



**CCSD Board Policies  
And  
Administrative Rules  
Revision/Codification Process  
Sections “E” & “F”**



**Cobb County School District**

*A community with a passion for learning!*

**Policy Development**

## **Proposed Revisions to Board Policy Manual – Sections “E” and “F”**

The majority of the changes proposed for Sections “E” and “F” include only name and/or code changes. However, there are some changes that have been made in response to recent changes in federal/state law and/or State Board of Education rules. Each change is highlighted in the Index of Proposed Revisions. In order to conserve resources the ‘old’ policies and rules that have only these name/code changes have not been included in the packet but are available upon request.

Index of  
Proposed  
Revisions

Revised  
Section  
“E”

Revised  
Section  
“F”

Revised  
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Sections

Current  
Sections  
“E” and “F”



# Cobb County School District

*A community with a passion for learning!*

## Policy Development

### Index of Proposed Revisions Sections “E” & “F”

New Codification	Current Codification	Changes/Comments
Admin Rule EB-R Buildings and Grounds Management	*Admin Rule ECB Building Grounds and Management	<ul style="list-style-type: none"> <li>• Code change</li> </ul>
Admin Rule EBBG-R Risk Management	*Admin Rule EI Risk Management	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Revisions to certain sections including: <ul style="list-style-type: none"> <li>○ property damage</li> <li>○ traffic violations</li> <li>○ DUI</li> <li>○ discipline</li> </ul> </li> </ul>
Admin Rule EBGA-R Improvements/ Modifications to the District Internet	*Admin Rule EGD Improvements/ Modifications to the District Internet	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Formatting change</li> </ul>
Board Policy ED Student Transportation Management and accompanying Admin Rule ED-R Student Transportation Management	*Admin Rule EEA Student Transportation Management	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> <li>• <b>Mandated by O.C.G.A. § 20-2-1126</b></li> </ul>
Board Policy EE Food Service Management and accompanying Admin Rule EE-R Food Service Management	Admin Rule EF Food Service Management	<ul style="list-style-type: none"> <li>• Code change</li> <li>• <b>Mandated by State Board of Education Rule 1605-6-.01(2)(2)2 and 42 U.S.C. § 1751.204</b></li> <li>• Additions recommended by BrockClay in response to recent changes in federal/state law and State Board of Education rules</li> <li>• Formatting changes</li> </ul>
Admin Rule EEA-R Free Food Service	*Admin Rule EFC Free and Reduced Price Meals	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> </ul>
Admin Rule EEE-R Wellness Program	Admin Rule EFJ Wellness	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> <li>• Additions recommended by BrockClay in response to recent changes in federal/state law and State Board of Education rules</li> <li>• Formatting changes</li> </ul>

New Codification	Current Codification	Changes/Comments
Admin Rule EF-R Data Management	*Admin Rule EHB Data/Records Retention	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> </ul>
Admin Rule EGD-R Indemnification and Protection for District Personnel	* Admin Rule EIB-R Indemnification and Protection for District Personnel	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Formatting change (no content change)</li> </ul>
Admin Rule FDAG-R State Government Involvement in Long- Range Planning	*Admin Rule FB Long-Range Planning for State Government Capital Outlay	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> </ul>
Admin Rule FDC-R Naming Facilities	*Admin Rule FF Naming of School District Facilities	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> </ul>
Admin Rule FEAB-R Architects Involvement in Project Planning	*Admin Rule FJA Selection and Employment of Architectural and Engineering Services	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> </ul>
Admin Rule FEAE-R Construction on District Property Funded by Others	Admin Rule FJA Construction on District Property Funded by Others	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Clarification of language regarding different levels of funding and specific requirements</li> </ul>
Admin Rule FEDA-R School Yard Habitat Protection	*Admin Rule FJB School Yard Habitat Protection	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Grammatical correction</li> </ul>
Admin Rule FGB-R Site Acquisition Procedures	*Admin Rule FEE Site Acquisition Procedures	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Formatting change (no content change)</li> </ul>
Admin Rule FGC-R Bids and Quotations	*Admin Rule FEG Construction Contract Bidding and Awards	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> </ul>
Admin Rule FGD-R Facilities Projects Contracts	*Admin Rule FEGC Contract for Construction	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> </ul>
Admin Rule FGG-R Facilities Projects Change Orders	*Admin Rule FEGCA Change Orders	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> </ul>

New Codification	Current Codification	Changes/Comments
Admin Rule FHCA-R Names on Building Plaques	*Admin Rule FFB Plaques for Buildings	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> <li>• Formatting change (no content change)</li> </ul>
Policy AFC Emergency Closings	Admin Rule EBCE School Closings and Cancellations	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> <li>• Changed from Admin Rule to Policy based on content and language</li> </ul>
Admin Rule DFJ-R District Property Replacement/Restitution	*Admin Rule ECAD District Property Replacement/Restitution	<ul style="list-style-type: none"> <li>• Code change</li> </ul>
Admin Rule GBT-R Professional Publishing	*Admin Rule EGAD Intellectual Property	<ul style="list-style-type: none"> <li>• Code change</li> <li>• Name change</li> </ul>

\*Copies are not included in packet. Any changes made are code changes, name changes, formatting changes, or changes that have already been presented in previous packets.

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**EB-R Buildings and Grounds Management**

?/?/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) seeks to provide facilities and grounds that are safe, adequate, and conducive to the educational opportunity for students.

**RULE:**

The following directives shall be observed in regard to the maintenance of plants and facilities:

**A. LIGHTING:**

The thermal and lighting environment for facilities shall be in accordance with state and federal regulations.

**B. REQUESTS FOR MAINTENANCE AND REPAIR:****1. Routine Requests:**

- a. Requests by Principals or designee for maintenance and repair of school facilities shall be directed to the Maintenance and Operations Department (Maintenance) by inputting an online Work Order Request (Work Order).
- b. All routine Work Orders shall be input and completed in accordance with procedures provided by Maintenance.

**2. Emergency Requests:**

Emergency requests for maintenance and/or repair included in the following emergency categories shall be directed by phone to Maintenance.

**a. Fire:**

Any fire shall be reported to Maintenance and District Public Safety immediately after notification of the fire department. Schools should refer to their School Safety Plan for reporting requirements.

**b. Gas Leak:**

Maintenance shall be notified immediately of leaks in gas systems.

- c. Broken water pipes and/or flooding conditions;
- d. Broken glass around locking hardware, windows or doors;
- e. Power failures;
- f. Electrical shortages;
- g. Insufficient hot water to operate kitchen;
- h. Inoperative boiler and/or lack of heat;
- i. Air conditioning malfunction;
- j. Inoperative lock equipment;
- k. Inoperative kitchen equipment necessary for preparation of a meal;
- l. Clogged sewers;
- m. Inoperative custodial equipment.

**C. PLAYGROUND INSPECTION:**

1. All playground equipment should be inspected monthly by the school's Head Custodian. A thorough inspection should be conducted annually by the District's Office of Public Safety.
2. Any time a dangerous situation is identified a work order should be submitted immediately to Maintenance using the procedures outlined above.
3. All school personnel responsible for supervising students on the playground should receive an annual review of safety guidelines related to playscapes and playground supervision. The Principal or designee should ensure proper supervision of students is maintained.



Reclassified an Administrative Rule: 9/1/04

Revised: 7/28/05; 8/13/08

Revised and recoded: ??/12 (Previously coded as Administrative Rule ECB)

Legal Reference

O.C.G.A. 20-02-0261      Common minimum facility requirements

**EBBG-R Risk Management**

?/?/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) promotes a safety education and accident prevention program for the purpose of providing a high degree of safety for students and employees of the District. The District's program shall be in compliance with the requirements of the Georgia Education Code, State Safety Orders, Life Safety Codes of Georgia, and other local and state rules and regulations concerning safety and fire prevention.

**RULE:****A. GENERAL PROVISIONS:**

1. The District strives to provide a safe environment in the instructional and special activities programs.
2. It is the responsibility of every District administrative head to carry out all safety policies set forth in the Emergency Procedures Manual. This will include the delegation of duties to appropriate staff personnel.
3. The District has other requirements for employees driving District-owned/leased vehicles found at Administrative Rule GBAC.

**B. PREVENTABLE ACCIDENTS:**

Employees who operate a District-owned/leased vehicle shall be subject to the following regulation:

**1. DEFINITIONS:**

- a. **Preventable Level I Accident** - Any occurrence involving a District-owned/leased vehicle in which it is determined by the Risk Manager or designee that the driver/operator in question failed to do everything he/she reasonably could have done to prevent the occurrence, if the occurrence:
  - (1) Results in no injuries; or
  - (2) Causes \$1500.00 or less in monetary damages to either vehicle or property.
- b. **Preventable Level II Accident** - Any occurrence involving a District-owned/leased vehicle in which it is determined by the Risk Manager or designee that the driver/operator in question failed to do everything he/she reasonably could have done to prevent the occurrence, if the occurrence:
  - (1) Results in personal injury regardless of who is injured and regardless of property damage amount; or
  - (2) Results in damage over the amount of \$1500.00 to either vehicle or other property.
- c. **Non-Preventable Accident** - Any occurrence involving a District-owned/leased vehicle in which it is determined by the Risk Manager or designee that the driver/operator in question did everything he/she reasonably could have done to prevent the accident.

**2. ADMINISTRATION AND PROCEDURE:**

- a. Any employee who is involved in an accident/incident while operating a District-owned/leased vehicle for any reason shall report the accident/incident to his/her immediate supervisor and dispatch immediately. Should the employee fail to report the accident/incident as required above, he/she may be suspended without pay or be terminated at the discretion of the Administration and the Board of Education (Board).
- b. Attendance at a prescribed traffic school and other corrective measures described in Section 3 below shall be required of employees of the District whose primary function or job requirements include the operation of a District-owned/leased vehicle.

- c. The Risk Manager or designee shall determine if an accident was Level I, Level II or Non-Preventable. Drivers charged with a Level II accident will be offered an appeal before the Accident Review Committee consisting of the Safety/Training Supervisor or designee, Director of Public Safety or designee, the Director/Administrator of the department to which the vehicle is assigned and two employees. A majority vote by the Accident Review Committee shall be required to reclassify an accident.
- d. Criteria for determining that an accident was Level I, Level II or Non-Preventable may include, but is not limited to, driver's statement, law enforcement records, insurance records, statements of witnesses, video footage, and estimates of damage as may be appropriate.
- e. The Executive Director of Transportation or designee should supervise and coordinate employee compliance with this regulation. Traffic School attendees shall provide proof of attendance at the traffic school as prescribed by the Director of Transportation.
- f. Accidents shall be recorded from date of first occurrence and shall accumulate for purposes of employee discipline from the most recent preventable accident counting back seven years.

**3. DISCIPLINE:**

- a. An employee who is involved in either a Level I or Level II accident shall be subject to the following disciplinary action(s):
  - (1) **First Preventable Level I Accident** - Letter of warning will be sent on all Level I accidents unless a Level I accident was committed during the immediate preceding seven year period in which case subsequent accidents will be treated as Level II. Any two Level I Accidents will be deemed a Level II Accident and subject to the minimum discipline listed.
  - (2) **First Preventable Level II Accident** – A letter of Direction will be sent, and employees shall be required to attend the Driver Retraining course prescribed and scheduled by the District Transportation Department on his/her own time.
  - (3) **Second Preventable Level II Accident** – Employee shall be suspended without pay. Employees shall be required to attend the Driver Retraining Course II prescribed and scheduled by the District Transportation Department on his/her own time.
  - (4) **Third Preventable Level II Accident** - Employees shall be suspended without pay.
  - (5) **Subsequent Preventable Accidents (regardless of level)** - a recommendation will be made to Human Resources for termination of employment.
- b. **The District may substitute and/or add the following corrective measures in lieu of or in addition to the discipline specified in Section 3.a above.**
  - (1) Prescribe a traffic school different from those identified.
  - (2) Suspend with pay until investigation is completed.
  - (3) Suspend without pay.
  - (4) Terminate employment with the school system.
  - (5) Reassign to a non-driving position with the school system.
  - (6) Loss of privilege of driving Board owned/leased vehicles.
  - (7) Invoke any combination of the above.
- c. Employees covered by the Fair Dismissal Act will be accorded their rights under the Act prior to any disciplinary action being imposed.

**C. CITATION OF EMPLOYEE FOR TRAFFIC VIOLATION:**

- 1. Any employee who is cited for a traffic violation by a law enforcement agency while operating a District-owned/leased vehicle or while operating a personal vehicle for District purposes for any reason shall report the citation to his/her immediate supervisor and the Professional Standards and Ethics office as soon as possible, and no later than the beginning of the next business day (Administrative Rule GBEA [Staff Ethics]).
- 2. Should the employee fail to report the citation the next working day as required above, he/she may be suspended without pay or be terminated at the discretion of the Administration and the Board of Education (Board).
- 3. Should the employee be found guilty (either by plea of guilty or nolo contendere, or by adjudication of guilt by a court) of the traffic violation charge, or there is other evidence

available that the employee committed a traffic violation, the employee may be suspended without pay or terminated at the discretion of the Administration and the Board.

4. If an employee's primary function job requirements specify a valid driver's license, and he/she is found guilty of a traffic violation involving the revocation or suspension of the employee's driver's license, even if the violation occurred in a vehicle other than a District owned/leased vehicle, the employee may be terminated. The employee must report the suspension or revocation immediately to his/her supervisor.

#### **D. DRIVING UNDER THE INFLUENCE:**

1. District employees who:
  - a. are required to drive a District owned/leased vehicle as part of their job primary function or job requirements, or
  - b. drive a personal vehicle for District purposes, must report any charge of driving under the influence of alcohol or drugs (O.C.G.A. § 40-6-391) to his/her immediate supervisor and the Professional Standards and Ethics office at the beginning of the next working day regardless of whether the conduct which gave rise to the charge occurred in a personal or District owned/leased vehicle.
2. District employees who are not required to drive a District owned/leased vehicle as part of their job requirements who receive a citation for driving under the influence while driving a District owned/leased vehicle, must report this to his/her immediate supervisor and the Professional Standards and Ethics office at the beginning of the next working day. The employee may be reassigned to a non-driving position, and/or may lose the privilege of driving a District owned/leased vehicle. Employees who drive District transportation, maintenance, warehouse or purchasing vehicles and who are reassigned into a non-driving position will be paid at the new position's prevailing rate of pay.
3. Employees found guilty of driving under the influence of alcohol (DUI) or drugs as prohibited by O.C.G.A. § 40-6-391 while driving a District owned/leased vehicle will be recommended for termination.

#### **E. SELF-REPORTING:**

Any employee that operates a District vehicle is required to notify his/her immediate supervisor and the Professional Standards and Ethics office regarding arrests and/or driver's license/traffic citations as outlined in Administrative Rule GBEA (Staff Ethics).

#### **F. COORDINATION:**

Penalties outlined in this Rule are in addition to other remedies available to the Board or District through applicable law or other Administrative Rules, and shall be imposed unless the imposition of such penalties would be deemed a violation of state or federal laws or regulations.

#### **G. EMPLOYEE IDENTIFICATION BADGES:**

The following regulations shall be observed relative to employee identification badges.

1. All employees will be issued an employee identification badge as required. The District will provide the initial badge. The employee will bear the cost of any replacement badge(s) unless replacement is due to normal wear and tear.
2. Employees may not alter, conceal or place unauthorized items or ornaments/pins on their employee identification badge.
3. All employees must wear the badge at all times when on District property. The badge must be worn so that it is easily visible.
4. When an employee leaves employment, he/she must turn in his/her identification badge to his/her immediate supervisor or available administrator. The supervisor/administrator will forward the returned badge to the Fingerprint Specialist Office in Human Resources Division.
5. Employees shall not allow another employee to use their badge to gain unauthorized access to any District facility.

**EBGA-R Improvement/Modification to the District Internet**

?/?/12

GSBA Reference: EBGA (Routine Repairs)

**RATIONALE/OBJECTIVE:**

The Cobb County School District's (District) Intranet is provided for the benefit of the District's students and employees to facilitate instruction, communication and data storage and retrieval. The integrity of the District Intranet system necessitates District coordination of its maintenance, expansion and update.

**RULE:****A. DISTRICT INTRANET:**

The District Intranet is comprised of:

1. The District's wide area network; and
2. Each school or other District facility's local area network.

**B. IMPROVEMENTS/MODIFICATIONS:****1. Prior Approval Requirement:**

Improvements/modifications to the:

**a. District's wide area network:**

Shall be recommended by the Technology Services Division and approved by the Superintendent and/or Board of Education (Board) as required in:

- Board Policy SD-5 (Financial Planning and Budgeting);
- Board Policy SD-6 (Fiscal Accounting and Reporting); and
- Board Policy ABB (Board Powers and Duties).

**b. School/Facility local area network:**

No improvements or modifications shall be commenced until the plans, specifications, and costs of the proposed improvement/modification are reviewed and approved in writing:

- (1) By the appropriate level whether the Board of Education (Board), Superintendent or designee of the Technology Services Division; and
- (2) In compliance with Board Policy SD-6 (Fiscal Accounting and Reporting).

**2. Scope:**

Modifications and improvements to the District Intranet governed by this Rule include, but are not limited to modifications to:

- a. Network cabling;
- b. Network-connected equipment; and
- c. Network software.

**3. Specifications:**

- a. Any and all such modifications/improvements shall conform to standards and specifications adopted by the Technology Services Division;
- b. Once Technology Services has secured the necessary approval (see Board Policy SD-6 [Fiscal Accounting and Reporting]), a proposed modification to District Intranet, the school, organization, or individual making the modifications will comply with the procedures contained in the Technology Division's document titled Improvements/Modifications to the District Intranet.
- c. Any and all work performed on the District Intranet will be under the supervision and direction of the Technology Services Division.

**ED Student Transportation Management**

?/?/12

It is the policy of the Cobb County Board of Education to provide transportation to eligible students enrolled in a Cobb County School District (District) school in accordance with Georgia law and State Board of Education rules.

It is recognized that bus transportation is an offered service that may be withdrawn under certain circumstances.

The Superintendent shall establish and maintain procedures as needed to meet these requirements and implement this policy.

Adopted: ?/?/12

## Legal Reference

O.C.G.A. 36-80-0020	Decal or seal required on vehicles owned or leased
O.C.G.A. 40-08-0112	Compliance with State Board Bus Specifications
O.C.G.A. 40-06-0163	Duty of driver of vehicle meeting or overtaking school bus; reporting of violations
O.C.G.A. 32-06-0200	Installation of protective devices at grade crossings
O.C.G.A. 20-01-0010	Certification by Public Service Commission required prior to contracting with motor or contract carrier
O.C.G.A. 20-2-1181	Loitering at or disrupting schools
O.C.G.A. 20-02-1071	Transportation contracts
O.C.G.A. 20-02-1090	Accident insurance for children on school buses
O.C.G.A. 20-02-1091	Payment of bus insurance premiums
O.C.G.A. 20-02-0188	Student transportation
O.C.G.A. 20-02-0504	Authority to contract for pupil transportation
O.C.G.A. 40-02-0037	Registration and licensing of vehicles of state and political subdivisions
O.C.G.A. 40-06-0160	Speed limits
O.C.G.A. 40-06-0161	Headlights to be lit when transporting children
O.C.G.A. 40-08-0110	School bus equipment requirements
Rule 160-5-3-.01	Purchase of School Buses
Rule 160-5-3-.02	Contracted Transportation Services
Rule 160-5-3-.03	School Bus Inspections
Rule 160-5-3-.04	School Bus Insurance
Rule 160-5-3-.10	Student Transportation Funding Surveys
Rule 160-5-3-.11	Standard Cost Development
Rule 160-5-3-.14	Fuels and Explosives
Rule 160-5-3-.16	Bus Transportation Records

**ED-R Student Transportation Management**

?/?/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) offers transportation for eligible students enrolled in a District school. Eligibility for transportation is determined by criteria outlined in the following Rule. Students and their parents/guardians are reminded that riding the bus is an offered service that may be withdrawn under certain circumstances.

**RULE:****A. DISRUPTION/INTERFERENCE:**

It is unlawful for any person to knowingly, intentionally or recklessly disrupt or interfere with the operation of any public school, public school bus, or public school bus stop. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature. (O.C.G.A. § 20-2-1181)

**B. STUDENTS ELIGIBLE FOR TRANSPORTATION:****1. Elementary School:**

Bus transportation will be provided for elementary students who live more than one-half (1/2) mile from the school in their attendance area. Transportation shall not be provided for elementary students who reside one-half (1/2) mile or less from school.

**2. Middle/High School:**

Bus transportation will be provided for middle and high school students who live more than one (1) mile from the school in their attendance area. Transportation shall not be provided for middle and high school students who reside one (1) mile or less from the school.

**3. Exceptions:**

Any exception to the one-half (1/2) mile eligibility for elementary students and the one (1) mile eligibility for middle and high school students should be based on the existence of hazardous conditions. The existence of such conditions shall be determined by the Superintendent or designee.

**4. Measurement:**

The above stated minimum distances are measured, at the discretion of the Cobb County School District Department of Transportation (Transportation), based on the following: Travel distance made along the commonly traveled road(s) from the nearest school entrance to the driveway curb at the student's residence or the primary entrance curb of multi-family residential complexes.

**5. Routes/Bus Stops:**

- a. All routes and bus stops, including easement walkways, will be defined by Transportation.
- b. Walking distance for students to bus stop should not exceed one-quarter (1/4) mile for elementary students and one-half (1/2) mile for middle and high school students; this may be facilitated by easement walkway.
- c. Every effort will be made to keep bus stops on main arterial roads in subdivisions and common areas such as the clubhouse. Students living in subdivisions or multi-family complexes less than one-half (1/2) mile deep will be picked up at the main entrance of the subdivision or complex.
- d. It is the responsibility of the parent/guardian to ensure the safety of students when going to, coming from, and at the bus stop.
- e. Students 8 years old and younger may be brought back to their school in the afternoon if a parent, guardian or parent/guardian designee is not present at the bus stop to receive them or if they otherwise appear to have no appropriate supervision. This is in

accordance with Department of Family and Children Services (DFCS) Guidelines for safety and supervision of children (Form JL-1 [DFCS Protocol]).

- f. Students should be at their assigned bus stop no less than five (5) minutes before the established pick-up time.
6. **Attendance Zone Changes:**  
When attendance zone changes occur, student's options are outlined in Administrative Rule JC (Admissions/Withdrawals: School Attendance Zone Modifications).
7. **Transfer Students:**  
Parents/Guardians of students approved for a transfer to another school outside their home school attendance zone (Administrative Rule JFABC [Admissions/Withdrawals: Transfer Students]) are responsible for the student's transportation. (See Administrative Rule JCAC [Admissions/Withdrawals: Children of Employees] regarding the transportation of children of employees on transfer.)
8. **Child Care/Family Emergency:**
  - a. Transportation may be provided for the purpose of child care or for a family emergency. Transportation for group gatherings such as meetings, parties, extra-curricular activities will not be approved.
  - b. Requests for child care/family emergency changes in transportation should be submitted in writing to the local school principal (or his/her designee) in a timely manner. The request must state the student's name, address of the child care/family emergency, parent/guardian's phone number, and parent/guardian's signature.
  - c. School personnel will complete a bus pass, attach emergency contact information to the bus pass and require the student to present the pass to the bus driver prior to boarding the bus.
  - d. Approval is contingent on:
    - (1) The bus pass being signed by a local school administrator;
    - (2) Confirmation that seating is available and will not overcrowd the bus; and
    - (3) The student having no prior disciplinary action taken regarding behavior on a bus.
9. **Day Care Centers:**  
A day care center is not considered an authorized bus stop to school or from the school. Transportation between the day care center and the school is the responsibility of the day care center or parent/guardian.
10. School-aged students who live within the District but attend non-public schools or public schools outside the student's home school attendance zone shall be provided with bus transportation by the District only when District officials have:
  - a. Determined the student qualifies for transportation as a homeless student (Administrative Rule JFABD [Admissions/Withdrawals: Homeless Children and Youth]); or
  - b. The student is eligible for transportation due to an attendance zone modification (Administrative Rule JC [Admissions/Withdrawals: School Attendance Zone Modifications]).
11. The Superintendent or designee is authorized to approve the use of school buses for school related activities.

#### **C. TRANSPORTATION MANAGEMENT:**

1. **Assigned Buses:**  
All students should ride assigned buses unless a requested change is approved by the Principal or designee and/or Transportation.
2. **Transportation shall:**
  - a. Establish bus routes and bus stops;
  - b. Be consulted about and participate in identifying recommended changes to and/or establishment of new attendance zones;
  - c. Recommend to the Superintendent or designee the times of opening and closing of all schools served;
  - d. Recommend the purchase of new school buses;
  - e. Recommend annually the number of buses to be declared surplus;
  - f. Resolve problems that arise as an outgrowth of routing and operation of District buses.

#### **D. SCHOOL BUS DRIVER REGULATIONS:**



Bus drivers shall observe all applicable Federal, State, and City traffic laws and should follow all applicable Board Policies, Administrative Rules, the Cobb County School District Transportation Handbook and other Transportation regulations including but not limited to the following:

**1. Discipline of Students:**

Riding a school bus is a privilege and student misbehavior is subject to suspension and/or termination of their bus riding privilege.

- a. Students riding a District bus are subject to the provisions of the appropriate Student Code of Conduct (Administrative Rule JICDA-E, JICDA-M or JICDA-H). Driver's should not appoint students as monitors or patrols as it is the driver's responsibility to:
  - (1) Keep order on the bus;
  - (2) Report in writing, using forms provided by Transportation, to the Field Coordinator for submission to the Principal or designee all student misbehavior;
  - (3) Not reward students for good behavior with candy, cookies, drinks, etc. (Administrative Rule EFJ [Wellness]);
  - (4) Not allow students who have boarded the bus to get off the bus for the purpose of making purchases or any other reasons not authorized by the dispatcher or supervisor and then return to the bus unless the activity is part of an approved field trip;
  - (5) Not return students to a school except in cases of extreme emergency as disruptive students should be taken home and reported to the Field Coordinator for submission to the Principal or designee the next school day.
- b. Discipline is the responsibility of the Principal or designee.
- c. Drivers of schools participating in behavior management programs initiated by Transportation should adhere to the guidelines of the program.

**2. Monitoring, Electronic:**

- a. Video:  
Students and staff are subject to being videotaped while on the bus (Administrative Rule CFIA [Monitoring/Recording Staff and Students]).
- b. Telematic Technology:  
Buses may be equipped with telematic technology for increased safety and security. These devices report bus location and time.

**3. Musical Instruments/Personal Belongings:**

- a. Students may transport musical instruments on the bus if space is available as determined by Transportation which includes under the seat;
- b. Books, lunch boxes, musical instruments or other items should not be placed in the aisle of the bus or in front of the emergency door;
- c. Items may be placed in seat if space is available and does not deprive a student of a seat.

**4. Safety Procedures:**

- a. **Unauthorized Riders:**  
Unauthorized persons are not permitted to ride District school buses.
- b. **Placing Bus in Motion:**  
Students are required to be behind the guard rail or white line on the floor before bus will be placed in motion.

**5. Schedule:**

Transportation will provide schedules for each bus route.

**6. Special Education:**

- a. Special Education transportation will be provided to one specific address every day for eligible special education students for whom transportation has been identified as a related service necessary to enable the student to receive the educational services outlined in the student's individualized education program (IEP) (Administrative Rule IHB [Special Instructional Programs]).
- b. These prescheduled routes should not be altered except for:
  - (1) Permanent changes authorized Transportation; or
  - (2) Emergencies as determined by the Principal or designee and Transportation.

**E. BUSES AND OTHER VEHICLES PURCHASED BY OR ASSIGNED TO SCHOOLS:**

**1. Inspection/Repair:**

- a. It is the responsibility of the school to deliver the bus to the assigned bus shop for:
    - (1) State mandated monthly inspections; and
    - (2) Routine service and maintenance.
  - b. All repairs should be coordinated through Transportation.
  - c. Responsibility for payment will be determined by Transportation.
2. **Other Provisions:**
- a. **Housing:**  
 Housing of buses will be at the school unless it is more desirable for the school to house the bus at Transportation;
    - (1) If the bus is housed at the school, proper security will be used to ensure protection;
    - (2) If vandalism is persistent at a particular location, Transportation may require that the bus be housed at a different location.
  - b. **Customization:**  
 Buses assigned to schools from the regular District Transportation fleet may not be customized as:
    - (1) The present colors of yellow and black will be maintained; also,
    - (2) The inscription of the Cobb County School District will be retained.
  - c. **Documentation:**  
 A field trip request form (Form IFCB-1 [Field Trip Request Form]) should be submitted when the bus/vehicle is used for purposes other than the regular delivery of students to and from school. Form IFCB-1 ensures proper payment:
    - (1) Of the driver if a regular District school bus driver is employed to drive; and
    - (2) For fuel.
  - d. All applicable Administrative Rules and other District procedures will apply to the use of these buses/vehicles.
  - e. The procedure for reporting accidents will be the same as for regular buses making regular bus runs as outlined above.

Adopted: 7/27/78

Reclassified an Administrative Rule: 9/1/04

Revised: 9/23/82; 10/12/83; 8/8/84; 7/10/86; 1/10/90; 8/20/92; 10/22/92; 7/28/05; 2/8/06; 7/23/09; 2/10/10; 4/11/12

Revised and recoded: ??/12 (Previously coded as Administrative Rule EEA)

Legal Reference

O.C.G.A. 36-80-0020	Decal or seal required on vehicles owned or leased
O.C.G.A. 40-08-0112	Compliance with State Board Bus Specifications
O.C.G.A. 40-06-0163	Duty of driver of vehicle meeting or overtaking school bus; reporting of violations
O.C.G.A. 32-06-0200	Installation of protective devices at grade crossings
O.C.G.A. 20-01-0010	Certification by Public Service Commission required prior to contracting with motor or contract carrier
O.C.G.A. 20-2-1181	Loitering at or disrupting schools
O.C.G.A. 20-02-1071	Transportation contracts
O.C.G.A. 20-02-1090	Accident insurance for children on school buses
O.C.G.A. 20-02-1091	Payment of bus insurance premiums
O.C.G.A. 20-02-0188	Student transportation
O.C.G.A. 20-02-0504	Authority to contract for pupil transportation
O.C.G.A. 40-02-0037	Registration and licensing of vehicles of state and political subdivisions
O.C.G.A. 40-06-0160	Speed limits
O.C.G.A. 40-06-0161	Headlights to be lit when transporting children
O.C.G.A. 40-08-0110	School bus equipment requirements
Rule 160-5-3-.01	Purchase of School Buses
Rule 160-5-3-.02	Contracted Transportation Services
Rule 160-5-3-.03	School Bus Inspections
Rule 160-5-3-.04	School Bus Insurance
Rule 160-5-3-.10	Student Transportation Funding Surveys
Rule 160-5-3-.11	Standard Cost Development
Rule 160-5-3-.14	Fuels and Explosives
Rule 160-5-3-.16	Bus Transportation Records

**EE Food Service Management**

?/?/12

The Cobb County Board of Education (Board) strives to provide a food service program that serves high quality, nutritious meals in accordance with state and federal law and rules promulgated by the State Board of Education.

The School Food and Nutrition Program shall be viewed as a part of the total educational program through the cooperative efforts of administrators, teachers, and school nutrition personnel.

The goal of the School Food and Nutrition Program is to provide appealing and nutritionally sound meals to all students, regardless of income or family status. These meals should be delivered along with nutrition education so that students are equipped for a lifetime of nutritional wellness. The meals served are of high quality, appropriate portion sizes, nutritious, safe, attractive, and the type of foods in combinations that students will accept and consume.

The primary responsibility of the program is to provide for the child's needs for basic nutrition. Children eligible for a free or reduced priced meal must be served a meal with no reduction in quantity or quality.

Adopted: ?/?/12

## Legal Reference

O.C.G.A. 20-2-66  
O.C.G.A. 20-2-187  
42 USC 1751 *et al.*  
42 USC 1771 *et al.*

School breakfast program  
School lunch program/personnel; instruction in nutrition, hygiene, etiquette and social graces  
Richard B. Russell National School Lunch Act  
Child Nutrition Act of 1966

**EE-R Food Service Management**

?/?/12

**RATIONALE/OBJECTIVE:**

The food service program of the Cobb County Schools District (District) strives to provide nutritionally-balanced meals that are nourishing, are available at moderate prices, and are served in pleasant surroundings.

**RULE:**

The following directives shall be observed in operating the school cafeterias in the District.

**A. SCHOOL MEALS:**

1. School meals should be provided at a reasonable price and shall use State allocated food services funds to supplement federal funds as a means of keeping sale prices within reach of paying children.
2. Breakfast may be provided to meet the food needs of children. The District will comply with the requirements for school food programs as mandated by federal and state law and by the State Board of Education.
3. School meals will meet applicable state and federal guidelines regarding food content, including types of foods served as well as how they are prepared.
4. The District will provide a choice of menu items within required food selections in all school where student may refuse items offered.
5. **Food of Minimal Nutrition Value:**  
The sale and distribution of foods of minimal nutritional values as defined by USDA regulations if prohibited in:
  - a. **Elementary Schools (grades Pre-K through 5):**  
From the beginning of the day (12:01 a.m.) until the end of the school day or ASP (whichever is later).
  - b. **Secondary Schools (grades 6 through 12):**  
The dining, serving, and kitchen areas during breakfast and lunch meal periods.

**B. PRICING AND EXPENSES:**

1. **Special Meal Functions:**
  - a. The use of kitchen facilities must be approved by the Food Services Manager and the Facilities Use Coordinator.
  - b. All special meal functions (banquets, luncheons, etc.), facilities use for food preparation and serving, and emergency shelter feeding which use the school kitchen facilities shall have at least one member of the regular kitchen staff (manager or person designated by the manager) on the premises during the time of such a function. The rate of pay for the person and/or persons shall be at their overtime rate. All labor will be reported on the Service Report and will be paid through the Payroll Department.
  - c. All food items and/or consumable supplies purchased through the School Food and Nutrition Program (SFNP) and all labor used for a Special Meal Function must be reported on the Special Meal Function Form. Financial Services will bill the sponsoring organization for the food, labor and other costs of the special function.
  - d. All special meal functions must operate on a self-sustaining basis.
2. **Purchasing:**
  - a. The purchase of the most commonly used food and non-food items are purchased on bid through the Purchasing Department. The school lunchroom shall purchase all items which are on the county-wide bid from the bid order forms.

- b. All purchases for non-bid items must be from a vendor which has been assigned a computer number. SFNP is responsible for obtaining prices on non-bid items following purchasing guidelines while seeking the best quality for the lowest price.
  - c. SFNP employees are prohibited from purchasing or accepting food for personal use from salesmen. SFNP employees are also prohibited from accepting personal gifts, trading stamps or other "kick-backs" as an incentive to buy a product.
3. **Free Meals:**
- a. The free meal program shall be administered in accordance with the federal and state law and rules promulgated by the State Board of Education.
  - b. Each person who eats a school meal must pay the regular sale price for his/her meal with only two exceptions:
    - (1) Students who are entitled to receive free or reduced meals under federal and/or state law; and
    - (2) Food service employees who are paid from school lunch funds.
4. **Adult Portions:**
- a. Any adult whose name does not appear on the SFNP Payroll must pay the full cost of the meal or any foods consumed.
  - b. The meat/meat alternate portion should be the same size as the portion served to the oldest student in the District.
5. **Personal Use:**
- No person is permitted to take food or garbage from the food service program for personal use.

Reclassified an Administrative Rule: 9/1/04  
Revised: 9/7/05; 8/9/06  
Revised and recoded: ???/12 (Previously coded as Administrative Rule EF)

Legal Reference	
O.C.G.A. 20-2-66	School breakfast program
O.C.G.A. 20-2-187	School lunch program/personnel; instruction in nutrition, hygiene, etiquette and social graces
42 USC 1751 et al.	Richard B. Russell National School Lunch Act
42 USC 1771 et al.	Child Nutrition Act of 1966

**EEA-R Free Food Service**

?/?/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) has entered into agreement to participate in the National School Lunch Program and School Breakfast Program, and to receive commodities donated by the United States Department of Agriculture,. The District provides free and reduced price meals to eligible children in the schools under its jurisdiction.

**RULE:**

The District implements the following Rule with respect to determining the eligibility of children for free and reduced price meals in all National School Lunch Program, National School Breakfast Program and commodity-only schools under its jurisdiction.

**A. FREE AND REDUCED PRICE MEALS:**

1. In providing free and reduced price meals, the District:
  - a. Serves meals free to children from families whose income is at or below that listed in the Eligibility Scale.
  - b. Serves meals at the reduced price annually recommended by USDA to children from families whose income is at or below that listed in the Eligibility Scale.
  - c. Provides these benefits to children from families experiencing unemployment which causes the family income to fall within the criteria specified in the Eligibility Scale.
  - d. Mandates that there will be no physical segregation of, or any other discrimination against, any student because of inability to pay the full price of the meal:
    - (1) The names of students eligible to receive free or reduced price meals shall not be published, posted or announced in any manner and there shall be no overt identification of any such student by use of special tokens or tickets or by any other means.
    - (2) Students eligible for free or reduced price meals shall not be required to:
      - (a) Work for their meals,
      - (b) Use a separate dining room or separate area of the dining room,
      - (c) Go through a separate serving line,
      - (d) Enter the dining room through a separate entrance,
      - (e) Eat lunch or breakfast at a different time, or
      - (f) Eat a different meal from the meal sold to children paying the full price.
  - e. Mandates that in the operation of child nutrition programs, no child shall be discriminated against because of race, color, national origin, religion, age, sex or handicap, and
  - f. Will establish and use a fair hearing procedure in cases of appeal by parents/guardians of the school's decisions on applications and for school officials' challenges to the correctness of information contained in an application or of the continued eligibility of any students for free or reduced price meals.
    - (1) During the appeal and hearing, the student will continue to receive free or reduced price meals.
    - (2) Prior to initiating the hearing procedure, the parent/guardian or local school official may request a conference to provide an opportunity for the parent/guardian and school official to discuss the situation, present information, and obtain an explanation of data submitted in the application and decisions rendered. Such a conference shall not in any way prejudice or diminish the right to a fair hearing.
    - (3) The hearing procedure shall provide:

- (a) A publicly-announced, simple method for making an oral or written request for a hearing,
  - (b) An opportunity to be assisted or represented by an attorney or other person,
  - (c) An opportunity to examine, prior to and during the hearing, the documents and records presented to support the decision under appeal,
  - (d) That the hearing shall be held with reasonable promptness and convenience and that adequate notice shall be given as to the time and place of the hearing,
  - (e) An opportunity to present oral or documentary evidence and arguments supporting a position without undue interference,
  - (f) An opportunity to question or refute any testimony or other evidence and confront and to cross-examine any adverse witness,
  - (g) That the hearing shall be conducted and the decision made by a hearing official who did not participate in the decision under appeal or any previous conference,
  - (h) That the decision of the hearing official shall be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record,
  - (i) That the parties concerned and any designated representative thereof shall be notified in writing of the decision of the hearing official,
  - (j) That a written record shall be prepared with respect to each hearing. This record shall include the decision under appeal, any documentary evidence and a summary of any oral testimony presented at the hearing, the decision of the hearing official including the reasons therefore, and a copy of the notification to the parties concerned of the hearing official's decision, and
  - (k) That such written record of each hearing shall be preserved for a period of three years after the end of the fiscal year to which it pertains and shall be available for examination by the parties concerned or their representative at any reasonable time and place during such period.
- g. Designates the Regulations Coordinator to review applications and make determinations of eligibility. This official will use the criteria outlined in this Rule to determine which individual students are eligible for free or reduced price meals.
- h. Will develop and send to each student's parent/guardian a letter, including an application form for free and reduced price meals at the beginning of each school year, unless specifically exempted from doing so:
- (1) Parents/guardians will be requested to complete the application and return it to the determining official (named in "g" above) for review.
  - (2) Such applications and documentation of action taken will be maintained for three years after the fiscal year to which they pertain or according to the District's records retention schedule, whichever is longer.
  - (3) If the audit findings have not been resolved, the records shall be retained beyond the three-year period as long as required for the resolution of issues raised by the audit.
  - (4) Applications may be filed at any time during the year and any parent/guardian enrolling a student in a school for the first time, at any time during the year, shall be supplied with such documents.
  - (5) If a student transfers from one school to another within the District, his/her eligibility for a free or reduced price meal will be transferred to and honored by the receiving school.
  - (6) All students from a household will receive the same benefits based on income information; however, categorical eligibility may be different for individual students.
  - (7) Students will be served meals immediately upon the establishment of their eligibility.
  - (8) When an application is rejected, parents/guardians will be informed of the reason for denial and of the hearing procedure. The designated hearing official is the Executive Director of Auxiliary Services, 6975 Cobb International Boulevard, Kennesaw, Georgia, 30152.
- i. Provides to local grassroots organizations and any major employers contemplating or experiencing large layoffs, a public release containing the same information outlined in the parent/guardian letter at the beginning of the school year. In addition, the District will provide a public release to all newspapers in the area.

- j. Will establish a procedure to collect money from students who pay for their meals and to account for the number of free, reduced-price and full-price meals. The procedure referenced in the Meal Accountability Procedures will be used so that no other student in the school will consciously be made aware, by such procedure, of the identity of the students receiving reduced price or free meals.
- k. Will submit to the Georgia Department of Education any alteration or amendments to policy, including eligibility criteria, applications, public announcements, collection procedures, etc., for approval prior to implementation. Such changes will be effective only upon approval. Any changes in eligibility criteria must be publicly announced in the same manner used in the beginning of the school year.
- l. Verifies in accordance with program regulations and maintain records as follows:
  - (1) By November 15, by random sample or by focused sample, a number of approved applications on file on October 1, using the following procedures:
    - (a) Randomly select at a minimum 3 percent or 3000 whichever is less of the number of applications approved for free and reduced price meals that are on file on October 1 or from applications approved based on income and claiming monthly income within \$100.00 or yearly income within \$1,200 of the eligibility limit for free or reduced-price meals, one percent; plus 0.5 percent of food stamp households whose applications provided food stamp case numbers in lieu of income information.
    - (b) Mail to parents/guardians of selected students written notification of their selection, which includes acceptable sources of income documentation.
    - (c) If documentation does not support the present approved category, mail parents/guardians an Adverse Action letter outlining change in status and date of change (10 days from date of letter).
    - (d) If no response to notification letter, send Adverse Action letter indicating no response, and change of status to "denied" (10 days from date of letter) because of no response.
    - (e) Provide a discussion and/or hearing (using procedures previously outlined) if requested by parents/guardians.
    - (f) If no response is received to the second letter within ten days, immediately terminate the eligibility for all students in the household.
    - (g) Maintain "School Verification Record of Action."
  - (2) Complete "School Summary of Verification Efforts" by November 15 and submit to system office. Maintain "School Verification Record of Action," to support the summary.
  - (3) Complete Verification Reporting and submit to area school nutrition consultant.
  - (4) Maintain a file of all documentation used in verification, including copies of all letters sent to each parent/guardian along with copies of income documentation supplied by parents/guardians and documentation of current food stamp or AFDC eligibility.
- m. Implements accountability requirements as spelled out by the United States Department of Agriculture in 7CFR210.8 to include, at a minimum:
  - (1) Developing and implementing meal accountability procedures.
  - (2) Performing monthly edits of all school claims for reimbursement.
  - (3) Monitoring meal accountability procedures during an annual review of each school.
- n. Assigns to School Nutrition Program personnel primary responsibilities for the following functions:
  - (1) Collecting cash for meals served to students.
  - (2) Counting meals served for the purpose of filing reimbursement claims.
  - (3) Processing applications for approval and denial of free and reduced-price meals.
  - (4) Maintaining a current student eligibility list.
  - (5) Verifying free and reduced-price meal applications.

**B. FORMS AND DOCUMENTS:**

Forms and documents issued by the Division of School Food and Nutrition for the implementation of this Rule are in accordance with the policies, rules and regulations of the Georgia Department of Education and the United States Department of Agriculture and are considered an extension of this Rule.



Reclassified an Administrative Rule: 9/1/04

Revised: 9/13/89; 9/27/90; 8/14/91; 11/10/93; 9/7/05

Revised and recoded: ??/12 (Previously coded as Administrative Rule EFC)

Legal Reference

O.C.G.A. 20-02-1170	Penalty for providing false information on free or reduced food application
O.C.G.A. 20-02-0187	School lunch program/personnel; instruction in nutrition, hygiene, etiquette and social graces
Rule 160-5-6-.01	Statewide School Nutritional Program
42 USC 1751	School Lunch Programs
42 USC 1766	Child and Adult Care Food Program
42 USC 1773	School Breakfast Program
07 CFR 215.1	Special Milk Program for Children, under the Child Nutrition Act
07 CFR 220.12	School Breakfast Program-Competitive Food Services
42 USC 1758	Program requirements-School Lunch Program
07 CFR 210.1	National School Lunch Program - general purpose and scope

**EEE-R Wellness Program**

?/?/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) recognizes the importance that wellness plays in life as well as academic success of students. Further, Federal law requires that the District establish a school wellness policy and develop a comprehensive plan with measurable implementation strategies that involves all pertinent areas of the District.

**RULE:**

The District assures that the guidelines for reimbursable meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture as the regulations and guidance apply to schools.

**A. NUTRITION EDUCATION GOALS:**

The District will teach, encourage and support healthy eating by students.

1. The primary goal of nutrition education is to positively influence students' eating behaviors. Nutrition education is an integral part of the school health education program as described in Administrative Rule IHAM (Health Education).
2. Continuing professional development will be provided for all Food and Nutrition Service staff members. The professional development and training programs shall comply with all requirements imposed by federal and state law and State Board of Education rules. System-level supervisory school nutrition personnel shall meet the certification requirements imposed by federal and state law and rules promulgated by the State Board of Education.
3. Cobb County Performance Standards in health education address nutrition and physical activity. Students in grades Pre-K–12 will receive nutrition education that is age appropriate, reflects student cultures, is interactive and teaches the life-skills they need to adopt lifelong healthy eating behaviors.
4. School nutrition personnel shall have primary responsibility over meal accountability.
5. During the school day, schools will promote and encourage healthy food choices (cafeteria, a la carte, classroom snacks, ASP snacks, vending, fundraising.) that are consistent with the nutrition education curriculum.
6. Each food service facility will have at least one school nutrition employee on site who is certified as a food safety manager in compliance with federal and state law and rules promulgated by the State Board of Education.

**B. PHYSICAL ACTIVITY GOALS:**

The primary goal for each school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle. Thirty to sixty minutes of moderate to vigorous physical activities daily for all students K-12 shall be encouraged. The District's physical education program is outlined in Administrative Rule IHAE (Physical Education Program).

**C. NUTRITION STANDARDS:**

In order to promote healthy eating habits:

1. The School Nutrition Program will ensure that reimbursable school meals meet the school nutrition program requirements and nutrition standards set forth under relevant federal and state regulations.

2. The School Nutrition Program will provide for a choice of menus or items within required food selections in all schools where students may refuse food items offered.
3. Schools will promote and encourage foods and beverages that are low in fat and sugar and high in fiber (a la carte, vending, school stores/snack bars, and ASP Programs). Guidelines will be provided by Food and Nutrition Services to the administrators of each of these programs.
4. Guidelines will be provided by Food and Nutrition Services to the School Health Advisory Council to improve the nutritional content of foods offered in fundraising activities and class parties.
5. The following directives shall be observed in operating the school cafeterias in the District:
  - a. **Foods of Minimal Nutritional Value:**  
The sale and distribution of foods of minimal nutritional value as defined by USDA regulations is prohibited in:
    - (1) **Elementary Schools (grades Pre-K through 5):**  
From the beginning of the day (12:01 a.m.) until the end of the school day or ASP (whichever is later).
    - (2) **Secondary Schools (grades 6 through 12):**  
In the dining, serving, and kitchen areas during breakfast and lunch meal periods.
  - b. **Competitive Foods:**
    - (1) **Definition:**  
Competitive foods are any foods sold in competition with the National School Breakfast and Lunch Program to children during the meal periods.
    - (2) If the Principal approves the sale of competitive foods at school:
      - (a) All income from the sale of such foods must accrue to the benefit of:
        - 1) The nonprofit school food service; or
        - 2) The school or school organizations approved by the Principal.
      - (b) They must be sold in locations other than the dining, serving, and kitchen areas.
      - (c) The school should promote an overall school environment that encourages students to make healthy food choices.

**D. OTHER SCHOOL-BASED ACTIVITIES:**

1. Schools should create a healthy building environment and develop classroom management strategies that provide consistent wellness messages that are conducive to healthy eating and a physically active lifestyle. Therefore, schools should:
  - a. Provide a clean and safe meal environment;
  - b. Promote and encourage alternatives to food as a reward or punishment; and
  - c. Provide a safe environment for physical activity.
2. Local best practices will be shared on District Web-site(s).

**E. IMPLEMENTATION:**

1. Schools shall establish and maintain a Wellness Advisory Council (Council). Principals may use the School Council or other existing committees to fulfill this responsibility. The annual goal(s) of the Council will support this Administrative Rule and the school's wellness plan governing wellness for faculty, staff, and students.
  - a. The Council may consist of administration, teacher, physical educator, café manager, health educator, school nurse, counselor, parent/guardian and/or PTA member, student, or School Council Member.
  - b. The online abridged version of the CDC's School Health Index (Index) shall be used to assess and improve the school's physical activity, healthy eating, and overall school wellness initiatives. The Index should be used annually thereafter by the Council and Principal for ongoing assessment.
  - c. The Council will utilize the results of the Index assessment to develop the school's wellness plan.
  - d. The District Wellness Steering Committee will work with school administrators and Councils to provide assistance and resources to focus training and support for student and staff wellness initiatives.

- e. To improve communication and support the school wellness initiative, information on nutrition, physical activity and physical education shall be included in the following:
  - (1) Student folders;
  - (2) Newsletters;
  - (3) Web sites;
  - (4) PTA meetings;
  - (5) Bulletin boards; and
  - (6) Other appropriate home-school communications.
2. The Principal will measure the implementation of this Rule and will ensure the school's compliance with this Rule. He/she should:
  - a. Support the School Wellness Representative and the Wellness Advisory Council in documenting the school's efforts to comply with this Rule and to fulfill the school's Wellness Plan; and
  - b. Utilize the standard instrument developed by the District Wellness Steering Committee to monitor his/her school's implementation of the Wellness Plan.

Adopted: 7/27/06

Revised: 1/14/09

Revised and recoded: ?/?/12 (Previously coded as Administrative Rule EFJ)

Legal Reference

O.C.G.A. 20-2-66

O.C.G.A. 20-2-187

42 USC 1751 *et al.*

42 USC 1771 *et al.*

School breakfast programs

School lunch program/personnel; instruction in nutrition, hygiene, etiquette and social graces

Richard B. Russell National School Lunch Act

Child Nutrition Act of 1966

**EF-R Data Management**

?/?/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) complies with the requirement of the Georgia Records Act (O.C.G.A. § 50-18-90 *et seq.*) that all local governments adopt a records management plan. The District's records may contain information that retains value as legal, audit, and historical evidence that the District has carried out its' mandated duties and responsibilities. These records contain information needed for varying lengths of time as specified in the Retention Schedules for Local Government Records (State Retention Schedules) established by the Georgia Secretary of State through the Division of Archives and History.

**RULE:****A. GENERAL GUIDELINES:**

1. Each Division, Department and school is responsible for adhering to the State Retention Schedules' Common Record Categories as well as the Specific Record Categories, or parts of the Specific Record Categories, that apply to school districts. For any record series in the District's custody not covered by the State Retention Schedules, the Office of Records Management of the Financial Services Division shall recommend schedules for adoption by the District and shall submit them to the Georgia Division of Archives and History.
2. Records are to be retained as required in the State Retention Schedules and any District Schedules. Absent substantial justification, no records should be:
  - a. Retained that are not required by the State Retention Schedules or District Schedules; and
  - b. Retained longer than is required by the State Retention Schedules or District Schedules. Without State approval, no record shall be retained for a period that is shorter than the period required by the State Retention Schedules.
3. When a document is being prepared, all preliminary versions or drafts may be destroyed once the final version is complete.

**B. RECORDS MANAGEMENT PLAN:**

The District establishes a Records Management Plan (Plan) administered by the Office of Records Management (Records Management) of the Financial Services Division. The Plan shall:

1. Direct and coordinate all records management matters in compliance with the Georgia Records Act including identifying responsibilities of individual schools and departments;
2. Provide information and assistance for records storage, retrieval, and destruction to allow individual schools and departments to comply with State Retention Schedules and any District Schedules; and
3. Communicate a destruction procedure in compliance with the State Retention Schedules and any District Schedules.

**C. RECORDS MANAGEMENT HANDBOOK:**

Records Management shall develop, maintain and issue a Records Management Handbook (Handbook) (Form EHB-1) outlining the District's procedures for the transfer, storage, retrieval, microfilming, and destruction of records generated and maintained by the District administrative and school offices.

**D. OFF-SITE STORAGE:**

An off-site records storage center will house paper records for permanent retention and records stored temporarily pending disposal/destruction. The center will:

1. Store records that can be removed from the office environment;
2. Provide access to records only to authorized personnel;
3. Provide information retrieval services to include copies of transcripts;
4. Assist in the destruction/disposal of records according to the State Retention Schedules and any District Schedules; and
5. Coordinate the microfilming of records for permanent retention.

**E. ELECTRONIC RECORDS:**

Retention requirements included in the State Retention Schedules and any District Schedules apply equally to electronic and paper records. Therefore, electronic records:

1. Are retained the same length of time as paper documents with the same content.
2. May be retained in electronic format if their retention period is not more than 15 years or they may be printed and retained in hard copy or micro-filmed, except for e-mail as provided below. As a general rule, they do not need to be retained in both formats.

**3. E-Mail:**

Based upon its content, the State Retention Schedules categorizes E-Mail as "Transitory" or "Temporary" (see the Schedules for length of retention for each category). Guidelines:

- a. Transitory E-mail should be deleted as soon as it is no longer useful.
- b. Temporary E-mail, whether short-term or long-term, is subject to the following District guidelines:
  - (1) Retention of E-mail originating within the District is the responsibility of the originator.
  - (2) Retention of E-mail originating outside the District is the responsibility of the recipient unless someone other than the recipient is designated to respond to it, in which case the responder is responsible for retaining both the original message and the response.
  - (3) Temporary E-Mail, as defined above, should be printed and retained in hard copy. The hard copy must include the originator of the document, the owner of the document, and the date the document was created or modified. The electronic copy should then be deleted.
- c. E-mail containing student specific information may become part of the student's permanent record if the E-mail is printed and placed with the permanent record. In this event, the electronic copy is not retained.

**F. OPEN RECORDS ACT:**

Except as otherwise provided by law or court order, all records prepared and maintained or received in the course of the operation of the District shall be open to the public in accordance with the Georgia Open Records Act, O.C.G.A. § 50-18-70 *et seq.* Public records include documents, tapes, photographs, and computer-based or generated information such as e-mails. Public records also include records received or maintained by a private person or entity in the performance of a service or function for or on behalf of the District. Pursuant to the Act, a reasonable charge will be collected for search, retrieval, and other direct administrative costs for complying with a request to inspect or copy public records. There shall be no charge, however, for the first quarter hour. When copies are requested, a copying fee will be charged and collected in accordance with O.C.G.A. § 50-18-71.

Reclassified an Administrative Rule: 9/1/04

Revised: 6/14/06

Revised and recoded: ?/?/12 (Previously coded as Administrative Rule EHB)

Legal Reference

Rule 160-5-1-.03	Identification and Reporting of Schools
Rule 160-5-1-.07	Student Data Collection
Rule 160-5-1-.28	Student Enrollment and Withdrawal
Rule 160-5-6-.01	Statewide School Nutritional Program

**EGD-R Indemnification and Protection for District Personnel**

?/?/12

GSBA Reference: EGD (Liability Insurance)

**RATIONALE/OBJECTIVE:**

The Cobb County Board of Education (Board) and the Cobb County School District (District) seek to provide appropriate indemnification and protection for Board members and District administrators, employees, teachers and volunteers.

**RULE:****A. GENERAL PROVISIONS:**

The Cobb County School District is a political subdivision of the State of Georgia and, as such, is afforded sovereign immunity by Act. I, Sec. II, Para. IX of the State Constitution. The District, being the arm of the County government concerned with public educational affairs, will rely on and will invoke sovereign immunity on its behalf and on behalf of Board of Education members and District employees, administrators, teachers and those individuals who are volunteering their labor and services to the District against all suits in law or equity brought against Board members and/or District employees, administrators, teachers and volunteers. The District will indemnify and hold harmless the foregoing against all alleged causes of action arising out of the good faith performance of duties while the foregoing are acting within the scope of their employment and within the scope of their duties. The District will defend any and all suits at law or equity against Board members, and/or District employees, administrators, teachers and volunteers whether sounding in tort or contract, and whether originating in Federal or State constitutional or statutory law. In conjunction with the foregoing, the District will expend funds for court costs, attorneys' fees, witness fees and investigative fees in defending said suits and will pay, to the extent allowed by law, all judgments that it or Board members, teachers, administrators, employees and volunteers are determined to be legally obligated to pay because of their acts or omissions arising out of the good faith performance of duties or employment.

**B. LIMITATIONS:**

The obligation of the District in regard to the foregoing will not apply (a) to any party against whom the Board or Administration has brought legal or administrative action or (b) to any legal action which the Board member, employee, administrator, teacher or volunteer institutes in a court of law seeking monetary compensation on his or her own behalf.

**C. PROVIDING COUNSEL:**

In regard to criminal prosecutions brought against Board members and/or District employees, administrators, teachers and volunteers alleging violation of State or Federal criminal statutes because of acts committed in the scope of duty or employment, the District will provide competent counsel skilled in criminal law or will compensate counsel selected by the Board member or District employee, teacher, administrator or volunteer, and approved by the Board, at a rate agreed upon between counsel and the District.

**D. ALLEGATIONS WITHOUT BASIS:**

Allegations against District employees without basis or in situations where it can be determined by an investigation by Human Resources that no grounds for complaint exist will be defended by the Board attorney if recommended by administration and approved by the Board of Education. Legal defense will not be provided for complaints filed by the District as required by State law or regulation.

The provisions of this Administrative Rule are limited by and subject to any provisions included in any plans of self-insurance that the Board has adopted or may adopt. Should any portion of this policy be declared illegal or unconstitutional, the remainder will continue in effect, it being the intent that each provision hereof is enacted separately and independently of other provisions and will not be affected by a court determination that a part is unconstitutional or illegal.

Adopted: 10/27/77

Revised: 10/12/83; 8/8/84; 7/10/86; 2/27/87; 07/25/96; 06/26/97

Reclassified an Administrative Rule: 9/1/04

Revised: 12/8/05

Revised and recoded: ??/12 (Previously coded as Administrative Rule EIB)

Legal Reference

O.C.G.A. 20-02-1000	Limitation on civil damages for disciplining students
O.C.G.A. 20-02-1001	Limited immunity from criminal liability
O.C.G.A. 20-02-0992	Immunity not waived
O.C.G.A. 20-02-0993	Defense of actions against officials and employees
O.C.G.A. 20-02-0994	Payment of amount of deductible under liability policies
O.C.G.A. 20-02-0991.1	Including non-profit organizations, their members, and school volunteers in policies and indemnity contracts
O.C.G.A. 20-02-0776	Auto-injectable epinephrine defined; requirements for student retention of medication; liability of school system
O.C.G.A. 20-02-0776.1	Administration of auto-injectable epinephrine by school personnel
O.C.G.A. 20-02-1090	Accident insurance for children on school buses
O.C.G.A. 20-02-1092	Insurance coverage for general public against negligent operation of school bus
O.C.G.A. 20-02-0991	Liability insurance for board members and employees of public schools
Rule 160-5-3-.04	School Bus Insurance



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**FDAG-R State Government Involvement in Long-Range Planning**

?/?/12

**RATIONALE/OBJECTIVE:**

In order to continue the receipt of Capital Outlay funds from the State Department of Education, it is necessary to maintain a current Facilities Plan.

**RULE:**

**A. FACILITIES PLAN:**

The Director of Construction is required to maintain a current Facilities Plan under the supervision of the Chief Operations Officer.

**B. UPDATES:**

Substantive or substantial updates to the Facilities Plan must be approved by the Board of Education.

Reclassified an Administrative Rule: 9/1/04

Revised: 9/22/05

Revised and recoded: ?/?/12 (Previously coded as Administrative Rule FB)

Legal Reference

O.C.G.A. 20-02-0016

Acceptance and allotment of federal aid and other funds for school construction

O.C.G.A. 20-02-0260

Capital outlay funds, generally

O.C.G.A. 20-02-0520

Acquiring/disposing of school sites; building, repairing, renting, and furnishing school houses

Rule 160-5-4-.01

Educational Facilities Construction Plan (Local Facilities Plan)

**FDC-R Naming Facilities**

?/?/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) recognizes that the official names of its facilities are vital to their public image. Therefore, when selecting names for facilities for recommendation to the Cobb County Board of Education, the District will emphasize effective public communication and the honor and integrity that the name will reflect upon the facility.

Names for District facilities must be approved by the Cobb County Board of Education.

**RULE:****A. Names for New Educational Facilities:**

1. Individuals and organizations in Cobb County may submit names for new facilities for consideration by the District for recommendation to the Board of Education.
2. New facilities may be named for individuals, families, communities and geographic areas of Cobb County. Specific provisions:
  - a. If the name proposed honors a person, the honoree must be deceased for at least three (3) years.
  - b. The person must have made a significant educational, historical or social contribution in the community.
  - c. Names of persons that duplicate in whole or part the last name of an existing District facility shall be ineligible for selection as the name of a new facility.
  - d. Names of communities served and geographic locations in proximity to the facility may be proposed for consideration.

**B. Names for Areas Within Educational Facilities:**

1. Areas of educational facilities and property shall be titled in accordance with their function and the official District name for the facility.
2. The District understands that periodically, communities served by educational facilities may wish to recognize individuals for long and honorable service.
3. The Cobb County Board of Education has the authority to accept monetary donations from entities on behalf of the Cobb County School District Educational Foundation. The Board may honor individuals and entities who contribute to the Foundation by naming areas of District educational facilities for them.

**C. Guidelines:****1. New Educational Facilities:****a. School Naming Committee:**

- (1) The School Naming Committee will follow the procedures outlined in Section C.3. below.
- (2) If the construction of a new facility involves more than one school, the Superintendent's Office will request that a principal from one of the affected schools coordinate the process of naming the new facility. This principal will establish a name-selection committee, with membership consisting of:
  - (a) Principals from the other schools at the same grade level having attendance zones that will be affected by the new facility.
  - (b) Two or more parents and/or community members, from each affected school, to be selected by that principal. A principal may identify representatives from the PTA/PTSA, the School Council, other school support organizations or the general school community.
  - (c) Other individuals, to be determined by the coordinating principal.

- (3) If the construction of the new facility will involve only one school, the building principal will oversee the naming of the new facility. The administrator may ask the members of the School Council to serve as the committee to consider names for the new school.
- b. **Public Involvement:**
- (1) The District will use various means to advise the community of the process and the timeline for naming the new school(s). These means shall include, but not be limited to news releases, and mailings to the PTA/PTSA, school councils, the Cobb Chamber of Commerce, community organizations and civic clubs.
  - (2) The public may submit names for committee consideration through the US mail, fax or e-mail to a District contact designated by the Superintendent. The names submitted must conform to Administrative Rule FF, Section A in order to be considered.
  - (3) A minimum six-week timeline shall be established for the public to propose names. The District Contact will send an acknowledgement letter to those who offer names for committee consideration.
  - (4) The District Contact will forward the names proposed and any supporting documentation to the coordinating principal for the School Naming Committee's review.
  - (5) The District Contact shall maintain lists of names previously proposed by the public but not used in naming schools. Such lists will be provided to the appropriate school-naming committees for re-consideration.
  - (6) Individuals or groups submitting a name may be invited to attend a School Naming Committee meeting to present information in support of the suggested name.
- c. **Procedures:**
- (1) The coordinating principal will set the School Naming Committee's working timeline; typically, it would involve at least two (2) meetings over a two (2) to three (3) month period. This timeline should take into account the period for public input, the school calendar, and the Board of Education's meeting schedule.
  - (2) Each School Naming Committee may designate one meeting to allow individuals/groups who submit names to make brief presentations in support of the suggested name. These presentations should underscore the educational, geographical, historical, personal or social significance of the favored name.
  - (3) School Naming Committee members will consider all names offered. Through a secret ballot process, the members will identify the three (3) most preferred names, with the one receiving the most votes becoming the committee's first choice. The coordinating principal forwards this list of three (3) potential names to the Superintendent's designee, without disclosing the results to the Committee or others, except as may be required by law.
  - (4) At this point, the School Naming Committee has accomplished its task and it disbands.
  - (5) The District Contact will prepare a Board agenda item incorporating the committee's list of three (3) proposed names, with appropriate background information about each name. The committee's first choice of school name is presented as the Superintendent's Recommendation. The Board may accept one of the committee's three (3) names, or it may vote on and approve another name.
  - (6) Once the Board votes on a name, the Superintendent's Office shall advise the schools and the public of the approved name.

**D. Areas within Educational Facilities:**

1. The areas of educational facilities that may be named are limited to: media centers, stadiums, auditoriums, gymnasiums, cafeterias/lunch rooms, buildings detached from the main building of the facility (classrooms, administrative or athletic), play grounds, athletic fields, gardens or nature areas containing a minimum of 300 square feet.
2. **Donors:**  
Areas within an educational facility as described in Section D.1. may be named for entities

that make donations of \$250,000 or more. The donation may be to an individual school or to the District. The Superintendent will notify the Board of Education when such a donation is received, including any recommendation regarding naming an area within an educational facility for the donor. If the Board of Education approves the Superintendent's recommendation, then the name shall be considered as permanent and non-changeable.

**3. Honorees:**

Schools and their communities may honor a living or deceased person or an entity, according to the following provisions:

- a. District employees, living or deceased, may be considered if they have worked at the educational facility for a minimum of five consecutive years or ten cumulative years in the District.
  - b. Living or deceased members of the community served by the educational facility may be eligible, if those individuals have distinguished themselves through ten (10) documented years of school-related service and have held membership in at least one school-related support organization (PTA, Booster Club, Citizens' Advisory Council, School Council, etc.) during the years of their children's enrollment in the District.
  - c. School administrators and faculties may name an area of their educational facility for individuals once in each three-year period.
  - d. The administrator in charge of the facility shall manage requests to name areas of school facilities and property for individuals or entities the school seeks to honor:
    - (1) These requests shall be forwarded to the Superintendent or his designee for notification to the Board of Education prior to administration approval.
    - (2) The Superintendent or his designee will inform Board Members of the request in writing and will set a time period for the Board to comment. When the time period has expired, the Superintendent's designee will advise the local school administrator of the status of the request.
4. Local school administrators shall confer with the Director of Construction regarding guidelines and specifications for signs or markers to be placed on school facilities and campuses to honor persons or entities for whom educational facilities are named.

**E. Other Use of School Property for Commemorative Purposes:**

1. School administrators and faculties may, at their option, place pictures, plaques and other non-permanent commemorative objects on the internal walls of educational facilities in recognition of persons, organizations and events.
2. The use of school facilities and property for honoring or memorializing persons shall be limited to the provisions of this Administrative Rule. However, if the naming of a facility for this purpose preceded the adoption of this Rule, that name may remain in place.

Adopted: 5/14/69; 6/9/04(Reg)

Revised: 11/9/83; 8/8/84; 7/28/88; 2/13/91; 12/13/95; 7/22/99; 5/27/04

Reclassified an Administrative Rule: 9/1/04

Revised: 12/8/05

Revised and recoded: ?/?/12 (Previously coded as Administrative Rule FF)

**FEAB-R Architects Involvement in Project Planning**

?/?/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) recognizes the importance of qualified architectural and engineering support to the planning and construction process and for the protection of the public investment that construction represents.

**RULE:****A. SELECTION/EMPLOYMENT:**

The selection and employment of an architect or engineer by the District or Board of Education shall be in accordance with the following procedures:

**1. Request for Proposal (RFP):**

- a. For new schools, replacement schools or additions programmed to include new construction of 80,000 square feet or greater, selection shall be by RFP as outlined in the District Procurement Regulations
- b. The District may opt to select an architect, engineer or other professional by RFP when the project does not meet the above guidelines.

**2. Qualifications-Based Selection (QBS):**

For projects not required (or opted) to be selected by RFP, selection shall be by Qualifications-Based Selection using the following procedures:

**a. Qualification:**

An architect or engineer wishing to enter into a QBS contract for the purpose of providing architectural or engineering services to the District must submit a résumé listing the organization's experience with emphasis on the design of kindergarten thru 12th grade facilities.

**b. Architect-Engineer Review Committee:**

An Architect/Engineer Review Committee consisting of three (3) members from the SPLOST Division staff shall review architect's and/or engineer's qualifications from résumés submitted. The committee will evaluate and recommend:

- (1) Applicants to be maintained on a qualified list; and
- (2) Firms to be awarded projects.

**B. SOLICITATION:****1. RFP:**

The solicitation for architectural and/or engineering services by RFP shall be coordinated by the Procurement Services Department.

**2. QBS:**

The solicitation for architectural and/or engineering services by QBS shall be coordinated by the SPLOST Division.

**C. FEE:****1. RFP:**

The basic contract fee for an RFP based selection shall be lump sum.

**2. QBS for Construction Projects:**

The basic contract fee for a QBS based selection that requires the preparation of construction documents and results in award of a construction contract shall be based on the value of such contract in accordance with Form FEB-1.

**3. QBS for Non-Construction Services:**

The basic contract fee for a QBS based selection that does not require preparation of construction documents that result in award of a construction contract, such as master

planning, facility evaluations, needs assessments, etc. shall be by negotiated fee utilizing industry standards and market conditions.

**D. CONTRACT APPROVAL:**

Approval of architect or engineer's contracts shall comply with the provisions of Board Policy SD-6 (Fiscal Accounting and Reporting).

Approved: 2/8/67

7/74; 10/27/83; 11/9/83; 8/8/84; 11/8/89; 5/14/90; 12/13/95

Reclassified an Administrative Rule: 9/1/04

Revised: 9/22/05; 2/11/09, 8/10/11

Revised and recoded: ?/?/12 (Previously coded as Administrative Rule FEB)

Legal Reference

Rule 160-5-4-.11

Architectural Contracts and Fees

**FEAE-R Construction on District Property Funded by Others**

??/12

GSBA Reference: FEAE (Community Involvement in Project Planning)

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) requires that all improvements to District property comply with state, local, and District standards. The District has therefore established procedures for community organizations and/or individuals who desire to make such improvements.

**RULE:****A. GENERAL REQUIREMENTS:**

1. Any improvements to existing District property, whether new construction, modification, alteration or renovation, either interior or exterior in nature, proposed by an individual or organization other than the District shall not be commenced until plans, specifications and projected costs have been reviewed and approved by the Principal, Director of Construction, Chief Financial Officer and Superintendent.
2. District property includes, but is not limited to, land, administrative facilities, academic facilities, athletic facilities, grounds, and unimproved portions of school or administrative sites.
3. Documentation showing funds available for the project (letter of financial verification from organization's bank, including current bank statement and organization's financial statement), proposed financing, and plans for paying off any debt incurred for the project shall be submitted as part of each application for project approval.
4. Projects estimated to cost more than two-hundred thousand dollars (\$200,000) shall be evaluated by the Director of Construction and recommended by the Superintendent to the Board of Education (Board) for approval and authorization in compliance with Board Policy SD-6 (Fiscal Accounting and Reporting).
5. The school community should be notified of some proposed changes as outlined in Board Policy SD-10 (Community and Communication Involvement).

**B. PROCEDURES:**

Any organization or individual wishing to perform work or make improvements on District-owned property shall comply with the following procedures:

**1. Under \$10,000:****a. Development of Project Scope:**

- (1) The Principal or designee is to participate in preliminary discussions with the Director of Construction to determine project feasibility and requirements.
- (2) If the project is determined to be feasible, proceed with project design.

**b. Submission of Documentation for Approval of Proposed Work:**

- (1) Submit to the Director of Construction:
  - (a) Request for Project Approval (Form FJA-1), to include the estimated cost and proposed financial plan;
  - (b) Proposed drawing and specifications (if applicable);
  - (c) Appropriate waiver form (Form FJA-2 [Contractor/Individual], Form FJA-3 [Parent/Guardian/Child], or Form FJA-4 [Club/Organization], as appropriate);
  - (d) Verification of project funding (letter of financial verification from the organization's bank, including current bank statement, and organization's financial statement) being set aside for total project cost; and
  - (e) A copy of building/trade permit, if applicable.
- (2) The Director of Construction will review the submissions and will approve or reject the project. Action will be communicated to the applicant from the Director of Construction and the project may commence.



- c. **Verification of Work:**  
The Director of Construction or designee will make periodic site visits to review the progress of the work and ensure that the work is being performed in accordance with the approved plans and specifications.
  - d. **Project Completion:**  
When the project is complete, notify the Direction of Construction for final inspection.
2. **\$10,000 up to \$100,000:**  
Projects costing up to \$100,000 must be evaluated by the Director of Construction and approved by Coordination Record and shall comply with the following procedures:
- a. **Development of Project Scope:**
    - (1) The Principal or designee is to participate in preliminary discussions with the Director of Construction to determine project feasibility.
    - (2) If the project is determined to be feasible by Director of Construction, proceed with project design and provide the following to the Director of Construction for review and approval:
      - (a) Proposed drawing and specifications; and
      - (b) Project specifications (If applicable).
    - (3) Upon approval of plans, submit final plans to Cobb County or City having jurisdiction and obtain building permit.
  - b. **Submission of Documentation for Final Project Approval:**
    - (1) Submit to the Director of Construction the following:
      - (a) Request for Project Approval (Form FJA-1), to include estimated cost and proposed financial plan;
      - (b) Appropriate waiver form (Form FJA-2 [Contractor/Individual], Form FJA-3 [Parent/Guardian/Child], or Form FJA-4 [Club/Organization], as appropriate);
      - (c) Copy of building permits and other required permits for file;
      - (d) Contractor's certificate of insurance for final approval;
      - (e) Financing Plan (letter of financial verification from the organization's bank, including current bank statement, and organization's financial statement) which must include a 10% contingency fund for unforeseen conditions.
    - (2) When all documents required in Section (1) have been received and approved, the Coordination Record will be prepared and presented for approval.
    - (3) Action will be communicated to applicant from the Director of Construction and the project may commence.
  - c. **Verification of Work:**
    - (1) The Director of Construction or designee will make periodic site visits to review the progress of the work and ensure that the work is being performed in accordance with the approved plans and specifications.
    - (2) The appropriate inspections must be made by the authorities having jurisdiction, including the Fire Marshall, throughout the construction process in order to receive the Certificate of Occupancy when the project is completed.
  - d. **Project Completion:**  
A copy of the Certificate of Occupancy, (C.O.), must be submitted to the Director of Construction before the project can be used for its intended purpose.
3. **Projects Over \$100,000:**  
Projects costing more than \$100,000 must be evaluated by the Director of Construction and recommended by the Superintendent for approval by the Board and shall comply with the following procedures:
- a. **Initial Project Scope Review:**  
Principal or designee to meet with the Director of Construction to discuss project scope, project budget and feasibility. Once the project scope and feasibility has been reviewed and approved, the Principal and/or designee may proceed to engage the required design professionals to provide the contract documents for the project.
  - b. **Procurement of Construction Services:**  
Procurement of construction services for the Proposed Project shall be in accordance with the following:
    - (1) Georgia Board of Education Rule 160-5-4-.15; and
    - (2) Georgia Local Government Public Works Construction Law, O.C.G.A. § 36-91-1 *et seq.*

c. **Submission of Documentation for Final Project Approval:**

(1) Submit to the Director of Construction:

- (a) Request for Project Approval (Form FJA-1), to include final cost and proposed financial plan;
- (b) Appropriate waiver form (Form FJA-2 [Contractor/Individual], Form FJA-3 [Parent/Guardian/Child], or Form FJA-4 [Club/Organization], as appropriate);
- (c) Copy of all building permits and other required permits for file;
- (d) Contractor's certificate of insurance for final approval;
- (e) Projects must have a performance and payment bond submitted as part of the final approval; and
- (f) Financing Plan (letter of financial verification from the organization's bank, including current bank statement, and organization's financial statement) which must include a 10% contingency fund for unforeseen conditions.

(2) When the all documents required in Section (1) are received and approved, the project will be presented to the Board for approval.

(3) Board action will be communicated to applicant from the Director of Construction and the project may commence.

d. **Verification of Work:**

(1) The Director of Construction or designee will make periodic site visits to review the progress of the work and ensure that the work is being performed in accordance with the approved plans and specifications.

(2) The appropriate inspections must be made by the authorities having jurisdiction, including the Fire Marshall, throughout the construction process in order to receive the Certificate of Occupancy when the project is completed.

e. **Project Completion:**

A copy of the Certificate of Occupancy, (C.O.), must be submitted to the Director of Construction before the project can be used for its intended purpose.

**C. COMMUNICATIONS FACILITY GUIDELINES:**

Board Policy specifically requires the school community to be notified of proposed cell tower construction. Procedures for this notification are outlined in Board Policy SD-10 (Community and Communication Involvement).

1. Telecommunications companies/cell tower owners that are requesting easement and lease agreements with the District to construct and maintain telecommunications facilities/cell towers on school sites shall be governed by the following rules and regulations:

a. The Director of Planning shall be designated as the Project Coordinator.

b. **The Project Coordinator shall:**

(1) Record the details of requests on a Request Form containing the following information:

- (a) Name of telecommunications company/cell tower owner;
- (b) School site;
- (c) Type of structure (free-standing tower, light tower, co-location, or coaxial cable booster facility);
- (d) Anticipated height and size of structure(s); and
- (e) Name, address and telephone number of contact person at the telecommunications/cell tower company

(2) Be responsible for keeping files containing all correspondence relating to the request and approval of the proposed project.

(3) Notify the Area Assistant Superintendent.

(4) Contact the Principal where the site is requested and determine if there is interest in pursuing the request. The date of contact is to be documented.

(a) If there is no interest, the Project Coordinator shall send a letter to the telecommunications company/cell tower owner stating that the District is not interested in pursuing negotiations. That letter is to be placed in the Project Folder and the issue is considered closed.

(b) If there is interest, the Project Coordinator shall schedule a meeting at the school to include the Principal, Project Coordinator, and representatives of the telecommunications company/cell tower owner.

- (5) Notify the Board Member for the school once the initial school site meeting has occurred.
- c. Once the proposal has been approved by the Principal and the appropriate Board Member has been notified, feasibility testing by the telecommunications company/cell tower owner may begin.
- d. The Principal shall be required to conduct a community survey or community forum to solicit input on the proposed facility. Input received should be reviewed by the Project Coordinator and Administration prior to making a recommendation to the Board.
- e. The Project Coordinator shall be responsible for negotiating payment by the telecommunications company/cell tower owner for the easement or lease provided by the District. The Project Coordinator has the duty to obtain fair market value for the easement or lease. Independent appraisals may be used to determine the fair market value.
- f. The Project Coordinator shall comply with all legal requirements specified in Board Policy and District Administrative Rules. The telecommunications company/cell tower owner shall be notified of these legal requirements by the Project Coordinator.
- g. The easement or lease agreement governing the transaction shall be approved by the Board.
- h. Upon receipt of payment, the Project Coordinator shall deliver the payment for the easement or lease to the District's Chief Financial Officer, along with a copy of the fully executed easement or lease agreement.

**D. LEGAL REQUIREMENTS:**

1. Legal counsel for the District shall prepare all contracts, working with the telecommunications companies'/cell tower owner's legal counsel.
2. The telecommunications company/cell tower owner shall be required:
  - a. To provide all site specifications, drawings, legal descriptions, and surveys prior to the drafting of the lease or easement agreement. These specifications must be approved by the Project Coordinator; and
  - b. To pay all legal fees and expenses associated with the transaction.
3. **Payments:**
  - a. No agreements shall have an initial term of over five (5) years;
  - b. Cell Tower Rent:  
Payment for at least five years shall be paid in advance at the beginning of each term;
  - c. If the telecommunications company/cell tower owner should have additional antenna tenants, monthly fees as defined by the lease agreement shall be paid to the District's Project Coordinator.
4. All agreements shall be terminable at the will of the District if the site should be needed for educational purposes, as determined in the District's sole discretion.
5. The District shall not agree to indemnify or hold harmless a telecommunications company for any reasons.
6. Any communications facility to be placed on District property shall be designed to structurally accommodate the maximum number of additional users technically practical. The telecommunications company/cell tower owner shall have the duty to negotiate in good faith for co-location by third parties.
7. The maximum height of cellular towers placed on District property shall not exceed one hundred fifty (150) feet.
8. Upon expiration or termination of the lease or easement agreement, the telecommunications company/cell tower owner shall remove the telecommunications facility (excluding light towers) from the property at its sole cost and expense and return the facility to its original condition, reasonable wear and tear excepted.

**E. REVENUES:**

1. Revenues generated from lease and easement agreements shall be paid:
  - a. 60% to the host school;
  - b. 40% to be placed in a general account for use by other schools.
2. Area Assistant Superintendents will determine appropriateness by request of schools for the dispensation of the 40%.

3. Revenues may also be used to pay for appraisals to determine fair market value of the easements and lease agreements.
4. The primary use of the funds by the schools should be for:
  - a. Curricular/co-curricular and extra-curricular activities which have a direct impact on staff and students;
  - b. Additional equipment and materials; and
  - c. Capital outlay projects which are similar to existing projects (example: assistance in retiring stadium debts).
5. Funds would be restricted from use for the following:
  - a. Celebration activities;
  - b. Staff and student incentive programs;
  - c. Activities of a social nature.

**F. MONITORING:**

1. The Project Coordinator shall provide to the head of his/her division monthly reports to containing the following:
  - a. New requests;
  - b. Pending proposals;
  - c. Approved agreements;
  - d. Payments received; and
  - e. Status of zoning approvals.
2. The Project Coordinator shall provide legal counsel with fully executed copies of the agreements upon receipt.

Approved: 10/13/82  
 Revised: 11/9/83; 8/8/84; 10/22/92, 12/13/95; 1/27/00; 1/23/03  
 Reclassified an Administrative Rule: 9/1/04  
 Revised: 9/22/05; 11/12/08; 4/15/09; 10/13/10  
 Revised and recoded: ??/12 (Previously coded as Administrative Rule FJA)

Legal Reference	
O.C.G.A. 36-91-1	Local Government Public Works Construction
Rule 160-5-4-.03	Applications for State Capital Outlay Funding
Rule 160-5-4-.10	Approval of Plans and Specifications
Rule 160-5-4-.15	Processing of Plans and Specifications for Public School Construction
Rule 160-5-4-.16	Educational Facility Site, Construction, and Reimbursement

**FEDA-R School Yard Habitat Protection**

??/12

GSBA Reference: FEDA (Site Plans and Specifications)

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) recognizes the educational enrichment that school yard habitats provide to students of the District.

**RULE:**

**A. RECORD KEEPING:**

A list of school yard habitats certified by the National Wildlife Federation located on system property shall be maintained by the Director of Construction in the office of the Chief Operations Officer.

**B. CONSTRUCTION IMPACT MANAGEMENT:**

During construction projects, the following procedures concerning school yard habitats shall apply:

1. Prior to the adoption of approval of a construction project by the District or the Board of Education, all architect or site drawings must identify all habitats certified by the National Wildlife Federation.
2. When any new development, construction, clearing or any action on a school campus will result in the issuance of a land disturbance permit or will encroach upon or demise a certified habitat, the District shall prominently post a notice of this action at the school so as to be visible from the public street in the same manner as required for zoning action for a period of not less than 60 days prior to the initial construction. The notice shall specify the date of construction and the effect it will have on the certified habitat.
3. The District shall notify the Georgia Wildlife Federation and the National Wildlife Federation at the time the notice is posted.
4. During the notice period the site plan and details of the construction program shall be maintained in the office of the Principal of the affected school and shall be available for review and copying by the public during normal school hours.
5. During the 60-day posting period, the local school administration shall advise its School Council and the PTA in a general meeting of its intent to create a land disturbance that might adversely affect the certified habitat.
6. Community concerns regarding the effect of a land disturbance on a certified habitat may be presented to the Board of Education at its regularly scheduled meeting as part of the Public Presentation.
7. In response to community concerns, the Board, through its staff, will consider remedies, options and costs in its final deliberations.

Reclassified an Administrative Rule: 9/1/04

Revised: 9/22/05

Revised and recoded: ??/12 (Previously coded as Administrative Rule FJB)

**FGB-R Site Acquisition Procedures**

??/12

**RATIONALE/OBJECTIVE:**

Cobb County School District (District) seeks to provide relief to over-populated schools within a geographic area by obtaining sites for the construction of additional schools and additions to existing schools.

**RULE:**

**A. GENERAL PROVISIONS:**

The District shall endeavor to make the wisest choice possible of sites on which school facilities are to be constructed. To this end, the Superintendent and staff recommend for consideration by the Board of Education (Board), when needed, possible school sites. Such recommendation(s) shall be accompanied by supporting/explanatory rationale.

**B. BOARD APPROVAL:**

1. Land appraisals and options to purchase land must receive prior Board approval.
2. Final site selection and purchase authorization must be approved by the Board.

**C. PROHIBITION:**

Board of Education policy prohibits the acquisition of real property for investment purposes.

Approved: Prior to 1976

Revised: 11/9/83; 8/8/84

Reclassified an Administrative Rule: 9/1/04

Revised: 7/28/05

Revised and recoded: ??/12 (Previously coded as Administrative Rule FEE)

Legal Reference

O.C.G.A. 20-02-0260 Capital outlay funds, generally

**FGC-R Bids and Quotations**

?/?/12

**RATIONALE/OBJECTIVE:**

In order to safeguard and to promote the general public welfare the Cobb County School District (District) requires contractors who submit proposals for construction projects to be pre-qualified in order to be considered for the project.

**RULE:****A. QUALIFICATION OF GENERAL CONTRACTORS:**

The District will use the criteria listed below to determine qualifications of general contractors prior to bidding on District construction projects.

1. All interested contractors must furnish a current, complete AIA A305 Contractors Qualification Statement for consideration.
2. Classification of contractors for cost limits on work brackets--brackets should reflect the information provided in AIA A305:
  - a. \$25,000 to \$2,000,000, bond rating of A.M. Best rating of A-, financial size of VI (6) or better.
  - b. \$2,000,000 and up, bond rating of A.M. Best rating of A-, financial size of VII (7) or better
3. The Bond issuing agent must submit a letter stating that they meet the applicable prequalification requirements with each bond supplied for a specific bid.

**B. PROCEDURES FOR QUALIFYING:**

1. Contractor must submit an AIA A305 form containing prerequisite information for review and approval.
2. To maintain approval the data must be kept current on an annual basis.
3. If a Contractor changes or adds a bonding agent after they are qualified, the Contractor must notify the District in writing of the new bonding agent at least 10 days prior to the due date of a bid that they will include a bond from the new bonding agent.

**C. IMPLEMENTATION PROCEDURE:**

The completed documents shall be reviewed by the Director of Procurement Services along with the Program Manager, and/or Director of Construction or their designees. The Director of Procurement Services will notify the Contractor when they have been qualified, or if the Contractor fails to meet the prequalification criteria, then the Director of Procurement services will so notify the Contractor and include the reasons for such disqualification. The Contractor may, within ten (10) days of the notice of disqualification, respond to the Director of Procurement Services.

**D. CONSTRUCTION BIDS:**

All Construction bids must be in compliance with:

1. State Board of Education Rule 160-5-4-.15; and
2. The Georgia Local Government Public Works Construction Law, O.C.G.A. §36-91-1 et seq.

Approved: 3/15/74

Reviewed: 7/74

Revised: 11/9/83; 8/8/84; 12/13/95

Reclassified an Administrative Rule: 9/1/04

Revised: 9/22/05; 4/15/09; 2/10/10, 11/10/10

Revised and recoded: ?/?/12 (Previously coded as Administrative Rule FEG)

Legal Reference

O.C.G.A. 36-91-0001	Georgia Local Government Public Works Construction Law - short title
O.C.G.A. 36-91-0020	Contracting & Bidding Requirements; written contract required; advertising; competitive sealed bidding; timing of addendums; prequalification
O.C.G.A. 36-91-0021	Competitive award requirements
O.C.G.A. 36-91-0022	Exceptions; use of inmate labor; emergency situations
O.C.G.A. 36-91-0050	Projects requiring bid bonds; revocation of bids; surety
O.C.G.A. 36-91-0051	Cash in lieu of bid bonds; letters of credit
O.C.G.A. 13-10-0003	Determining Georgia residency for businesses; preferences; adherence to policies and procedures of State Construction Manual
O.C.G.A. 13-10-0001	Bid bonds
O.C.G.A. 20-02-0016	Acceptance and allotment of federal aid and other funds for school construction
O.C.G.A. 20-02-0260	Capital outlay funds, generally
O.C.G.A. 20-02-0500	Regulations for contracts over \$100
Rule 160-5-4-.18	Bidding Requirements for State-Funded School Capital Outlay Projects



**FGD-R Facilities Projects Contracts**

?/?/12

**RATIONALE/OBJECTIVE:**

Building and construction for the Cobb County School District (District) shall be done on a legal contract basis between the contractor and the District.

**RULE:****A. GENERAL PROVISIONS:**

The time required for the substantial and final completion of each construction project and liquidated damages amounts shall be stated in all contract specifications.

**B. CONTRACTS FOR CONSTRUCTION:**

Contracts for construction shall be executed on the appropriate, current edition of the American Institute of Architects Construction Contract forms. The construction contract will be reviewed and modified, as needed, by the Board Attorney.

Reclassified an Administrative Rule: 9/1/04

Revised: 9/22/05, 11/10/10

Revised and recoded: ?/?/12 (Previously coded as Administrative Rule FEGC)

**FGG-R Facilities Projects Change Orders**

?/?/12

**RATIONALE/OBJECTIVE:**

The approval of change orders to construction contracts will be done on a legal contract basis between the contractor and the Cobb County School District (District).

**RULE:**

Any change order in a construction contract shall be approved as follows:

1. A change order in the amount of \$25,000 or less shall be submitted to the Director of Construction and the Superintendent or designee for approval. The Change order to be executed by the Superintendent or designee.
2. A change order in the amount of \$25,001 thru \$200,000 must be approved by Coordination Record and executed by the Superintendent or designee.
3. Board of Education (Board) Responsibilities:
  - a. A change order in an amount greater than \$100,000 shall be reported to the Board.
  - b. A change order in an amount greater than \$200,000 requires Board approval.

Approved: 1/14/70

Reviewed: 7/74

Revised: 11/9/83; 8/8/84; 2/13/86; 2/22/90; 12/13/95

Reclassified an Administrative Rule: 9/1/04

Revised: 9/22/05; 3/8/06; 4/15/09

Revised and recoded: ?/?/12 (Previously coded as Administrative Rule FEGGA)

**FHCA-R Names on Building Plaques**

?/?/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) recognizes the need to standardize the information provided for the dedication plaques being installed as part of Construction Projects.

**RULE:****A. GENERAL PROVISIONS:**

In keeping with the practice of recognizing appropriate individuals for their efforts and public service in providing new and/or improved educational facilities to the public, the District shall have plaques installed on designated new construction projects. Plaques shall be installed on new facilities which house instructional program or services directly supporting instruction programs. The installation of plaques shall be in accordance with the following:

1. New buildings costing in excess of \$500,000 shall have a plaque appropriately placed at or near the main entrance of the facility.
2. Independently standing buildings costing in excess of \$500,000 which are additions to existing facilities shall have plaques installed at a place designated by the Architect.
3. Expansions of existing buildings costing in excess of \$500,000 shall be commemorated with an additional plaque adjacent to the original one.

**B. PLAQUE REQUIREMENTS:**

The plaques will provide the following information:

1. Name of school or building;
2. Date the Board awarded the construction contract;
3. Names of Board members on the date the general contract was awarded as reflected in the Board minutes, thusly:
  - a. Chairman;
  - b. Vice-Chairman;
  - c. Members (in alphabetical order);
4. Name of superintendent/executive secretary;
5. Name of architect; and
6. Name of general contractor

Reclassified an Administrative Rule: 9/1/04

Revised: 9/22/05

Revised and recoded: ?/?/12 (Previously coded as Administrative Rule FFB)

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## **AFC Emergency Closings**

??/12

The Cobb County Board of Education authorizes the Superintendent to take action to close on or more of the system's schools if conditions exist that may threaten the health and safety of students and personnel.

The Superintendent is also empowered to delay the opening hour of the school day and/or release students and personnel before the normal day ends if hazardous conditions exist.

Adopted: 9/10/69

Reclassified an Administrative Rule: 9/1/04

Reviewed: 8/8/84

Revised: 11/9/83; 6/21/05

Revised and recoded: ??/12 (Previously coded as Administrative Rule EBCE)

### Legal Reference

O.C.G.A. 20-02-1185

School safety plans

O.C.G.A. 20-02-0168

Distribution of federal funds; summer school programs; year-round operation

Rule 160-5-1-.02

School Day and School Year for Students and Employees

**DFJ-R District Property Replacement/Restitution**

?/?/12

GSBA Reference: DFJ (Fines)

**RATIONALE/OBJECTIVE:**

The purchase of instructional resources represents a significant expenditure of public funds each year in the Cobb County School District (District). The availability of instructional resources is critical to the successful operation of the instructional program of the District.

**RULE:**

The accountability for textbooks, library media materials, other instructional materials, and portable equipment, including but not limited to, laptops, camcorders, digital cameras, cell phones, pagers, PDAs, and PCs, purchased through public and/or school funds (instructional resources) is the responsibility of the person to whom these items are issued. For students, this means the student and his/her parent/guardian; for employees, this means the employee.

**A. PROCEDURES:****1. District:**

- a. The District shall establish procedures for textbook, library media, supplemental materials, and portable equipment accountability designed to ensure the maximum availability of materials to all students and employees.
- b. Procedures for the check-out of technology equipment shall comply with the provisions of Administrative Rule DID (Inventories: Property Control). See Form DID-1 (District Technology Property Checkout Agreement) for the appropriate Portable Equipment Checkout Agreement.
- c. **Lending Instructional Materials to Parents/Guardians/Students During the Summer Months:**  
The following directives shall be observed concerning materials accountability:
  - (1) Instructional resources, including textbooks, may be checked out to parents/guardians/students according to the need of each individual request.
  - (2) Schools shall be held financially responsible for instructional resources checked out to parents/guardians/students:
    - (a) Principals or designees may require a deposit equal to the replacement cost of the resources borrowed;
    - (b) The collection of this deposit must be culminated by the close of the school's financial records at the end of the fiscal year.
  - (3) Parents/guardians/students will be reimbursed the full amount of the deposit upon return of the resources.
  - (4) In the event instructional resources are not returned, or are badly damaged, the deposit, or a portion thereof, will be forfeited in accordance with the fee structure set forth in below.

**2. School:**

Each school shall also maintain a standard procedure for materials accountability consistent with the total District plan.

**3. Unauthorized Possession:**

Any unauthorized possession of items without approved check out will be investigated as a possible theft.

**B. ACCOUNTABILITY:**

Once instructional resources are issued either to a student or employee, it shall be the total responsibility of the person to whom the item was issued to return the items to the District or school for further use.

1. **Textbooks:**

Refer to Administrative Rule DID (Inventories: Property Control).

2. **Restitution:**

a. **Reimbursement:**

When instructional resources are not returned in a condition suitable for continued use, it shall be the responsibility of the person to whom the item was issued to reimburse the District the replacement cost of the items. Fees for damaged instructional materials:

- (1) If instructional materials are damaged to the extent that they cannot be used, the student must pay the full cost of replacement;
- (2) Charges for damages to print materials, including library media books and textbooks, will be assessed as follows:

(a) **Unusable:**

The full cost of replacement must be paid if the book is declared unusable. Damages rendering a book unusable include but are not limited to:

- 1) Torn out pages;
- 2) Broken spine;
- 3) Obscene drawing; and
- 4) Obscene writing.

(b) **Major Damages:**

One-half (50%) of the full cost of replacement must be paid for major damages which include but are not limited to:

- 1) Broken cover;
- 2) Water damage; and
- 3) Excessive marking.

(c) **Minor Damages:**

Care should be taken in assessing minor damages so that allowances are made for normal wear and tear. One-quarter (25 %) of the full cost of replacement must be paid for minor damages which include but are not limited to:

- 1) Pen and pencil markings;
- 2) Multiple folded pages; and
- 3) Multiple torn pages.

b. **Ownership:**

Damaged instructional resources shall become the property of the person to whom the item was issued once full replacement funds are received by the school or District.

c. **Failure to Reimburse:**

(1) **Students:**

(a) **Textbooks:**

Students who do not pay for textbooks issued to them which have been lost or damaged shall not be issued additional textbooks or other instructional materials until restitution is made. Students who have not been issued textbooks due to unpaid debts should be loaned text materials for classroom work when required.

(b) **Instructional Resources:**

Students who do not pay for instructional resources issued specifically to them shall be denied the privilege of checking out additional materials or equipment until restitution is made.

(c) **Report Cards/Diplomas:**

Students who do not pay shall not receive grade cards, diplomas or progress reports until restitution is made.

(d) **Records/Transcripts:**

Student records should be sent to other K-12 public or private schools upon request of the institution. Procedures are provided in Administrative Rule JRA (Student Records).

(e) **Inability to Pay:**

Indigent students and their parents/guardians who have debts resulting from lost or damaged instructional resources must make good faith and best efforts to pay the debts or make suitable equivalent restitution. If the

Principal determines the parents/guardians/students are financially unable to make restitution, the debts may be forgiven as follows:

- 1) **Textbooks, Library Media Books, and Other Print Materials:**  
Upon the written request of the parent/guardian.
- 2) **Portable Equipment:**  
Upon the written request of the parent/guardian if approved by the Superintendent or his/her designee, may forgive the debts upon the written request of the parent/guardian.
- 3) **Financial Accountability of Schools:**  
Schools shall not be held financially accountable for lost or damaged instructional resources resulting from:
  - a) Forgiveness of indigent debts; or
  - b) Students discontinuing enrollment.

These losses are to be annually reported on the textbook inventory for adjustment in the yearly financial allocation.

**(2) Employees:**

Employees who do not return instructional resources, as defined above, issued to them or pay for loss or damage to instructional resources issued specifically to them shall be denied the privilege of checking out additional materials or equipment until restitution is made. Refer to Administrative Rule DID (Inventories: Property Control) for specific provisions.

Adopted: 8/12/81

Revised: 4/28/83; 8/8/84; 1/10/90; 6/12/91; 6/25/92; 7/28/94; 3/8/95; 8/9/95; 3/26/98; 7/26/01

Reclassified an Administrative Rule: 9/1/04

Revised: 6/11/08; 9/9/09

Revised and recoded: ??/12 (Previously coded as Administrative Rule ECAD)

Legal Reference

Rule 160-5-1-.12

Student Fees and Charges/Required Student Equipment and Material



**GBT-R Professional Publishing**

?/?/12

**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) recognizes that the District and its employees and students strive to adhere to copyright, patent and other intellectual property laws of the United States and related court decisions.

The use of copyrighted materials is separately addressed in Administrative Rule IJNDB (Use of Technology Resources in Instruction) and Administrative Rule IFAB (Media Programs and Supplementary Materials Selection). Neither the Cobb County Board of Education nor the District shall assume responsibility for actions of District employees or students in violation of the above-mentioned laws.

**RULE:****A. COPYRIGHT:**

Under copyright law, any material prepared by an employee within the scope of his or her employment is called a "work made for hire." For District employees, this means that any materials an employee creates within the scope of employment at the District are "works made for hire" and belong to the District, unless ownership is transferred by the District to the employee in writing.

**B. PATENT:**

Under patent law, the patent rights to an invention of a District employee created within the scope of employment may, depending upon the circumstances, belong to the District or may allow the District to obtain a non-exclusive, perpetual, worldwide, royalty-free license ("shop right") to use the invention.

Adopted: 8/12/81

Revised: 4/28/83; 8/8/84; 7/28/94; 1/24/02

Reviewed: 8/28/02

Reclassified an Administrative Rule: 9/1/04

Revised: 4/12/06; 5/25/06

Revised and recoded: ?/?/12 (Previously coded as Administrative Rule EGAD)

## Legal Reference

O.C.G.A. 20-02-0947

17 USC 101

17 USC 201(b)

LBOEs cannot enter into contracts not authorized by existing law

Copyright Definitions

Ownership of copyright

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**BOARD ADMINISTRATIVE RULE OF  
EDUCATION POLICY**

<b>School Closings and Cancellations</b> <b>Emergency Closings</b> <b>BROWN font indicates content recommended by Policy Development</b>	<b>EBGE</b> <b>AFC</b>	<b>6/21/05</b> <b><u>?/?/12</u></b>
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**~~RATIONALE/OBJECTIVE:~~**

~~The Cobb County School District seeks to respond, when necessary, to conditions that inhibit or prevent normal operations.~~

**~~RULE:~~**

~~A. The Superintendent is authorized~~ **The Cobb County Board of Education authorizes the Superintendent** to take action to close one or more of the system's schools if conditions exist that may threaten the health and safety of students and personnel.

~~B. The Superintendent is also empowered to delay the opening hour of the school day and/or release students and personnel before the normal school day ends if hazardous conditions exist.~~

Adopted: 9/10/69  
Reclassified an Administrative Rule: 9/1/04  
Reviewed: 8/8/84  
Revised: 11/9/83; 6/21/05: **?/?/12**



# BOARD ADMINISTRATIVE RULE

<b>Food Services Management</b> <b>BROWN font indicates content recommended by Policy Development</b> <b>GREEN indicates content recommended by Food Service</b> <b>YELLOW highlights indicate content recommended by Brock/Clay</b> <b>GREY highlight indicates content relocated within the Rule</b>	EF <u>EE-R</u>	8/9/06 <u>?/?/12</u>
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## RATIONALE/OBJECTIVE:

The food service program of the Cobb County Schools District (District) strives to provide nutritionally-balanced meals that are nourishing, are available at moderate prices, and are served in pleasant surroundings.

## RULE:

**The following directives shall be observed in operating the school cafeterias in the District.**

### A. SCHOOL MEALS:

~~The District believes that:~~

1. School meals should be provided at a reasonable price and shall use State allocated food services funds to supplement federal funds as a means of keeping sale prices within reach of paying children.
2. Breakfast may be provided to meet the food needs of children. The District will comply with the requirements for school food programs as mandated by federal and state law and by the State Board of Education.
3. School ~~lunches~~ **meals** will meet applicable state and federal guidelines regarding food content, including types of foods served as well as how they are prepared.
4. **The District will provide a choice of menu items within required food selections in all school where student may refuse items offered.**
5. **Food of Minimal Nutrition Value:**  
**The sale and distribution of foods of minimal nutritional values as defined by USDA regulations if prohibited in:**
  - a. **Elementary Schools (grades Pre-K through 5):**  
**From the beginning of the day (12:01 a.m.) until the end of the school day or ASP (whichever is later).**
  - b. **Secondary Schools (grades 6 through 12):**  
**The dining, serving, and kitchen areas during breakfast and lunch meal periods.**

### B. PRICING AND EXPENSES:

~~The following directives shall be observed in operating the school cafeterias in the District.~~

1. ~~1. Sale Price:~~  
~~The sale price of any food items sold in addition to the Type A lunch, Special Milk programs, and special meal functions shall be computed by adding the food costs, labor costs, employee benefits, and all other expenses (e.g., utilities, etc.) in order to cover all costs.~~
1. ~~2. Special Meal Functions:~~

- 45 a. The use of kitchen facilities must be approved by the Food Services Manager and  
 46 the Facilities Use Coordinator.
- 47 b. All special meal functions (banquets, luncheons, etc.), facilities use for food  
 48 preparation and serving, and emergency shelter feeding which use the school  
 49 kitchen facilities shall have at least one member of the regular kitchen staff  
 50 (manager or person designated by the manager) on the premises during the time  
 51 of such a function. The rate of pay for the person and/or persons shall be at their  
 52 overtime rate. All labor will be reported on the Service Report and will be paid  
 53 through the Payroll Department.
- 54 c. All food items and/or consumable supplies purchased through the School Food  
 55 and Nutrition Program (SFNP) and all labor used for a Special Meal Function must  
 56 be reported on the Special Meal Function Form. Financial Services will bill the  
 57 sponsoring organization for the food, labor and other costs of the special  
 58 function.
- 59 d. All special meal functions must operate on a self-sustaining basis.
- 60 2. ~~3.~~ **Purchasing:**
- 61 a. The purchase of the most commonly used food and non-food items are purchased  
 62 on bid through the Purchasing Department. The school lunchroom shall purchase  
 63 all items which are on the county-wide bid from the bid order forms.
- 64 b. All purchases for non-bid items must be from a vendor which has been assigned  
 65 a computer number. SFNP is responsible for obtaining prices on non-bid items  
 66 following purchasing guidelines while seeking the best quality for the lowest  
 67 price.
- 68 c. SFNP employees are prohibited from purchasing or accepting food for personal  
 69 use from salesmen. SFNP employees are also prohibited from accepting personal  
 70 gifts, trading stamps or other "kick-backs" as an incentive to buy a product.
- 71 3. ~~4.~~ **Free Lunches Meals:**
- 72 a. The free ~~lunch~~ **meal** program shall be administered in accordance with the ~~State~~  
 73 ~~approved Free and Reduced Meal Policy~~ **federal and state law and rules**  
 74 **promulgated by the State Board of Education.**
- 75 b. Each person who eats a school ~~lunch~~ **meal** must pay the regular sale price for  
 76 his/~~her~~ ~~lunch~~ **meal** with only two exceptions:  
 77 (1) ~~Students who have an approved Free or Reduced Lunch application on file for~~  
 78 ~~the current school year~~ **Students who are entitled to receive free or**  
 79 **reduced meals under federal and/or state law; and**  
 80 (2) Food service employees who are paid from school lunch funds.
- 81 4. ~~5.~~ **Adult Portions:**
- 82 a. Any adult whose name does not appear on the SFNP Payroll must pay the full  
 83 cost of the meal or any foods consumed.
- 84 b. The meat/meat alternate portion should be the same size as the portion served  
 85 to the oldest student in the District.
- 86 c. ~~The maximum portion of fruits/vegetables should be no more than one-half cup~~  
 87 ~~each.~~
- 88 5. ~~6.~~ **Personal Use:**
- 89 No person is permitted to take food or garbage from the food service program for  
 90 personal use.

92 Reclassified an Administrative Rule: 9/1/04

93 Revised: 9/7/05; 8/9/06; ??/12

94



# BOARD ADMINISTRATIVE RULE

<b>Wellness Program</b> <b>BROWN font indicates content recommended by Policy Development</b> <b>Yellow highlight indicates content recommended by BrockClay.</b>	<b>EFJ</b> <b>EEE-R</b>	<b>1/14/09</b> <b>??/?/12</b>
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## RATIONALE/OBJECTIVE:

The Cobb County School District (District) recognizes the importance that wellness plays in life as well as academic success of students. Further, Federal law requires that the District establish a school wellness policy and develop a comprehensive plan with measurable implementation strategies that involves all pertinent areas of the District.

## RULE:

The District assures that the guidelines for reimbursable meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture as the regulations and guidance apply to schools.

### A. NUTRITION EDUCATION GOALS:

- The District will teach, encourage and support healthy eating by students.
- The primary goal of nutrition education is to positively influence students' eating behaviors. Nutrition education is an integral part of the school health education program as described in Administrative [Rule IHAM](#) (Health Education).
  - Continuing professional development will be provided for all Food and Nutrition Service staff members. ~~Such programs should include appropriate certification and/or training programs for school nutrition directors, school nutrition managers, and cafeteria workers according to their levels of responsibility.~~ **The professional development and training programs shall comply with all requirements imposed by federal and state law and State Board of Education rules. System-level supervisory school nutrition personnel shall meet the certification requirements imposed by federal and state law and rules promulgated by the State Board of Education.**
  - Cobb County Performance Standards in health education address nutrition and physical activity. Students in grades Pre-K–12 will receive nutrition education that is age appropriate, reflects student cultures, is interactive and teaches the life-skills they need to adopt lifelong healthy eating behaviors.
  - ~~Staff who provides nutrition education will have appropriate training and user-friendly resources.~~ **School nutrition personnel shall have primary responsibility over meal accountability.**
  - During the school day, schools will promote and encourage healthy food choices (cafeteria, a la carte, classroom snacks, ASP snacks, vending, fundraising.) that are consistent with the nutrition education curriculum.
  - Each food service facility will have at least one school nutrition employee on site who is certified as a food safety manager in compliance with federal and state law and rules promulgated by the State Board of Education.**

### B. PHYSICAL ACTIVITY GOALS:

The primary goal for each school's physical activity component is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, maintain physical fitness, regularly participate in physical activity, and understand the short- and long-term benefits of a physically active and healthy lifestyle.

49 Thirty to sixty minutes of moderate to vigorous physical activities daily for all students  
50 K-12 shall be encouraged. The District's physical education program is outlined in  
51 Administrative [Rule IHAE](#) (Physical Education Program).  
52

### 53 C. NUTRITION STANDARDS:

54 In order to promote healthy eating habits:

- 55 1. The School Nutrition Program will ensure that reimbursable school meals meet the  
56 school nutrition program requirements and nutrition standards set forth under  
57 relevant federal and state regulations.
- 58 2. **The School Nutrition Program will provide for a choice of menus or items**  
59 **within required food selections in all schools where students may refuse**  
60 **food items offered.**
- 61 3. ~~2-~~ Schools will promote and encourage foods and beverages that are low in fat and  
62 sugar and high in fiber (a la carte, vending, school stores/snack bars, and ASP  
63 Programs). Guidelines will be provided by Food and Nutrition Services to the  
64 administrators of each of these programs.
- 65 4. ~~3-~~ Guidelines will be provided by Food and Nutrition Services to the School Health  
66 Advisory Council to improve the nutritional content of foods offered in fundraising  
67 activities and class parties.
- 68 5. ~~4-~~ The following directives shall be observed in operating the school cafeterias in the  
69 District:
  - 70 a. **Foods of Minimal Nutritional Value:**  
71 The sale and distribution of foods of minimal nutritional value as defined by USDA  
72 regulations is prohibited in:
    - 73 (1) **Elementary Schools (grades Pre-K through 5):**  
74 From the beginning of the day (12:01 a.m.) until the end of the school day or  
75 ASP (whichever is later).
    - 76 (2) **Secondary Schools (grades 6 through 12):**  
77 In the dining, serving, and kitchen areas during breakfast and lunch meal  
78 periods.
  - 79 b. **Competitive Foods:**
    - 80 (1) **Definition:**  
81 Competitive foods are any foods sold in competition with the National School  
82 Breakfast and Lunch Program to children during the meal periods.
    - 83 (2) If the Principal approves the sale of competitive foods at school:
      - 84 (a) All income from the sale of such foods must accrue to the benefit of:
        - 85 1) The nonprofit school food service; or
        - 86 2) The school or school organizations approved by the Principal.
      - 87 (b) They must be sold in locations other than the dining, serving, and kitchen  
88 areas.
      - 89 (c) The school should promote an overall school environment that encourages  
90 students to make healthy food choices.

### 92 D. OTHER SCHOOL-BASED ACTIVITIES:

- 93 1. Schools should create a healthy building environment and develop classroom  
94 management strategies that provide consistent wellness messages that are  
95 conducive to healthy eating and a physically active lifestyle. Therefore, schools  
96 should:
  - 97 a. Provide a clean and safe meal environment;
  - 98 b. Promote and encourage alternatives to food as a reward or punishment; and
  - 99 c. Provide a safe environment for physical activity.
- 100 2. Local best practices will be shared on District Web-site(s).  
101

### 102 E. IMPLEMENTATION:

- 103 1. Schools shall establish and maintain a Wellness Advisory Council (Council). Principals  
104 may use the School Council (~~Administrative Rule CFD [School Council Operations]~~)  
105 or other existing committees to fulfill this responsibility. The annual goal(s) of the  
106 Council will support this Administrative Rule and the school's wellness plan governing  
107 wellness for faculty, staff, and students.

- 108 a. The Council may consist of administration, teacher, physical educator, café  
109 manager, health educator, school nurse, counselor, parent/guardian and/or PTA  
110 member, student, or School Council Member.  
111 b. The online abridged version of the CDC's School Health Index (Index) shall be  
112 used to assess and improve the school's physical activity, healthy eating, and  
113 overall school wellness initiatives. The Index should be used annually thereafter  
114 by the Council and Principal for ongoing assessment.  
115 c. The Council will utilize the results of the Index assessment to develop the  
116 school's wellness plan.  
117 d. The District Wellness Steering Committee will work with school administrators  
118 and Councils to provide assistance and resources to focus training and support  
119 for student and staff wellness initiatives.  
120 e. To improve communication and support the school wellness initiative, information  
121 on nutrition, physical activity and physical education shall be included in the  
122 following:  
123 (1) Student folders;  
124 (2) Newsletters;  
125 (3) Web sites;  
126 (4) PTA meetings;  
127 (5) Bulletin boards; and  
128 (6) Other appropriate home-school communications.
- 129 2. The Principal will measure the implementation of this Rule and will ensure the  
130 school's compliance with this Rule. He/she should:  
131 a. Support the School Wellness Representative and the Wellness Advisory Council in  
132 documenting the school's efforts to comply with this Rule and to fulfill the  
133 school's Wellness Plan; and  
134 b. Utilize the standard instrument developed by the District Wellness Steering  
135 Committee to monitor his/her school's implementation of the Wellness Plan.  
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137 Adopted: 7/27/06

138 Revised: 1/14/09; ??/12





## BOARD ADMINISTRATIVE RULE

<p><b>Risk Management</b>  <b>GREEN font indicates content recommended by Professional Standards and Ethics</b>  <b>TEAL font indicates content recommended by Human Resources</b>  <b>BROWN font indicates content recommended by Policy Development</b></p>	<p>ET  <u>EBBG-R</u></p>	<p><del>1/18/12</del>  <del>??/??/12</del></p>
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**RATIONALE/OBJECTIVE:**

The Cobb County School District (District) promotes a safety education and accident prevention program for the purpose of providing a high degree of safety for students and employees of the District. The District's program shall be in compliance with the requirements of the Georgia Education Code, State Safety Orders, Life Safety Codes of Georgia, and other local and state rules and regulations concerning safety and fire prevention.

**RULE:**

**A. GENERAL PROVISIONS:**

1. The District strives to provide a safe environment in the instructional and special activities programs.
2. It is the responsibility of every District administrative head to carry out all safety policies set forth in the Emergency Procedures Manual. This will include the delegation of duties to appropriate staff personnel.
3. The District has other requirements for employees driving District-owned/leased vehicles found at Administrative [Rule GBAC](#).

**B. SAFETY—PREVENTABLE ACCIDENTS:**

Employees who operate a District-owned/leased vehicle shall be subject to the following regulation:

**1. DEFINITIONS:**

- a. **Preventable Level I Accident** - Any occurrence involving a District-owned/leased vehicle in which it is determined by the Risk Manager or designee that the driver/operator in question failed to do everything he/she reasonably could have done to prevent the occurrence, if the occurrence:
  - (1) Results in no injuries; or
  - (2) Causes \$1500.00 or less in monetary damages to either vehicle or property.
- b. **Preventable Level II Accident** - Any occurrence involving a District-owned/leased vehicle in which it is determined by the Risk Manager or designee that the driver/operator in question failed to do everything he/she reasonably could have done to prevent the occurrence, if the occurrence:
  - (1) Results in personal injury regardless of who is injured and regardless of property damage amount; or
  - (2) Results in damage over the amount of \$1500.00 to either vehicle or other property.
- c. **Non-Preventable Accident** - Any occurrence involving a District-owned/leased vehicle in which it is determined by the Risk Manager or designee that the driver/operator in question did everything he/she reasonably could have done to prevent the accident.

45 2. **ADMINISTRATION AND PROCEDURE:**

- 46 a. Any employee who is involved in an accident/incident while operating a District-
- 47 owned/leased vehicle for any reason shall report the accident/incident to his/her
- 48 immediate supervisor and dispatch immediately. Should the employee fail to
- 49 report the accident/incident as required above, he/she may be suspended
- 50 without pay or be terminated at the discretion of the Administration and the
- 51 Board of Education (Board).
- 52 b. Attendance at a prescribed traffic school and other corrective measures described
- 53 in Section 3 below shall be required of employees of the District whose primary
- 54 function or job requirements include the operation of a District-owned/leased
- 55 vehicle.
- 56 c. The Risk Manager or designee shall determine if an accident was Level I, Level II
- 57 or Non-Preventable. Drivers charged with a Level II accident will be offered an
- 58 appeal before the Accident Review Committee consisting of the Safety/Training
- 59 Supervisor or designee, Director of Public Safety or designee, the
- 60 Director/Administrator of the department to which the vehicle is assigned and
- 61 two employees. A majority vote by the Accident Review Committee shall be
- 62 required to reclassify an accident.
- 63 d. Criteria for determining that an accident was Level I, Level II or Non-Preventable
- 64 may include, but is not limited to, driver's statement, law enforcement records,
- 65 insurance records, statements of witnesses, video footage, and estimates of
- 66 damage as may be appropriate.
- 67 e. The **Executive** Director of Transportation or designee should supervise and
- 68 coordinate employee compliance with this regulation. Traffic School attendees
- 69 shall provide proof of attendance at the traffic school as prescribed by the
- 70 Director of Transportation.
- 71 f. Accidents shall be recorded from date of first occurrence and shall accumulate for
- 72 purposes of employee discipline from the most recent preventable accident
- 73 counting back seven years.

74 3. **DISCIPLINE:**

- 75 a. An employee who is involved in either a Level I or Level II accident shall be
- 76 subject to the following disciplinary action(s):
- 77 (1) **First Preventable Level I Accident** - Letter of warning will be sent on all
- 78 Level I accidents unless a Level I accident was committed during the
- 79 immediate preceding seven year period in which case subsequent accidents
- 80 will be treated as Level II. **Any two Two** Level I Accidents will be deemed a
- 81 Level II Accident and subject to the minimum discipline listed.
- 82 (2) **First Preventable Level II Accident** – A letter of Direction will be sent, and
- 83 employees shall be required to attend the Driver Retraining course prescribed
- 84 and scheduled by the District Transportation Department on his/her own
- 85 time.
- 86 (3) **Second Preventable Level II Accident** – Employee shall be suspended
- 87 without pay ~~for one (1) day~~. Employees shall be required to attend the Driver
- 88 Retraining Course II prescribed and scheduled by the District Transportation
- 89 Department on his/her own time.
- 90 (4) **Third Preventable Level II Accident** - Employees shall be suspended
- 91 without pay ~~for three (3) working days~~.
- 92 (5) **Subsequent Fourth Preventable Level II Accidents (regardless of**
- 93 **level)** - a recommendation will be made to Human Resources for termination
- 94 of employment.
- 95 b. **The District may substitute and/or add the following corrective**
- 96 **measures in lieu of or in addition to the discipline specified in Section 3.a**
- 97 **above.**
- 98 (1) Prescribe a traffic school different from those identified.
- 99 (2) Suspend with pay until investigation is completed.
- 100 (3) Suspend without pay.
- 101 (4) Terminate employment with the school system.

- 102 (5) Reassign to a non-driving position with the school system.  
103 (6) Loss of privilege of driving Board owned/leased vehicles.  
104 (7) Invoke any combination of the above.  
105 c. Employees covered by the Fair Dismissal Act will be accorded their rights under  
106 the Act prior to any disciplinary action being imposed.  
107

108 **C. ~~4.~~ CITATION OF EMPLOYEE FOR TRAFFIC VIOLATION:**

- 109 1. ~~a.~~ Any employee who is cited for a traffic violation by a law enforcement agency  
110 while operating a District-owned/leased vehicle or while operating a personal  
111 vehicle for District purposes for any reason shall report the citation to his/her  
112 immediate supervisor and the Professional Standards and Ethics office as soon as  
113 possible, and no later than the beginning of the next business day (Administrative  
114 Rule GBEA [Staff Ethics]).  
115 2. ~~b.~~ Should the employee fail to report the citation the next working day as required  
116 above, he/she may be suspended without pay or be terminated at the discretion of  
117 the Administration and the Board of Education (Board).  
118 3. ~~c.~~ Should the employee be found guilty (either by plea of guilty or nolo contendere,  
119 or by adjudication of guilt by a court) of the traffic violation charge, or there is  
120 other evidence available that the employee committed a traffic violation, the  
121 employee may be suspended without pay or terminated at the discretion of the  
122 Administration and the Board.  
123 4. ~~d.~~ If an employee's primary function job requirements specify a valid driver's license,  
124 and he/she is found guilty of a traffic violation involving the revocation or  
125 suspension of the employee's driver's license, even if the violation occurred in a  
126 vehicle other than a District owned/leased vehicle, the employee may be terminated.  
127 The employee must report the suspension or revocation immediately to his/her  
128 supervisor.  
129

130 **D. ~~5.~~ DRIVING UNDER THE INFLUENCE:**

- 131 1. ~~a.~~ District employees who:  
132 a. ~~(1)~~ are required to drive a District owned/leased vehicle as part of their job  
133 primary function or job requirements, or  
134 b. ~~(2)~~ drive a personal vehicle for District purposes,  
135 must report any charge of driving under the influence of alcohol or drugs  
136 (O.C.G.A. § 40-6-391) to his/her immediate supervisor and the **Professional**  
137 **Standards and Ethics office** ~~Employee Relations Office~~ at the beginning of the  
138 next working day regardless of whether the conduct which gave rise to the  
139 charge occurred in a personal or District owned/leased vehicle.  
140 2. ~~b.~~ District employees who are not required to drive a District owned/leased vehicle  
141 as part of their job requirements who receive a citation for driving under the  
142 influence while driving a District owned/leased vehicle, must report this to his/her  
143 immediate supervisor and the Professional Standards and Ethics office at the  
144 beginning of the next working day. The employee may be reassigned to a non-  
145 driving position, and/or may lose the privilege of driving a District owned/leased  
146 vehicle. Employees who drive District transportation, maintenance, warehouse or  
147 purchasing vehicles and who are reassigned into a non-driving position will be paid  
148 at the new position's prevailing rate of pay.  
149 3. ~~c.~~ Employees found guilty of driving under the influence of alcohol (DUI) or drugs as  
150 prohibited by O.C.G.A. § 40-6-391 while driving a District owned/leased vehicle will  
151 be recommended for termination.  
152

153 **E. SELF-REPORTING:**

154 Any employee that operates a District vehicle is required to notify his/her  
155 immediate supervisor and the Professional Standards and Ethics office  
156 regarding arrests and/or driver's license/traffic citations as outlined in  
157 Administrative Rule GBEA (Staff Ethics).  
158

159 **F. ~~6.~~ COORDINATION:**

160 Penalties outlined in this Rule are in addition to other remedies available to the Board  
161 or District through applicable law or other Administrative Rules, and shall be imposed  
162 unless the imposition of such penalties would be deemed a violation of state or  
163 federal laws or regulations.  
164

165 **G. SAFETY—EMPLOYEE IDENTIFICATION BADGES:**

166 The following regulations shall be observed relative to employee identification badges.

- 167 1. All employees will be issued an employee identification badge as required. The  
168 District will provide the initial badge. The employee will bear the cost of any  
169 replacement badge(s) unless replacement is due to normal wear and tear.
- 170 2. Employees may not alter, conceal or place unauthorized items or ornaments/pins on  
171 their employee identification badge.
- 172 3. All employees must wear the badge at all times when on District property. The badge  
173 must be worn so that it is easily visible.
- 174 4. When an employee leaves employment, he/she must turn in his/her identification  
175 badge to his/her immediate supervisor or available administrator. The  
176 supervisor/administrator will forward the returned badge to the Fingerprint Specialist  
177 Office in Human Resources Division.
- 178 5. Employees shall not allow another employee to use their badge to gain  
179 unauthorized access to any District facility.  
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181

182 Reclassified an Administrative Rule: 9/1/04

183 Revised: 9/22/05; 9/12/07; 1/9/08; 1/14/11; 1/18/12: ??/12



# BOARD ADMINISTRATIVE RULE

<p><b>Construction on District Property Funded by Others</b>  <b>GREEN font indicates content recommended by Construction</b>  <b>BROWN font indicates content recommended by Policy Development</b></p>	<p><b>FJA</b>  <b><u>FEAE-R</u></b></p>	<p><b><del>10/13/10</del></b>  <b><u>??/??/12</u></b></p>
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### RATIONALE/OBJECTIVE:

The Cobb County School District (District) requires that all improvements to District property comply with state, local, and District standards. The District has therefore established procedures for community organizations and/or individuals who desire to make such improvements.

### RULE:

#### A. GENERAL REQUIREMENTS:

1. Any improvements to existing District property, whether new construction, modification, alteration or renovation, either interior or exterior in nature, proposed by an individual or organization other than the District shall not be commenced until plans, specifications and projected costs have been reviewed and approved by the Principal, Director of Construction, Chief Financial Officer and Superintendent.
2. District property includes, but is not limited to, land, administrative facilities, academic facilities, athletic facilities, grounds, and unimproved portions of school or administrative sites.
3. Documentation showing funds available for the project (letter of financial verification from organization's bank, including current bank statement and organization's financial statement), proposed financing, and plans for paying off any debt incurred for the project shall be submitted as part of each application for project approval.
4. Projects estimated to cost more than two-hundred thousand dollars (\$200,000) shall be evaluated by the Director of Construction and recommended by the Superintendent to the Board of Education (Board) for approval and authorization in compliance with [Board Policy SD-6](#) (Fiscal Accounting and Reporting).
5. The school community should be notified of some proposed changes as outlined in [Board Policy SD-10](#) (Community and Communication Involvement).

#### B. PROCEDURES:

Any organization or individual wishing to perform work or make improvements on District-owned property shall comply with the following procedures:

1. Under \$10,000: ~~No Permits Required:~~
  - a. Development of Project Scope:
    - (1) The Principal or designee is to participate in preliminary discussions with the Director of Construction to determine project feasibility and requirements.
    - (2) If the project is determined to be feasible, proceed with project design.
  - b. Submission of Documentation for Approval of Proposed Work:
    - (1) Submit to the Director of Construction:
      - (a) Request for Project Approval ([Form FJA-1](#)), to include the estimated cost and proposed financial plan;
      - (b) Proposed drawing and specifications (if applicable);
      - (c) Appropriate waiver form ([Form FJA-2](#) [Contractor/Individual], [Form FJA-3](#) [Parent/Guardian/Child], or [Form FJA-4](#) [Club/Organization], as appropriate);

- 48 (d) Verification of project funding (letter of financial verification from the  
49 organization's bank, including current bank statement, and organization's  
50 financial statement) being set aside for total project cost; and  
51 (e) A copy of building/trade permit, if applicable.  
52 (2) The Director of Construction will review the submissions and will approve or  
53 reject the project. Action will be communicated to the applicant from the  
54 Director of Construction and the project may commence.
- 55 c. Verification of Work:  
56 The Director of Construction or designee will make periodic site visits to review  
57 the progress of the work and ensure that the work is being performed in  
58 accordance with the approved plans and specifications.
- 59 d. Project Completion:  
60 When the project is complete, notify the Direction of Construction for final  
61 inspection.
- 62 2. ~~\$10,000~~ up to \$100,000: ~~Permits Required~~:  
63 Projects costing up to \$100,000 must be evaluated by the Director of Construction  
64 and approved by Coordination Record and shall comply with the following  
65 procedures:
- 66 a. Development of Project Scope:  
67 (1) The Principal or designee is to participate in preliminary discussions with the  
68 Director of Construction to determine project feasibility.  
69 (2) If the project is determined to be feasible by Director of Construction, proceed  
70 with project design and provide the following to the Director of Construction  
71 for review and approval:  
72 (a) Proposed drawing and specifications; and  
73 (b) Project specifications (If applicable).  
74 (3) Upon approval of plans, submit final plans to Cobb County or City having  
75 jurisdiction and obtain building permit.
- 76 b. Submission of Documentation for Final Project Approval:  
77 (1) Submit to the Director of Construction the following:  
78 (a) Request for Project Approval ([Form FJA-1](#)), to include estimated cost and  
79 proposed financial plan;  
80 (b) Appropriate waiver form ([Form FJA-2](#) [Contractor/Individual], [Form FJA-3](#)  
81 [Parent/Guardian/Child], or [Form FJA-4](#) [Club/Organization], as  
82 appropriate);  
83 (c) Copy of building permits and other required permits for file;  
84 (d) Contractor's certificate of insurance for final approval;  
85 (e) Financing Plan (letter of financial verification from the organization's bank,  
86 including current bank statement, and organization's financial statement)  
87 which must include a 10% contingency fund for unforeseen conditions.  
88 (2) When all documents required in Section (1) have been received and  
89 approved, the Coordination Record will be prepared and presented for  
90 approval.  
91 (3) Action will be communicated to applicant from the Director of Construction  
92 and the project may commence.
- 93 c. Verification of Work:  
94 (1) The Director of Construction or designee will make periodic site visits to  
95 review the progress of the work and ensure that the work is being performed  
96 in accordance with the approved plans and specifications.  
97 (2) The appropriate inspections must be made by the authorities having  
98 jurisdiction, including the Fire Marshall, throughout the construction process  
99 in order to receive the Certificate of Occupancy when the project is  
100 completed.
- 101 d. Project Completion:  
102 A copy of the Certificate of Occupancy, (C.O.), must be submitted to the Director  
103 of Construction before the project can be used for its intended purpose.
- 104 3. Projects Over \$100,000:

105 Projects costing more than \$100,000 must be evaluated by the Director of  
106 Construction and recommended by the Superintendent for approval by the Board and  
107 shall comply with the following procedures:

108 a. Initial Project Scope Review:

109 Principal or designee to meet with the Director of Construction to discuss project  
110 scope, project budget and feasibility. Once the project scope and feasibility has  
111 been reviewed and approved, the Principal and/or designee may proceed to  
112 engage the required design professionals to provide the contract documents for  
113 the project.

114 b. Procurement of Construction Services:

115 Procurement of construction services for the Proposed Project shall be in  
116 accordance with the following:

117 (1) Georgia Board of Education Rule 160-5-4-.15; and

118 (2) Georgia Local Government Public Works Construction Law, O.C.G.A. § 36-91-  
119 1 *et seq.*

120 c. Submission of Documentation for Final Project Approval:

121 (1) Submit to the Director of Construction:

122 (a) Request for Project Approval ([Form FJA-1](#)), to include final cost and  
123 proposed financial plan;

124 (b) Appropriate waiver form ([Form FJA-2](#) [Contractor/Individual], [Form FJA-3](#)  
125 [Parent/Guardian/Child], or [Form FJA-4](#) [Club/Organization], as  
126 appropriate);

127 (c) Copy of all building permits and other required permits for file;

128 (d) Contractor's certificate of insurance for final approval;

129 (e) Projects must have a performance and payment bond submitted as part of  
130 the final approval; and

131 (f) Financing Plan (letter of financial verification from the organization's bank,  
132 including current bank statement, and organization's financial statement)  
133 which must include a 10% contingency fund for unforeseen conditions.

134 (2) When the all documents required in Section (1) are received and approved,  
135 the project will be presented to the Board for approval.

136 (3) Board action will be communicated to applicant from the Director of  
137 Construction and the project may commence.

138 d. Verification of Work:

139 (1) The Director of Construction or designee will make periodic site visits to  
140 review the progress of the work and ensure that the work is being performed  
141 in accordance with the approved plans and specifications.

142 (2) The appropriate inspections must be made by the authorities having  
143 jurisdiction, including the Fire Marshall, throughout the construction process  
144 in order to receive the Certificate of Occupancy when the project is  
145 completed.

146 e. Project Completion:

147 A copy of the Certificate of Occupancy, (C.O.), must be submitted to the Director  
148 of Construction before the project can be used for its intended purpose.  
149

150 **C. COMMUNICATIONS FACILITY GUIDELINES:**

151 Board Policy specifically requires the school community to be notified of proposed cell  
152 tower construction. Procedures for this notification are outlined in [Board Policy SD-10](#)  
153 (Community and Communication Involvement).

154 1. Telecommunications companies/cell tower owners that are requesting easement and  
155 lease agreements with the District to construct and maintain telecommunications  
156 facilities/cell towers on school sites shall be governed by the following rules and  
157 regulations:

158 a. The Director of Planning shall be designated as the Project Coordinator.

159 b. The Project Coordinator shall:

160 (1) Record the details of requests on a Request Form containing the following  
161 information:

162 (a) Name of telecommunications company/cell tower owner;

163 (b) School site;

- 164 (c) Type of structure (free-standing tower, light tower, co-location, or coaxial  
165 cable booster facility);  
166 (d) Anticipated height and size of structure(s); and  
167 (e) Name, address and telephone number of contact person at the  
168 telecommunications/cell tower company  
169 (2) Be responsible for keeping files containing all correspondence relating to the  
170 request and approval of the proposed project.  
171 (3) Notify the Area Assistant Superintendent.  
172 (4) Contact the Principal where the site is requested and determine if there is  
173 interest in pursuing the request. The date of contact is to be documented.  
174 (a) If there is no interest, the Project Coordinator shall send a letter to the  
175 telecommunications company/cell tower owner stating that the District is  
176 not interested in pursuing negotiations. That letter is to be placed in the  
177 Project Folder and the issue is considered closed.  
178 (b) If there is interest, the Project Coordinator shall schedule a meeting at the  
179 school to include the Principal, Project Coordinator, and representatives of  
180 the telecommunications company/cell tower owner.  
181 (5) Notify the Board Member for the school once the initial school site meeting  
182 has occurred.  
183 c. Once the proposal has been approved by the Principal and the appropriate Board  
184 Member has been notified, feasibility testing by the telecommunications  
185 company/cell tower owner may begin.  
186 d. The Principal shall be required to conduct a community survey or community  
187 forum to solicit input on the proposed facility. Input received should be reviewed by the  
188 Project Coordinator and Administration prior to making a recommendation to the Board.  
189 e. The Project Coordinator shall be responsible for negotiating payment by the  
190 telecommunications company/cell tower owner for the easement or lease  
191 provided by the District. The Project Coordinator has the duty to obtain fair  
192 market value for the easement or lease. Independent appraisals may be used to  
193 determine the fair market value.  
194 f. The Project Coordinator shall comply with all legal requirements specified in  
195 Board Policy and District Administrative Rules. The telecommunications  
196 company/cell tower owner shall be notified of these legal requirements by the  
197 Project Coordinator.  
198 g. The easement or lease agreement governing the transaction shall be approved by  
199 the Board.  
200 h. Upon receipt of payment, the Project Coordinator shall deliver the payment for  
201 the easement or lease to the District's Chief Financial Officer, along with a copy  
202 of the fully executed easement or lease agreement.  
203

204 **D. LEGAL REQUIREMENTS:**

- 205 1. Legal counsel for the District shall prepare all contracts, working with the  
206 telecommunications companies'/cell tower owner 's legal counsel.  
207 2. The telecommunications company/cell tower owner shall be required:  
208 a. To provide all site specifications, drawings, legal descriptions, and surveys prior  
209 to the drafting of the lease or easement agreement. These specifications must be  
210 approved by the Project Coordinator; and  
211 b. To pay all legal fees and expenses associated with the transaction.  
212 3. Payments:  
213 a. No agreements shall have an initial term of over five (5) years;  
214 b. Cell Tower Rent:  
215 Payment for at least five years shall be paid in advance at the beginning of each  
216 term;  
217 c. If the telecommunications company/cell tower owner should have additional  
218 antenna tenants, monthly fees as defined by the lease agreement shall be paid to  
219 the District's Project Coordinator.  
220 4. All agreements shall be terminable at the will of the District if the site should be  
221 needed for educational purposes, as determined in the District's sole discretion.



- 222 5. The District shall not agree to indemnify or hold harmless a telecommunications  
223 company for any reasons.  
224 6. Any communications facility to be placed on District property shall be designed to  
225 structurally accommodate the maximum number of additional users technically  
226 practical. The telecommunications company/cell tower owner shall have the duty to  
227 negotiate in good faith for co-location by third parties.  
228 7. The maximum height of cellular towers placed on District property shall not exceed  
229 one hundred fifty (150) feet.  
230 8. Upon expiration or termination of the lease or easement agreement, the  
231 telecommunications company/cell tower owner shall remove the telecommunications  
232 facility (excluding light towers) from the property at its sole cost and expense and  
233 return the facility to its original condition, reasonable wear and tear excepted.  
234

235 **E. REVENUES:**

- 236 1. Revenues generated from lease and easement agreements shall be paid:  
237 a. 60% to the host school;  
238 b. 40% to be placed in a general account for use by other schools.  
239 2. Area Assistant Superintendents will determine appropriateness by request of schools  
240 for the dispensation of the 40%.  
241 3. Revenues may also be used to pay for appraisals to determine fair market value of  
242 the easements and lease agreements.  
243 4. The primary use of the funds by the schools should be for:  
244 a. Curricular/co-curricular and extra-curricular activities which have a direct impact  
245 on staff and students;  
246 b. Additional equipment and materials; and  
247 c. Capital outlay projects which are similar to existing projects (example: assistance  
248 in retiring stadium debts).  
249 5. Funds would be restricted from use for the following:  
250 a. Celebration activities;  
251 b. Staff and student incentive programs;  
252 c. Activities of a social nature.  
253

254 **F. MONITORING:**

- 255 1. The Project Coordinator shall provide to the head of his/her division monthly reports  
256 to containing the following:  
257 a. New requests;  
258 b. Pending proposals;  
259 c. Approved agreements;  
260 d. Payments received; and  
261 e. Status of zoning approvals.  
262 2. The Project Coordinator shall provide legal counsel with fully executed copies of the  
263 agreements upon receipt.  
264  
265

266 Approved: 10/13/82

267 Reclassified an Administrative Rule: 9/1/04

268 Revised: 11/9/83; 8/8/84; 10/22/92, 12/13/95; 1/27/00; 1/23/03; 9/22/05; 11/12/08;  
269 4/15/09; 10/13/10; ??/12  
270