section 504, your child has a right to periodic reevaluations, including prior to any subsequent significant change of placement. 34 CFR 104.35.
- xi. You have the right to notice prior to any actions by the School regarding the identification, evaluation, or placement of your child. 34 CFR 104.36.
- xii. You have the right to examine your child's educational records. 34 CFR 104.36.
- xiii. You have the right to an impartial hearing with respect to the School actions regarding your child's identification, evaluation, or educational placement, with opportunity to parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
- xiv. You have the right to receive a copy of this notice and a copy of the School's impartial hearing procedure upon request. 34 CFR 104.36.
- xv. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision according to the school's impartial hearing procedure. 34 CFR 104.36.
- xvi. You have the right to, at any time, file a complaint with the United States Department of Education's Office for Civil Rights.

#### **IV. Section 504 Procedural Safeguards**

##### **a. Overview**

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

##### **b. Hearing Request**

- i. The Request for the Hearing must include the following:
  - 1. The name of the student
  - 2. The address of the residence of the student
  - 3. The name of the school the student is attending
  - 4. The decision that is the subject of the hearing
  - 5. The requested reasons for review

- 6. The proposed remedy sought by the grievant
- 7. The name and contact information of the grievant
- ii. Within 10 business days from receiving the grievant's Request for Hearing, the Section 504 Coordinator will acknowledge the Request for Hearing in writing and schedule a time and place for a hearing.
- iii. If the written Request for Hearing does not contain the necessary information noted above, the Section 504 Coordinator will inform the grievant of the specific information needed to complete the request.
- iv. All timelines and processes will be stayed until the Request for Hearing contains the necessary information noted above.
- c. Mediation
  - i. The school may offer mediation to resolve the issues detailed by the grievant in his or her Request for Hearing.
  - ii. Mediation is voluntary and both the grievant and the school must agree to participate.
  - iii. The grievant may terminate the mediation at any time.
  - iv. If the mediation is terminated without an agreement, the school will follow the procedures for conducting an impartial hearing without an additional Request for Hearing.
- d. Hearing Procedures
  - i. The Section 504 Coordinator will obtain an impartial review official who will conduct a hearing within 45 calendar days from the receipt of the grievant's Request for Hearing unless agreed to otherwise by the grievant or a continuance is granted by the impartial review official.
  - ii. Upon a showing of good cause by the grievant or school, the impartial review official, at his or her discretion, may grant a continuance and set a new hearing date. The request for a continuance must be in writing and copied to the other party.
  - iii. The grievant will have an opportunity to examine the child's educational records prior to the hearing.
  - iv. The grievant may be represented by legal counsel at his or her own expense at the hearing and participate, speak, examine witnesses, and present information at the hearing. If the grievant is to be represented by legal counsel at the hearing, he or she must inform the Section 504 Coordinator of that fact in writing at least 10 calendar days prior to the hearing. Failure to notify the Section 504 Coordinator in writing of representation by legal counsel shall constitute good cause for continuance of the hearing.
  - v. The grievant will have the burden of proving any claims he or she may assert. When warranted by circumstances or law, the impartial hearing officer may require the recipient to defend its position/decision regarding the claims (i.e. A recipient shall place a disabled student in the regular educational environment operated by the recipient unless it is demonstrated by the recipient that the education of the person in the regular environment with the use of supplementary aids and services cannot be achieved

satisfactorily. 34 C.F.R.104.34. One or more representatives of the school, who may be an attorney, will attend the hearing to present the evidence and witnesses, respond to the grievant testimony and answer questions posed by the review official.

- vi. The impartial review official shall not have the power to subpoena witnesses, and the strict rules of evidence shall not apply to hearings. The impartial review official shall have the authority to issue pre-hearing instructions, which may include requiring the parties to exchange documents and names of witnesses to be present.
  - vii. The impartial review official shall determine the weight to be given any evidence based on its reliability and probative value.
  - viii. The hearing shall be closed to the public.
  - ix. The issues of the hearing will be limited to those raised in the written or oral request for the hearing.
  - x. Witnesses will be questioned directly by the party who calls them. Cross-examination of witnesses will be allowed. The impartial review official, at his or her discretion, may allow further examination of witnesses or ask questions of the witnesses.
  - xi. Testimony shall be recorded by court reporting or audio recording at the expense of the recipient. All documentation related to the hearing shall be retained by the recipient.
  - xii. Unless otherwise required by law, the impartial review official shall uphold the action of school unless the grievant can prove that a preponderance of the evidence supports his or her claim.
  - xiii. Failure of the grievant to appear at a scheduled hearing unless prior notification of absence was provided and approved by the impartial review official, or just cause is shown, shall constitute a waiver of the right to a personal appearance before the impartial review official.
- e. Decision
- i. The impartial review official shall issue a written determination within 20 calendar days of the date the hearing concluded.
  - ii. The determination of the impartial review official shall not include any monetary damages or the award of any attorney's fees.
- f. Review
- i. If not satisfied with the decision of the impartial review official, any party may pursue any right of review, appeal, cause of action or claim available to them under the law or existing state or federal rules or regulations.

## **V. Right to Request Information Regarding Teacher Qualifications**



## Right to Know Professional Qualifications of Teachers and Paraprofessionals

Date: **July 30, 2022**

Dear Guardians,

In compliance with the requirements of the Every Students Succeeds Act, Cherokee Charter Academy would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
  - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
  - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
  - is teaching in the field of discipline of the certification of the teacher.
  
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher's and/ or paraprofessional's qualifications, please contact the Principal at 678-385-7322.

Sincerely,

**April Wallis Principal**

2126 Sixes Road, Canton, Georgia 30114  
Phone: 678-385-7322 • Fax: 678-385-7323  
[www.CherokeeCharter.org](http://www.CherokeeCharter.org)

*A Member of the Charter Schools USA Family of Schools.*

## Homeless Students

### I. McKinney-Vento Homeless Assistance Act (the Act)

#### Policy

It is the policy of Cherokee Charter Academy to ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging state of Georgia academic standards, are not segregated on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

#### Notification

Families shall be notified of their rights under the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11434a et seq. (the Act) and directed to contact the Homeless Education Liaison at Cherokee Charter Academy to request additional information or assistance. Notification of these rights shall be included in the Guardian/Student Handbook and in any other manner deemed appropriate by the School.

#### Identification

In accordance with the Act, the term "homeless children and youth" means individuals who lack a fixed, regular and adequate nighttime residence due to economic hardship. This includes:

- a) Children and youth who are forced to share the housing of other persons due to the loss of housing, economic hardship, or a similar reason; live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; live in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- b) Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as regular sleeping accommodations for human beings;
- c) Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or,
- d) Migratory children who are living in circumstances set forth in items a, b, and c.

Unaccompanied youth are students who are not in the physical custody of a guardian/guardian and may be considered homeless if they meet the above definition. Homeless status is determined in cooperation with the guardians/guardians, or in the case of an unaccompanied youth, the Homeless Education Liaison.

In collaboration with school personnel and community organizations, the Homeless Education Liaison will identify children and youth in transition, both in and out of school. Additionally, ELL and Homeless students will also be identified in a school-wide screening under IDEA Child Find Query (CFQ) during enrollment.

#### School Selection

Homeless children and unaccompanied youth have the right to attend school with other children or youths who are not homeless. A student identified as homeless may select to attend school at their school of origin or in the attendance area where the family currently resides, if it is in their best interest.



The student may continue to attend the "school of origin", which is the school he or she attended when permanently housed; the school in which he or she was last enrolled; or the designated receiving school at the next grade level if he or she has completed the grade levels at the school of origin. If attending their school of origin, he or she may continue attending for the duration of homelessness or for the remainder of the current academic year if they become permanently housed during the academic year

If not attending school of origin, they may enroll in any public school that a non-homeless student who lives in the attendance area where he or she is living is eligible to attend

### **Enrollment**

Identified students shall immediately be enrolled in school to attend classes and participate fully in school activities including if the child or youth is unable to produce records normally required for enrollment, including but not limited to previous academic records, immunization or other health records, proof of residency, or other documents.

The School shall immediately contact the student's previous school to obtain available school records. Records ordinarily kept by the School will be maintained so that they are available in a timely fashion when the student enters a new school or school district.

If (a) the grade level for which a homeless child or youth has applied has more applicants than spaces available and results in a lottery during the designated time on an annual basis, or (b) if a homeless student applies for admission after the time of the annual lottery, the student will be designated as residing within the school attendance zone and will be immediately enrolled pending, if necessary, the outcome of the Enrollment Dispute Resolution Process discussed below.

### **Comparable Services**

Homeless children and youth shall be provided services comparable to those offered to other students at this School, including but not limited to transportation, educational services, meals through school meal programs, special education services, career and technical education, and gifted education.

### **Transportation**

Where feasible, applicable, and requested by the guardian/guardian, homeless students may be provided transportation if it is determined to be in the best interest of the child.

### **Dispute Resolution**

If there is a dispute under the Act over eligibility, school selection, or enrollment in Cherokee Charter Academy, it shall be resolved using the following process.

#### Step 1:

The guardian/guardian or unaccompanied minor must file a written request for dispute resolution with the Homeless Education Liaison to initiate the dispute resolution process. The homeless child or unaccompanied youth shall be immediately enrolled in the school until the dispute is resolved. The Liaison shall carry out the dispute resolution process as expeditiously as possible for homeless children and unaccompanied youths.

Within five (5) business days of receipt of the letter, a written explanation shall be provided to the guardian/guardian or unaccompanied youth for any enrollment decision along with a copy of their rights to appeal the decision.

#### Step 2:

A guardian or unaccompanied youth must notify the Homeless Education Liaison of his or her intent to appeal the decision to the Governing Board within 10 school days of receiving the explanation of this School. The Liaison shall forward all written documentation and related paperwork to the Board. The Board will review the information and provide a written decision within fifteen (15) school days of receipt.

#### Step 3:

If the dispute remains unresolved or is appealed following the final decision by the Board, the Homeless Liaison will forward all written documentation and related paperwork to the Georgia Department of Education's Homeless Program Consultant for charter schools for final disposition of this matter.

### Child Find

#### **I. What is Child Find**

- a. The purpose of Child Find is to identify, locate, and evaluate all children, in the district, ages 3 through 21, who are suspected of, or have a disability or developmental delay that may result in a need for special education and related services.
- b. Cherokee Charter Academy serves children grades K-8 with identified special education needs.

#### **II. How can children be referred**

- a. A referral may be made by anyone who has a concern about a child's development.
- b. All referrals are considered confidential.
- c. The guardian retains the right to refuse services.
- d. Please contact the Special Education department for referrals at 678-385-7322, extension 1136.

### Title I

#### **I. What is a Targeted Assistance School**

- a. As a Title I Targeted Assistance School, Cherokee Charter receives limited funds to support additional educational programming.
- b. This funding goes toward providing additional instructional support for those students identified as having the greatest academic needs.

#### **II. What is the difference between Targeted Assistance and School Wide Programming?**

- a. To qualify as a School Wide Title I School a certain percentage of the student population must be served under the Federal Free and Reduced Lunch Program.
- b. Here at Cherokee Charter, we do not meet that percentage.
- c. Title I, Section 1118 of the Elementary and Secondary Education Act of 1965 (ESEA) requires that each school receiving Title I, Part A funds jointly develop a School-Guardian Compact with stakeholders.
- d. The Cherokee Charter School-Guardian Compact and Guardian Involvement Plan can be found by emailing Mrs. Wallis at [awallis@cherokeecharter.org](mailto:awallis@cherokeecharter.org), on our website, or you

can find hard copies located at the front desk.

### Equal Access to School Facilities

In accordance with the Boy Scouts of America Equal Access Act, 20 USC §7905, this School does not discriminate against or prohibit equal access or a fair opportunity to any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society or organization, that wishes to meet at the school, that wishes to meet at the School.

Any group that wishes to meet at the School should contact the front office for additional information on reserving meeting space.

### Awareness of Sudden Cardiac Arrest

In accordance with OCGA §20-2-324.5, CCA will conduct at least two sessions during the school year to provide information to guardians on the symptoms and warning signs of sudden cardiac arrest syndrome. The School will notify guardians of the date of these sessions. Attendance is voluntary but guardians are encouraged to attend. If you are unable to attend one of these sessions you may contact the principal to request a copy of the informational materials at any time throughout the school year.

## **CHARTER SCHOOL PARENTS' RIGHTS POLICY**

This policy is adopted in accordance with the requirements of HB 1178 enacted by the Georgia General Assembly during the 2022 legislative session.

### **Review of Student's Records**

In accordance with OCGA §20-2-786, parents shall be allowed to review all records relating to their minor child, including but not limited to current grade reports and attendance records.

Parents wishing to review their child's records should submit a written request to the Principal or his/her designee, identifying the specific records being requested for review. Upon receipt of a request under this policy, the Principal or his/her designee shall locate the identified records in existence and notify the parent of the time and place where the records may be reviewed.

To the extent practicable, identified records shall be produced for review within three (3) business days of receiving a written request. In any instance where some or all of the requested records are not available within three (3) business days, the School shall make available within that period the records that are available. For all other records, the Principal or his/her designee shall, within three (3) business days, provide a description of the identified records in existence and a timeline for when the information will be available for inspection. All remaining identified records shall be produced for review as soon as practicable but in no case more than thirty (30) days after receipt of the request.

Records produced for review under this policy may not be altered or removed from the location identified for reviewing records, and in no case shall records be removed from school property.

Pursuant to this policy, a parent may file an appeal, if the Principal or his/her designee fails to provide existing responsive information within thirty (30) days from the date of the request.

### **Review of Instructional Materials**

Pursuant to OCGA §20-2-786, parents have a right to review all instructional materials intended for use in the classroom of their minor child. In accordance with state law, parents may exercise this right during the review period(s) each year.

Under this policy, the Principal shall ensure that all instructional materials intended for use in the school's classrooms in each grading period are made available for parent review during the review period. During this time, instructional materials may be made available for review on the School's website or at the School upon written request by a parent.

### Objection to Instructional Material

The Principal shall appoint at least one person to receive parent objections to instructional materials under this policy. All objections must be in writing and submitted during the review period. A properly filed objection must include the following information:

- Student's name
- Parent's name and contact information
- Teacher's name
- Clearly identify the instructional material to which the parent is objecting
- Briefly describe the nature of the objection

Upon receipt of an objection, the Principal shall review the objection and provide a response, in writing, within five (5) business days.

Only objections filed, in writing, by the parent of a student in the identified classroom will be reviewed and receive a response. Pursuant to this policy, a parent may file an appeal of the Principal's decision to a properly submitted objection or if a response has not been provided within five (5) business days.

### **Sex Education**

During the review period, a parent may submit a written objection to the Principal, requesting that their child be excluded from the portion of any class in which sex education or AIDS prevention education is taught as part of a comprehensive health program pursuant to state law.

## **Photo & Video Recordings**

Withing the first two weeks of each school year, a parent may submit a written notice to the Principal that photographs or video or voice recordings of his or her child are not permitted. Such notice shall be submitted annually and will remain in effect for the duration of the school year or until the parent provides a written retraction. Provided however, this prohibition on recordings shall not apply for recordings made pursuant to applicable public safety and security exceptions.

## **Appeals**

### Level I

An appeal under this policy may be filed, in writing, with the Chair of the Governing Board.

To the extent practicable, the Chair must place the appeal on the agenda of the next public meeting. If it is too late to add to the next meeting's agenda, it must be included on the agenda for the subsequent meeting.

### Level II

A parent aggrieved by the decision of the Governing Board may appeal to the State Board of Education.

## **Definitions**

For the purposes of this policy, the following definitions shall apply.

"Instructional Material" means instructional materials and content identified by the State Board of Education that constitutes the principal source of study for a state funded course to be used in the various grades in the public schools of this state, including the elementary grades and high school grades, which includes but is not limited to systematically designed material in any medium, including digital instructional materials and content and any computer hardware, software, and technical equipment necessary to support such instructional materials and content. The term includes locally approved instructional materials and content that 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 limited to, articles, online simulations, worksheets, novels, biographies, speeches, videos, music, and similar resources in any medium, including both physical or digital.

"Review Period" means the first two weeks of each grading period of the school year.

“Sex education/AIDS education” shall have the same meaning as defined in State Board of Education Rule 160-4-2-.12.

The Principal shall develop procedures to implement this policy. A copy of this policy shall be posted on the School's website.

Nothing in this policy shall affect the rights provided under federal law, including but not limited to the Family Educational Rights & Privacy Act (FERPA).

Authority: OCGA §20-2-143, §20-2-768, §20-2-1010, §20-2-2017; BOE Rule 160-4-2-.12