



**CCSD Board Policies
And
Administrative Rules
Revision/Codification Process
Section “J”**



Cobb County School District

A community with a passion for learning!

Policy Development

Proposed Revisions to Board Policy Manual – Section “J”

The presentation of this notebook brings to a conclusion the recodification and revision process. The majority of changes include, once again, only name and/or code changes. However, one Administrative Rule has been moved to a policy and fourteen new mandated policies have been created. All of the changes, including limited conforming changes, are outlined in the Index of Proposed Revisions. As with previous notebooks, ‘old’ policies and rules that have only name/code changes have not been included in the packet but are available upon request.

Index of
Proposed
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Revised
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Sections



Cobb County School District

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Policy Development

Index of Proposed Revisions Section “J”

New Codification	Current Codification	Changes/Comments
Admin Rule JAA-R Equal Educational Opportunities	*Admin Rule JB Equal Educational Opportunities	Code change
Board Policy JB Student Attendance		- New Board Policy Mandated by State Board of Education Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1
Admin Rule JB-R Student Attendance	Admin Rule JE Attendance	- Code change - Name Change
Admin Rule JBC-R School Admissions/Withdrawals	*Admin Rule JF Admissions/Withdrawals	- Code change - Name change - Editorial changes
Board Policy JBC(1) Homeless Students		- New Board Policy Mandated by 42 U.S.C. § 11432(g)
Admin Rule JBC(1)-R Homeless Students	*Admin Rule JFABD Homeless Students	- Code change - Name change
Board Policy JBC(4) Transferring Credits		- New Board Policy Mandated by State Board of Education Rule 160-5-1-.15
Board Policy JBCCA Student Assignment to Schools		- New Board Policy Mandated by State Board of Education Rule 160-4-8-.16
Admin Rule JBCE-R Transfers	Admin Rule JFABC Transfer Students	- Code change - Name Change
	Admin Rule JCAC Children of Employees	- Code change - Contents combined with Rule JBCE-R
Admin Rule JCAB-R Interviews and Searches of Students	*Admin Rule JIH Interrogations, Interviews and Searches	- Code change - Name change - Editorial changes
	*Admin Rule JIHC Metal Detector Use	Contents will be moved to Admin Rule JBCE-R

New Codification	Current Codification	Changes/Comments
Admin Rule JCAC-R Sexual Harassment Reporting and Investigation	*Admin Rule JICK Sexual Harassment Reporting and Investigation	• Code change • Editorial changes
Board Policy JCD Student Conduct		• New Board Policy • Mandated by State Board of Education Rules 160-4-8-.15 and 160-5-1-.10 and O.C.G.A. §§ 20-2-735-738, 20-2-751.1, 20-2-751.6, and 20-2-705 and 20 U.S.C. § 7151
Admin Rule JCD-R Student Conduct	*Admin Rule JIC Student Conduct: General Provisions	• Code change • Name change • Editorial changes
	*Admin Rule JKG Chronic Disciplinary Problem Students	• Contents will be moved to Admin Rule JCD-R
Admin Rule JCDB-R Student Dress Code	*Admin Rule JICA Student Dress Code	• Code change
Admin Rule JCEB-R Student Hearing Procedure	*Admin Rule JKDB Disciplinary Hearings: Long-Term Suspension/Expulsion	• Code change • Name change • Editorial changes
Admin Rule JDB-R Detention	*Admin Rule JKB Detention	• Code change
	*Admin Rule JKBA Saturday School (High School)	• Contents will be moved to Admin Rule JDB-R • Editorial changes
Admin Rule JDD-R Student Suspension	*Admin Rule JKDA Short-Term Suspension	• Code change • Name change • Editorial changes
	*Admin Rule JKDC In-School Suspension	• Contents will be moved to Admin Rule JDD-R • Editorial changes
Admin Rule JDD(1)-R Suspension/Expulsion of Disabled Students	*Admin Rule JKDD Suspension/Expulsion of Disabled Students	• Code change • Formatting changes • Editorial changes
Board Policy JDF Teacher Authority to Remove Students from Classroom		• New Board Policy • Mandated by State Board of Education Rule 20-2-751.5

New Codification	Current Codification	Changes/Comments
Admin Rule JDF-R Teacher Authority to Remove Students from Classroom	*Admin Rule JKF Removing Disruptive Students from the Classroom	• Code change • Name change • Editorial changes
Board Policy JG Student Welfare		• New Board Policy • Mandated by State Board of Education Rule 160-4-8-.04 and O.C.G.A. §§19-15-2 and 19-7-5
Admin Rule JG-R Student Welfare	Admin Rule JL Student Welfare	• Code change •
Admin Rule JGA-R Student Insurance Program	*Admin Rule JLA Insurance Program	• Code change • Name change
Board Policy JGC School Health Services		• New Board Policy • Mandated by State Board of Education Rule 160-4-8-.01 and O.C.G.A. §§ 20-2-771.2 and 20-2-773
Admin Rule JGC-R School Health Services	*Admin Rule JLC School Health Services	• Code change • Editorial changes
Board Policy JGCD Medication		• New Board Policy • Mandated by O.C.G.A. §§ 20-2-774, 20-2-776, and 20-2-776.1
Admin Rule JGCD-R Medication	*Admin Rule JLCD Medication	• Code change • Editorial changes
Board Policy JGF Student Safety		• New Board Policy • Mandated by State Board of Education Rule 160-4-3-.10
Board Policy JGF(2) Seclusion or Restraint of Students		• New Board Policy • Mandated by State Board of Education Rule 160-5-1-.35
Admin Rule JGF(2)-R Seclusion or Restraint of Students	*Admin Rule JGF Restraint of Students	• Code change • Name change
Admin Rule JGFB-R Supervision of Students	*Admin Rule JLIA Supervision of Students	• Code change • Formatting changes
	*Admin Rule JLL Overnight Activities Held in the School	• Contents will be moved to Admin Rule JGFB-R • Editorial changes

New Codification	Current Codification	Changes/Comments
Admin Rule JGFC-R Dismissal Precautions	*Admin Rule JLIB Dismissal Precautions	• Code change • Formatting changes
Admin Rule JGFF-R Automobile Use	*Admin Rule JLIE Automobile Use and Parking	• Code change • Name change • Formatting changes
Admin Rule JHA-R Student Activities Fund Raising	*Admin Rule JJE Fund Raising Activities	• Code change • Name change • Editorial changes
Admin Rule JHC-R School Clubs/Organizations and Student Organizations	*Admin Rule JJ School Clubs/Organizations and Student Organizations	• Code change • Editorial changes
Admin Rule JHCC-R Student Publications	*Admin Rule JICE Student Publications	• Code change • Editorial changes
Admin Rule JHD-R Student Social Events	*Admin Rule JJB Social Events	• Code change • Name change • Formatting changes
Admin Rule JQF-R Married and Pregnant Students	*Admin Rule JIG Married and Pregnant Students	• Code change • Formatting changes
Admin Rule JQK-R Exchange Students	*Admin Rule JFABB Admission of Exchange and Foreign Students	• Code change • Name change
Board Policy JR Student Records		• New Board Policy • Mandated by 20 U.S.C. §§ 1232g and 1232 h
Admin Rule JR-R Student Records	*Admin Rule JRA Student Records	• Code change • Editorial changes
	*Admin Rule JRAA Transfer/Articulation of Student Records	• Contents will be moved to Admin Rule JR-R
Admin Rule AD-R School Attendance Areas	*Admin Rule JC School Attendance Zone Modifications	• Code change • Name change • Editorial changes
Admin Rule IDE-R Co-Curricular Activities	*Admin Rule JJIC Standards for Student Participation in Extracurricular Activities	• Code change • Name change

New Codification	Current Codification	Changes/Comments
	*Admin Rule JHF Review Committee for Performance and Interscholastic Activities	Contents will be moved to Admin Rule IDE-R
Board Policy IDE(1) Competitive Interscholastic Activities, Grades 9-12		- New Board Policy Mandated by State Board of Education Rule 160-5-1-.18
Admin Rule IDF-R Interscholastic Activities	*Admin Rule JICDD Student Conduct: Interscholastic/Extracurricular Activities	- Code change - Name change - Editorial changes
Board Policy IDFA Gender Equity in Sports	*Admin Rule JJIF Gender Equity in Sports	- Admin Rule changed to Board Policy - Code change - Editorial changes Mandated by State Board of Education Rule 150-5-1-.20
Admin Rule IDFB-R Sportsmanship	*Admin Rule JJI Sportsmanship	Code change
Board Policy LEBA Parental Involvement in Education		- New Board Policy Mandated by 20 U.S.C. § 6318
Admin Rule LDD-R Federal Government	*Admin Rule JFABBA Immigration Forms	- Code change - Name change
	*Admin Rules JICDA-E, JICDA-M, and JICDA-H Student Codes of Conduct	Based on legal review, these rules will not be revised not re-coded until the end of the school year.

*Copies are not included in packet. Any changes made are changes in wording of a conforming or editorial nature such as grammar corrections, changes of personnel titles, wording clarification, etc., which do not alter the intent or provisions of the Rule, or changes that have already been presented in previous packets.

Index of
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Revisions

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JAA-R Equal Educational Opportunities

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) shall maintain its educational programs in compliance with all laws relating to non-discrimination. Procedures shall be established and personnel appointed within the District to deal with student and parent concerns relative to the requirement of non-discrimination.

No person shall be discriminated against because of race, creed, color, national origin, religion, sex, age, or disability.

RULE:**A. DEFINITIONS:**

1. A "grievance" is a complaint that alleges action by the District in violation of Title IX, Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA), or Title VI.
2. "Grievant" is the person initiating the complaint.
3. "Responsible Official" indicates the employee designated by the District to coordinate its efforts to comply with and carry out its responsibilities under the various pieces of legislation.
 - Title IX - Student Support office
 - Section 504 and ADA - Special Student Services Division
 - Title VI Student Issues – Student Support office
4. "Student" means a person enrolled in one of the schools or instructional programs operated by the District.
5. "Building administrator" means the building principal or designee.

B. PROCEDURES:

All grievances brought by a student or by another person on a student's behalf shall be handled in the following manner:

1. Local School:

- a. Within twenty (20) school days of the time that the grievant knows, or reasonably should know about the grievance the grievant shall present the grievance orally to the building administrator who shall note in writing the date of the grievance presentation.
- b. Within five (5) school days after the grievance is presented, the principal or designee shall orally answer the grievance. Information shall be given to the grievant regarding the procedures to follow if the oral answer from the building administrator proves unsatisfactory.

2. The Responsible Official:

- a. If the grievance is not resolved orally, within five (5) school days of the oral answer, the grievant shall state his/her grievance in writing on Form JB-1. When completed and signed, the form should be submitted to a building administrator for response. The building administrator shall use the form to document his/her previous oral response as well as further steps he/she has taken to resolve the complaint. Within five (5) school days of his/her receipt of the complaint form, the building administrator shall:
 - (1) Give copies of the completed form to:
 - (a) The grievant.
 - (b) The principal.
 - (2) Send a copy to the District's designated responsible official.
 - (3) Retain a copy for the school file.

- b. The written grievance shall:
 - (1) Name the student involved and/or the person bringing the grievance on behalf of the student;
 - (2) State the situation or conditions giving rise to the perceived discrimination;
 - (3) Identify the specific provisions of the legislation or the implementing regulations alleged to have been violated; and
 - (4) Indicate the specific relief sought.
 - c. Upon receiving the completed grievance form, the District's responsible official shall mark it with the date of receipt. Within ten (10) calendar days of receiving the written complaint, the responsible official shall give an answer in writing to the grievant.
- 3. The Superintendent:**
- Should the grievance not be resolved in Step Two, the grievant may then appeal to the District Superintendent's office:
- a. Within five (5) school days of receiving the responsible official's answer, the grievant may submit his or her grievance form (Form JB-1), along with any written response to that complaint, to the Superintendent who shall issue a signed and dated receipt for the materials.
 - b. The Superintendent shall hear the grievance within twenty (20) calendar days after receiving any properly filed written complaint.
 - c. The grievant shall be given a full and fair opportunity to present evidence related to the facts and issues raised by the grievance. The Superintendent and/or designee, along with other District representatives and/or counsel shall attend the hearing.
 - d. The grievant may also choose to be represented by counsel at such a hearing. The length of the hearing will be mutually determined by the parties involved and will not exceed three (3) working (8 hour) days.
 - e. The Superintendent shall render his/her decision in writing within ten (10) calendar days after completion of the hearing. A copy of the Superintendent's decision shall be furnished to the grievant.
 - f. The Superintendent's decision shall be final within the District.

C. FAILURE TO OBSERVE TIME LIMITS:

- 1. In the event the grievant fails to exercise the options provided under the grievance procedure, or to abide by the time limits established for each step, the grievance shall be declared out of order by the District official involved. The matter shall then be settled in accordance with the District's last answer.
- 2. In the event the District fails to give its answer at any step within the time limits prescribed, the grievant shall have the right to proceed immediately to the next step.
- 3. At any time in these proceedings, the grievant may appeal directly to the Office for Civil Rights, Washington, DC, as outlined in the District's nondiscrimination compliance notification. Any time limit may be extended by a written mutual agreement signed by the grievant and the District official involved.

D. EFFECT OF SETTLEMENT:

Any settlement of a grievance shall be applicable to that grievance only and shall not be considered binding authority for the disposition of any other grievance.

Adopted: 7/22/82
 Revised: 4/13/83; 4/14/04
 Reviewed: 8/8/84; 9/1/04
 Revised: 7/28/05; 1/18/12
 Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JB)

Legal Reference

O.C.G.A. 45-01-0004	Whistleblower
O.C.G.A. 20-02-0131	Objectives and purposes of QBE program
O.C.G.A. 20-02-0133	Free public instruction; exceptions; eligibility; transfer and utilization; funding
34 CFR 104.7	Section 504 - Designation of responsible employee and adoption of grievance procedures
34 CFR 100.7(c)	Title VI - Conduct of investigations
29 CFR 1691.5	Agency processing of complaints of employment discrimination - ADA
34 CFR 106.8	Title IX - Designation of responsible employee and adoption of grievance procedures for sex discrimination

42 USC 2000d	1964 Civil Rights Act
20 USC 1412	State eligibility
20 USC 1703	Denial of equal educational opportunity prohibited
29 USC 794	Nondiscrimination under Federal grants and programs
20 USC 1400	Individuals with Disabilities Education Act of 2004
20 USC 1701	Equal Educational Opportunities Act of 1974
29 USC 705	Rehabilitation Act of 1972
20 USC 1681	Title IX of the Education Amendments of 1972

JB Student Attendance

?/?/12

The Cobb County Board of Education (Board) believes that punctual and regular attendance is important and expected. Students should participate in the experiences, discussions, activities and special projects integral to the learning process. Regular attendance in school is the joint responsibility of the student and his/her parents or guardians.

In addressing student attendance issues, the Cobb County School District (District) shall comply with all the requirements of state law, State Board of Education rules, and the Student Attendance Protocol developed by the Cobb County Attendance Protocol Committee.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-0690.2	Establishment of Student Attendance Protocol Committee
O.C.G.A. 20-02-0691	Minimum Annual Attendance Required
O.C.G.A. 20-02-0696	Duties of Visiting Teachers and Attendance Officers
O.C.G.A. 20-02-0692.1	Excused Absence: Military Parent on Leave
O.C.G.A. 20-02-0692.2	Foster care student attending court proceedings related to that student's foster care to be credited as present at school
O.C.G.A. 21-02-0092	Student Teen Election Participant (STEP) program
O.C.G.A. 20-17-0002	Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 20-02-0690.1	Mandatory education for children between 6 and 16
O.C.G.A. 20-02-0692	General Assembly pages granted excused absences
O.C.G.A. 20-02-0693	Exemptions
O.C.G.A. 20-02-0694	Administration/enforcement of attendance reqts.
O.C.G.A. 20-02-0695	Employing attendance officers in addition to visiting teachers
O.C.G.A. 20-02-0697	Cooperation of principals and teachers with attendance officers and visiting teachers
O.C.G.A. 20-02-0698	Assumption of temporary custody of truant children by peace officers
O.C.G.A. 20-02-0701	Mandatory reporting of truants to juvenile or other courts
O.C.G.A. 40-05-0022	Requirements for licensure; school attendance requirements
Rule 160-4-2-.31	Hospital/Homebound Instruction
Rule 160-5-1-.02	School Day and School Year for Students and Employees
Rule 160-5-1-.10	Student Attendance
Rule 160-5-1-.15	Acceptance of Transfer Credit and/or Grades
Rule 160-5-1-.28	Student Enrollment and Withdrawal

JB-R Student Attendance

?/?/12

RATIONALE / OBJECTIVE:

In compliance with the requirement set forth in O.C.G.A. § 20-2-690.1, the parents/guardians, or other persons having charge of any child(ren) between their sixth and sixteenth birthdays are required by law to enroll and send such child(ren) to a public or private school or utilize a home study program. The State Board of Education's Student Attendance Rule defines "Truant" as any child subject to compulsory attendance who, during the school calendar year, has more than five days of unexcused absences. The District will comply with all applicable State authority, including law and State Board Rules, regarding student attendance.

RULE:

The Cobb County School District (District) requires that principals, teachers, and other designated personnel make and keep proper attendance records and administer disciplinary measures necessary to maintain regular student attendance.

- The District requires that principals, teachers and other designated personnel make and keep proper attendance records. It is important that local schools keep accurate data to reflect each student's excused and unexcused absences. A copy of this documentation should remain on file in the school throughout the school year.
- Attendance should be taken in every class period for middle and high schools. Elementary schools shall take attendance daily.
- Local schools will provide to the parent/guardian or other person having control or charge of the student enrolled in the school, possible consequences and penalties for failing to comply with compulsory attendance.
- By September 1 of each school year or within 30 school days of a student's enrollment in the school system, the parent, guardian, or other person having control or charge of such student shall sign a statement indicating receipt of such written statement of possible consequences and penalties. In addition, students age ten or older by September 1 shall sign a statement indicating receipt of written statement of possible consequences for non-compliance to the local system's policy. The school will make two reasonable attempts to secure such signature or signatures, and will be considered to be in compliance if it sends a copy of the statement, via certified mail, return receipt requested, to such parent, guardian, other person who has control or charge of a child, or children. The school will retain signed copies of statements through the end of the school year.

The following procedures shall be observed in regard to attendance of students:

A. Absences Considered Excused:

In accordance with State Board of Education Rule 160-5-1-.10 and O.C.G.A. § 20-2-690.1 the following are considered excused absences:

1. When personally ill and when attendance in school would endanger their health or the health of others.
2. When, in their immediate family, there is a serious illness or death which would reasonably necessitate absence from school. Immediate family is defined as mother, father, siblings, grandparents, step-parents or legal guardian.
3. Observing religious holidays, necessitating absence from school.
4. When mandated by order of governmental agencies (examples: pre-induction physical examination for service in the armed forces or a court order).

5. Children may be excused from school attendance when prevented from such attendance due to conditions rendering school attendance impossible or hazardous to their health or safety.
6. Children who attend court proceedings relating to their foster care or who are serving as Pages in the Georgia General Assembly shall be credited as present by the school for days or class periods missed from school for this purpose. A student in foster care means a student who is in a foster home or otherwise in the foster care system under the Division of Family and Children Services of the Department of Human Services.
7. A student may be granted an excused absence not to exceed one day in order to register to vote or to vote in a public election.
8. A student whose parent/guardian is in military service in the armed forces of the United States or the National Guard, and such parent/guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five (5) school days per school year, for the day or days missed from school to visit with his/her parent/guardian prior to such parent/guardian's deployment or during such parent/guardian's leave.

B. Excused and Unexcused Absences:

1. A letter written by a parent/guardian and/or licensed physician explaining the reasons for absences must be presented to school authorities by all students on the date of return to school or no later than the following school day after a period of absence from school. Failure to submit a note within three schools days after a student's return from an absence will result in the absence being marked as unexcused.
2. The principal may ask for additional medical or other documentation to verify that absences are excused, particularly when more than three (3) absences have been accumulated during the semester.
3. Students who become ill or injured while at school shall be dismissed from school only after parents/guardians have been notified. Exceptions to this policy shall be made only in cases of emergency.
4. A student shall be dismissed before the school day officially ends when a parent or guardian sends a written request or speaks by telephone with the principal or principal's designee, explaining the reason for early dismissal to the principal or appears in person requesting the student's dismissal. The school shall verify the identity of anyone requesting early dismissal of a student from school.
5. Individual students who have emergencies necessitating their absence from school for a portion of the school day must have been present for one-half of the instructional day in order to be included in the average daily attendance count.
6. Students shall not leave the school grounds during school hours without permission from the principal or principal's designee.
7. Principals or principal's designees may require verification of right of custody/identification of anyone requesting early dismissal of a student.
8. Pregnant Students – See Administrative Rule JIG (Admissions/Withdrawals: Married and Pregnant Students).

C. Late Arrivals /Early Checkouts:

1. To be considered "in attendance" for a school day, a student must be present for at least one-half of the school day, excluding the lunch period. Students leaving school before meeting that requirement will be considered absent for the day.
2. A parent/legal guardian may be required to bring appropriate documentation showing the necessity of an early checkout/late arrival.

D. Excessive Absences:

As required by Georgia law, the District will participate in a Student Attendance Protocol Committee, and will address excessive absences as discussed in the Student Attendance Protocol (Form JE-5, incorporated by reference here), which contains procedures to be used in identifying, reporting, investigating and prosecuting cases of alleged violations of O.C.G.A. § 20-2-690.1, relating to mandatory school attendance and appropriately addressing the issue with parents and guardians.

The parental contacts discussed in the Attendance Protocol are the minimum to be utilized. The District and/or local school administrators may initiate additional contacts with parents/guardians if deemed appropriate to address the attendance issues of their respective school communities. Likewise, local school administrators may make a referral to the School Social Worker at any time it is deemed appropriate.

After fifteen occurrences: The school administrator should confer with a School Social Worker to determine whether a referral is warranted.

E. Suspensions/Expulsions:

Absences due to out-of-school suspensions or expulsions shall not count as unexcused absences for the purpose of determining student truancy, reporting for TADRA (Teenage and Adult Driver Responsibility Act) and the ability to make up work. However, these absences may be considered when determining attendance incentives criteria and other decision in the school where poor behavior is considered. Parents of students who are suspended or expelled will be notified pursuant to Administrative Rules JKDB (Student Conduct: Disciplinary Hearings: Long-Term Suspension Expulsion) and JKDA (Student Conduct: Short-Term Suspension).

F. Penalties:

Pursuant to the Georgia Compulsory Attendance Statute, O.C.G.A. § 20-2-690, *et seq.*, a parent or legal guardian who fails to send his or her child to school may be charged with a misdemeanor. At its discretion, a court having jurisdiction may subject the parent or guardian to a fine not less than \$25.00 and not greater than \$100.00, imprisonment not to exceed thirty (30) days, community service, or any combination of such penalties, if found guilty of violating the Compulsory Attendance Statute. Each day's absence after the child's school system notifies the parent, guardian, or other person who has control or charge of a child of five unexcused days of absence for a child shall be considered a separate offense as related to the penalty.

Reclassified an Administrative Rule: 9/1/04
 Revised: 1/27/05; 6/21/05; 7/1/06, 8/10/11; 10/10/12
 Revised and re-coded: ??/12

Legal Reference

O.C.G.A. 20-02-0690.2	Establishment of Student Attendance Protocol Committee
O.C.G.A. 20-02-0691	Minimum Annual Attendance Required
O.C.G.A. 20-02-0696	Duties of Visiting Teachers and Attendance Officers
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O.C.G.A. 20-02-0695	Employing attendance officers in addition to visiting teachers
O.C.G.A. 20-02-0697	Cooperation of principals and teachers with attendance officers and visiting teachers
O.C.G.A. 20-02-0698	Assumption of temporary custody of truant children by peace officers
O.C.G.A. 20-02-0701	Mandatory reporting of truants to juvenile or other courts
O.C.G.A. 40-05-0022	Requirements for licensure; school attendance requirements
Rule 160-4-2-.31	Hospital/Homebound Instruction
Rule 160-5-1-.02	School Day and School Year for Students and Employees
Rule 160-5-1-.10	Student Attendance
Rule 160-5-1-.15	Acceptance of Transfer Credit and/or Grades
Rule 160-5-1-.28	Student Enrollment and Withdrawal

JBC-R School Admissions / Withdrawals

?/?/12

GSBA Reference: JBC (School Admissions)

RATIONALE / OBJECTIVE:

The Cobb County School District (District) serves the students who are eligible to attend the District's schools. The District will adhere to all requirements regarding student enrollment, including those in Georgia law and State Board Rules such as 160-5-1-.28 and 160-5-1-.07.

RULE:**I. ADMISSIONS:**

Schools shall use the District-approved "Student Enrollment Form" (Form JBC-5) when enrolling students new to the school or for the subsequent school year. Form JBC-7 (Student Enrollment Quick Reference) provides a summary of documentation a student will need to be officially and finally enrolled in the District. More detailed explanation of enrollment requirements and procedures follows.

A. ENROLLMENT ELIGIBILITY:

The District shall admit into its schools students who reside with an adult, whether parent, guardian, or person having control or charge of a student within the District (See Section C below) and who meet all other qualifications of this Rule. These eligible students may include:

1. Department of Human Resources:

Any minor who is in the physical or legal custody of the Department of Human Services (DHS) or Department of Juvenile Justice or any of their divisions and is physically present within the geographical boundaries of the District. When a student is being placed by DHS into a new home or facility that would require a change in school or school system, the District shall consult with the student's custodian to ascertain whether the student should be maintained in the school of origin or assigned to the appropriate school in the District in accordance with the McKinney-Vento Act. Children awaiting foster care placement qualify as homeless under the McKinney-Vento Act.

2. Any minor who would qualify as a student for the District and resides in a state- licensed orphanage or institution for abandoned or neglected children.**3. Any minor attending a state-licensed drug or alcohol rehabilitation facility which is located within the geographical boundaries of the District.****4. Department of Juvenile Justice:**

Any minor housed pursuant to court order in a foster care home which is located within the District. If placed by the Department of Juvenile Justice, the student shall be enrolled in his/her home school, as opposed to an alternative educational setting, unless the Case Management Consultation Team concludes that the best placement for the child would be the alternative setting (see Section I (C)(9), below). Any placement made pursuant to an individualized education program team shall take precedence.

5. Homeless Students:

Any minor who is a homeless individual. Refer to the Administrative Rule JBC(1)-R (Homeless Students).

6. Any minor whose parent or court-appointed guardian is an employee, other than temporary or substitute employees, of the District (see Administrative Rule JBCE-R [Transfers]).**7. Emancipated Minors:**

Any minor under the age of eighteen who resides in the District and who is no longer under the control or authority of his/her parents/guardians by operation of law (validly married or as otherwise prescribed by law) or as granted by a juvenile court judge.

8. Military Dependents:

- a. Special power of attorney relative to the guardianship of a child of an active-duty military family and executed under applicable law shall be sufficient for the purposes of enrollment and all other actions requiring parental participation and consent. (This will affect students whose parents are deployed and the military child care plan places the child with someone other than the natural parent.)
- b. A transitioning military child, placed in the care of a non-custodial parent or other person standing in loco parentis who lives in a jurisdiction other than that of the custodial parent, may continue to attend the school in which he or she was enrolled while residing with the custodial parent. (The person in charge of the child is responsible for transportation to and from school if the school is out of district or the attendance zone.)

9. Grandparents with power of attorney:

A grandparent with a properly executed power of attorney for the care of a minor child, may enroll their grandchild, without court approval, in the school zone where they reside with the child.

10. Other students determined to be eligible for enrollment by Student Support and the Area Assistant Superintendent.

B. ENTRANCE AGE:

1. All Georgia resident students shall have attained the age of five (5) on or before September 1 in order to be eligible for admission into the kindergarten program (See Section C below).
2. All Georgia resident students shall have attained the age of six (6) on or before September 1 in order to be eligible for admission into the first year program (see Section C below).
3. Upon completion and verification of Form JBC-1 (K-1 Out-of-State/Out-of-Country Verification) students who were legal residents of one or more other states or countries for a period of two years immediately prior to moving to Georgia, were legally enrolled in a public kindergarten or first grade, or a kindergarten or first grade accredited by a state or regional association, or the equivalent thereof, will attain the age of five for kindergarten or six for first grade by December 31 and is otherwise eligible for enrollment under State Board Rule and this Administrative Rule will be eligible for admission.

NOTE: All children enrolled for 20 school days or more prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law (O.C.G.A. §§ 20-2-690 through 20-2-701) and Administrative Rule JB-R (Student Attendance) and cannot be withdrawn except as provided in Section II, Withdrawals, below.

4. Transferring students who are children in the household of a full-time duty status member of the active uniformed services of the United States, including members of the National Guard and Reserve on active duty orders shall be allowed to enroll at the same grade level from an accredited school regardless of age.
5. Students who have been enrolled in and successfully completed first grade at a public school or a private school accredited by a state agency (i.e., SACS/AdvancEd) will be eligible for enrollment in second grade.
6. All youth who have not attained the age of 21 by September 1 are eligible for enrollment in appropriate education programs, unless they have received a high school diploma or the equivalent. Students that have dropped out of school for one quarter or more are eligible to re-enroll unless they attain the age of 20 by September 1.
7. All youth who are classified as a student with disabilities are eligible for enrollment in appropriate education programs from age three (3) until age 22 unless they have received a regular high school diploma, provided they were enrolled during the preceding school year and had an approved Individualized Education Program (IEP) which indicated that a successive year of enrollment was needed.
8. Guidelines for students enrolling from Home Study programs are contained in the Administrative Rule JBC(2)-R (Home Study).

C. ENROLLMENT REQUIREMENTS AND PROCEDURES:

All students enrolling for the first time in Cobb County School District shall receive full status as students when the following requirements are fulfilled:

1. Health Certifications (See Administrative Rule JGC-R [School Health Services]):

- a. Georgia Department of Human Resources Form 3231 "Certificate of Immunization" is on file. The Principal or designee will grant the enrolling person a 30 calendar day waiver if requested, which will permit the student to be provisionally enrolled in the District for 30 calendar days from the date the waiver is granted for a justified reason. Upon expiration of the waiver, the student shall not be permitted to attend the school unless the student submits a certificate of immunization. It is the responsibility to the parent to have the required form in to the school within the 30 day period (Form JBC-13),
- b. Georgia Department of Human Resources Form 3300 "Certificate of Ear, Eye and Dental Examinations" for kindergarten and first year students, students new to Georgia schools, and students coming from private schools is on file. The Principal or designee will grant the enrolling person a 30 calendar day waiver if requested, which will permit the student to be provisionally enrolled in the District for 30 calendar days from the date the waiver is granted for a justified reason. Upon expiration of the waiver, the student shall not be permitted to attend the school unless the student submits form 3300. It is the responsibility to the parent to have the required form in to the school within the 30 day period (Form JBC-13).
- c. Questions concerning religious waivers for immunizations and screenings for dental, hearing and vision should be referred to Student Support. Religious waivers (Form JGC-4) are to be completed at the school and placed in the student's permanent record.

2. Proof of Birth Date:

Unless exempted by law or State Board of Education rules, before admitting any individual to a state-funded Georgia school or program, the Principal or designee shall require evidence of the individual's date of birth. Evidence shall be accepted in the order set forth below:

- a. Kindergarten, first year, and students new to Georgia must present proof of birth date prior to entry into the District. This shall also apply to students transferring into the District during the year. Once a student has been enrolled in any publicly-funded Georgia school, provided one of the following evidences of date of birth has been provided and recorded in the Georgia Testing Identifier application, further proof of age is unnecessary.
- b. **Acceptable Evidence:**
The school will accept evidence in the order set forth below that shows the student's date of birth:
 - (1) A copy of a birth certificate, a certified hospital issued birth record or birth certificate;
 - (2) A military ID;
 - (3) A valid driver's license;
 - (4) A passport;
 - (5) An adoption record;
 - (6) A religious record signed by an authorized religious official;
 - (7) An official school transcript; or
 - (8) If none of these items can be produced, an affidavit of age sworn to by the parent, guardian or other person accompanied by a certificate of age signed by a licensed practicing physician, which certificate states that the physician has examined the child and believes that the age as stated in the affidavit is substantially correct.
- c. **Record Retention:** Upon presentation of one of the above evidences, a copy of the document shall be placed in the student's record and the original returned to the parent/guardian/person having control or charge of a student.

3. Proof of Residency:

In order for a student to be admitted in the District, the person enrolling the student shall provide proof of residency within the District.

- a. Proof of residency shall be provided to the Principal or designee when the student seeks initial enrollment in the District.

- b. In order to verify residency within the District, two or more of the following items shall be presented to the Principal or designee:
 - (1) Home ownership title consisting of either a warranty deed, quit-claim deed, or security deed in the name of the parent/guardian for the location of the legal residence;
 - (2) Lease or rental agreement consisting of written evidence that a current valid agreement exists. Also to be included with this agreement shall be the name, address, and/or telephone number of the lessor;
 - (3) Current utility (gas, telephone, power, water, and sewer) monthly statement which evidences the location of the legal residence;
 - (4) Current Georgia driver's license or Georgia identification card which evidences the location of the legal residence;
 - (5) Current bank, credit union, or other financial institution documentation (loan documents, credit card statement, monthly activity statement) which evidences the location of the legal residence;
 - (6) Mail delivered by the United States Postal Service other than general mail addressed to occupant or resident;
 - (7) Employer documentation (application for employment, health insurance, previously issued W-2 or Form 1099) which evidences the location of the legal residence;
 - (8) For the current year, a Cobb County property tax statement with evidence thereupon of payment and which shows the name and address;
 - (9) Voter registration documentation from Cobb County;
 - (10) A current motor vehicle registration (tag receipt);
 - (11) Any other document(s) that will provide evidence of an intent to remain at the location of legal residence within the geographic boundaries of the District.
- c. In the event none of the above documentation exists or the documentation submitted is insufficient to verify a legal residence within the District, the Principal or designee shall require the parent/guardian claiming residency to complete a statement of legal residence (Form JBC-2) which includes an affidavit of parent/guardian. This Principal or designee may also require the certification of the residence owner. The statement should be notarized and signed by the parent/guardian and owner/lessor.
- d. At the discretion of the Principal or designee, if evidence of a parent/guardian's residence within the District is still insufficient, the Principal or designee shall submit a referral to the school social worker. The School Social Work Department will take whatever legal steps are necessary to verify the parent or guardian's residence within the District. Such steps may include, but are not limited to, investigation by the school social worker, completion of the certification of residence by owner/lessor (Form JBC-2), and report of status of the investigation to the referring school for proper action. Students whose residency cannot be verified may be withdrawn from the school until such time as the parent can provide the required documentation.
- e. Any student whose parent/guardian is not residing within the District at the time the student applies for admission shall nonetheless be considered a resident for purposes of admission if:
 - (1) He/she provides to the Principal or designee documents evidencing that he/she shall be a resident of the District within thirty (30) calendar days from the date the student applied for admission (Form JBC-3).
 - (2) Any student enrolled in a high school pursuant to Item a. above shall not receive performance eligibility until the high school Principal or designee is provided proof (See Item b. above) that the student is living within the geographic boundaries of the District.
- f. **Loss/Change of Residency:**
 - (1) The parent/guardian shall notify the school immediately if any change in residence occurs.
 - (2) Students who cease to be a resident of the District or move to another school attendance zone within the District may be eligible to submit an application for transfer to remain with their home school for a limited time. Refer to Administrative Rule JBCE-R (Transfers).

4. **Social Security Number:**

- a. No student shall be denied enrollment in the District for failing to provide his/her Social Security number or for declining to apply for a Social Security number. Providing a Social Security number is voluntary.
 - b. The parent/guardian will provide an official copy of the student's Social Security number. A parent/guardian who objects to the incorporation of the Social Security number into the school records of a child may waive the requirement by signing a notarized statement objecting to the requirement (Form JBC-4). This statement shall be retained in the student's permanent folder. Additionally:
 - (1) The communication of this information will be in a language appropriate for the parent, guardian, student or person enrolling the student.
 - (2) The school shall:
 - (a) If needed, provide forms for making application for a Social Security number or for waiving the request; and
 - (b) Ensure that student Social Security numbers are treated in the same confidential manner as all other records and in accordance with the Family Educational Rights and Privacy Act (FERPA) which includes withholding student Social Security numbers from the U.S. Citizenship and Immigration Services.
 - (c) Assign a temporary identification number to a student who is applying for a Social Security number, or a permanent student identification number if a Social Security number will not be provided.
5. **Transfer Records:**
- a. **Students transferring from another school system:**

Students enrolling from other school systems shall be admitted upon presentation of a withdrawal form from the previous school and/or verification of academic status and eligibility for enrollment. They shall receive full status as students when:

 - (1) A valid transcript of work completed is received directly from the previous school attended. A Form JBC-8 (Authorization to Release Records) is to be completed at the time of enrollment.
 - (2) Tests deemed necessary by school officials for proper grade placement have been completed.
 - (3) Clearance of the records of the previous school is completed.
 - b. **Students transferring from another Cobb County School District school:**

Students transferring from one CCSD school to another within the District must obtain an official withdrawal form from the previous school. However, other records (i.e. health certifications, proof of birth, etc) are not required as this data is accessible in the District's database. Students who do not return books/materials issued from the previous school will be charged for those items until returned in good condition.
6. **Discipline Records/Status:**
- a. Any student desiring to enter the District must be eligible to enter the school system which he last attended. Form JBC-9 (Disclosures Required for Conditional Admission) shall be completed at the time of enrollment.
 - b. The District may request the discipline record of any student entering the District.
 - c. Any student who is enrolling in the District for the first time in grades seven or higher must provide a certified copy of his/her scholastic and discipline record from the school previously attended. In lieu of providing a certified copy of a discipline record and transcript, the student may be admitted on a conditional basis by submitting a properly executed release authorizing the District to obtain such information from the school previously attended.
 - d. Students who have been assigned to an alternative school by a public school system or suspended/expelled from another public school in this or any other state, a private school from this state or an alternative school within any public school system may be eligible for acceptance into the District only after their records have been cleared through the office of Student Support. Documentation of the assignment to alternative school or suspension/expulsion from the previous school must be provided to Student Support.
7. **Data Entry:**

Student entry information should be entered directly into the computer no later than the day after a student enrolls in a Cobb County school.
8. **Custodial Documents:**

The District may request proof of custody in situations involving multiple adults claiming control of the same student.

9. Case Management Consultation:

- a. A Case Management Consultation (CMC) is a consultation by a school social worker or case manager in which a process is used to discover whether any transition problems exist and whether any services are necessary for a child placed by the Department of Human Services (DHS) or Department of Juvenile Justice (DJJ).
- b. The CMC process will be utilized each time a DHS or DJJ-placed child enrolls in a new school.

10. End-of-Year Enrollment:

Students may enroll at any time during the school year except the last five days of school. Students who seek to enroll during the last five days of school may be asked to schedule a later appointment to enroll for the following school year.

D. PERSON OTHER THAN A PARENT / GUARDIAN ENROLLING A STUDENT:

This person must be an adult of at least 18 years of age or an emancipated minor at least 16 years of age residing within the boundaries of the Cobb County School District. The enrolling person must stand in loco parentis (i.e., to assume the duties and responsibilities of a parent such as providing food, shelter, clothing or medical care).

1. The student must live with the enrolling person full-time for one of the following reasons:
 - a. The death, serious illness, or incarceration of the parent/guardian;
 - b. The abandonment by a parent/guardian of the complete control of the student as evidenced by the failure to provide substantial financial support and parental guidance;
 - c. Abuse or neglect by the parent/guardian;
 - d. The physical or mental condition of the parent/guardian is such that he/she cannot provide adequate care and supervision of the student;
 - e. The loss of inhabitability of the student's home as the result of a natural disaster;
 - f. The parent/guardian is unable to provide care and supervision of the student because he/she is serving in the military;
 - g. The student is living in a foster home, group home, or other institution or care facility that is located in the District; or
 - h. The parents/guardians cannot be located.
2. The enrolling party must have control and charge of the child, 24 hours per day and 7 days per week. The request to enroll the student cannot be primarily related to the desire to attend a particular school in the District, nor may the request be for the purpose of participating in athletics at a particular school, or for any other similar purpose.
3. If the person presenting the student for enrollment is not that student's parent/guardian, the school will require the enrolling person to fully complete a Non Parental Affidavit (Form JBC-11) which must be approved by the Principal prior to enrollment.
4. Although not required for enrollment, guardianship can be obtained by contacting the Cobb County Probate Court located at 32 Waddell Street, Marietta, Georgia 30090, (770-528-1900). Information regarding this process is also available online at <http://www.gaprobate.org>. The Court may require a fee for this process, but no fee will be required if an affidavit of indigence is filed with the Court (see O.C.G.A. § 15-9-61).

E. TEMPORARY ADMISSION:

Students with inadequate proof of birth date or residence will be considered for temporary admission awaiting necessary documentation. Temporary Admission may be granted by the Principal per the following guidelines:

1. If granted, the Temporary Admission shall be for thirty (30) calendar days from the date granted;
2. Prior to granting the Temporary Admission, the adult enrolling the student shall provide the Principal or designee a copy of their letter to the appropriate agency requesting a birth certificate or other documentation of the student's date of birth. Parents/guardians who need information concerning local birth certificates should call the local health department the Bureau of Vital Statistics.
3. If acceptable documentation is not submitted to the school within the thirty (30) calendar day Temporary Admission period, the student shall be subject to withdrawal. The person

who enrolled the student will be notified at least 10 calendar days prior to withdrawal of the student.

4. Students pre-registering are not eligible for Temporary Enrollment until the beginning of the attendance period of the school term for which the student is enrolling.
5. Provisions regarding transfer of discipline actions or felony convictions for students in grade 7 and above will take precedence over any Temporary Enrollment.

F. IMMIGRANT STUDENTS:

The District is not responsible for making determinations regarding visa and immigration status. Schools shall enroll immigrants/non-visa-holders who meet age and residency requirements and shall not inquire about their legal status. See also Administrative Rules LDD-R (Federal Government) and JQK-R (Exchange Students).

II. WITHDRAWALS:

The following procedure shall be used for the withdrawing of students from the District:

A. ENROLLING ADULT:

1. A student should generally be withdrawn by the person who enrolls them.
2. The parent/guardian/person who enrolled the student may provide the school with written permission for another person to withdraw a child.

B. WITHDRAWAL WITHOUT PARENT / GUARDIAN PERMISSION:

The District will withdraw, without parental permission, a student who is not receiving instructional services from the District through hospital/homebound instruction and:

1. Who has accumulated 10 or more consecutive days of unexcused absences. The Principal or designee will:
 - a. Use his/her best efforts to notify the parent/guardian or other person who has charge of a student if the District plans to withdraw the student;
 - b. Pursue the interventions discussed in Administrative Rule JB-R (Student Attendance);
 - c. Withdraw the student effective the last day the student was in attendance;
 - d. Review the withdrawal with Special Student Services if the student is in special education;
 - e. Submit a referral to the School Social Worker; and
 - f. Allow a student who has been withdrawn for attendance purposes to re-enroll if permitted by applicable authority and he/she seeks to do so.
2. Who the District learns has been enrolled in another school, school system, private school or home study program. The school will follow the acceptable forms of documentation permitted by State Board Rule 160-5-1-.28 when using withdrawal codes that are associated with students who have been transferred;
3. Who the District has validated no longer resides in the school's attendance zone (The Principal or designee will use his/her best efforts to notify the parent/guardian or other person who has charge of a student if the District plans to withdraw the student); or
4. Who is not in attendance on the first day of school but was expected based on prior year enrollment (Such student shall be withdrawn as a "no-show" student and shall not be included in any enrollment or attendance counts).

C. DATA ENTRY:

1. The Principal or designee shall record the reason for withdrawal in the local or State Student Information System.
2. Schools will adhere to all data entry requirements, as well as documentation of the reasons to support student withdrawal, contained in State Board Rules 160-5-1-.28 and 160-5-1-.07 and associated guidelines and resources.
3. The student's withdrawal date will be the last day of attendance or the day the District validates that the student no longer resides in the school's attendance zone.

D. PROHIBITIONS:

Students shall not be withdrawn:

1. As a consequence for academic performance or disciplinary infractions; or
2. As a result of excused absences.

E. EIGHTEEN YEAR-OLDS:

An eighteen-year-old student may withdraw himself/herself from school. An attempt should be made to notify the parent/guardian if the student resides with them.

F. PROCEDURES:

The District's elementary, middle, and high school withdrawal forms (Forms JBC-12 [Student Withdrawal Form] and JBC-12b [Student Enrollment/Withdrawal Verification]) must be completed before withdrawal.

1. The withdrawal form must be signed by designated school personnel to complete the withdrawal process.
2. Teachers, media specialists, and other appropriate persons necessary must sign the form and fill in information in regard to attendance, grades, conduct, and other necessary information. If a student is under suspension on the date of the withdrawal, the terms of the suspension will be noted on the withdrawal form. Students with ongoing disciplinary procedures will not be withdrawn by the school. This includes, but is not limited to, a scheduled (not waived) disciplinary hearing or a pending disciplinary investigation.
3. The original copy of the withdrawal form shall be given to the student, and one copy shall be filed in the counselor's office.

G. DROP OUTS:

An un-emancipated minor between the ages of 16 and 18 years old who has not completed the requirements for graduation, may withdraw from enrollment in school, or "drop out", after the following criteria have been met:

1. The child's parent/guardian provides the Principal or designee with written notice (Form JBC-10 [Parent/Guardian Permission for Voluntary Student Withdrawal From School]) of his/her agreement with the child's withdrawal.
2. Upon receiving the parent/guardian's written permission to withdraw the child, the Principal or designee shall convene a conference with the child and his/her parent/guardian within two (2) school days of the receipt of the written notice.
3. During the conference, the Principal or designee shall make a reasonable attempt to share with the student and parent/guardian:
 - a. The educational options available, including the opportunity to pursue a general educational development (GED) diploma.
 - b. The consequences of not having earned a high school diploma, including lower lifetime earnings, fewer jobs for which the student will be qualified, and the inability to avail oneself of higher educational opportunities.

Adopted: 8/10/05

Revised: 6/14/06; 6/13/07; 8/8/07; 4/16/08; 9/9/09; 1/14/11; 6/8/11; 8/8/12

Revised and re-coded: ??/12 (Previously coded as Administrative Rule JF)

Legal Reference

O.C.G.A. 20-02-0751.2	Students subject to disciplinary orders of other schools
O.C.G.A. 15-11-0200	Definitions - Emancipation of minors
O.C.G.A. 15-11-0201	Emancipation
O.C.G.A. 15-11-0202	Minors seeking emancipation
O.C.G.A. 20-02-0294	Permanent classrooms; student commuting distance; reassignment; cost of transportation
O.C.G.A. 20-02-0159	Special education services for students in home study programs
O.C.G.A. 20-02-0071	Placement of twins or higher order multiples in the same classroom
O.C.G.A. 20-02-2113	Special Needs Scholarship - Annual notification of options available to parents of special needs students
O.C.G.A. 19-09-0121	Power of Attorney; Definitions
O.C.G.A. 19-09-0122	Delegation of authority; hardship
O.C.G.A. 19-09-0127	Violations
O.C.G.A. 19-09-0128	Revocation of power of attorney
O.C.G.A. 19-09-0129	Power of attorney form
O.C.G.A. 19-09-0123	Powers granted by power of attorney
O.C.G.A. 19-09-0124	Liability

O.C.G.A. 19-09-0125	Protection from criminal or civil liability
O.C.G.A. 19-09-0126	Grant of temporary written permission for emergency services
O.C.G.A. 20-02-0319.3	Online Clearinghouse Act
O.C.G.A. 20-17-0002	Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 20-02-0133	Free public instruction; exceptions; eligibility; transfer and utilization; funding
O.C.G.A. 20-02-0150	Eligibility for enrollment
O.C.G.A. 20-02-0670	Reqs. for transferring students beyond 6th grade
O.C.G.A. 20-02-0690	Requirements for private schools and home study programs
O.C.G.A. 20-02-0690.1	Mandatory education for children between 6 and 16
O.C.G.A. 20-02-0697	Cooperation of principals and teachers with attendance officers and visiting teachers
O.C.G.A. 20-02-0768	Expulsion/suspension for commission of a felony; alternative education system
O.C.G.A. 20-02-0770	Rules for nutritional screening and eye, ear, and dental exams of students
O.C.G.A. 20-02-0771	Immunization of students
Rule 160-4-7-.19	Services for Agency-Placed Students
Rule 160-5-1-.24	Procedure for Requesting Student Social Security Numbers
Rule 160-5-1-.28	Student Enrollment and Withdrawal
Rule 160-5-2-.06	Residential Facility Grant
Rule 160-5-4-.09	Limited Public School Choice
22 USC 2452	Authorization of activities for mutual educational exchange program
42 USC 11431	McKinney-Vento Homeless Assistance Act

JBC(1) Homeless Students

?/?/12

In accordance with the requirements of federal law, including the McKinney-Vento Homeless Assistance Act, state law, and State Board of Education Rules, the Cobb County School District (District) will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to the enrollment and attendance of homeless students not currently attending school.

The Superintendent shall designate an appropriate staff person to be the District's liaison for homeless students and their families. The liaison's responsibilities include compiling data collected on children and youth in transition, determining and arranging for needed services, facilitating enrollment, and settling disputes.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-0150	Eligibility for enrollment
O.C.G.A. 20-02-0293	Student attending school in system other than system of student's residence
O.C.G.A. 20-02-0690.1	Mandatory education for children between 6 and 16
Rule 160-5-1-.28	Student Enrollment and Withdrawal
42 USC 11431	McKinney-Vento Homeless Assistance Act

JBC(1)-R Homeless Students

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) seeks to ensure that each homeless student has equal access to the same, free, appropriate public education, including a public preschool education, as provided to other District students.

RULE:**A. IDENTIFICATION OF HOMELESS STUDENTS:**

1. The McKinney-Vento Homeless Assistance Act (Act), 42 U.S.C. § 11434a (2) et. seq., defines homeless students as those who lack a fixed, regular and adequate nighttime residence. This includes:
 - a. **Children and youth who:**
 - (1) Share the housing of other persons due to the loss of housing, economic hardship, or a similar reason;
 - (2) Live in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
 - (3) Live in emergency or transitional shelters;
 - (4) Are abandoned in hospitals; or
 - (5) Are awaiting foster care placement.
 - b. Children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
 - c. Children and youth who live in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; or
 - d. Migratory children who qualify as homeless because they are living in circumstances set forth in Items 1, 2, and 3 above.
2. The parent/guardian of a student who demonstrates evidence of living in a homeless situation will be given a Form JBC(1)-1 (Student Residency Statement) to complete and send to the District's homeless liaisons to determine eligibility according to the above definition.

B. SCHOOL SELECTION:

1. **Enrollment Options:**

Homeless students may:

 - a. Enroll in the school serving the attendance zone where the student resides; or
 - b. Continue enrollment in the school of origin, when feasible. The school of origin is the school the student attended when permanently housed, or the school in which the student was last enrolled.
2. Determining which school the child attends will be based upon the student's best interest. Every effort shall be made, to the extent feasible, to keep the student in his/her school of origin unless doing so is against the wishes of the parent/guardian. In the case of an unaccompanied youth, the Homeless Liaison will assist in the placement and enrollment decisions (Form JBC(1)-2 [Enrollment in School of Origin Request Form]).
3. A homeless student who attends his/her school of origin in accordance with Paragraph 1 above may:
 - a. Attend that school for the duration of homelessness;
 - b. Stay in the school for the remainder of the academic year if the student becomes permanently housed during the academic year; or

- c. Attend their school for the duration of homelessness if the student becomes homeless between academic years.

C. TRANSPORTATION:

Transportation will be provided to and from the school of origin if requested by the parent/guardian where required by federal law at 42 U.S.C. § 11432(g)(1)(J)(iii). In the case of an unaccompanied youth, the transportation request will be made by the Homeless Liaison (Form JBC(1)-3 [Procedure for Transportation]).

D. DISPUTE RESOLUTION:

1. If the District denies the school of origin request, the parent/guardian shall be provided with a written explanation of the District's decision, including the right to appeal. In the case of an unaccompanied youth, the Homeless Liaison will provide written notification to such youth including the right to appeal (Form JBC(1)-4 [Written Notification and Dispute Resolution Form]).
2. If a parent/guardian disputes the District's:
 - a. The student shall be immediately admitted to the school in which he/she is seeking enrollment, pending resolution of the dispute;
 - b. The dispute shall be referred to the District's homeless liaison who will consult with the Student Support office for resolution within 7 business days of receipt of the Dispute Resolution Form;
 - c. If the matter is not resolved at that level, the Superintendent shall issue the District's decision within 10 business days of second dispute by parent/guardian.
 - d. If the matter is not resolved at that level, the parent/guardian may contact the Georgia Department of Education state homeless coordinator.

E. ENROLLMENT / WITHDRAWAL OF HOMELESS STUDENTS:

1. A homeless student should be enrolled immediately even if the student lacks records normally required for enrollment.
2. The Principal or designee shall notify the homeless liaison when a homeless student is identified by having a parent/guardian complete a Form JBC(1)-1 (Student Residency Statement).
3. The school shall provide the parent/guardian a copy of Form JBC(1)-5 (Information for Parents).
4. If a homeless student arrives at school without a parent/guardian, the unaccompanied youth shall be enrolled immediately and the School Social Worker (SSW) notified. The SSW shall contact the parent/guardian and complete the enrollment process. Students must meet the District's age eligibility criteria for enrollment.
5. Homeless students qualify for free breakfast and lunch (Form JBC(1)-6 [Procedure for Free Lunch]).
6. When students enroll without records (i.e., transcripts/grade reports, birth certificate, immunizations/health records) the Principal or designee shall:
 - a. Contact the former school to request the student's records and discuss immunization information and tentative placement;
 - b. Create a cumulative record if it is determined that the records are not available;
 - c. Refer the student to public health and provide follow-up to ensure that the student has been immunized, if there are no immunization records; and
 - d. Contact the Homeless Liaison for additional assistance.
7. Parents/guardians shall provide the school with contact information.
8. **Withdrawal:**

Homeless students often leave school without officially withdrawing. If the school is contacted by another district for a homeless student's records, requested information shall be provided and school records sent within 15 days to the receiving school district.

F. ROLE OF THE HOMELESS LIAISON:

The role of the District's Homeless Liaison is to provide that:

1. Homeless students and unaccompanied youth:
 - a. Are identified by school personnel;

- b. Enroll in and have an equal opportunity to succeed in school;
 - c. Receive educational services for which they are eligible;
 - d. Are referred to the SSW, if other support resources are needed.
2. Parents/guardians of homeless students are made aware of educational and related opportunities available to their children and are provided with a meaningful opportunity to participate in their children's education;
3. Public notices of the educational rights of homeless students are disseminated in schools and such places as family shelters;
4. Enrollment disputes are mediated in accordance with the McKinney-Vento Homeless Assistance Act;
5. Parents/guardians and unaccompanied youth are informed of the transportation services provided by the District, including transportation to the school of origin, when required;
6. Students who do not have immunization or medical records are assisted;
7. Collaborate and coordinate with State Coordinators for the Education of Homeless Children and Youth and community and school personnel responsible for providing education and related support services to homeless children and youth.

Adopted: 8/28/03

Revised: 5/12/04

Reclassified an Administrative Rule: 9/1/04

Revised: 8/10/05; 9/10/08

Revised and re-coded: ??/12 (Previously coded as Administrative Rule JFABD)

Legal Reference

O.C.G.A. 20-02-0150	Eligibility for enrollment
O.C.G.A. 20-02-0293	Student attending school in system other than system of student's residence
O.C.G.A. 20-02-0690.1	Mandatory education for children between 6 and 16
O.C.G.A. 20-02-0694	Administration/enforcement of attendance reqts.
Rule 160-5-1-.28	Student Enrollment and Withdrawal
42 USC 11431	McKinney-Vento Homeless Assistance Act

JBC(4) Transferring Credits

?/?/12

The Cobb County Board of Education (Board) herein provides for the accepting of transfer credit and/or grades for elementary, middle, and high school students who transfer from schools outside the Cobb County School District, pursuant to State Board of Education Rule 160-5-1-.15 (Acceptance of Transfer Credit and/or Grades), and Administrative Rule IHA-R (Grading Systems).

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-0319.1	Georgia Virtual School
O.C.G.A. 20-02-0159.5	Dual credit courses; requirements
O.C.G.A. 20-02-0319.3	Online Clearinghouse Act
O.C.G.A. 20-17-0002	Interstate Compact on Educational Opportunity for Military Children
Rule 160-5-1-.15	Acceptance of Transfer Credit and/or Grades

JBCCA Student Assignment to Schools

?/?/12

School attendance zones are established and modified by the Cobb County Board of Education (Board) from time to time. Administrative Rule AD-R (School Attendance Areas) provides criteria and procedures for the modification of existing school attendance zones, establishment of new schools, and school closures.

Students are required to attend the school within the established attendance zone in which they reside, unless an exception is granted by the Cobb County School District (District) in compliance with federal and state law and State Board of Education rules.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-0294	Permanent classrooms; student commuting distance; reassignment; cost of transportation
O.C.G.A. 20-02-0071	Placement of twins or higher order multiples in the same classroom
O.C.G.A. 20-02-2113	Special Needs Scholarship - Annual notification of options available to parents of special needs students
O.C.G.A. 20-02-2130	Public School Choice - Definitions
O.C.G.A. 20-02-2131	Public School Choice
O.C.G.A. 20-02-0290	Organization of schools
O.C.G.A. 20-02-0293	Student attending school in system other than system of student's residence
O.C.G.A. 20-02-0059	LBOE rule-making authority
O.C.G.A. 20-02-0060	Consolidation of county schools
Rule 160-4-7-.19	Services for Agency-Placed Students
Rule 160-4-8-.16	Unsafe School Choice Option (USCO)
Rule 160-5-1-.28	Student Enrollment and Withdrawal
Rule 160-5-4-.09	Limited Public School Choice

JBCD-R Transfers

?/?/12

RATIONALE/OBJECTIVE:

The Cobb County School District (District) provides limited opportunities for Cobb County students to attend schools outside the attendance zone in which they live. These opportunities result from a student's attendance at a magnet school, family moves that occur during the school year, HB 251, SB 10, student legal issues or extreme medical/emotional situations.

RULE:**A. ADMINISTRATIVE TRANSFER:**

Parents/guardians of students requesting an administrative transfer in another District school other than the one in which they reside for legal issues or extreme medical/emotional conditions, must submit a letter outlining the situation along with documentation to the Student Support office. The decision will be made by the Administrative Transfer Committee and all decisions are final. The following provisions apply:

1. Approved transfers are valid for the current school year in which issued;
2. Transfers are considered for individual students, not family groups;
3. Transportation must be provided by the parent/guardian;
4. Students granted administrative transfers must maintain acceptable attendance, behavior, and grades;
5. The parent/guardian is expected to maintain a cordial and cooperative working relationship with school personnel; and
6. Failure to comply with the provisions of this paragraph shall authorize the principal to immediately withdraw such student.

B. SCHOOL CHOICE (HB 251):

Parents/guardians of a student enrolled in a District school may apply for an HB 251 (school choice) transfer in order to pursue a transfer to another District school.* These transfers are available each year during an announced 14 day application period. The application procedures, forms and dates will be posted on the District's Website during the second semester each year. In the event a particular school has available space and the number of transfer requests exceeds the remaining available capacity, the District will conduct a random lottery (see JBCD-1b [School Choice Lottery Protocol]). Parents/guardians will be notified regarding the approval of HB 251 transfer requests by July 15 each year.

*NOTE: HB251 transfers do not apply to charter schools or newly opened schools (for a period of four years after the school opens).

Parents/guardians wishing to apply for a HB 251 (school choice) transfer must complete Form JBCD-1 (School Choice Application). The following provisions apply:

1. Students who receive a HB 251 transfer may attend the school through the highest grade of the particular school;
2. Transportation must be provided by the parent/guardian;
3. HB 251 transfers are for individual students, not family groups;
4. HB 251 transfer students do not automatically progress into the next school level (elementary to middle, middle to high) and must seek another transfer in order to be eligible to do so;
5. If the student receives Special Education services, the school selected must have the Special Education program required by the student's Individual Education Plan (IEP); and
6. No additional staff will be hired to accommodate a transfer.

C. SPECIAL NEEDS SCHOLARSHIP TRANSFERS (SB 10):

Parents/guardians may apply for an SB 10 (school choice for students with disabilities) transfer. These transfers are available each year during a period established by the Georgia State Board of Education. The application procedures, forms and dates will be posted on the District's Website during the second semester each year.

1. Procedures:

- a. In order to request such a transfer, parents/guardians must complete and submit Form JBCE-2 (Application for Special Education Scholarship Transfer) to the District's Office of Special Student Services.
- b. All such transfer requests must be received by Cobb County School within announced application period. Additionally, only one special needs transfer per student will be considered during the school year.
- c. All requests for transfers shall be approved, provided the school into which the child wishes to transfer has a program with the services agreed to in the child's Individualized Educational Plan (IEP) and has available space (both in the school and in the program with the services agreed to in the child's IEP).
- d. The student shall be allowed to attend the requested school until he/she completes all grades of the school, graduates, or reaches the age of 21, whichever occurs first, in accordance with federal and state requirements for disabled students.
- e. SB 10 transfers are for individual students, not family groups.
- f. SB 10 transfer students do not automatically progress into the next school level (elementary to middle, middle to high) and must seek another transfer in order to be eligible to do so.
- g. The parent/guardian shall be responsible for transportation to the school.

2. Private Schools:

a. Eligibility:

A student with a disability may apply for a scholarship to an approved private school pursuant to SB 10 by applying directly to the State Department of Education. An application for such scholarship is available at www.doe.k12.ga.us.

b. Statewide Assessments:

Students with disabilities who attend an approved private school pursuant to a scholarship obtained through SB 10 may elect to take statewide assessments as described in O.C.G.A. §20-2-281 through the State Department of Education. Further information may be obtained online at public.doe.k12.ga.us/sb10.aspx.

D. SENIOR PROVISION:

A bonified high school senior who ceases to be a resident of the District or who moves to another attendance zone within the district shall be allowed to apply (Form JBCE-5 [Senior Attendance Permit]) to complete the school year provided. The following provisions apply:

1. The move is verified as having occurred after the student completed his/her junior year in that school with verification established by dated documents of the new address;
2. The student lives within commuting distance;
3. The parent/guardian submits a completed form (Form JBCE-5);
4. Bus transportation is not provided;
5. The senior must maintain acceptable attendance, behavior and grades in order for the application to be approved and remain in effect for that school year;
6. The parent/guardian is expected to maintain a cordial and cooperative working relationship with school personnel;
7. Failure to comply with the provisions of this paragraph shall authorize the principal to immediately withdraw such student; and
8. Performance Eligibility is determined by the Georgia High School Association (GHSAA).

E. MOVES OUT OF DISTRICT:

The District does not accept tuition students, however, any student enrolled in grades kindergarten through eleven who ceases to be a resident of the District after attending a District school may apply to complete that semester in that school (Form JBCE-3 [Request to Complete Semester]). The following provisions apply:

1. The parent/guardian must promptly report to the principal or designee any change in circumstances by which the student is no longer a resident of the District;
2. Transportation for students approved to complete the semester must be provided by the parent/guardian;
3. Acceptable attendance, behavior and grades are required in order for the student to remain on transfer;
4. The parent/guardian is expected to maintain a cordial and cooperative working relationship with school personnel;
5. Failure to comply with the provisions of this paragraph shall authorize the principal to immediately withdraw such student; and
6. Performance Eligibility is determined by the Georgia High School Association (GHSA).

F. MOVES INSIDE THE DISTRICT:

Should the parent/guardian of a student enrolled in the District move from one attendance zone to another within the District, the parent/guardian may apply for their student to remain enrolled in his/her current school until he/she completes the semester/school year in which the move occurred (Form JBCD-4 [Permit to Complete Semester/School Year]). The following provisions apply:

1. Transportation for students on transfer must be provided by the parent/guardian;
2. Acceptable attendance, behavior and grades are required in order for the student to remain on transfer;
3. The parent/guardian is also expected to maintain a cordial and cooperative working relationship with school personnel;
4. Failure to comply with the provisions of this paragraph shall authorize the principal to immediately withdraw such student; and
5. Performance Eligibility is determined by the Georgia High School Association (GHSA).

G. STUDENTS WHO BECOME A VICTIM OF A VIOLENT CRIME:

Any student who is the victim of a violent criminal offense that occurs on the property of a school in which the student is enrolled, while attending a school sponsored event that occurs on the property of the school, or while attending an event under the jurisdiction of the school shall be permitted to attend a school that has not been designated as an unsafe school pursuant to State Board Rule 160-4-8-.16, including a charter school. Students requesting such a transfer should complete Form JBCD-6 (Victim of Violent Crime Request) and attach all relevant documentation.

An event that is under the jurisdiction of the school includes an event that is sponsored by the school if the school has direct control or authority over the event, even if the event occurs away from school property. School property may include any building, land, school bus, or other vehicular equipment owned or leased by the District.

A student is "a victim of a violent criminal offense" if both of the following conditions are met:

1. A violent criminal offense has been committed against the student, which includes the following offenses:
 - a. Aggravated battery (O.C.G.A. § 16-5-24),
 - b. Aggravated child molestation (O.C.G.A. § 16-6-4),
 - c. Aggravated sexual battery (O.C.G.A. § 16-6-22.2)
 - d. Aggravated sodomy (O.C.G.A. § 16-6-2),
 - e. Armed robbery (O.C.G.A. § 16-8-41),
 - f. First degree arson (O.C.G.A. § 16-7-60),
 - g. Felony drug charge (O.C.G.A. § 16-13-32.4),
 - h. Felony weapons charge (O.C.G.A. § 16-11-127.1),
 - i. Kidnapping (O.C.G.A. § 16-5-40),
 - j. Murder (O.C.G.A. § 16-5-1),
 - k. Rape (O.C.G.A. § 16-6-1),
 - l. Voluntary manslaughter (O.C.G.A. § 16-5-2), or
 - m. Terroristic threats (O.C.G.A. § 16-11-37).

AND

2. The perpetrator of the violent criminal offense has been found to be in violation of the appropriate Student Code of Conduct (Administrative Rules JICDA-E, JICDA-M, or JICDA-H) by virtue of an official tribunal/disciplinary hearing held by the District; through a waiver of disciplinary hearing process; or through an action of the Cobb County Board of Education.

The transfer shall occur within ten school days of the commission of the violent criminal offense, and to the extent possible, shall allow victims to transfer to a school that is making adequate yearly progress and has not been identified as being in school needs improvement, corrective action, or restructuring. (See State Board of Education Rule 160-4-8-.16, Unsafe School Choice Option, for more information)

H. INTERDISTRICT REASSIGNMENT:

A student whose place of residence is in another school district may be reassigned to a school in the Cobb County School District or a student whose place of residence is in the Cobb County School District may be reassigned to a school in another school district.

1. Conditions:

All the following conditions must be met:

- a. The school in another school district is closer to the student's place of residence than the school to which the student has been assigned;
- b. The actual transportation time or distance on a bus one way to the school where the student has been assigned is determined to be excessive in terms of travel time or distance. Excessive travel time and distance are defined as:
 - (1) The actual transportation time one way (on a school bus) to the school where the student has been assigned takes forty-five (45) minutes longer than the transportation time (on a school bus) to the closer school where the student wants to be reassigned; or
 - (2) The actual transportation distance one way (via the school bus route) to the school where the student has been assigned is at least fifteen (15) miles farther than the distance to the closer school where the student wants to be reassigned;
- c. The school to which the student is requesting reassignment is offering an instructional program comparable to that offered in the school where the student was originally assigned;
- d. The school in the other school system to which the student is requesting reassignment has available permanent classroom space;
- e. Both boards of education agree to the reassignment; and
- f. If a reassignment is granted, the parent/guardian transports the student.

2. Application for Reassignment:

- a. The parent/guardian of a student eligible to request reassignment shall submit a written request each year to the board of education for the school where the student wishes to be reassigned and to the Cobb County Board of Education (Board) no later than seven (7) calendar days following the publication of attendance zones:
 - (1) The District shall publish its attendance zones no later than August 1 each school year;
 - (2) Applications to the Cobb County Board of Education shall be filed in the Office of the Superintendent;
- b. If granted, the duration of the reassignment shall be for no more than one (1) school year;
- c. The request for reassignment must be submitted each year within the required time period;
- d. The District shall respond in writing to the requesting parent/guardian within thirty (30) days of receipt of the request for reassignment.

3. Appeal:

- a. If the request is denied, the parent/guardian may appeal the decision(s);
- b. Such appeal shall comply with the procedures of O.C.G.A. § 20-2-1160, and State Board of Education Rule 160-1-3-.04, School Law Tribunals and Appeals.

I. CHILDREN OF EMPLOYEES:

All employees of the Cobb County School District (District), except temporary and substitute employees, who are also a custodial parent/legal guardian/step-parent with whom the child is domiciled, may elect to have their student(s) attend any District school according to the requirements of this Rule.

1. General Provisions:

- a. The employee must complete an application "Assignment of Student of Employees" (Form JBCD-7).
 - (1) Only one student can be listed per application.
 - (2) The employee's principal/supervisor must sign the application. This signature provides verification that the employee is:
 - (a) Not a temporary or substitute employee; and
 - (b) Employed in the position indicated.
 - (3) The employee must submit the completed and verified application to the requested school at the time of enrollment.
 - (4) Students who receive special education services may request a transfer based on program availability and the approval of Special Student Services.
 - (5) The enrolling school will keep the original copy of Form JBCD-7 on file with the Student Enrollment Form (JBC-5), forward a copy to Student Reporting, and provide the parent with a copy.
 - (6) Once the student is enrolled, the parent must complete JBCD-9 (Request for Children of Employee Transportation) if transportation will be requested. JBCD-9, along with a copy of JBCD-7 signed by the enrolling school should be submitted to Transportation (see Section B below).
- b. Students participating in performance activities in the District shall comply with the policies, rules and regulations of the District, the State Board of Education, and/or the Georgia High School Association.
 - (1) It is the responsibility of the eligible employee who has a student participating in performance activities to know, understand, and comply with these requirements.
 - (2) If the student is at the high school level, he/she may become ineligible for performance activities when the move is made.
 - (3) The Fine Arts and Athletics Offices may be contacted regarding eligibility questions.
 - (4) If the student is in high school, the school's Athletic Director's office is responsible for checking the performance eligibility of the student per GHSA and Administrative Rule.
- c. The employee is limited to one school selection at each elementary, middle and high school level unless there is a change in employment location.
- d. If an employee retires from the District, the provisions of this Rule will continue, as long as the student is enrolled in a District school.
- e. If an eligible employee is granted a leave of absence, the student may remain at the school approved through this Rule until the end of the approved leave.
- f. If the eligible employee resigns or is terminated from the District, the provisions of this Rule will end. At that time, the student will be governed by all policies affecting Cobb County students who are not children of eligible employees.
- g. An eligible employee's student may return at any time to the school in the attendance zone in which he/she is a resident.
- h. With the exception of students who attend school where their parents/guardians are full-time teachers, professionals or other employees, acceptable attendance, behavior and grades are required in order for the student to remain on transfer. The parent/guardian is also expected to maintain a cordial and cooperative working relationship with school personnel. Failure to comply with these provisions may result in the withdrawal of such student.

2. Transportation:

The employee may:

- a. Provide transportation for his/her student to attend the approved school;
- b. Submit JBCD-9 (Request for Children of Employee Transportation) requesting to and receive written approval from Transportation to board a bus at an approved bus stop for the approved school.
 - (1) The following limitations will apply:

- (a) The student will be granted permission to board the bus when the ridership capacity is confirmed in writing by Transportation;
 - (b) The District must determine if the bus has available seat space for the student (additional buses will not be assigned nor additional stops created on the route to accommodate students living outside the attendance zone of the school they attend);
 - (c) It is the responsibility of the employee to safely convey the student to and from the bus stop they have selected. Therefore a bus route shall not be extended nor shall a bus stop be relocated to meet students living outside the attendance zone of the school they attend.
- (2) In the event there are not sufficient seats for the children of employees living outside the attendance zone of the school they attend, students will be selected by random lottery.
- (3) Transportation privileges may be withdrawn from students living outside the attendance zone of the school they attend in the following circumstances:
- (a) The student commits Code of Conduct violations (see Administrative Rule[s] JICDA-E, JICDA-M, JICDA-H);
 - (b) The parent/guardian disrupts or interferes with the operation of the bus (see Administrative Rule ED-R [Student Transportation]); or
 - (c) The students who live in the attendance zone of the school the bus serves increases over the course of the year to the point there are no longer seats available for students of employees who live outside the attendance zone of the school they attend.

Adopted: 7/26/79

Revised: 7/22/82; 4/13/83; 6/28/84; 8/8/84; 5/23/91; 5/28/92; 7/9/97; 5/27/99; 9/18/00; 4/26/02

Reclassified an Administrative Rule: 9/1/04

Revised: 10/28/04; 8/10/05; 8/25/05; 5/26/06; 5/9/07; 11/11/09; 6/8/11; 1/18/12; 4/11/12; 6/13/12; 10/10/12

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rules JCAC and JFABC)

Legal Reference

O.C.G.A. 20-02-0294	Permanent classrooms; student commuting distance; reassignment; cost of transportation
O.C.G.A. 20-02-2130	Public School Choice - Definitions
O.C.G.A. 20-02-2131	Public School Choice
O.C.G.A. 20-17-0002	Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 20-02-0133	Free public instruction; exceptions; eligibility; transfer and utilization; funding
O.C.G.A. 20-02-0293	Student attending school in system other than system of student's residence
O.C.G.A. 20-02-0670	Reqs. for transferring students beyond 6th grade
O.C.G.A. 20-02-0671	Transfer students who have committed felony acts; disclosure of act
O.C.G.A. 20-02-0690.1	Mandatory education for children between 6 and 16
Rule 160-4-8-.16	Unsafe School Choice Option (USCO)
Rule 160-4-8-.17	Case Management Consultation for Agency Placed Transfer Students
Rule 160-5-1-.15	Acceptance of Transfer Credit and/or Grades
Rule 160-5-1-.28	Student Enrollment and Withdrawal
Rule 160-5-4-.09	Limited Public School Choice

JCAB-R Interviews and Searches of Students

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) is dedicated to sound discipline practices in order to provide students in the District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. In order to maintain a safe and orderly environment, the principal or designee of each school in the District may conduct reasonable interrogations and searches of students including the use of a metal detector.

Additionally, the District recognizes concerns for the welfare of students; therefore, the District will, to the extent permitted by law, cooperate with law enforcement and other investigating agencies in the interest of the welfare of all citizens.

RULE:**A. INTERROGATIONS / INTERVIEWS:****1. School Personnel:**

The principal or designee of each school in the District is authorized to conduct reasonable interrogations and interviews of students in order to properly investigate and address student misconduct.

- a. Students who are suspected of misconduct or of violating the Student Code of Conduct, may be questioned about misconduct by school staff.
- b. Students who may have been witnesses to misconduct on the part of other students, faculty, and/or staff may be asked to provide oral or written statements regarding what they know about the event being investigated.
- c. Principals or designees may interview or interrogate students without prior notice or permission of parents/guardians.

2. Law Enforcement or Other Governmental Investigating Agency (Not Involving Child Abuse):

School officials shall observe the following:

- a. A student will not be interrogated or interviewed by any law enforcement or other governmental investigating agency except in a non-public/non-common area of the school and with the knowledge of the principal or his designee. The principal or designee may be present during the interview if the investigating agency requests that he or she be there for the comfort of the student; however, the principal or designee should not be a participant in the discussion. Otherwise, the principal or designee may place the student being interviewed in an area that can be visually observed by a school staff member. Probation Officers may meet with students in private and without prior notice to the student's parent/guardian if the Probation Officer provides the school with prior written parent/guardian/custodial agency consent (Form JCAB-3). Probation Officers may also meet with students in private and without prior notice to the student's parent/guardian/custodial agency if a court order specifically provides for such meetings. For additional guidelines regarding the school's interactions with Probation Officers and representatives of the Department of Juvenile Justice, see the Protocol for Students on Probation (Form JCAB-2).
- b. It is the responsibility of the investigating agency to inform the parent that an interview took place. The form "Outside Agency Interviews and Investigations" must be completed (see Form JCAB-1). If the parent/guardian contacts the school about the interview prior to the notification, the school will provide the parent/guardian the

contact information from the interviewing agency representative as provided on Form JCAB-1.

- c. A student should not be released to the custody of persons other than a parent/guardian unless removed by a law enforcement or other governmental investigating official. An Outside Agency Interviews and Investigations Form shall be completed and placed in a school confidential file when an interview occurs or when the student is released to governmental/law enforcement agencies. (See Form JCAB-1)
- d. In the event a student is removed from the school by a law enforcement or other governmental investigating official, the removing agency will be responsible for notifying the parent/legal guardian as soon as possible. If the parent/guardian contacts the school about the removal prior to the notification, the school will provide the parent/guardian the contact information from the removing agency representative as provided on Form JCAB-1.

3. Law Enforcement or Other Governmental Investigating Agency (Involving Child Abuse):

School officials shall observe the provisions of Administrative Rule JG-R (Student Welfare) and the current DFCS Protocol (Form JG-1).

B. SEARCHES:

The principal or designee of each school in the District may conduct reasonable inspection of students' school lockers, articles carried upon their persons, and vehicles in order to properly investigate and address student misconduct.

1. Searches based on reasonable suspicion may proceed without hindrance or delay, but they shall be conducted in a manner which ensures that students are not arbitrarily stripped of personal privacy.
2. Strip searches of students are not allowed.
3. Searches shall be based on a reasonable suspicion of the presence of harmful or prohibited items, including, but not limited to bombs, handguns, clubs, bludgeons or other dangerous weapons, contraband drugs, alcohol, tobacco, stink/smoke bombs, secreted noise makers, and look-alike weapons.
4. If a school official has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, the official may conduct a metal detector check of the student's person and personal effects in accordance with the procedures outlined in Section D below.
5. Lockers:
 - a. Lockers are the property of the District and are subject to the rules and regulations for use of lockers established by the principal of each school.
 - b. Principals or designees of each school in which lockers are issued shall ensure that:
 - (1) At the time lockers are made available to students, it is clearly specified in writing that lockers are subject to inspection and search by school officials.
 - (2) The school administration maintains duplicate/master keys or records of all locker combinations.

C. CONFISCATED ITEMS:

1. In the event the search of a student's person, personal possessions, locker, or vehicle reveals the student is concealing material, the possession of which is prohibited by federal, state or local law, the District Office of Public Safety shall be notified so that they may take appropriate action.
 - a. Confiscated contraband including, but not limited to, illegal drugs, alcohol and weapons or other harmful items, shall be forwarded to the Office of Public Safety or outside law enforcement.
 - b. The District Office of Public Safety shall dispose of such items according to established procedure.
2. Other items which are generally prohibited by the Student Code of Conduct may also be confiscated by the principal or designee.
3. Confiscated items must remain in the possession of a school official, which may include the Director of Public Safety or designee, unless the items are relinquished to the police or required for due process or judicial hearings.
4. Confiscated items required for a due process or judicial hearing:

- a. Must be given to outside law enforcement (if involved) or to the Director of Public Safety or authorized representative for the District; and
 - b. Must be treated according to the chain of evidence as established by the District's Office of Public Safety.
5. If there is no due process or judicial hearing involved, and the item is not in the possession of the Office of Public safety or outside law enforcement, the principal or designee shall determine the appropriate disposal procedure of the item by July 15 of each year. The principal or designee will determine if the item will be:
- a. Returned to the student, or
 - b. Given to the parent/guardian.

D. USE OF METAL DETECTOR:

The use of metal detectors is a protective measure to ensure the safety of all students and staff. An administrator of a Cobb County school may conduct a metal detector search of a student when the administrator has reasonable suspicion that the student is in violation of the law and/or school rules.

1. The administrator will be trained in the proper use of hand-held metal detectors to ensure that the scanning is done correctly.
2. The hand-held metal detector will be used in individual searches when a school official has a reasonable suspicion that the student has an illegal or unauthorized metal-containing object or weapon and in accordance with the following procedures:
 - a. Searches which will require the use of a metal detector will be conducted only by the principal or designee. Another school official, which may include a Campus Officer, will be present at the time of the search.
 - b. In all cases involving individual searches with a metal detector, the principal or designee will attempt to contact the parent and document the contact or attempt.
 - c. Prior to conducting the search, the principal or his or her designee will ask the individual to remove any metal objects from his/her person, book bags, purses, or parcels.
 - d. Prior to conducting the search, the individual will be informed that all electronic devices or supplies should be removed in order to prevent damage.
 - e. The search shall be conducted according to the following procedures:
 - (1) Individuals will be requested prior to scanning to place book bags, purses or parcels they are carrying on a table and to remove any metal objects from their pockets and lay those items on a tray.
 - (2) The school official conducting the search with the metal detector will proceed in the following manner:
 - (a) The official shall instruct the individual to remain stationary during the scan.
 - (b) The official shall scan the student without touching his or her body.
 - (c) The official will scan all parcels, purses, or bags.
 - (3) If the metal detector is activated while scanning a bag, purse, or parcel, its owner will be requested to open the bag, purse, or parcel. The school official will then examine the contents for weapons.
 - (4) If the metal detector is activated on a person and the source of the alarm is not apparent (e.g., jewelry or belt buckles), the school official will direct the individual to remove any remaining metal objects from his/her person and will conduct a second scan. If the detector is activated again, the school official will direct a school administrator and the Campus Police Officer, if present, to escort the individual to a separate and private area, such as an office, to conduct a search in accordance with the following procedure:
 - (a) The search must be conducted in the presence and under the supervision of the principal or designee.
 - (b) The search must be conducted by a person of the same sex as the individual being searched.
 - (c) Prior to conducting the search, the principal or designee will once again ask the individual to remove any remaining metal objects from his/her person. If the individual declines to remove the objects, the individual will be searched as follows:

- 1) The search will be conducted only in the area of the body which activated the metal detector.
 - 2) The search shall commence with the patting of the individual's external clothing in the vicinity of the pockets, belts, shoulders, or other specific areas, for the limited purpose of discovering items which may have activated the metal detector.
 - 3) If the school official conducting the search feels an object which may have activated the metal detecting device, the school official shall ask the individual to remove the object. If the individual declines to remove the object, it may then be removed by the school official or appropriate law enforcement may be called.
- (d) If the object voluntarily provided by the individual or removed from the individual could have activated the detector, the administrator must cease performing the search.
- (e) The administrator will then again scan the person and the search will continue only if the metal detector is activated again during the scan of the individual.
- f. All property removed from the student as a result of the above procedure which may be legitimately brought onto school premises will be returned to the student.
 - g. Property removed from the student, possession of which is in violation of Cobb County School District Administrative Rules, shall be confiscated and the student shall be disciplined in accordance with the Cobb County Student Code of Conduct.
 - h. Students who fail to cooperate with school personnel performing their duties under these guidelines may be subject to discipline for insubordination.
 - i. A weapon or any other illegal material that is discovered shall be turned over to the proper authorities for ultimate disposition in accordance with the appropriate District Administrative Rule.

Adopted: 7/22/82

Revised: 4/13/83

Reviewed: 8/8/84

Revised: 5/23/91; 5/28/92; 8/10/94

Reclassified an Administrative Rule: 9/1/04

Revised: 2/24/05; 7/27/06; 9/14/11; 10/12/11

Revised and re-coded: ??/12 (Previously coded as Administrative Rule JIH and Administrative Rule JIHC)

Legal Reference

O.C.G.A. 16-10-0024	Obstruction of justice
O.C.G.A. 16-07-0021	Criminal trespass
O.C.G.A. 17-04-0020	Arrests - with and without a warrant
O.C.G.A. 17-04-0003	Right of forcible entry into private dwelling pursuant to arrest warrant
O.C.G.A. 19-07-0005	Reporting child abuse
O.C.G.A. 20-02-1185	School safety plans
O.C.G.A. 20-02-0736	Student codes of conduct; distribution
Rule 160-4-8-.04	Child Abuse and Neglect Reporting

JCAC-R Sexual Harassment Reporting and Investigation

?/?/12

GSBA Reference: JCAC (Harassment)

RATIONALE / OBJECTIVE:

The Cobb County School District (District) seeks to provide its students with an educational environment free from all forms of discrimination, including sex discrimination, which covers sexual harassment. Sexual harassment is taken very seriously by the District and is specifically prohibited at school, school events, school extracurricular activities, and other programs of the school wherever held in accordance with Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S.C. 1681, et seq., and its implementing federal regulations, 34 C.F.R. Part 106.

RULE:

See Board Policy GAEB (Harassment) and Administrative Rule GAEB-R (Harassment) for harassment among and between employees.

A. PROHIBITED CONDUCT:

1. Sexual harassment includes unwelcome conduct of sexual nature and undermines the integrity of the educational environment. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. Such conduct unreasonably interferes with a student's educational performance or creates an intimidating, hostile or offensive educational environment;
 - b. Submission to such conduct is made a term or condition of a student's educational development; or
 - c. Submission to or rejection of such conduct by a student is used as a basis for education decisions affecting the individual.
2. Refer to the District Student Codes of Conduct for specific information regarding prohibited conduct and ranges of disciplinary consequences for such conduct. Examples of prohibited conduct for which a student may file a complaint include, but are not limited to:
 - a. Offensive or unwelcome sexual advances or propositions;
 - b. Any unwelcome intentional touching of intimate body areas;
 - c. Employees or other adults who enter the school setting asking students for dates and/or dating students;
 - d. Verbal abuse of a sexual nature;
 - e. Graphic or degrading verbal comments about an individual or his/her physical attributes;
 - f. The display of sexually suggestive objects, pictures, cards or letters;
 - g. Lewd or suggestive comments or gestures, off-color language or jokes of a sexual nature.
3. Sexual harassment can occur in a variety of circumstances, including but not limited to, the following:
 - a. The victim as well as the harasser can be male or female. The victim does not have to be of the opposite sex.
 - b. The harasser can be an employee of the District, a non-employee, or another student.
 - c. The victim does not have to be the person harassed but can be directly affected by the offensive conduct.
 - d. Unlawful sexual harassment can occur without economic injury to the victim.

B. FILING A COMPLAINT:

1. Any student who believes that he/she has been subjected to sexual harassment by an employee, non-employee, or student should immediately notify the Principal or designee of the incident(s) giving rise to such harassment. Students may also make a report directly to the Title IX Coordinator, who will investigate or cause an investigation to occur in compliance with this Rule and Title IX.
2. In situations where a student reports sexual harassment directly to a teacher/staff member or in cases where a teacher/staff member witnesses sexual harassment of a student, the teacher/staff member should immediately notify the Principal or designee of the incident(s) giving rise to such harassment.
3. If the alleged harasser is the building administrator, the student should notify the Director of Human Resources, Cobb County School District of the incident giving rise to such harassment.
4. When the Principal or designee receives a report of sexual harassment involving a student, they will document the alleged incident in writing.
5. The Principal or designee, Title IX coordinator or designee or Human Resources or designee, if the alleged harasser is an employee or building administrator, will interview the complaining party at the earliest practical time in order to secure the details and circumstances giving rise to the complaint.
6. The complaining party will be asked to complete and sign the complaint form (Form JCAC-1) detailing the basis for the complaint.
7. If the complainant does not wish to fill out the form or cannot, the statement may be taken orally and documented by the interviewer. If the complainant requests that his/her identity be kept confidential or the complaint not be pursued, the interviewer should explain to the complainant that the District's ability to respond will be limited. The interviewer should explain to the complainant that while they will take all reasonable and required steps to keep his/her identity as confidential as possible, that the matter must be addressed appropriately. The complainant should also be told that retaliation is prohibited and the school will take steps to prevent retaliation and will take strong action if retaliation occurs.
8. The Principal or designee will transmit a copy of the complaint to Human Resources if the alleged harasser is an employee who is not a student. If the alleged harasser is an adult that is not a student or an employee, the Director of Public Safety and/or the School Resource Officer will be notified.
9. Any student who reports sexual harassment may file this complaint with law enforcement, and will not be discouraged from filing such complaint.

C. INVESTIGATION:

1. Within 10 school days of the receipt of the complaint, the Principal or designee will conduct an investigation to determine whether the charge or complaint has a basis in fact. The standard will be a preponderance of the evidence, or whether the charge is more likely than not true.
2. This investigation shall be conducted in cooperation with Human Resources if the alleged harasser is an employee. Human Resources shall conduct the investigation when the complaint is filed directly with the Department.
3. Such investigation shall include, but is not be limited to, an interview with the charged party or parties, interviews with witnesses, if any, and an examination of any relevant documents. The complainant and alleged perpetrator will be entitled to bring forward witnesses and other relevant evidence.
4. At the conclusion of a timely investigation, which should generally be completed within 15 school days of the initiation of the investigation, the Principal or designee or Human Resources shall prepare a written report that sets forth the findings of the investigation and the evidence in support of the findings. Both the complainant and alleged perpetrator will be notified of the result of the investigation, in compliance with FERPA.
5. This report will be provided to the Title IX coordinator. The Title IX coordinator will also have access to Department of Public Safety investigation notes and findings as necessary, unless such access would compromise a criminal investigation.
6. If the perpetrator or the complainant disagrees with the end result of the investigation, he/she may ask that this decision be reviewed or reconsidered by the Title IX coordinator or designee (which may include Human Resources if involving an employee) or, if student

discipline was implemented, in accordance with Rules JKDA and JKDB regarding discipline procedures.

D. RESOLUTION OF THE COMPLAINT:

1. In the event that it is determined that the charging party has been a victim of sexual harassment, the Principal or designee, in conjunction with the Superintendent and Human Resources, if the harasser is an adult who is not a student or is an employee shall recommend appropriate disciplinary action or other appropriate action so as to ensure that the harasser does not repeat or continue to engage in such acts of sexual harassment. If the harasser is a student, the Principal or designee shall assign appropriate disciplinary action in accordance with the Student Code of Conduct (JICDA-E, JICDA-M, JICDA-H)
2. Such disciplinary action may include, but not be limited to:
 - a. A recommendation for non-renewal or termination for employees;
 - b. The provisions of the Student Codes of Conduct for students.
3. Mediation, peer mediation, or facilitating meetings or communication between the complainant and alleged perpetrator or their representatives or parents is generally not effective for allegations of sexual harassment. These techniques will not be used to resolve any complaint that involves sexual assault or sexual violations.

E. CONFIDENTIALITY OF PROCEEDINGS:

1. The filing of a charge or complaint; investigation of the charge or complaint; identity of the charging party, charged party, and any witnesses to the incident shall be maintained in confidence.
2. Only those persons who have a need to know for purposes of the investigation or resolution of the charge or complaint shall be informed of the fact that a charge has been filed and/or the names or identities of the persons involved.
3. Any employee who releases information concerning the charge or identity of persons involved shall be subject to disciplinary action.

F. NO RETALIATION:

1. Any reprisals or retaliations against person(s) filing a sexual harassment complaint or participating in the investigation or resolution of the complaint are prohibited.
2. Any employee who retaliates against such person(s) as a result of their participation in the process shall be subject to disciplinary action.

G. PUBLICATION AND NOTIFICATION:

1. This Rule on sexual harassment and the procedure contained herein will be explained to all students.
2. Acts of physical sexual harassment or molestation must be reported to the Cobb County School District Office of Public Safety who shall involve outside law enforcement and the district attorney's office as required by state law.
3. In accordance with Title IX, all students and employees will be notified of the title and contact information of the person designated to coordinate the District's compliance with Title IX. This will be accomplished by including this information in the annual parent guide, the District website, through Human Resources and through other appropriate means.

A statement that complaints may also be filed directly with the Office of Civil Rights at the below address will also be included.

The U.S. Department of Education
Atlanta Office for Civil Rights
61 Forsyth St. SW Suite 19T70
Atlanta, GA 30303-3104
(404) 562-6350

H. FALSE CHARGES:

Students or employees who knowingly make false charges of harassment may be subject to disciplinary action as well as any civil or criminal legal proceedings.

Approved: 7/14/04
Revised: 7/9/97; 9/18/00; 7/14/04
Reclassified an Administrative Rule: 9/1/04
Revised: 8/10/05, 6/8/11
Revised and re-coded: ??/12 (Previously coded as Administrative Rule JICK)

Legal Reference

O.C.G.A. 45-01-0004	Whistleblower
42 USC 2000d	1964 Civil Rights Act
42 USC 2000e-2	Unlawful employment practices
20 USC 1681	Title IX of the Education Amendments of 1972

JCD Student Conduct

?/?/12

The Cobb County Board of Education (Board) authorizes the Superintendent to develop and implement a student code of conduct for the Cobb County School District (District). The code should be age-appropriate, set forth standards for behavior and include a progressive discipline process. This code should be reviewed and revised periodically and shall comply with all the requirements of state and federal laws and State Board of Education rules.

The Student Code of Conduct should be distributed to students and their parents or guardians within one week of the beginning of school or within one week of a transfer student enrolling in a District school. Parents/guardians and students are asked to sign a form acknowledging their receipt of the Student Code of Conduct.

District Codes of Conduct for Elementary, Middle and High School Students are contained in Administrative Rules JICDA-E, -M, and -H.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-1126	Written policies and procedures for operation of school buses; receipt of code of conduct by students; acknowledgement by parent or guardians
O.C.G.A. 20-02-0740	Annual report by LBOE regarding disciplinary and placement action
O.C.G.A. 20-02-0751.1	Expulsion policy for students bringing weapons to school
O.C.G.A. 20-02-0751.2	Students subject to disciplinary orders of other schools
O.C.G.A. 20-02-0751.4	Policies prohibiting bullying; assignment to alternative school; notice
O.C.G.A. 20-02-0751.5	Required provisions for student code of conduct
O.C.G.A. 20-02-0751.6	Disciplinary policy for students committing acts of physical violence against school employees
O.C.G.A. 20-02-0753	Tribunal following allegations of assault and battery or suspension exceeding 10 days
O.C.G.A. 20-02-0756	Reports to law enforcement officials
O.C.G.A. 20-02-0766.1	Proceeding against parents for failure to cooperate in educational programs; penalty
O.C.G.A. 20-02-0705	Parental consent for participation in school clubs and organizations
O.C.G.A. 16-11-0037	Terroristic threats and acts
O.C.G.A. 16-11-0037	Terroristic threats and acts; penalties
O.C.G.A. 16-11-0127.1	Carrying weapons within school safety zones, at school functions or on school property
O.C.G.A. 16-13-0030	Purchase, possession, manufacture, distribution or sale of controlled substances or marijuana
O.C.G.A. 16-05-0021	Aggravated assault
O.C.G.A. 16-06-0001	Rape
O.C.G.A. 20-02-1184	Mandatory reporting of students committing certain prohibited acts
O.C.G.A. 20-02-0735	Adoption of policies by LBOEs to improve student learning environment
O.C.G.A. 20-02-0736	Student codes of conduct; distribution
O.C.G.A. 20-02-0737	Reports by teacher of violations of student code of conduct; parental notice
O.C.G.A. 20-02-0738	Authority of teacher to remove student from classroom; procedures
O.C.G.A. 20-02-0751	Expulsion/Suspension definitions
O.C.G.A. 20-02-0752	Establishment of disciplinary hearing officers, panels or tribunals; rules and regs
O.C.G.A. 20-02-0754	Tribunal procedures
O.C.G.A. 20-02-0757	Applicability of public inspection and open meeting laws
O.C.G.A. 20-02-0765	Notice to parents re: chronic disciplinary problem student
O.C.G.A. 20-02-0766	Students returning from expulsion/suspension; notice, conferences
O.C.G.A. 20-02-0767	Alternative Education Systems - definitions of expulsion/suspension
O.C.G.A. 20-02-0768	Expulsion/suspension for commission of a felony; alternative education system
Rule 160-4-8-.15	Student Discipline

JCD-R Student Conduct

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) is dedicated to sound discipline practices in the continuing effort to provide students in the District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities.

The District recognizes that parents/guardians are ultimately responsible for the behavior of their children, including their adherence to the District's Student Codes of Conduct and other Administrative Rules. However, the District also recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. Therefore, schools will take appropriate actions in an effort to provide students and staff a safe and orderly environment.

RULE:**A. GENERAL PROVISIONS:**

Maintaining proper student conduct shall be the joint responsibility of the school principal, the faculty, and the other school employees.

B. STUDENT SUPPORT TEAM PROCESS:

The Student Support Team process is designed to provide alternatives that build on academic and/or behavioral strengths of students rather than focus on academic and/or behavioral deficits.

C. AGE APPROPRIATE DISCIPLINE:

The District follows a policy of age appropriate discipline. To this end, factors to be considered in determining the consequences for students will include, but not be limited to age, the maturity level of the student, willfulness and intent, and other circumstances as are deemed appropriate by the principal or designee.

D. DIRECTIVES:

To maintain proper student conduct, the following directives shall be observed:

1. Students whose behavior requires the attention of the principal or designee shall be referred to the principal or designee's office immediately. Any violation contemplated by O.C.G.A. § 20-2-1184 (see form JCD-1) must be reported to the principal or designee immediately.
2. Corporal punishment shall not be used as a disciplinary procedure in the District.
3. Groups of students should not be disciplined for the actions of an individual or individuals.
4. Teachers shall not place students in the halls or other unsupervised areas of the schools as a disciplinary measure.
5. When written work is used as a disciplinary measure, it shall be of an educational nature.
6. Students who are allegedly guilty of misconduct or of violating the District's Student Codes of Conduct and may be subject to out-of-school suspension shall be afforded the following:
 - a. The student shall be given oral or written notice of the allegation against him/her and an explanation of the evidence the school authorities have regarding his/her involvement.
 - b. The student shall be given an opportunity to state his/her version of events.
 - c. If circumstances prevent the principal or designee from affording a student the opportunity to discuss his/her version of the events or the evidence:

- (1) The principal or designee will make a reasonable attempt to contact the student as soon as practicable.
 - (2) If such attempt is made and is unsuccessful, the principal or designee will proceed with assigning the discipline.
7. All disciplinary actions shall be in compliance with the District's Student Codes of Conduct and other applicable Administrative Rules.

E. REASONABLE FORCE

When, in good faith, reasonable force is used by school personnel to restrain a student who is perceived by school personnel to be a threat to themselves or others and as a result thereof, civil or criminal action is instituted by the student, guardian or parent on behalf of the student, the District will provide legal representation to the personnel involved pursuant to Administrative Rule EGD-R (Indemnification and Protection for District Personnel). Such representation will consist of representation by the Board of Education attorney or designee.

1. It is recommended that whenever reasonable force is used, that each employee involved shall construct an anecdotal report of all facts pertaining to the incident and their role in the incident.
2. In the event that criminal or civil action may be instituted, the incident shall be reported to the Area Assistant Superintendent and either the Student Support office or Special Student Services Division, as appropriate.
3. Nothing herein will preclude school personnel from employing their own personal attorney.

F. CHRONIC DISCIPLINARY PROBLEM STUDENTS:

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur.

1. Parental Notification:

- a. If a teacher or a principal identifies a student as a chronic disciplinary problem student, the principal shall notify the student's parent or guardian of the disciplinary problem by a telephone call and by either certified mail, return receipt requested, or first-class mail.
- b. The principal or designee shall:
 - (1) Invite the parent/guardian to observe the student in a classroom situation; and
 - (2) Require at least one parent/guardian to attend a conference with the principal or designee and teacher to devise a disciplinary and behavioral corrective plan.
 - (3) Provide the parent/guardian with contact information for the Prevention/Intervention Center.

2. Suspension/Expulsion:

- a. If a chronic disciplinary problem student is suspended or expelled, the principal shall request at least one parent/guardian attend a conference with the principal or designee to develop a disciplinary and behavioral plan prior to the student's return to school. The request must be made by:
 - (1) Telephone; and
 - (2) Either certified mail, return receipt requested, or first class mail.
- b. A notation of the conference shall be placed in the student's permanent file. Failure of the parent/guardian to attend the conference shall not prevent the student's return to school.
- c. If the parent/guardian willfully and unreasonably fails to attend the conference required in the preceding paragraphs, the principal may notify the Student Support office which shall, through the Board of Education attorney, petition the Cobb County Juvenile Court to proceed against the parent/guardian. The Court may order the parent/guardian to attend the conference and/or order the parent/guardian to participate in programs or treatment as the Court deems appropriate to improve the student's behavior.

Legal Reference

O.C.G.A. 20-02-1126	Written policies and procedures for operation of school buses; receipt of code of conduct by students; acknowledgement by parent or guardians
O.C.G.A. 20-02-0740	Annual report by LBOE regarding disciplinary and placement action
O.C.G.A. 20-02-0751.1	Expulsion policy for students bringing weapons to school
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O.C.G.A. 20-02-0751.4	Policies prohibiting bullying; assignment to alternative school; notice
O.C.G.A. 20-02-0751.5	Required provisions for student code of conduct
O.C.G.A. 20-02-0751.6	Disciplinary policy for students committing acts of physical violence against school employees
O.C.G.A. 20-02-0753	Tribunal following allegations of assault and battery or suspension exceeding 10 days
O.C.G.A. 20-02-0756	Reports to law enforcement officials
O.C.G.A. 20-02-0766.1	Proceeding against parents for failure to cooperate in educational programs; penalty
O.C.G.A. 20-02-0705	Parental consent for participation in school clubs and organizations
O.C.G.A. 16-11-0037	Terroristic threats and acts
O.C.G.A. 16-11-0037	Terroristic threats and acts; penalties
O.C.G.A. 16-11-0127.1	Carrying weapons within school safety zones, at school functions or on school property
O.C.G.A. 16-13-0030	Purchase, possession, manufacture, distribution or sale of controlled substances or marijuana
O.C.G.A. 16-05-0021	Aggravated assault
O.C.G.A. 16-06-0001	Rape
O.C.G.A. 20-02-1184	Mandatory reporting of students committing certain prohibited acts
O.C.G.A. 20-02-0735	Adoption of policies by LBOEs to improve student learning environment
O.C.G.A. 20-02-0736	Student codes of conduct; distribution
O.C.G.A. 20-02-0737	Reports by teacher of violations of student code of conduct; parental notice
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O.C.G.A. 20-02-0754	Tribunal procedures
O.C.G.A. 20-02-0757	Applicability of public inspection and open meeting laws
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O.C.G.A. 20-02-0767	Alternative Education Systems - definitions of expulsion/suspension
O.C.G.A. 20-02-0768	Expulsion/suspension for commission of a felony; alternative education system
Rule 160-4-8-.15	Student Discipline

JCDB-R Student Dress Code

?/?/12

RATIONALE / OBJECTIVE:

All students of the Cobb County School District (District) are encouraged to observe a standard of grooming and dress consistent with the level of formality of the school situation.

RULE:**A. GENERAL PROVISIONS:**

All students shall be required to maintain the level of personal hygiene necessary to ensure a healthful school environment and to refrain from any mode of dress which proves to contribute to any disruption of school functions.

B. RESPONSIBILITY FOR ENFORCEMENT:

Administrators and teachers shall enforce the dress code Rule, and the principal or designee shall be the final judge as to the appropriateness, neatness and cleanliness of the wearing apparel, or whether or not apparel is disruptive, unsafe, or in violation of the dress code.

C. MINIMUM STANDARD OF DRESS:

All students shall maintain the following minimum standard of dress:

1. Appropriate shoes shall be worn.
2. Midriffs shall be covered.
3. Appropriate under-garments shall be worn and may not be visible.
4. Strapless garments shall be worn with a jacket.
5. Tank-tops shall be worn with a jacket.
6. Appropriate shorts, as determined by the school administration, may be worn.
7. No caps, hats, bandanas nor hoods covering the head are to be worn in the school buildings during the school day unless there is a special activity during which they are deemed appropriate by the school administration.
8. Clothing or ornamentation that does any of the following is prohibited:
 - a. Displays or advertises substances illegal for minors.
 - b. Displays suggestive phrases, designs, markings, or profanities.
 - c. Advocates, promotes, or suggests illegal activity.

D. ADDITIONAL REQUIREMENTS OF LOCAL SCHOOLS:

Local schools may establish additional requirements for student dress, including school uniforms. These additional requirements must be approved by the Area Assistant Superintendent and reviewed by the Student Support office. School uniform proposals must also be reviewed by the Board attorney.

E. SPECIFIC QUESTIONS:

Parents or students who have specific questions about a garment's appropriateness should consult the local school student handbook and/or the local school administration.

Adopted: 9/8/82

Revised: 4/13/83; 8/8/84; 7/23/87; 6/14/89; 11/11/92; 5/23/02

Reclassified an Administrative Rule: 9/1/04

Revised: 11/10/04; 1/11/06; 1/18/12

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JICA)

Legal Reference

O.C.G.A. 20-02-0736

Student codes of conduct; distribution

JCEB-R Student Hearing Procedure

?/?/12

RATIONALE / OBJECTIVE:

A student may be subject to Long-Term Suspension or Expulsion, as defined below, for the violation of school rules and/or Rules of the Cobb County School District (District), but only after the student has been afforded notice and an opportunity for hearing and other procedural requirements set forth below have occurred.

RULE:**A. DEFINITIONS:**

1. "Long-Term Suspension" means the suspension of a student from school for more than ten (10) school days, but not beyond the current school quarter or semester.
2. "Expulsion" means suspension or expulsion of a student from school beyond the current school quarter or semester.

B. DISABLED STUDENTS:

When long-term suspension or expulsion is proposed to be administered to a student who has been identified as disabled or is receiving any special education services from the District, the due process procedures to be followed are those outlined in Administrative Rule JDD-R (Student Suspension).

C. HEARING PROCEDURES:**1. Notification:**

- a. When Long-Term Suspension or Expulsion is recommended by the school and/or an opportunity for a disciplinary hearing is required, and the hearing is not waived or may not be waived, the Principal shall provide, within 24 hours of the initial suspension, written notification of the hearing to the student/parent/guardian. This notification may be included in the required suspension letter. The notification shall include the following:
 - (1) A brief statement of the act(s) student is alleged to have committed, along with a copy of the Code of Conduct allegedly violated.
 - (2) The maximum penalty which may be administered for the alleged misconduct.
 - (3) A copy of this Administrative Rule.
 - (4) The date, time and place for the hearing.
 - (5) The names of the witnesses expected to be called at the hearing.
 - (6) A statement that a hearing is required for all recommended suspensions or expulsions over 10 days unless the parent/guardian/student 18 years old or older waives the hearing.
 - (7) If a student is alleged to have committed a physical threat against a school employee or an act of physical violence, as defined by the Student Code of Conduct (Administrative Rules JICDA-E, JICDA-M, and JICDA-H), a statement that a hearing is required, regardless of the recommended discipline. However, the letter should state that a disciplinary hearing regarding a recommendation for a short-term suspension (10 days of OSS or less) may be waived by the employee. A disciplinary hearing regarding a recommendation for long-term out of school suspension/expulsion (11 days of OSS or more) may be waived by the employee and the parent/guardian/student 18 years old or older.
 - (8) A statement that at the hearing the student is entitled to:
 - (a) Be represented by an advocate of his/her choice, including an attorney if so desired; and

- (b) Subpoena witnesses and to other compulsory process upon request.
- (9) A statement that all parties are afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses.
- b. **Delivery of Notification:**
 - (1) This notice, along with a summary of hearing procedures (Form JCEB-2) shall be delivered to the student and his/her parent/guardian either in person or by regular first class mail and/or certified mail, return receipt requested, to the last known address of the parent or guardian.
 - (2) If notice is delivered in person, a written confirmation of delivery shall be obtained.
 - (3) Service shall be deemed to be perfected when the notice is deposited in the United States mail with sufficient postage addressed to the last known address of the parent/guardian.
- 2. **Continuance:**

Parties may request a hearing continuance from the Student Support office. If a continuance is requested by the parent/guardian/student's representative, the student will continue to serve his/her recommended discipline during the time of the continuance and until the hearing is conducted and the Hearing Officer or Hearing Panel has rendered a decision.
- 3. **Waiver of Hearing:**
 - a. If the student 18 years old or older/parent/guardian waive the hearing, they may do so by furnishing to the Principal a signed written waiver form (Form JCEB-1) prior to the notified time and date of the hearing. All waivers for recommended long-term suspension/expulsions of more than 20 school days must be processed by the Director of Student Support. All other waivers may be processed at the school level by contacting the Principal or designee.
 - b. If no written waiver form is received, or if the hearing may not be waived by the student 18 years old or older/parent/guardian, the hearing will be held as scheduled, whether or not the student/parent/guardian chooses to participate.
 - c. **Alternative Education Program Option:**
 - (1) If the student is recommended for a 20 or more day long-term suspension, the parent/guardian may waive the hearing and request of the Hearing Officer that the student be allowed to apply for enrollment in the District's Alternative Education Program (AEP) during the remainder of the suspension and through the conclusion of the nine weeks grading period.
 - (2) If the student is not accepted into the program, he/she must serve the original days of suspension.
 - (3) If the student is released from AEP for violation of his/her contract, he/she must serve the original suspension or and any additional consequences for this behavior as contemplated by the AEP contract and the appropriate code of conduct.
- 4. **Record of Proceedings:**
 - a. **Electronic Recording:**

A verbatim recording of the hearing shall be made and shall be available to all parties. The cost of recording shall be borne by the District. Parents/guardians/student's legal counsel may request a copy of the recording.
 - b. **Written Transcript:**

A written transcript will be prepared by the District if:

 - (1) The Cobb County Board of Education (Board) so requests; or
 - (2) The decision of the Board is appealed to the State Board of Education, in which case the appealing party shall be responsible for the cost of preparing a written transcript of the student disciplinary hearing.
 - (a) If the appealing party is indigent and cannot pay the cost of the transcript, he/she must file with the Superintendent or designee an Affidavit of Indigence to that effect (Form JCEB-8).
 - (b) Upon receipt of the Affidavit, the Superintendent or designee may inquire into the ability of the appealing party to pay for the transcript.
 - (c) After a hearing, the Superintendent or designee may order the appealing party to pay for the transcript by a certain date. Such order may be appealed pursuant to State Board of Education Rule 160-1-3-.04, School Law Tribunals and Appeals.

5. **Burden of Proof:**

The burden of proof shall be on the school, and it shall be entitled to open and conclude.

6. **Legal Representation / Involvement of an Attorney:**

If the student is represented by an attorney, the Board attorney shall be present and present the school's case if requested by the Principal. If not presenting the school's case, the Board attorney shall advise the Hearing Officer or Panel. The student/parent/guardian must notify the Hearing Officer no less than 48 hours prior to the hearing if the student will be represented by an attorney. Failure to give such notice will result in the hearing being continued so that the Board's attorney can be present.

7. **Presentation of Evidence:**

The evidence for the school shall be presented to the Superintendent's designee. The administrator representing the school, the Board attorney, the student's representative, the Hearing Officer, and any member of the Hearing Panel are entitled to question witnesses about any matters which are relevant to the charges against the student or the appropriate discipline. The Hearing Officer or Hearing Facilitator has the authority to limit unproductively long or irrelevant questioning by non-panel members. The Hearing Officer or Hearing Facilitator shall have the right to allow into evidence prior acts showing a course of conduct leading to the acts in question.

8. **Procedural Objections:**

Objections to the sufficiency of the notice and or other procedural objections shall be waived unless written notice thereof is filed with the Hearing Officer no less than 24 hours prior to the time that the hearing is scheduled to begin. The hearing may be postponed until such defects have been removed or remedied.

D. HEARING OFFICER:

1. A District office administrator will serve as the Superintendent's designee to sit as the District's Hearing Officer.
2. The Hearing Officer will hear all student hearings except in cases where the school has recommended permanent expulsion. (See below)
3. The Hearing Officer shall have the authority to rule on Code of Conduct violations and assign consequences during hearings.
4. During the hearing, the Hearing Officer will serve as the presiding officer and will rule on issues of law and admissibility of evidence presented during the hearing.
5. The decision of the Hearing Officer shall be final and shall constitute the decision of the Board unless either party shall appeal the decision in accordance with the appeal provisions set forth in this Rule.
6. The Hearing Officer shall render a written decision at the end of the hearing and shall give a copy of the decision to the student and parent/guardian and the Principal at the close of the hearing. The decision will include appeal information. If neither the parent/guardian nor student attends the hearing, the decision will be mailed within ten (10) calendar days of the hearing. The Hearing Officer shall maintain the District's records of the hearing.

E. HEARING PANEL:

1. A three administrator Hearing Panel will be convened to hear cases in which permanent expulsion is recommended by the school.
2. The pool of Hearing Panel members shall be comprised of all school administrators and some District office personnel, including the Hearing Officer. Hearing Panel members shall serve on a rotating basis. The list of all Hearing Panel members in the pool is available from the Student Support office.
3. The District Hearing Officer shall be one of the Panel members and will also serve as the Panel's presiding officer to rule on issues of law and admissibility of evidence.
4. When a Hearing Panel is utilized, at least two-thirds vote shall be required for a decision, and the Hearing Panel shall base its decision solely on the evidence received at the hearing.
5. The decision of the Hearing Panel shall be final and shall constitute the decision of the Board unless either party shall appeal the decision in accordance with the appeal provisions set forth below.
6. The Hearing Panel shall render a written decision at the end of the hearing and shall give a copy of the decision to the student/parent/guardian and the Principal at the close of the

hearing. The decision will include appeal information. If neither the parent/guardian nor student attends the hearing, the decision will be mailed within ten (10) calendar days of the hearing. The Hearing Officer shall maintain the District's records of the hearing.

F. APPEALS:

1. Any party may appeal the decision of the Hearing Officer or Hearing Panel to the Board by filing with the Superintendent a written notice of appeal within twenty (20) calendar days of the Hearing Officer or Hearing Panel's date of decision.
2. The Superintendent shall have the authority to suspend the decision of the Hearing Officer or Hearing Panel during the period of appeal by the accused to the Board.
3. Upon the appeal of a decision of the Hearing Panel or Hearing Officer to the Board, the Board must render its decision within 10 days, excluding weekends and public and legal holidays, from the date the Board receives notice of the appeal. The decision shall be in writing and a copy shall be provided to the student/parent/guardian, the Principal, and Superintendent.
4. The Board will make its decision on the appeal in Executive Session. The parties shall have the right to be represented by legal counsel during the appeal. The Board's review will be based solely on the record and written briefs submitted by the student or his counsel and counsel for the school administration, if briefs are submitted. The Board shall not hear any oral arguments as part of an appeal nor shall it consider any evidence that was not presented to the hearing panel.
5. The Board may take any action it deems appropriate.
6. Any party may appeal the Board's decision to the State Board of Education pursuant to O.C.G.A. § 20-2-1160(b) through (f). If an appeal to the State Board is requested, a written transcript of the disciplinary hearing will be prepared and submitted to the State Board.

G. ACTIVITIES WHILE UNDER LONG-TERM SUSPENSION OR EXPULSION:

1. Students under Long-Term Suspension or Expulsion shall not participate in or attend school activities on or off campus or be present on any other Cobb County School campus. Students violating this Rule are subject to additional penalties.
2. Students under a long-term suspension or expulsion shall not be given academic credit for work completed by the student through any home study or distance learning program.
3. During the time of this suspension, if school is not in session due to inclement weather or other reasons, the suspension time will be extended to cover any days missed.
4. **Less than a Calendar Year:**
 - a. Students under a long-term suspension or an expulsion for less than a calendar year, shall be allowed to receive credit for class work missed during the time of suspension or expulsion, but for no more than a total of thirty (30) school days during a school year. A student will earn a grade of "0" on graded class work missed beyond the thirty (30) school days.
 - b. It will be the responsibility of the student/parent to pick up the work from the school, complete the work during the suspension or expulsion, and return it to the teachers on the first day the student returns to school following a suspension or expulsion. Long-term assignments are also due the day the student returns from the suspension or expulsion.
 - c. If a student/parent fails to pick up work during a suspension or expulsion that has been prepared by the student's teacher(s), the student may forfeit his/her right to make-up work under this Rule during additional suspensions or expulsions during the school year.
 - d. A student may take final examinations and turn in long-term assignments assigned before the suspension or expulsion that are due during the suspension or expulsion. The Principal shall provide for the student's taking of final examinations. The examinations will occur either at the given time or through some special arrangement at the discretion of the Principal or designee.
5. Students who are permanently expelled are withdrawn from the District on the date of the expulsion and are only eligible to turn in assignments due prior to the date of the permanent expulsion.

6. Schools may recommend that a student be allowed to attend the Alternative Education Program (AEP) during his/her long-term suspension/expulsion. Upon this recommendation or a decision of the District Hearing Officer/Panel, expelled/long-term suspended students may apply to attend AEP pursuant to a contract. If the student violates the terms of the contract, he/she may forfeit the opportunity to attend the AEP during the remainder of his/her expulsion or long-term suspension, pursuant to the Order of the Hearing Officer/Panel and/or the terms of the contract. The student may appeal his/her dismissal from the AEP to the District administrator responsible for the supervision of the AEP. The student may also receive further discipline, in addition to the reinstatement of his/her expulsion or long-term suspension.
7. **Summer Activities:**
If a student is suspended or expelled for less than one (1) calendar year or is permitted to attend the AEP during his/her expulsion and the student's suspension/expulsion carries over the summer from one academic year to the next, the student may be eligible to attend summer school and/or participate in non-GHSA sanctioned extra-curricular activities. The Principal or designee should consult with the Student Support office prior to informing a student of this possibility.

H. SPECIAL EDUCATION STUDENTS:

Nothing in this Rule shall be interpreted to infringe on any right provided to students by the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act.

Adopted: 7/22/82

Revised: 4/13/83; 8/8/84; 3/23/89; 7/23/92; 1/13/93, 8/11/93; 8/25/94; 6/26/97; 5/28/98; 5/27/99; 6/22/00; 9/18/00; 5/24/01; 6/27/02; 10/24/02; 4/22/04; 7/14/04

Reclassified an Administrative Rule: 9/1/04

Revised: 8/10/05; 7/1/06; 12/14/06; 6/13/07; 7/1/08; 6/8/11; 1/18/12

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JKDB)

Legal Reference

O.C.G.A. 20-02-0753	Tribunal following allegations of assault and battery or suspension exceeding 10 days
O.C.G.A. 20-02-0756	Reports to law enforcement officials
O.C.G.A. 20-02-0755	Authorization of disciplinary officer, panel or tribunal
O.C.G.A. 20-02-0758	Legal actions not prohibited
O.C.G.A. 20-02-1160	LBOE tribunal power to determine local school controversies; appeals; special ed provisions
O.C.G.A. 20-02-0752	Establishment of disciplinary hearing officers, panels or tribunals; rules and regs
O.C.G.A. 20-02-0754	Tribunal procedures

JDB-R Detention

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District is dedicated to sound discipline practices in order to provide students in the Cobb County School District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. As a consequence of inappropriate student behavior, teachers and/or school administrators may assign before-school or after-school detention. In addition, a regular local high school may exercise the option of Saturday School.

RULE:**A. DETENTION:****1. Elementary Schools and Middle Schools:**

When elementary and middle school students are required to serve before-school or after-school detention, parents shall be notified in advance by school authorities.

2. High Schools:

High school students shall be given one day advanced notice when required to serve before-school or after-school detention.

B. SATURDAY SCHOOL:

As a consequence of inappropriate student behavior, a regular local high school may exercise the option of Saturday School.

1. Saturday School is to be used as an alternative disciplinary action.
2. Eligibility: offenses that do not require a specific mandatory Code of Conduct consequence.
3. A copy of Form JDB-1 shall be sent home to the parent/guardian to be signed and returned prior to enrollment in the Saturday School Program. If Form JDB-1 is not returned, the school may accept written parental permission for enrollment in the Saturday School Program or verbal parental permission for academic study assignment. This verbal permission must be documented.
4. Saturday School students shall be constantly, and strictly, supervised. Parents and students shall be made aware of the rules, regulations and consequences. Schools will develop a supervision plan for students removed from the Saturday School Program.
5. Saturday School students are responsible for bringing adequate and appropriate study materials. If the student/parent/guardian elects to perform local school maintenance activities, written parental permission is required as stated in item 3 above.
6. The local school shall make the Saturday School personnel assignments. Saturday School personnel will be selected from among the local school's certified staff.
7. Transportation to and from the Saturday School Program must be provided by the student or parent/guardian.
8. Students in the Saturday School Program shall remain for four (4) hours per Saturday. Students must be picked up promptly at the end of their assigned time.
9. The maximum number of students in the Saturday School program daily shall be the local school's decision.

Adopted: 7/26/79

Revised: 4/13/83; 8/8/84;

Adopted: 7/23/87

Revised: 6/22/89; 5/23/91; 5/28/92; 7/9/97

Reclassified an Administrative Rule: 9/1/04

Revised: 11/10/04; 1/12/05

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JKB and Administrative Rule JKBA)

Legal Reference
O.C.G.A. 20-02-0736
Rule 160-4-8-.15

Student codes of conduct; distribution
Student Discipline

JDD-R Student Suspension

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) is dedicated to sound discipline practices in the continuing effort to provide students in the District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. In order to maintain a safe and orderly environment, a student may be subject to Short-Term Suspension for the violation of school rules and/or the Rules of the District. In addition, a middle school or high school may exercise the option of In-school Suspension (ISS) in lieu of regular suspension in accordance with the District's Administrative Rules. ISS allows a student to attend school and complete academic assignments in a supervised setting.

RULE:**I. IN-SCHOOL SUSPENSION**

In-School Suspension (ISS) may be used as an alternative disciplinary action for middle school and high school students who exhibit disruptive behavior.

A. ELIGIBILITY:

Middle school and high school students may be assigned ISS for offenses that do not have a specific minimum or mandatory consequences assigned in the District Codes of Conduct, Administrative Rules JICDA-M, or JICDA-H.

B. GUIDELINES:

1. ISS students will receive appropriate academic assignments that are aligned with current classroom instruction. These assignments will be monitored for completion by ISS designees. Credit will be given for work completed in ISS.
2. The parent/guardian will be provided written or verbal notification of a student's assignment to ISS.
3. If the parent/guardian declines or objects to a student's ISS placement, other disciplinary consequences, including out-of-school suspension, may be assigned in accordance with the appropriate Code of Conduct.
4. ISS is designed to isolate the students from the rest of the student body. A separate space for housing of in-school suspension students (cubicles if possible) with access to the lunchroom and restrooms shall be provided. Lunch shall be brought to the isolated areas or served in the cafeteria at a time other than the regular lunch periods.
5. ISS students shall be supervised and made aware of the rules they are expected to follow while in ISS. Students who fail to follow these rules will be disciplined according to the appropriate District Student Code of Conduct.
6. The ISS Program will have no effect on the student's transportation.
7. If a student serves any part of the day in ISS, the student is ineligible to participate in extracurricular activities on the day assigned to ISS. If the local school administration closes ISS during part of a student's assignment (example: course registration of students), the student can participate in extracurricular activities for that particular day. High school students enrolled in cooperative programs and assigned to ISS can report to their workstation in the business community after the school day has ended. Students completing their ISS contract on a Friday may participate in extracurricular activities on Saturday.
8. No student shall be placed in the ISS Program more than thirty (30) school days per school year.

9. A student's maximum assignment shall be five (5) consecutive days per incident.
10. Each school is required to maintain documentation of its ISS program through the Student Information System.
11. Refusal to attend an assigned In-School Suspension or removal from the In-School Suspension program resulting in an out-of-school suspension will result in the loss of the opportunity to make up work as detailed in Part II below.

II. SHORT-TERM SUSPENSION

A. DEFINITION:

The suspension of a student from school is considered to be a Short-Term Suspension if the suspension is not more than ten (10) consecutive school days. See Administrative Rule JCEB-R (Student Hearing Procedure) for out-of-school suspensions of more than 10 school days.

B. PROCEDURES:

The Principal or designee may suspend students from school for a period of not more than ten (10) consecutive school days.

1. Prior to Suspension:

The Principal or designee shall afford the student his/her due process by following the procedures listed below:

- a. The student shall be given oral or written notice of the charges against him;
- b. If the student denies the charges, he/she shall be given:
 - (1) An explanation of the evidence the school authorities have; and
 - (2) An opportunity to present his/her side of the story.
2. If a student poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, he/she may need to be removed immediately from school premises without being afforded the notice and opportunity to respond as described above. In such cases, the notice and opportunity to respond shall be provided:
 - a. As soon as possible; and
 - b. Prior to the administration's finalization of the student's suspension recommendation.
3. The student's parent/guardian shall be notified of the suspension as soon as possible. This notification should be confirmed in writing no later than the day after the suspension begins. This notification shall contain the charges and the number of days and dates of the suspension. The written notification shall be delivered to the student's parent/guardian either in person or by first class mail to the last known address of the parent/guardian. If notification is delivered in person, a written confirmation of delivery shall be obtained.
5. If less than the number of suspended days remain in the complete grading period, the suspension will continue into the next regular school year or complete grading period.
6. Even though there are no appeal rights guaranteed by law for students on short-term suspension, parent/guardian may call the Principal to discuss their child's discipline. Following the decision of the Principal, the student's parent/guardian may contact the Office of Student Support to confirm the school's interpretation of the Code of Conduct.

C. ACTIVITIES WHILE UNDER SHORT-TERM SUSPENSION:

1. Participation:

- a. Students under Short-Term Suspension shall not participate in or attend school activities on or off campus or be present on any other Cobb County school campus.
- b. When short-term suspension carries over the summer months, permission to participate in school-sponsored summer activities is at the discretion of the Principal unless the activity is a Georgia High School Association (GHSA) sanctioned event in which case GHSA by-laws apply. Students violating this prohibition are subject to additional penalties.
- c. During the time of the suspension, if school is not in session due to inclement weather or other reasons, the suspension time will be extended to cover any days missed.

2. Class Work Credit:

Students under a short-term suspension shall be allowed to receive credit for class work missed during the time of suspension,

3. Assignments:

- a. It will be the responsibility of the parent/guardian to pick up the work from the school, It is the student's responsibility to complete the work during the suspension and return it to the teachers on the first day the student returns to school following a suspension.
- b. If a parent/guardian fails to pick up work during a suspension that has been prepared by the student's teacher(s), the student may forfeit his/her right to make-up work under this Rule during additional suspensions during the school year.

4. Final Examinations/Long-Term Assignments:

- a. A student may take final examinations and turn in long-term assignments assigned before the suspension or expulsion that are due during the suspension or expulsion.
- b. Long-term assignments must be turned in the day the student returns from the suspension or expulsion.
- c. The Principal shall provide for the student's taking of final examinations. The examinations will occur either at the given time or through some special arrangement at the discretion of the Principal or designee.

D. SPECIAL EDUCATION STUDENTS:

Nothing in this Rule shall be interpreted to infringe on any right provided to students by the federal Individuals with Disabilities Act, Section 504 of the federal Rehabilitation Act, or the federal Americans with Disabilities Act.

Adopted: 7/22/82

Revised: 4/13/83; 8/8/84; 6/28/90; 5/27/92; 7/23/92; 1/13/93; 6/27/96; 5/28/98;
6/22/00; 9/18/00; 6/27/02; 10/24/02; 4/22/04

Reclassified an Administrative Rule: 9/1/04

Revised: 12/9/04; 1/27/05; 8/10/05; 1/11/06; 7/1/06; 8/13/08; 11/10/10; 6/8/11

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JKDA and Administrative Rule JKDC)

Legal Reference

O.C.G.A. 20-02-0740	Annual report by LBOE regarding disciplinary and placement action
O.C.G.A. 20-02-0751.1	Expulsion policy for students bringing weapons to school
O.C.G.A. 20-02-0751.2	Students subject to disciplinary orders of other schools
O.C.G.A. 20-02-0751.5	Required provisions for student code of conduct
O.C.G.A. 20-02-0751.6	Disciplinary policy for students committing acts of physical violence against school employees
O.C.G.A. 20-02-0753	Tribunal following allegations of assault and battery or suspension exceeding 10 days
O.C.G.A. 20-02-1160	LBOE tribunal power to determine local school controversies; appeals; special ed provisions
O.C.G.A. 20-02-0154.1	Alternative education programs; intent; description; funding
O.C.G.A. 20-02-0735	Adoption of policies by LBOEs to improve student learning environment
O.C.G.A. 20-02-0736	Student codes of conduct; distribution
O.C.G.A. 20-02-0738	Authority of teacher to remove student from classroom; procedures
O.C.G.A. 20-02-0751	Expulsion/Suspension definitions
O.C.G.A. 20-02-0752	Establishment of disciplinary hearing officers, panels or tribunals; rules and regs
O.C.G.A. 20-02-0765	Notice to parents re: chronic disciplinary problem student
O.C.G.A. 20-02-0766	Students returning from expulsion/suspension; notice, conferences
O.C.G.A. 20-02-0768	Expulsion/suspension for commission of a felony; alternative education system
Rule 160-4-8-.12	Alternative Education Programs
20 USC 7151	Gun-free requirements

JDD(1)-R Suspension/Expulsion of Disabled Students

?/?/12

GSBA Reference: JDD (Student Suspension)

RATIONALE/OBJECTIVE:

The Cobb County School District (District) is dedicated to sound discipline practices in order to provide students in the District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. Students with disabilities will be disciplined in accordance with Georgia and Federal law.

RULE:

Students with disabilities shall be suspended or expelled as outlined below and in Public Law 108-446: The Individuals with Disabilities Education Improvement Act (IDEA 2004):

A. NOTIFICATION:

The Principal or designee shall notify the Office for Special Student Services immediately when a student with disabilities violates District Administrative Rules governing student conduct and will be recommended for out-of-school short-term or long-term suspension or expulsion that will cause the student to exceed a total of ten (10) days suspensions in any given school year.

1. Within twenty-four (24) hours of the recommendation for any suspension/expulsion that will exceed ten (10) total school days in any given school year, the principal or designee shall attempt to notify the parent/guardian and student of the proposed action, alleged charges and the scheduled IEP/Manifestation Determination Team meeting to consider the case (specifying the purpose, participants, time and place of the meeting). The parent/guardian shall be notified that the IEP/Manifestation Determination Team (Team) may change the student's IEP. The parent/guardian shall be requested to attend the review and shall be given a copy of Parental Rights Regarding Special Education.
2. The Committee chairperson shall document parent/guardian attendance at the review or document attempts to involve the parent/guardian in the review.

B. IEP/MANIFESTATION DETERMINATION:

1. The Office for Special Student Services will arrange and conduct an IEP/Manifestation Determination Team meeting within 10 days school days after the date of the notice.
2. **Series of Short-term Suspensions:**
For a series of short-term suspensions that will exceed a total of ten (10) school days, the Team will make a determination of whether the series of suspensions create a pattern of exclusions that constitutes a significant change in placement.
 - a. A series of suspensions create a pattern:
 - (1) Because the series of removals total more than 10 schools days in a school year;
 - (2) Because the child's behavior is substantially similar to the child's behavior in previous incidents that resulted in the series of removals; and
 - (3) Because of such additional factors as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another.
 - b. If the Team determines that the series of suspensions do not create a pattern of exclusions that constitute a significant change in placement, the student will serve the recommended suspension.
3. **Long-term Suspension:**
For long-term suspension, expulsion or a series of short-term suspensions that have been determined by the Team to be a significant change in placement:

- a. The Team will review the case to determine whether the misconduct was or was not a manifestation of the disability for which the student is receiving special education services.
- b. The Team shall review the student's present IEP and case history prior to making this determination. This should include, but is not limited to, all relevant information in the student's file, teacher observations, and all relevant parent information.
- c. The Team shall determine:
 - (1) If the conduct in question was caused by, or had a direct and substantial relationship to, the child's disability; or
 - (2) If the conduct in question was the direct result of the District's failure to implement the IEP.
- d. If the Team determines that the conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or the conduct in question was the direct result of the District's failure to implement the IEP, the Team must either:
 - (1) Conduct a functional behavioral assessment, unless the District has conducted a functional behavioral assessment before the behavior that resulted in the change of placement occurred, and implement a behavioral intervention plan for the student; or
 - (2) If a behavioral intervention plan already has been developed, review the behavioral intervention plan, and modify it, as necessary, to address the behavior, return the student to the placement from which the student was removed, unless the parent/guardian and the District agree to a change of placement as part of the modification of the behavioral intervention plan.
- e. If the Team determines that the student's behavior was not a manifestation of the disability, the Team should document its findings and make changes in the IEP if needed. If expulsion or long-term suspension is recommended as a disciplinary action, the Team must also recommend appropriate educational and/or related services to be provided while the student is expelled/suspended. The due process procedures in Administrative Rule JCEB-R (Student Hearing Procedure) will be followed for all recommended long-term suspensions or expulsions.
- f. If the District, the parent/guardian and the relevant members of the student's Team determines the conduct in question was a direct result of the failure of the District to implement the IEP, the District must take immediate steps to remedy those deficiencies.
- g. The Team shall document the committee findings and recommendations.

C. WEAPONS/DRUGS/BODILY INJURY:

Students with a disability who possess a weapon, possess or use illegal drugs, or sell or solicit the sale of a controlled substance, or inflict serious bodily injury on another while at school or a school function, either on or off the school's campus (Administrative Rule JICDA-E, JICDA-M or JICDA-H), may be subject to a change in placement to an appropriate interim alternative educational setting for the same amount of time as a student without a disability would be subject to discipline, but not for more than forty-five (45) school days regardless of whether the conduct is a manifestation of the student's disability for which he or she is receiving special education services. If the conduct is not a manifestation of the student's disability for which he or she is receiving special education services, the student may be removed to an appropriate interim alternative educational setting for the same amount of time as a student without a disability would be subject to discipline. The alternative placement must enable the student to participate in the general curriculum, progress toward meeting IEP goals, and receive any services and modifications stipulated in his/her IEP. In addition, the placement must include services/modifications to address the behavior that led to the student's placement change, and will prevent the behavior from reoccurring.

1. A weapon is defined as any device, instrument, material, or substance, animate or inanimate, that can cause death or serious bodily injury and includes a pocket knife with a blade of 2-1/2 inches or more.
2. Serious bodily injury is defined as a bodily injury which involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

D. 45-DAY REMOVAL:

If maintenance of a student with a disability in his or her current placement is substantially likely to result in injury to the student or others, the student may be removed for up to forty-five (45) school days, but only by decision of an administrative law judge or state or federal court. A decision to request the hearing shall be made by the Special Student Services Division.

Adopted: 8/26/82

Reviewed: 9/1/04

Revised: 4/13/83; 8/8/84; 7/11/85; 8/27/87; 6/28/90; 5/27/93; 12/8/9 7/24/97; 5/27/99, 9/12/00; 2/24/05; 11/14/07; 11/09/11

Legal Reference

O.C.G.A. 20-02-0740	Annual report by LBOE regarding disciplinary and placement action
O.C.G.A. 20-02-0751.1	Expulsion policy for students bringing weapons to school
O.C.G.A. 20-02-0751.2	Students subject to disciplinary orders of other schools
O.C.G.A. 20-02-0751.5	Required provisions for student code of conduct
O.C.G.A. 20-02-0751.6	Disciplinary policy for students committing acts of physical violence against school employees
O.C.G.A. 20-02-0753	Tribunal following allegations of assault and battery or suspension exceeding 10 days
O.C.G.A. 20-02-1160	LBOE tribunal power to determine local school controversies; appeals; special ed provisions
O.C.G.A. 20-02-0154.1	Alternative education programs; intent; description; funding
O.C.G.A. 20-02-0735	Adoption of policies by LBOEs to improve student learning environment
O.C.G.A. 20-02-0736	Student codes of conduct; distribution
O.C.G.A. 20-02-0738	Authority of teacher to remove student from classroom; procedures
O.C.G.A. 20-02-0751	Expulsion/Suspension definitions
O.C.G.A. 20-02-0752	Establishment of disciplinary hearing officers, panels or tribunals; rules and regs
O.C.G.A. 20-02-0765	Notice to parents re: chronic disciplinary problem student
O.C.G.A. 20-02-0766	Students returning from expulsion/suspension; notice, conferences
O.C.G.A. 20-02-0768	Expulsion/suspension for commission of a felony; alternative education system
Rule 160-4-8-.12	Alternative Education Programs
20 USC 7151	Gun-free requirements

JDF Teacher Authority to Remove Students from Classrooms

?/?/12

A teacher shall have the authority, consistent with Cobb County Board of Education (Board) policies and Cobb County School District (District) rules and procedures, to manage his/her classroom, discipline students, and refer a student to local school administration to maintain discipline in the classroom.

The Superintendent , or designee, may develop rules and procedures as necessary for the implementation of this policy and in accordance with state law and State Board of Education Rules.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-0751.5	Required provisions for student code of conduct
O.C.G.A. 20-02-0737	Reports by teacher of violations of student code of conduct; parental notice
O.C.G.A. 20-02-0738	Authority of teacher to remove student from classroom; procedures
Rule 160-4-8-.15	Student Discipline

JDF-R Teacher Authority to Remove Students from Classroom

?/?/12

RATIONALE/OBJECTIVE:

The Cobb County School District is dedicated to sound discipline practices in order to provide students in the Cobb County School District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities. The District fully supports the authority of the teacher to manage his/her classroom, discipline students, and refer a student to the school administration in order to maintain discipline in the classroom.

RULE:**A. NOTIFICATION:**

Each school principal shall disseminate the policies and procedures relating to the authority of every teacher to remove a student from the classroom to faculty, staff, and parents or guardians of students.

B. DISCIPLINARY REFERRAL:

A teacher who has knowledge that a student has exhibited behaviors that repeatedly or substantially interfere with the teacher's ability to communicate effectively with students in his or her class or with the student's classmates' ability to learn and that violate the Cobb County School District's Code of Conduct shall file a report describing the behavior to the principal or designee:

1. The report must be filed within one school day of the most recent occurrence of the behavior.
2. The report shall not exceed one page and shall describe the behavior.
3. The principal or designee shall:
 - a. Send a copy of the report to the student's parent/guardian.
 - b. Investigate the incident and employ appropriate discipline management techniques that are consistent with Cobb County School District Code of Conduct.
 - c. Send, within one school day, written notification to the teacher and the student's parent/guardian of any disciplinary action taken against or student support service utilized with the student. The written notification to the parent/guardian shall include information regarding how the student's parent/guardian may contact the principal or designee.
 - d. Shall make a reasonable attempt to confirm that the written notification has been received by the student's parent or guardian.

C. TEACHER AUTHORITY:

1. A teacher shall have the authority to remove from his or her class a student:
 - a. Who repeatedly or substantially interferes with the teacher's ability to communicate effectively with students in the class, where the student's behavior is in violation of the District Code of Conduct; or
 - b. Who repeatedly or substantially interferes with the student's classmates' ability to learn, where the student's behavior is in violation of the District Code of Conduct.
2. Prior to removal, the teacher shall:
 - a. Have previously filed a report as required in Section B of this Rule, or
 - b. Have determined that such behavior of the student poses an immediate threat to the safety of the student's classmates or the teacher.

3. By the end of the school day on which the removal occurs or at the beginning of the next school day, the teacher shall file with the principal or designee a report describing the student's behavior in one page or less.
4. Within one school day after the student's removal from class, the principal or designee shall send to the student's parent or guardian written notification that the student was removed from class, a copy of the report filed by the teacher, and information regarding how the student's parent or guardian may contact the principal or designee.
5. By the end of the school day on which the removal occurs or at the beginning of the next school day, the principal or designee shall:
 - a. Discuss the matter with the teacher.
 - b. Discuss the matter with the student and:
 - (1) Give the student oral or written notice of the grounds for his or her removal from the class; and
 - (2) If the student denies engaging in such conduct, explain the evidence which supports his or her removal from the class; and
 - (3) Give the student the opportunity to present his or her explanation of the situation.
6. After such discussions, the principal or designee may:
 - a. Seek to return the student to the teacher's class and if the teacher
 - (1) Gives his or her consent:
 - (a) The student shall be returned to the class.
 - (b) The principal or designee may take action to discipline the student as may be warranted consistent with the student's constitutional due process rights and which is authorized as a disciplinary response to the alleged violation of the District's Code of Conduct.
 - (2) Withholds his or her consent to the student's return:
 - (a) The student shall not be returned to the class.
 - (b) The principal or designee shall determine an appropriate temporary placement for the student by the end of the first school day following such removal. An appropriate temporary placement for the student shall be a placement that, in the judgment of the principal or designee:
 - 1) Provides the least interruption to the student's education; and
 - 2) Reflects other relevant factors including, but not limited to:
 - a) The severity of the behavior that was the basis for the removal,
 - b) The student's behavioral history,
 - c) The student's need for support services, and
 - d) The available education settings.
 - (c) The principal or designee shall take steps to convene a meeting of a placement review committee by the end of the second school day following removal of a student by the teacher.
 7. **Placement Review Committee:**
 - a. At the beginning of each school year, each school shall establish one or more placement review committees:
 - (1) Each placement review committee shall consist of three members:
 - (a) The faculty shall choose two teachers to serve as members and one teacher to serve as an alternate on each placement review committee.
 - (b) The principal shall choose one member of the professional staff of the school to serve as a member.
 - (c) The teacher withholding his/her consent for the student's returning to his/her class may not serve as a member of the placement review committee.
 - b. The purpose of the placement review committee is to determine the placement of a student when the student's teacher has withheld consent to return the student to the teacher's class. The placement review committee shall have the authority:
 - (1) To return the student to the teacher's class upon determining that such placement is the best alternative or the only alternative; or
 - (2) To decide not to return the student to the teacher's class and to refer the student to the principal or designee for placement.
 - c. The decision of the placement review committee shall be in writing and shall be made within three school days after the teacher withholds consent to return a student to his or her classroom.

- d. If a placement review committee decides to return a student to a class from which he or she was removed, the principal or designee shall implement the decision. In addition, the principal or designee may, after considering the use of any appropriate student support services, take any disciplinary action consistent with the student's constitutional due process rights which is authorized by Administrative Rules as a response to the alleged violation of the Code of Conduct.
8. The principal or designee shall implement the decision of the placement review committee not to return the student to a class from which he or she is removed. The principal or designee shall determine an appropriate placement for the student and may, after considering the use of any appropriate student support services, take action consistent with the student's constitutional due process rights to discipline the student as follows:
 - a. Place the student into another appropriate classroom, in-school suspension, or an alternative education program;
 - b. Impose out-of-school suspension for not more than ten (10) school days, including any time during which the student was subject to out-of-school suspension after his or her removal from class by the teacher;
 - c. Make another placement or disciplinary decision or recommendation consistent with Administrative Rules; or
 - d. Implement or recommend any appropriate combination of the above and return the student to the classroom from which he or she was removed upon completion of any disciplinary or placement action taken pursuant to this paragraph.
9. The placement or disciplinary action must be authorized by Administrative Rules as a response to the alleged violation of the Code of Conduct. Within one school day of taking action pursuant to the decision of the placement review committee, the principal or designee shall:
 - a. Send written notification of the action to the teacher; and
 - b. Send written notification of the action to the parents or guardians of the student; and
 - c. Make a reasonable attempt to confirm that such written notification has been received by the student's parents or guardians.
10. Parents or guardians of a student who has been removed from a classroom by a teacher must participate in a conference that may be requested by the principal or designee. A student may not be penalized for the failure of his or her parent or guardian to attend the conference.
11. Nothing in this Rule shall infringe upon any right provided to students with individualized education programs or plans pursuant to the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973 (Section 504), or the Americans with Disabilities Act (ADA).
12. The District shall provide training for members of placement review committees regarding the provisions of this subpart, including procedural requirements; administrative rules relating to student discipline; and the District's Student Codes of Conduct applicable to the school.

D. TEACHER ACCOUNTABILITY:

Any teacher who removes more than two students from his or her total class enrollment in any school year under this provision who are subsequently returned to class by a placement review committee because such class is the best available alternative may be required to complete professional development to improve classroom management skills, other skills on the identification and remediation of academic and behavioral student needs, or other instructional skills as identified by the principal of the school in consultation with the teacher.

Adopted: 6/22/00

Revised: 9/18/00

Reclassified an Administrative Rule: 9/1/04

Revised: 2/24/05

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JKF)

Legal Reference

O.C.G.A. 20-02-0751.5

Required provisions for student code of conduct

O.C.G.A. 20-02-0737

Reports by teacher of violations of student code of conduct; parental notice

O.C.G.A. 20-02-0738

Authority of teacher to remove student from classroom; procedures

JG Student Welfare

?/?/12

In an effort to protect the welfare of all students in the Cobb County School District (District) it shall be the policy of the Cobb County Board of Education that all District employees and school-affiliated volunteers report all cases of suspected child abuse and neglect in accordance with state law.

The Board authorizes the Superintendent to develop rules and procedures to implement this policy.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 19-15-0002	Child Abuse Protocol
O.C.G.A. 16-06-0005.1	Sexual assault by persons with supervisory or disciplinary authority
O.C.G.A. 15-11-0058	Child welfare - removing a child from home
O.C.G.A. 16-06-0009	Prostitution
O.C.G.A. 19-07-0005	Reporting child abuse
O.C.G.A. 20-02-1184	Mandatory reporting of students committing certain prohibited acts
O.C.G.A. 49-05-0041	Persons and agencies permitted access to records
Rule 160-4-8-.04	Child Abuse and Neglect Reporting

JG-R Student Welfare

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) is committed to the welfare of students from their entry on a school bus or school property to their return to the bus stop or leaving school property. Therefore, appropriate methods are established and observed in all schools to report health problems, including suspected child abuse, to prevent accidents, and to handle accidents, should these occur.

RULE:

Employees should observe the following in providing for student welfare:

A. HEALTH:

1. Proper ventilation, heating, lighting, and furniture-sizing will be maintained in the classroom setting.
2. Frequent hand washing should be encouraged. Soap in some form and hand drying materials should be supplied.
3. Community efforts to promote health programs should be supported as approved by the Principal.
4. Symptoms of possible contagious diseases or conditions should be reported to the School Nurse.
5. School cafeterias will be monitored for safety and cleanliness in accordance with required governmental inspections.
6. The well-being of students who are employed will be protected through requirements established by State law.

B. SAFETY:

1. **Supervision:**
Adequate supervision of students should be maintained as provided in Administrative Rule JLIA (Supervision of Students).
2. **Chaperones:**
Chaperones should be provided for trips away from school or for overnight activities as provided in Administrative Rule IFCB (Field Trips and Excursions).
3. **School Safety Plans:**
Every District school shall prepare a School Safety Plan to help curb the growing incidence of violence in schools, to respond effectively to such incidents, and to provide a safe learning environment for District students and school personnel.
 - a. Contents:
 - (1) School Safety Plans shall also address:
 - (a) Preparedness for natural disasters;
 - (b) Hazardous materials or radiological accidents;
 - (c) Acts of violence;
 - (d) Acts of terrorism; and
 - (e) Security issues in school safety zones as defined in O.C.G.A. § 16-11-127.1(a)(1).
 - (2) School Safety Plans should also address security issues:

- (a) Involving the transportation of students to and from school functions when such transportation is furnished by the District; and
 - (b) Involving school functions held during non-instructional hours.
- b. Preparation:
School safety plans shall be prepared with input from:
 - (1) Students enrolled in that school;
 - (2) Parents/guardians of such students;
 - (3) Teachers in that school;
 - (4) Community leaders,
 - (5) Other school and District employees; and
 - (6) Local law enforcement, fire service, public safety, and emergency management agencies.
- c. Communication:
School Safety Plans should be developed and communicated to faculty and staff in accordance with expectations set by the District's Department of Public Safety.
- d. Submission Requirements:
The original School Safety Plan should be submitted to the District's Department of Public Safety with a copy retained by the school and a copy submitted to the Area Assistant Superintendent. Public Safety shall submit each school's plan to the local emergency management agency.
- e. Other Provisions:
 - (1) Fire, disaster, emergency (bomb threat), and take-cover drills within the District should be in conformance with state, county, city, and local requirements and in accordance with the rules and regulations prescribed by the Cobb County Board of Education and instructions issued by the Department of Public Safety through the Emergency Procedures Manual.
 - (2) Evacuation routes will be posted in accordance with state and local fire marshal requirements.
 - (3) The District should appropriately cooperate with the Cobb County Emergency Management Agency, Georgia Emergency Management Agency, and Federal Emergency Management Agency authorities and other government agencies in the event of a declared emergency situation.
- 4. **Chains and Padlocks:**
Schools will refrain from using chains and padlocks on egress doors whether or not the building is occupied.
- 5. **Portable Handheld Radios:**
 - a. Fire safety authorities require portable two-way radios in all portable classrooms.
 - b. After School Programs (ASP) should have access to a portable handheld radio that is capable of communicating beyond the local area.
- 6. **Emergency Contact Information:**
Emergency After-Hour Contact information for school personnel should be reported in accordance with the expectations of the CCSD Department of Public Safety.
- 7. **Decorations:**
 - a. Live holiday trees may be permitted in classrooms under the following conditions:
 - (1) No lights.
 - (2) Keep water in the tree stand.
 - (3) The tree should not be located near a heat source.
 - b. Artificial trees that are labeled fire "retardant" or "resistant" may be decorated with lights that are labeled "UL Approved."
 - c. Electrical wall decorations should be securely fastened to the wall away from anything flammable. They should be unplugged after class each day.
 - d. Electrical cords and other items should be securely fastened to avoid tripping and unnecessary alarm activation.
 - e. Candles or open flames may be used only in accordance with state, county, city, and local fire safety requirements. Questions regarding these requirements may be directed to the Department of Public Safety.
- 8. **Activity / Athletic Fields:**
All activity and athletic fields, including District owned playground facilities, should comply with the following:

- a. Use during the school day should be limited to those students registered in each respective school.
- b. Use after school hours is subject to Principal approval and regulations.
- c. Playground apparatus and equipment should be approved by the Supervisor of Health and Physical Education prior to installation and use.
- d. Gymnasium apparatus and physical education/athletic equipment and facilities should be used under direct supervision by a District employee.

9. Bicycle Use:

- a. Principals should establish procedures for bicycle parking at their respective schools.
- b. Bicycle riding on school campuses while school is in session should be prohibited.

10. Emergency Student Information:

In cases of emergency, necessary information to notify parents/guardians and licensed physicians should be maintained in the school office and entered in the Student Information System. This information should include the following:

- a. Parent/guardian phone numbers: home, cell, and business;
- b. Parent/guardian addresses: home and business;
- c. Emergency Contacts: Phone numbers and addresses of persons through whom necessary parent/guardian contact may be made and who may check the student out of school if the parent/guardian cannot be reached;
- d. Physicians: Address and phone numbers of family physicians.
- e. In cases of emergency every effort should be made to contact parents/guardians after immediate care of the student has been completed. If contact with the parents/guardians cannot be made, emergency medical services will be contacted. Any action taken in cases of accidents without the knowledge of a parent/guardian of a student should immediately be reported to the Office of the Director of Public Safety and the Area Assistant Superintendent.

11. Eye Protection:

- a. In order to ensure the safety and eye protection of students, employees, and visitors in the schools, persons are required to wear appropriate industrial-quality, school designated eye protection equipment at all times while participating in or observing any course of instruction involving exposure to any of the following:
 - (1) Molten materials.
 - (2) Milling, sawing, filing, turning, shaping, cutting, grinding or stamping of any solid materials.
 - (3) Heat treatment, tempering or kiln-firing of any materials.
 - (4) Welding.
 - (5) Repair or servicing of any vehicle.
 - (6) Caustic or explosive materials or materials that shatter.
 - (7) Finishing materials and solvents.
 - (8) Injurious radiations or other hazards.
- b. Each school will provide eye protection equipment to every student, employee or visitor that is clean, in good repair, durable, capable of being disinfected and that meets the requirements specified in "Practice for Occupational and Educational Eye and Face Protection," American National Standards Institute, Z87.1-1968, while they are using or observing machines or operations. Use of equipment with structural or optical defects should be prohibited. Persons whose vision requires the use of eye glasses shall be provided goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
- c. Each school that uses lasers in classrooms and laboratories will register them with the Georgia Department of Human Resources and adhere to the Rules and Regulations for Laser Radiation, Chapter 290-5-27, Georgia Department of Human Resources.

12. Science Classroom Safety:

Additional measures to be observed in science classrooms: Because of the special nature of the chemistry laboratory and the use of chemicals in other science laboratories, all students, employees, and visitors to a classroom or laboratory whenever chemicals are being used, carried, or heated, and when laboratory apparatus and materials are being prepared or returned to the stockroom, should be required to:

- a. Wear chemical splash goggles (ANSI Z87.1 compliant, see above).
- b. Wear close-toed shoes, securely tied (no platform shoes).
- c. Tie, pin, or otherwise secure hair behind the shoulders.
- d. Refrain from wearing loose-fitting, overhanging, or dangling articles of clothing or jewelry.
- e. Secure books, backpacks, and personal belongings well away from the areas where the chemicals are being used.

13. Assistance to Staff:

Any student, with administrative approval, may assist a staff member with appropriate activities. These activities must not endanger the safety or welfare of the student.

C. SUSPECTED CHILD ABUSE:

According to the required procedures outlined by DFCS Protocol (Form JL-1), any District employee or volunteer who forms reasonable cause to believe a student is subject to physical or sexual abuse from any source shall report the suspected abuse in accordance with State laws, O.C.G.A. § 19-7-5.

D. CHILDREN AT EMPLOYEE WORKSTATION:

1. Having children at workstations is a privilege that may be allowed employees at the discretion of administrators at their individual school/work site. In addition to any local school or department regulations regarding children at workstations, the following procedures are established:
 - a. Pre-school age and younger children are not allowed at employee workstations for child-care purposes.
 - b. No child, regardless of age, is allowed at employee workstations for child-care purposes during established student hours.
 - c. Children are not allowed at employee workstations during pre-planning, post-planning, or any other scheduled workday.
 - d. Children of employees are not allowed to attend parent/teacher conferences, faculty meetings, or other meetings of this nature.
 - e. Employees assume the responsibility of ensuring that their children do not interfere with their work responsibilities or the responsibilities of other staff members.
2. Parents who choose to take advantage of this privilege, with the appropriate permission, will be responsible for any injuries that occur to their child(ren) or others as a result of their child(ren) accompanying them at the workstation.
3. Parents are responsible for supervision of their child(ren) under this rule, and will be monetarily responsible and liable for any damage or injury that occurs based upon their child(ren)'s presence at the workstation or other school property.

Reclassified an Administrative Rule: 9/1/04

Revised: 5/26/05; 12/14/06; 10/10/12

Re-coded: ?/?/12 (Previously coded as Administrative Rule JL)

Legal Reference

O.C.G.A. 19-15-0002	Child Abuse Protocol
O.C.G.A. 16-06-0005.1	Sexual assault by persons with supervisory or disciplinary authority
O.C.G.A. 15-11-0058	Child welfare - removing a child from home
O.C.G.A. 16-06-0009	Prostitution
O.C.G.A. 19-07-0005	Reporting child abuse
O.C.G.A. 20-02-1184	Mandatory reporting of students committing certain prohibited acts
O.C.G.A. 49-05-0041	Persons and agencies permitted access to records
Rule 160-4-8-.04	Child Abuse and Neglect Reporting

JGA-R Student Insurance Program

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. The District's concern for the welfare of its students extends to providing families with opportunities to access appropriate support agencies and services.

RULE:

A program of accident insurance shall be made available to all students through the schools during the first two weeks of school. Accident insurance brochures are distributed during the first two weeks of school.

In addition, it shall be the goal of the District to work with the successful agent and/or company awarded the accident insurance program to attempt to make the same accident insurance program available, through the office of the agent and/or company, to students who enroll after the first two weeks of school.

Adopted: 7/27/78

Revised: 4/13/83; 8/8/84; 5/23/91

Reclassified an Administrative Rule: 9/1/04

Revised: 1/12/05

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JLA)

Legal Reference

O.C.G.A. 33-24-0009

Approval/disapproval of insurance forms

O.C.G.A. 33-30-0003

"Blanket accident and sickness insurance" defined

O.C.G.A. 33-30-0009

Payment of benefits under blanket accident and sickness policies

JGC School Health Services

?/?/12

GSBA Reference: JGC (Student Health Services)

The Cobb County Board of Education (Board), in order to implement the requirements of O.C.G.A. § 20-2-771.2, has established a school health nurse program for the Cobb County School District (District).

The program will be staffed by licensed health care professionals and others whose duties are set forth in job descriptions provided by the Superintendent and approved by the Board.

The Superintendent, or designee, is responsible for developing other rules and procedures which may be necessary, in combination with the job descriptions, to implement this program. These rules and procedures shall comply with requirements of the State Board of Education, state law, the Department of Human Services or other state agency with jurisdiction or authority over services provided to students under the above reference code section.

All employees performing services under this policy are subject to the restrictions set forth in O.C.G.A. § 20-2-773.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-0774	Self administration of asthma medication
O.C.G.A. 20-02-0775	Automated external defibrillator
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. 20-02-0778	Required information to parents of students regarding meningococcal meningitis
O.C.G.A. 20-02-0777	Annual Fitness Assessments; reporting and compliance
O.C.G.A. 20-02-0776.1	Administration of auto-injectionable epinephrine by school personnel
O.C.G.A. 20-02-0779	Care of students with diabetes
O.C.G.A. 20-02-0191	Supplies for school health nurse programs
O.C.G.A. 20-02-0186	Allocation of funds to pay beginning salaries of 12 mo. employees; funds for failing schools
O.C.G.A. 20-02-0770	Rules for nutritional screening and eye, ear, and dental exams of students
O.C.G.A. 20-02-0771	Immunization of students
O.C.G.A. 20-02-0771.2	School health nurse programs
O.C.G.A. 20-02-0772	Screening of students for scoliosis
O.C.G.A. 20-02-0773	Restrictions on student health services; utilization of state funds
Rule 160-1-3-.03	Infectious Diseases
Rule 160-4-8-.01	Student Support Services

JGC-R School Health Services

?/?/12

GSBA Reference: JGC (Student Health Services)

RATIONALE / OBJECTIVE:

The Cobb County School District (District) recognizes the importance of the health and welfare of students and staff. Therefore, the District establishes a school health service program to address the health and safety of students and staff.

RULE:

All school nurses and Trained Personnel should follow procedures and recommendations in "School Nursing/Clinic Procedures" (Form JGCD-1). At all times, District nursing staff are expected to comply with Georgia's applicable Nurse Practice Act. Nothing in this Rule shall be interpreted to require any District nurse to perform any activity for which appropriate licensure is not held.

A. HEALTH CLINIC:

1. Each school should maintain a dedicated room, clinic, for student health care which will provide a private and confidential environment to care for sick/injured students. The dedicated room should contain the clinic supplies and equipment necessary to meet the health care needs of students and as listed in the "Clinic Supplies and Equipment Checklist" (Form JGC-1).
2. School nurses should maintain a record of emergency information on all students.
3. School nurses and Trained Personnel should perform their professional duties and responsibilities in accordance with applicable school clinic and/or special education guidelines
4. Notwithstanding Subsection A.3. above, school nurses and trained personnel should implement any requirements in a student's Section 504 plan, Individual Education Plan, and/or Individual Healthcare Plan within their scope of practice and training.

B. HEALTHCARE SERVICE:

1. Healthcare Service, including the dissemination of medications, are provided by a licensed school nurse or other employee who has successfully completed clinic orientation training provided by the District's Consulting Nurses (Trained Personnel) or school employees trained and authorized by the District's county-wide Special Education Nurses in accordance with Administrative Rule JGCD-R (Medication).
2. Standard precautions are based on the premise that anyone may potentially transmit an infection. Standard precautions and infectious control techniques should be used in all situations that have the potential to present a hazard for infectious materials. See "Standard Health Care Precautions" (Form JGC-2) and "Exposure to Blood/Body Fluids Response Procedure" (Form JGC-3).
3. Use of protective barriers such as gloves, robes and eye/face protection greatly reduces an individual's risk of exposure to infectious diseases. If an exposure to blood, body products or body fluids occurs, the person should refer immediately to "Exposure to Blood/Body Fluids Response Procedure" (Form JGC-3).
4. School staff who have knowledge of a blood-borne infection of others in the school are not at liberty to share that information with others without written consent.
5. Students who require a Healthcare plan will be provided such a Plan, based upon the individual needs of the student and based upon the decisions of a group of appropriate District personnel.

C. IMMUNIZATIONS:

During an epidemic or a threatened epidemic of any disease preventable by an immunization

required by the Department of Community Health, children who have not been immunized may be excluded from the school or facility until (1) they are immunized against the disease, unless they present valid evidence of prior disease, or (2) the epidemic or threat no longer constitutes a significant public health danger.

1. All students, prior to entering school in the District, shall be required to present certification of immunization to the proper school officials in compliance with all state and local regulations [O.C.G.A. § 20-2-771(b)]:
 - a. The Principal will grant a 30 calendar day waiver (Form JBC-13) for justified reasons that a parent/guardian does not present the required immunization forms.
 - b. Students who are not eligible for adequate immunization certificates must begin the necessary series of immunizations pursuant to O.C.G.A 20-2-771 (b) and Department of Human Services Rule 290-5-4-.02.
 - c. If a parent/guardian objects to immunizations on the grounds of conflict with religious principles/practices, he/she may complete a waiver (Form JGC-4; see also Administrative JBC-R [School Admissions/Withdrawals]). The school must keep the waiver on file and available for inspection by health officials in lieu of an immunization certificate. The waiver may be canceled and the student withdrawn at the discretion of the appropriate health authority when the threat of epidemic disease in the community makes such action appropriate:
 - (1) **Religious Exemptions:**
The school must keep the affidavit on file and available for inspection by health officials in lieu of an Immunization Certificate. Affidavits denoting religious exemptions do not expire.
 - (2) **Medical Exemptions:**
There must be an annual review of medical exemptions, and certificates must be reissued with or without indication of exemption.
 - d. If a student has a physical disability and if, in the opinion of a licensed physician, there is no clear prospect of when the student's disability or disabilities can be removed, at his/her discretion the licensed physician may issue a Certificate of Immunization indicating medical exemption. A Certificate of Immunization indicating medical exemption shall be subject to review as provided by the certifying or another licensed physician. The licensed physician must conduct an annual review of the exemption and subsequently may reissue it from year to year until and unless there is cause to believe that immunization or a specific immunization may finally be accomplished without danger to the student's health.

D. MEDICAL INFORMATION REPORT:

The District may request the submission of Form JGC-8 (Medical Evaluation Report) in order to provide the District with some of the medical information necessary to determine:

1. A student's eligibility as a child with a disability for special education services or Section 504 accommodations;
2. A student's medically necessary nutritional needs/accommodations; and/or,
3. Any services to be provided or made available by school nursing staff. (For some students, more detailed doctors' orders may be necessary.)

E. ILLNESS / INJURY:

1. Sick or injured individuals should be cared for per First Aid guidelines. Schools should refer to the American Red Cross Standard First Aid Guidelines.
2. All students who show definite signs of illness or injury should be sent home. If a contagious disease is suspected, students awaiting parent/guardian arrival should be separated from other students when possible.
3. The District shall not deny a student with a communicable disease an education solely because of the infection. If there is a reasonable cause to believe that a student has a communicable disease, the determination of a student's inclusion/exclusion shall be based on reasonable medical judgment. See "Inclusion/Exclusion of Students with Possible Infectious Disease" (Form JGC-5).
4. The School Nurse, Principal or designee will determine whether or not the student will be allowed to stay in school due to certain injuries or possible illnesses, see "Procedures When Students Show Signs of Illness or Injury" (Form JGC-6).

F. EMERGENCY MEDICAL SERVICES (EMS) / 911:

The school Emergency Medical Plan should include actions to be taken in medical emergencies and should be activated in the event of a medical emergency. Additionally:

1. It is the school nurse's decision as to when EMS/911 is to be notified and what information is to be given concerning the condition of the individual.
2. When the school nurse is not on the premises, the administrator in charge makes the decision to initiate the emergency management plan.
3. When EMS personnel arrive they assume full responsibility for the care of the individual(s).
4. Parents/guardians are responsible for any charges that arise as a result of the involvement of Emergency Medical Services.
5. Do not leave the child unattended.
6. A parent/guardian and, if necessary, the student's emergency contacts should be notified as soon as possible.

G. SPECIAL EDUCATION NURSING SERVICES:

Special medical interventions required during the school day should be medically necessary, and should be required in order to maintain the student's health, safety, and ability to perform at school. Medical necessity is established by written authorization from the student's physician in the form of a physician's order.

The Special Education Nurse is responsible for obtaining physician's orders for healthcare services detailed in the disabled student's Individual Healthcare Plan (IHCP) and Individual Education Plan (IEP). A physician's order is a written document signed by a physician licensed to practice in the state of Georgia which delegates to the nurse the authority to perform skilled medical procedures within the nurse's scope of practice as defined by the Georgia Registered Nurse Practice Act. Signed parental Authorization to Release Confidential Information (ISPE 2112) provides the nurse immediate consultation with the delegating physician.

A student's healthcare services may require the support of unlicensed assistive personnel. Delegation, being a complex process that requires thorough attention to safety procedures, student health status, and legal standards, can only be determined by a registered nurse. The registered nurse should refer to the State of Georgia's "RN Assignment Decision Tree" to determine the appropriateness of delegating a student's healthcare services to unlicensed assistive personnel (UAP).

Personnel who are responsible for the provision of special healthcare needs must receive training from persons who are qualified to provide such training and licensed to perform the procedure being taught. Staff training should be updated annually or as needed due to a change in a student's medical condition or a change in personnel.

Adopted: 10/12/05

Revised: 3/14/07; 11/12/08; 2/10/10; 1/14/11; 11/9/11; 1/18/12

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JLC)

JGCD Medication

?/?/12

The Cobb County Board of Education (Board) recognizes that the health of a child is an important factor in the learning process as is cooperation among the health department, the private medical sector, the home and the school. Although medication should be administered at home whenever possible, the need for medications during the school day or school-sponsored activities should not limit a students' access to educational opportunities to the extent possible. A parent or guardian may request that medication be administered to a student during school hours in accordance with rules and procedures established by the Cobb County School District (District).

The District shall establish rules and procedures for the possession, storage, use, dispensation and administration of medications in accordance with applicable state law and State Board of Education rules.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-0774	Self administration of asthma medication
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-injectionable epinephrine by school personnel
O.C.G.A. 20-02-0779	Care of students with diabetes
O.C.G.A. 16-13-0073	Labeling prescription containers of dangerous drugs
O.C.G.A. 16-13-0075	Drugs to be kept in original container

JGCD-R Medication

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property as well as during all school-related activities. Therefore, the District takes measures to provide monitoring, storage and administration of medication to students with medical conditions. Medication is dispensed by a licensed nurse (School Nurse) or other employee who has successfully completed clinic orientation training provided by the District's Consulting Nurses or school employees trained and authorized by the District's county-wide Special Education Nurses (Trained Personnel).

RULE:

Medication shall be maintained and dispensed in accordance with the following provisions and Form JGCD-1 (School Nursing/Clinic Procedures):

A. TRANSPORTATION OF MEDICATION:

1. Controlled substances may not be transported to school or returned home by U.S. mail or other delivery service.
2. A parent, guardian, or designated adult is responsible for transporting prescription medication to and from school in the original container and completing appropriate School Clinic (clinic) Forms except as provided in Section D below.
3. School employees and/or bus drivers should not assume liability for transporting medication except during school sponsored activities, such as field trips.
4. A parent/guardian is responsible for transporting medications and completed authorization forms to alternative learning sites, such Alternative Education Program.
5. See Section H for consideration for special education students.

B. LABELING / IDENTIFICATION:

1. Medication sent in an unlabeled container will not be given.
2. Prescription Medication shall be sent to school in the original pharmacy container labeled as required in Form JGCD-1.
3. **Over-the Counter (OTC) Medication** shall be sent to school in the original manufacturer's container. The manufacturer's label must include information as required in Form JGCD-1.
 - a. **Elementary and Middle School:**
The original container must be stored in the clinic, unless the OTC medication is specifically allowed to be carried on the student's person as provided in Section C, below.
 - b. **High School:**
High school students may carry OTC medication on their persons for their personal use.
4. Enzymes shall be sent to school in the original pharmacy container or manufacturer's container with information as required in Form JGCD-1.

C. MEDICATION STORAGE:

All medications are required to be stored in the clinic and should be kept in a locked cabinet within a secured area with access limited to authorized personnel at all times.

Exceptions are:

1. Prescribed asthma medication;

2. Prescribed epinephrine auto injectors;
3. Prescribed diabetic medication;
4. **Elementary and Middle School Students:**
The following are (OTC) medications which elementary/middle school students may transport and carry with parent permission for their own personal use Form JGCD-7 (Authorization to Carry Over-the-Counter Medication):
 - a. **Elementary School Students:**
Cough and throat lozenges.
 - b. **Middle School Students:**
 - (1) Acetaminophen (generic) and its various brand names, i.e., Tylenol;
 - (2) Antacids;
 - (3) Aspirin;
 - (4) Cough and throat lozenges;
 - (5) Ibuprofen (generic) and its various brand names, i.e., Motrin, Advil;
 - (6) Midol; and
 - (7) Oral antihistamines.
 - c. All other (OTC) medications not listed must be stored in the clinic and administered by Trained Personnel. (See Section D and Form JGCD-2 (Authorization to Give Medication). This includes nicotine replacement therapies as identified in Form JGCD-1.
5. **High School Students:**
High school students may transport and carry any (OTC) medications.

D. MEDICATION ADMINISTRATION DURING THE SCHOOL DAY:

1. Expired medication will not be administered.
2. Written permission from the parent/guardian is required in order for Trained Personnel to administer each medication to the student (Form JGCD-2).
3. **General Provisions:**
 - a. Medications, including OTC medications (i.e. Tylenol, Advil, antibiotic ointments, calamine lotion, cough drops, etc.) will not be supplied by the school or school employees.
 - b. It is suggested that the first dose of a new medication should be administered at home prior to the child coming to school.
 - c. Only medications that have a required dose or that may be required during school hours will be stored and administered.
 - d. Changes in dosage or time of assistance with the administration of medication are only permitted with written authorization from:
 - (1) Over-the-Counter: The parent/legal guardian.
 - (2) Prescription: Both the parent/legal guardian and the licensed health care provider.
 - e. Parents/legal guardians shall be notified when medication is running low.
4. **Prescription Medication:**
A prescription from a health care provider legally authorized to prescribe medication in Georgia is required for all prescription medication. A health care provider can be any person, agency, department, or other entity that is legally authorized to provide health care services (Legal Prescriber).
 - a. The pharmacy label may be used as the Legal Prescriber's written directions.
 - b. Students who are new to the District and bring in prescription medications ordered by legal prescribers from states other than Georgia will be allowed thirty days to obtain new prescriptions from a health care provider licensed to prescribe medication in Georgia.
 - c. Medication samples must have a written prescription or Legal Prescriber's written order or note bearing the student's name.
5. **Over-the-Counter (OTC) Medications:**
 - a. May not be administered in doses that exceed established amounts for age or weight as printed on the manufacturer's label.
 - b. OTC medications will only be given for a maximum of ten consecutive school days.
 - c. Switching to another variation of an OTC medication for treatment of the same symptom will not extend the ten day limit.
6. **Administration of Medication:**

Only Trained Personnel should provide medication administration or assistance with administration of medication, except as provided in Section V below.

- a. Students should not assist in the administration of any medication nor assist in the clinic under any circumstances. See Form JGCD-1 (School Nursing/Clinic Procedures) for specific prohibitions.
 - b. A student, with the approval of their Legal Prescriber and parent/guardian (Form JGCD-10 [Authorization to Carry Prescription Medication]), may carry and self-administer the following prescription medications:
 - (1) Asthma medication;
 - (2) Epinephrine auto injector; or
 - (3) Diabetic medication.
 - c. Elementary/Middle School students may transport and carry certain specified OTC medication with parent/guardian permission. (See Section C and Form JGCD-7 [Authorization to Carry Over-the-Counter Medication]) All other OTC medications not listed in Section C must be stored in the clinic and administered by Trained Personnel.
 - d. Only nursing personnel are permitted to administer injectable medication, with the exception of epinephrine auto injector(s).
7. **Off-Label Medication:** Requests to administer off-label medication to students will be reviewed on a case by case basis.
8. **Experimental Medication:** Requests to administer experimental medication to students will be reviewed on a case by case basis.
9. **Herbals:** Over-the-counter diet pills, vitamins, and dietary supplements, including but not limited to minerals and herbs, will not be given.
10. **Enzymes:**
Enzymes will be administered during the school day upon receipt of a physician's order.

E. MEDICATION ADMINISTRATION OUTSIDE REGULAR SCHOOL HOURS AND/OR OFF CAMPUS:

1. All medications must, unless there is a specific exception noted in this Rule, comply with all other District Rules concerning medication.
2. **After School Program (ASP):**
 - a. The Principal, with input from the School Nurse, and the After School Program Director, will determine by whom and how medication will be secured and administered.
 - b. The parent/guardian shall supply the school with a separate labeled prescription bottle specifically for ASP.
 - c. All medication is to be brought to ASP directly by a parent/guardian or a school staff member except for those medications listed in Section D above. The ASP Director must be notified if a student is allowed to carry and self-administer medication. Appropriate paperwork must be completed. Refer to Form JGCD-1 (School Nursing/Clinic Procedures) for specifics.
3. **School Sponsored Activities, such as Field Trips:**
 - a. **Restrictions:**
The Office of the Secretary of State has advised the District that:
 - (1) Only Registered Nurses (RNs) may serve in their professional role as a nurse when accompanying field trips traveling to a destination outside Cobb County; and
 - (2) RN's accompanying trips traveling outside the State of Georgia must adhere to the laws governing nursing in the state(s) traveled through and to.
 - b. The Principal, with input from the School Nurse, and the teacher sponsoring the field trip will designate the school employee (Principal's Designee) who will administer medication during the field trip.
 - c. Student information shall be provided by the teacher and Trained Personnel as required in Form JGCD-1.

F. MEDICATION DISTRIBUTION PROHIBITIONS:

Students may not share, sell, distribute, or possess with the intent to distribute any medication. Students allowing another person to use their medications:

1. Will be subject to the consequences specified in the District Codes of Conduct.
2. May have the privilege of carrying their medication revoked.

G. SPECIAL EXCEPTIONS FOR MEDICATIONS:

Required paperwork for each exception listed below must be completed by the parent/guardian. Refer to Form JGCD-1 (School Nursing/Clinic Procedures) for specifics.

1. Diabetic medication;
2. Epinephrine Auto Injector (i.e., Epipens)/Oral Antihistamines;
3. Asthma Medication;
4. Emergency Seizure Medications (including but not limited to Diastat/Diazepam Rectal Gel or Versed/Midazolam).

H. MEDICATION ADMINISTRATION FOR STUDENTS IN SPECIAL EDUCATION:

1. Medication Administration for students who are classified as severely or profoundly intellectually disabled, lower functioning moderately intellectually disabled, orthopedically impaired, severely behavior disordered or severely emotionally disabled; and/or are not able to administer their own medication should adhere to the procedures contained in Section VIII of Form JGCD-1 (School Nursing/Clinic Procedures).
2. Special Education students may require additional consideration with respect to the requirements of this Rule. This consideration may be made with the written permission of special education administrators.

I. MEDICATION DISPOSAL:

1. Any unused portion of a medication shall be destroyed if not personally collected by the parent/guardian:
 - a. Within one week after:
 - (1) Expiration of the Legal Prescriber's order; or
 - (2) Discontinuation of the medication.
 - b. By the end of the last day of school prior to summer vacation.
2. The school should not be responsible for storing any medication or health care equipment over summer vacation.
3. Trained Personnel shall dispose of the medication and keep a record of all disposed medication as required in Form JGCD-1 (School Nursing/Clinic Procedures).

J. MEDICATION ERRORS:

See Form JGCD-1 (School Nursing/Clinic Procedures).

K. MISSING CONTROLLED SUBSTANCES GUIDELINES:

See Form JGCD-1 (School Nursing/Clinic Procedures).

L. DEFINITIONS:

See Form JGCD-1 (School Nursing/Clinic Procedures).

Adopted: 9/23/04

Revised: 6/1/05; 7/1/06; 12/14/06; 3/14/07; 8/13/08; 1/18/12

Revised and re-coded: ??/??/12 (Previously coded as Administrative Rule JLCD)

Legal Reference

O.C.G.A. 20-02-0774	Self administration of asthma medication
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-injectionable epinephrine by school personnel
O.C.G.A. 20-02-0779	Care of students with diabetes
O.C.G.A. 16-13-0073	Labeling prescription containers of dangerous drugs
O.C.G.A. 16-13-0075	Drugs to be kept in original container

JGF Student Safety

?/?/12

In compliance with applicable state law and State Board of Education rules, the Cobb County School District should develop and implement appropriate rules and procedures to address the safety of students, employees and visitors participating in or observing certain courses of instruction.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-0775	Automated external defibrillator
O.C.G.A. 16-11-0106	Possession of firearm or knife during commission of or attempt to commit certain crimes
O.C.G.A. 20-02-1130	Traffic safety around schools; duties of law enforcement and school officials
O.C.G.A. 20-02-1180	Penalty for loitering on school premises or within school safety zone
O.C.G.A. 20-02-1185	School safety plans
O.C.G.A. 20-08-0005	Law enforcement powers of school security personnel; certification; carrying of weapons/firearms
O.C.G.A. 20-09-0001	Eye protective devices required for certain courses
Rule 160-1-3-.03	Infectious Diseases
Rule 160-4-3-.10	Eye Protection
Rule 160-5-3-.14	Fuels and Explosives

JGF(2) Seclusion or Restraint of Students

?/?/12

The Cobb County School District (District) shall require that all schools and programs within the District comply with State Board of Education Rule 160-5-1-.35 concerning "seclusion" and "restraint", as those terms are defined within the rule.

The Superintendent or designee shall develop and implement written rules and procedures governing the use of physical restraint.

Adopted: ?/?/12

Legal Reference
Rule 160-5-1-.35

Seclusion and Restraint for All Students

JGF(2)-R Seclusion or Restraint of Students

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) is dedicated to sound discipline and safety practices in the continuing effort to provide students in the District an effective and safe learning environment, to promote learning, and to encourage maturity during the school day as well as during all school-related activities.

RULE:**A. DEFINITIONS:**

1. Chemical Restraint means any medication that is used to control behavior or restrict the student's freedom of movement that is not a prescribed treatment for the student's medical or psychiatric condition. Use of chemical restraint is prohibited in all District schools.
2. Mechanical Restraint" means the use of any device or material attached to or adjacent to a student's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the student. The term does not include an adaptive or protective device recommended by a physician or therapist when used as recommended by the physician or therapist to promote normative body positioning and physical functioning, and/or to prevent self-injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure students during transportation. Use of mechanical restraint is prohibited in all District schools.
3. Physical Restraint means direct physical contact from an adult that prevents or significantly restricts a student's movement. The term "physical restraint" does not include prone restraint, mechanical restraint, or chemical restraint. Additionally, physical restraint does not include: providing limited physical contact and/or redirection to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing guidance to a location, or providing comfort.
4. Prone restraint means a specific type of restraint in which a student is intentionally placed face down on the floor or another surface, and physical pressure is applied to the student's body to keep the student in the prone position. Use of prone restraint is prohibited in all District schools.

B. USE OF PHYSICAL RESTRAINT IN DISTRICT SCHOOLS:

1. Physical restraint may be used in District schools only in situations in which the student is an immediate danger to himself/herself or others and the student is not responsive to less intensive behavioral interventions including verbal directives or other de-escalation techniques.
2. Physical restraint is prohibited in District schools as a form of discipline or punishment; when the student cannot be safely restrained; or when the use of intervention would be contraindicated due to the student's psychiatric, medical, or physical conditions as described in the student's education records.
3. All physical restraint must be immediately terminated when the student is no longer an immediate danger to himself/herself or others or if the student is observed to be in severe distress.
4. Whenever possible, all physical restraints should be observed and monitored by another adult to ensure student and staff safety.
5. Whenever possible, only faculty and staff trained in the use of physical restraint will physically restrain students. In situations when a trained staff member is not present, but a student must be physically restrained in accordance with this Administrative Rule, the

student may be restrained. In such situations, individuals present should be directed to summon trained staff and/or seek assistance as quickly as possible.

C. TRAINING ON USE OF PHYSICAL RESTRAINT:

1. The Superintendent and/or designee shall make available appropriate training to District faculty and staff on the appropriate use of physical restraint. This training will be provided as part of a program which addresses a full continuum of positive behavioral intervention strategies, as well as prevention and de-escalation techniques.
2. The Superintendent and/or designee will identify for training those staff members working in schools/programs in which staff historically has been called upon to physically restrain students, or others as deemed appropriate based on their employment positions.
3. The District will maintain written and/or electronic documentation on training provided and the list of participants in each training. Records of such training will be made available to the State Department of Education or any member of the public upon request.

D. DOCUMENTATION OF PHYSICAL RESTRAINT:

1. The use of physical restraint will be documented by staff or faculty participating in or supervising the restraint for each student in each instance in which the student is restrained. Staff and faculty should use the District's Restraint Incident Report Form (or equivalent) to document the use of physical restraint.
2. Each school shall maintain a copy of completed Restraint Incident Report Form (or equivalent), as well as any other summary reports, in accordance with the requirements of the State Department of Education and existing record retention schedules.

E. PARENTAL NOTIFICATION:

1. Parents shall be informed within one (1) school day when a physical restraint is used and shall be provided a copy of the completed Restraint Incident Report Form (or equivalent) at that time. Parents and the District may mutually agree that notification may be provided via electronic mail.
2. The District will provide information to parents about the District's policies governing the use of physical restraint by posting this Administrative Rule on its website and by including it in its Student Handbook.

F. LIMITATIONS:

1. Nothing in this Administrative Rule shall be construed to prohibit a school system, school, or program employee from taking appropriate actions to diffuse a student fight or altercation.
2. Nothing in this Administrative Rule shall be construed to eliminate or restrict the ability of a District employee to use his or her discretion in the use of physical restraint to protect students or others from imminent harm or bodily injury. Nothing in this Administrative Rule shall be construed to impose ministerial duties on any District employee.
3. Nothing in this Administrative Rule limits the ability of District staff to seek assistance from law enforcement and/or emergency medical personnel. Nothing in this Administrative Rule shall be construed to interfere with the duties of law enforcement or emergency medical personnel.
4. Nothing in this Administrative Rule shall be construed to go beyond or as inconsistent with the requirements of State Board of Education Rule 160-5-1-.35.
5. The use of physical restraint in District schools, as well as this Administrative Rule and the Restraint Incident Report Form, shall be reviewed by the District at least annually.

Adopted: 10/13/10

Revised and re-coded: ??/12 (Previously coded as Administrative Rule JGF)

Legal Reference

Rule 160-5-1-.35

Seclusion and Restraint for All Students

JGFB-R Supervision of Students

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. The District strives to assure that schools provide students and staff a safe and orderly environment in which optimum learning can occur.

RULE:

Pro-active supervision of students is essential for the establishment and continuation of a safe, orderly environment:

A. SUPERVISION:

School personnel shall exercise supervision over pupils in their charge and shall exercise care for their safety.

B. BEFORE / AFTER-SCHOOL SUPERVISION:

School personnel who provide, conduct, and/or sponsor before-school and/or after-school school-sponsored activities and the After School Program shall exercise supervision over students in their charge.

C. VOLUNTEERS / NON-DISTRICT PERSONNEL:

Volunteers and other non-District personnel should be supervised at all times by appropriate District employees. When direct supervision by District employees is not possible, no less than two volunteers or non-District personnel must be present.

D. COMMUNICATING EXPECTATIONS:

Principals shall be responsible for communicating supervision expectations, responsibilities, and assignments within their schools.

E. OVERNIGHT ACTIVITIES HELD IN THE SCHOOL BUILDING:

Activities which occur after normal school hours or after normal activity hours are limited as follows:

Elementary and Middle School: Only students who are enrolled at that particular school may participate.

High School: Only students who are enrolled at that particular school may participate unless the event is an approved fund raising activity which may include high school students from other high schools either in the District or from outside the District.

1. Approval:

Requests for these activities must be:

- a. Submitted in writing by the Principal; and
- b. Approved by the Area Assistant Superintendent.

2. Requirements:**a. Elementary and Middle School:**

All overnight activities will be limited to students who are regularly enrolled in the school requesting the school-sponsored activity.

b. High School:

Non-District student groups and student groups from other District high schools may be permitted to stay in schools overnight:

- (1) As participants in a fund raising activity as provided in Administrative Rule JHA-R (Student Activities Fund Raising) and as provided in Administrative Rule KG-R (Use of School Facilities); Section 2.4.1.; and
 - (2) The activity is pertinent to the academic mission of the school and relevant to the school program/group or school support organization sponsoring the fundraiser.
- c. The issues of parental permission, supervision and chaperones, and medical and emergency information shall meet the requirements of Administrative Rule IFCB-R (Field Trips and Excursions).
- d. Before scheduling the event or making a commitment to the group being hosted, the Principal or designee shall obtain approval from:
- (1) An appropriate school support organization (see Section 2.b above) willing to host the group and sponsor the fund-raiser; and
 - (2) The Area Assistant Superintendent by submitting the "Overnight Activity Request" form (Form JGFB-2) at least five days prior to the activity.

Adopted: 8/12/81

Revised: 4/13/83; 8/8/84; 5/23/91; 8/14/91; 5/27/99

Reclassified an Administrative Rule: 9/1/04

Revised: 1/12/05; 5/11/05; 8/8/07; 11/14/07; 1/9/08

Revised and re-coded: ??/12 (Previously coded as Administrative Rule JLIA and Administrative Rule JIL)

Legal Reference

O.C.G.A. 20-02-0323	Unstructured Break Time
O.C.G.A. 19-09-0125	Protection from criminal or civil liability
O.C.G.A. 20-02-0154.1	Alternative education programs; intent; description; funding
O.C.G.A. 20-02-0204	Paraprofessionals and permitted personnel
O.C.G.A. 20-02-0215	"In loco parentis" status of permitted personnel and paraprofessionals
O.C.G.A. 20-02-0218	Duty free lunch period for teachers in grades K-5
O.C.G.A. 20-02-0065	Programs for care/supervision of students before or after school, or during vacation periods
Rule 160-5-1-.35	Seclusion and Restraint for All Students

JGFC-R Dismissal Precautions

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. Part of that responsibility is to assure that students are not removed from school by an unauthorized person.

RULE:**A. DISMISSAL PRIOR TO THE END OF THE SCHOOL DAY:**

A student shall be dismissed from school prior to the end of the school day only by one of the following methods:

1. The parent(s)/guardian(s) shall appear in person and request that the principal release the student; or
2. The parent(s)/guardian(s) shall make the request in writing, explaining the reason for requesting early dismissal and identifying and designating the person, if any, to pick up the student; or
3. The parent(s)/guardian(s) shall make the request by telephone to a local school staff member designated by the principal; however, the school reserves the right to require a written request or personal appearance by the parent(s)/guardian(s) before dismissing the student to the parent or into the custody of the person identified or designated by the parent; or
4. The adult requesting the student's release shall be someone whom the student's parent(s)/guardian(s) has indicated on the student's registration form or emergency card as having permission to check out the student; or
5. If a student is placed under arrest or taken into protective custody by law enforcement, the Division of Family and Children Services (DFCS), or other governmental investigating agency, that student may be dismissed from school prior to the end of the school day. A Police Interviews and Investigations Form shall be completed, if applicable, and placed in a confidential school file when an interview occurs or when the student is released in the custody of governmental/law enforcement agencies. (See Form JCAB-1)

B. IDENTIFICATION:

The school reserves the right to require picture identification before releasing a student.

C. PERMISSION:

Students shall not leave the school grounds while school is in session without permission from the principal or designee.

D. VERIFICATION OF CUSTODY:

The principal or designee may require verification of right of custody from anyone requesting early dismissal of a student.

Adopted: 7/27/78

Revised: 4/13/83; 8/8/84; 5/27/93

Reclassified an Administrative Rule: 9/1/04

Revised: 12/09/04

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JL1B)

Legal Reference

O.C.G.A. 20-02-1180	Penalty for loitering on school premises or within school safety zone
O.C.G.A. 20-02-0780	Change of custody of minor child by removing child from school premises is prohibited
Rule 160-5-1-.10	Student Attendance

JGFF-R Automobile Use

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) is committed to the welfare of students from their entry on a school bus or school property to their return to the bus stop or leaving school property. Therefore, it is recognized that the improper operation of motor vehicles of all descriptions on school property presents a serious safety hazard to pupils and, employees.

RULE:**A. GENERAL PROVISIONS:**

1. Licensed, authorized, motor-driven vehicles may be operated only on paved drives and other designated parking lots during authorized school functions, and in a manner and speed in keeping with safe practices in accordance with applicable school guidelines and other applicable law.
2. The use of go-karts, mini-bikes and other non-licensed or unauthorized motor-driven vehicles on District property is prohibited.
3. Each campus shall be properly marked and/or appropriate signs established to regulate the flow of traffic to prevent unauthorized vehicles from entering school grounds except through established control points.
4. All legitimate parking spaces on school campuses shall be marked for student parking (high schools only), faculty parking, and visitors.
5. During the normal operating hours of the school year, motor vehicles parked by students and faculty on any high school campus of the District must be officially registered with the school. This is to include any additional properties utilized for parking. A specific parking permit must be assigned and affixed before the vehicle may be parked.
6. Illegally parked cars shall be subjected to the discipline of applicable school guidelines and other applicable law.

B. HIGH SCHOOL PARKING:

Parking for high school students will be assigned based upon space availability and local school guidelines. No student parking will be provided at other levels except for high school students involved in school approved programs that require them to visit elementary and/or middle schools.

C. STUDENT PROVISIONS:

1. The school system shall charge a student parking fee.
2. Students shall be allowed to park on a daily rate for a maximum of seven days in one semester after which a parking decal must be purchased.
3. The parent/guardian must be given an opportunity to sign the application (Form JGFF-1) for a parking permit before a decal is issued. Exception: 18 year-old students may sign their own application.
4. There will be no refunds for days that students do not attend.
5. **Student Conduct Provisions:**
 - a. The local school principal is authorized to take action designed to prevent a student's cutting of class or nonattendance contrary to law and District Administrative Rules.
 - b. **Suspension of Parking Privileges:**

To emphasize the importance of being on time to school, of remaining at school,

and attendance at school, the high school principal or designee will suspend a student's parking privilege for the remainder of any semester at the time of the sixth unexcused tardy or leaving school without permission or truancy from school.

- (1) The suspension of parking privileges will extend for at least forty-five (45) school days.
- (2) If the semester has less than forty-five (45) school days remaining when the suspension occurs, the balance of the suspension will be served at the beginning of the next semester.
- (3) There will be no refund for the cost of the parking permit and the parking space may be reassigned to another student.
- (4) At the conclusion of the suspension of parking privileges, the student may reapply and purchase a parking decal if parking spaces are available.

Adopted: 7/27/78

Revised: 4/13/83; 8/8/84; 6/28/90; 5/23/91; 5/27/93

Reclassified an Administrative Rule: 9/1/04

Revised: 4/13/05; 8/10/05

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JLIE)

Legal Reference

O.C.G.A. 20-02-0690.2	Establishment of Student Attendance Protocol Committee
O.C.G.A. 20-02-0151.2	Driver education course accepted for Carnegie unit elective credits
O.C.G.A. 40-06-0163	Duty of driver of vehicle meeting or overtaking school bus; reporting of violations
O.C.G.A. 40-05-0022	Requirements for licensure; school attendance requirements

JHA-R Student Activities Fund Raising

?/?/12

GSBA Reference: JHA (Student Activities Fees)

RATIONALE / OBJECTIVE:

The Cobb County School District (District) recognizes concerns for the welfare of students from their entry on a school bus or school property to their return to the bus stop or when they leave school property. Part of that goal is not to distract students and staff from the task of learning by activities that inappropriately encroach upon instructional time.

Further, the District recognizes that its public image is partially dependent upon sound fiscal management. Therefore, revenues generated through fund raisers and/or community fund drives must have a designated purpose which must be clearly communicated in the dissemination of information to students, parents/guardians, and the school community. The profits generated through fund raisers must be used (spent) for the designated purpose.

RULE:**A. GENERAL PROVISIONS:****1. Authority:**

The Cobb County Board of Education (Board) authorizes the Superintendent and principals to act on the Board's behalf concerning:

- a. Student fund raising activities; and
- b. Student participation in community agency fund drives.

2. Guidelines:**a. Sponsor:**

Fund raising activities may be sponsored/conducted by:

- (1) The school itself;
- (2) A school support organization (PTA, PTSA, Booster Club, and Foundation);
- (3) A Partner in Education or Partner at Large as recognized through the Partners in Education program of the Cobb County Chamber of Commerce; and/or
- (4) Organizations within the school, such as performance groups, school clubs and student organizations.

b. Approval:**(1) Proposal and Cost Evaluation:**

Prior to approving a fund raiser, Form JHA-1 (Fund Raiser Proposal and Cost Evaluation) should be completed, except as provided in Form JHA-1, and maintained with the school's financial records.

(2) Prior Approval:

The Principal shall assure the prior approval of all fund raising activities including fund raising activities conducted by school support organizations (for on line fund raising activities, see Section A.2.c.(10) below for additional approval requirements). When considering fund raising activities sponsored by Booster Clubs, the Principal should also refer to Administrative Rule KJA (Relations with Booster Organizations).

(3) Fund Raising Screening Committee:

Principals are encouraged to establish a Fund Raising Screening Committee, which may be composed of representatives of administration, faculty and school support organizations, to assist the Principal with:

- (a) The determination of which fund raising/charitable activities the school will support;

- (b) The coordination of the school's drives with those of school support organizations and other fund raising/charitable activities.
- (4) **Conclusion of Fund Raiser:**
If Form JHA-1 was utilized, complete the fund raiser profit percentage analysis on Form JHA-1 (Fund Raiser Proposal and Cost Evaluation). This report should be maintained with the school's financial records.
- c. **Guidelines:**
Regardless of who is sponsoring/conducting the fund raiser, the following guidelines apply unless noted otherwise:
 - (1) All fund raising activities must comply with all Board Policies and District Rules, procedures and guidelines including but not limited to Financial Services and Human Resources procedures. These Policies, Rules, guidelines, and procedures are available on the District Web site or through the Principal, the Bookkeeper, Financial Services, or Human Resources;
 - (2) Schools are prohibited from conducting door-to-door fund raising by students in activities sponsored by the school in which students would be selling items or soliciting advertisements, contributions, pledges, or orders;
 - (3) Students may participate in the collection or accounting for monies received for fund raising purposes:
 - (a) **If School-Sponsored Fund Raiser:**
Under the direct supervision of a District employee;
 - (b) **If a School Support Organization Sponsored Fund Raiser:**
Under the direct supervision of an adult volunteer;
 - (4) Fund raising activities, regardless of sponsor, may not involve any student during instructional time:
 - (a) If approved by the Principal, an exception may be made when students are involved in curriculum-related exercises such as:
 - 1) Reviewing/purchasing book fair offerings;
 - 2) Jumping rope for Jump Rope for Heart; and
 - 3) Students participating in a privilege, such as "hat day."
 - (b) The above exceptions do not include the collection of funds during instructional time.
 - (5) **If School-Sponsored Fund Raiser:**
Only District employees shall be responsible for the accounting of funds.
 - (6) **If School Support Organization Sponsored Fund Raiser:**
Adult volunteers shall be responsible for the accounting of funds resulting from approved fund raising activities sponsored by school support organizations;
 - (7) All fund raising activities must comply with state law. The policy office must be consulted if there is any question as to the legality of an activity;
 - (8) Requests for exceptions to the provisions of this Rule must have prior approval of the Policy Development office.
 - (9) Profits resulting from fund raisers sponsored/conducted by school support organizations shall become the property of the school support organization. All expenses related to the fund raiser shall be the responsibility of the school support organization.
 - (10) Financial Services must give prior approval for on-line fund raising activities conducted by schools, including approval of the proposed contract.
 - (11) Schools should avoid contracting school-sponsored fund raisers that utilize school facilities but provide minimal return to the school and could be characterized as attempts to avoid the requirements and/or limitations of Administrative Rule KF (Use of School Facilities).

B. SPECIFIC REQUIREMENTS:

Approved fund raising procedures and activities shall conform to the following:

1. Contracts:

All referenced contracts must comply with the following Financial Services requirements:

- a. Only the Principal may sign the contract on the District/school's behalf;

- b. The contract may not extend beyond the signing Principal's contractual employment period;
- c. The contract wording must include the statement that if the signing Principal leaves the school or District during the contract period, the contract is void unless signed by the new Principal;
- d. The contract:
 - (1) Must be construed under Georgia law;
 - (2) Must not include any indemnification or hold harmless provisions;
 - (3) Must not require the school to make an advance payment to the vendor
 - (4) Must provide for the agreed upon distribution of proceeds between the vendor and school within two months of the conclusion of the fund raiser;
 - (5) May require legal review for approval;
- e. Each contract must comply with Financial Services' approved procurement requirements and procedures. Contracts for on-line fund raising activities must be approved by Financial Services; and
- f. In the case of Media Usage of School Facilities contracts (see Section B.2.j. below), Principals must contact their Area Assistant Superintendent and Director of Communications for review of the contract before agreeing to usage of their school facilities.

2. Activities:

a. **Advertisement:**

Refer to Administrative Rule KH (Solicitation and Advertising on School Property) and Administrative Rule JG(1) (Monitoring-Recording Staff and Students).

b. **Annuals/Yearbooks:**

The production of a school annual or yearbook shall be at the option of the school.

c. **Book Fairs:**

School-sponsored book fairs shall operate as an extension of the school media program and, therefore, may be conducted during the instructional day. The book fair sale shall be by contract between the District/school and the book fair company.

d. **Clubs:**

The following guidelines are applicable to both school clubs and student organizations as defined in Administrative Rule JHC-R (Student Organizations):

(1) **School Clubs:**

- (a) Sections 2.b and 2.c above apply to fund raisers conduct by school clubs;
- (b) Dues shall be determined by the sponsor with approval of the Principal;
- (c) Fund raisers sponsored by the club must be approved by the sponsor who must then obtain the approval of the Principal prior to committing to holding the fund raiser.

(2) **Student Organizations:**

- (a) Sections A.2.b and A.2.c.(2) through A.2.c.(7) above apply to fund raisers conducted by student organizations;
- (b) Dues shall be determined by the student leadership of the organization;
- (c) Fund raisers sponsored by a student organization must be approved by the organization's student leadership who must obtain the approval of the Principal prior to committing to holding the fund-raiser;
- (d) Funds collected and used by student organizations which are not school clubs must not be handled as part of the school financial procedures or accounted for through the school books.

e. **Community Agency Fund Drives:**

(Also see Administrative Rule GAHA-R [Staff Participation in Community Activities])

Schools may conduct community agency fund drives in compliance with Financial Services' approved requirements and procedures and within the following guidelines:

- (1) Activities involving community agency funds and drives shall be based on and emphasize humanitarian motives. Proceeds associated with the donation shall be for a purpose/program determined in advance and publicized prior to the collection of funds;
- (2) Door-to-door solicitations of these funds by students are prohibited;
- (3) Community Agency Fund Drives shall not be approved which involve the collection of funds by District employees during their instructional day;

- (4) Charitable organizations shall provide the means to collect and transport donations unless the sponsoring employee is voluntarily willing to do so outside his/her instructional day. Parent volunteers may also be used to collect and/or transport donations (Administrative Rule GAHA-R);
- (5) Funds collected for community agency fund drives should not be accounted for in the school records (exceptions may be requested through Financial Services) (Administrative Rule GAHA-R);
- (6) Participation by students and/or employees is voluntary.
- f. **Dues-High School Class:**
Class dues shall be determined by the sponsor with the approval of the Principal.
- g. **Newspapers:**
The production of a school, grade, class newspaper shall be at the option of the school with the approval of the Principal and in compliance with Administrative Rule ICFA-R (Curriculum Guides and Course Outlines). No instructional time may be used for sales.
- h. **Purchasing Cards/Commitment Cards:**
Schools may participate in purchasing card/commitment card agreements where the school receives a designated percent of the monetary amount of the purchases incurred at the sponsoring business:
 - (1) The purchasing agreements shall be by contract between the school and the sponsoring business.
 - (2) The school shall not appropriate pre-existing purchasing agreements between school support organizations and sponsoring businesses.
- i. **Recycling Activities:**
Recycling activities may be operated by the school, school sponsored clubs and organizations, student organizations, or a school support organization as a service and educational activity for students, parents/guardians, and staff.
- j. **Media Usage of School Facilities:**
Media Production Companies may use school facilities for filming/recording/photographing (see Administrative Rule JG(1) [Monitoring-Recording Staff and Students]) where the school receives a monetary amount.
 - (1) The terms of the use of the facility shall be by contract between the school principal and the Media Production Company in compliance with Financial Services requirements and District procedures (see Section B.1. above).
 - (2) Funds or in kind contributions donated to the school shall be designated in the contract and may be used for a specific purpose or at the principal's discretion.
- k. **Sale-or-Product Oriented Fund Raisers:**
 - (1) The large-scale sale of products, such as wrapping paper or candy, to the school community shall be by contract between the school or sponsoring school support organization and the fund raising company.
 - (a) Form JHA-1 should be completed and maintained with the school's financial records.
 - (b) If the school is sponsoring the fund raiser, Principals should negotiate with the fund raising company to provide to the school preferably a forty percent or greater return but shall not accept less than a twenty-five per cent return on total proceeds of the sale.
 - (c) If a school support organization is sponsoring the fund raiser, the Principal should consider the percentage of return the school support organization is receiving as part of the fund raiser approval process. The above percentages may be used as guidelines.
 - (2) The above provisions are not intended to apply to or limit school sponsored, small-scale sale of products to staff and/or students, such as biscuits before school or a snack machine in the teacher's workroom.
- l. **Sale-of-Service Oriented Fund Raisers:**
 - (1) The large-scale offering of services, such as driver education or SAT preparation classes, to the school community shall be by contract between the school or sponsoring school support organization and the service provider.
 - (a) Form JHA-1 should be completed and maintained with the school's financial records.

- (b) If the school is sponsoring the fund raiser and the majority of participants are:
 - 1) Students enrolled in the sponsoring school, Principals should consider the service's educational return to the school as he/she negotiates with the service provider for the most favorable financial return possible but shall not accept less than a twenty per cent return on total proceeds; or
 - 2) Not students enrolled in the sponsoring school, Principals should negotiate with the service provider to provide to the school preferably a forty percent or greater return but shall not accept less than twenty-five percent return on total proceeds of the sale.
- (c) If a school support organization is sponsoring the fund raiser, the Principal should consider the percentage of return the school support organization is receiving as part of the fund raiser approval process. The above percentages may be used as guidelines.
- (2) The above provisions are not intended to apply to or limit school sponsored clubs and/or programs held after school hours.
- (3) The above provisions are not intended to apply to or limit school sponsored, small scale sale of service fund raisers.
- m. **School Spirit Items:**
School spirit items may be sold to students/parents/guardians. No instructional time may be used for sales.
- n. **School Stores:**
School stores may be operated:
 - (1) As an extension of the instructional program under the provisions of Administrative Rule IKF-R (School Stores);
 - (2) By the school or a school support organization as a service for students, parents/guardians, and staff.
- o. **Service Projects, Community:**
Schools may participate in hands-on community service projects provided no door-to-door solicitation is involved or instructional time used.
- p. **Tickets:**
Tickets for student concerts, plays or other activities shall be sold before or after school hours and/or during the student lunch periods.

Adopted: 7/22/82

Revised: 4/13/83; 8/8/84; 7/28/88; 6/28/90; 5/23/91; 1/23/92; 4/23/92; 12/14/94; 5/29/97; 1/22/98; 5/28/98; 5/25/00; 9/21/00

Reclassified an Administrative Rule: 9/1/04

Revised: 5/11/05; 1/26/06; 2/14/07; 1/14/09; 5/13/09; 1/13/10; 4/13/11; 1/18/12

Revised and re-coded: ??/12 (Previously coded as Administrative Rule JJE)

Legal Reference

O.C.G.A. 20-02-0411 School fund kept separate; use of funds; separation of school taxes; investments

JHC-R School Clubs/Organizations and Student Organizations

?/?/12

GSBA Reference: JHC (Student Organizations)

RATIONALE/OBJECTIVE:

The Cobb County School District (District) recognizes that extracurricular activities are an important part of school culture. School clubs and student organizations offer students an opportunity to learn and expand their knowledge base and to develop leadership skills and skills for working within a group.

RULE:

Social fraternities and sororities for students shall not be permitted in District schools, nor shall activities or initiations connected with such groups be allowed in the schools. Teacher sponsorship of such organizations is prohibited.

A. GENERAL PROVISIONS:

The following provisions apply to schools at all three levels: elementary, middle and high school:

1. DEFINITIONS:**a. School Club:**

School clubs are comprised of students who wish to organize and meet for common goals, objectives, or purposes and which are directly under the sponsorship, direction and control of the school, including any activities reasonably related to such clubs and organizations, excluding competitive interscholastic activities or events. Specifically, all curriculum related student groups and all faculty-led non-curriculum related student groups which do not hold or espouse any particular religious, political, or philosophical beliefs.

b. Student organization:

Student-initiated, student-led non-curriculum related student groups, including all groups which hold or espouse any particular religious, political, or philosophical beliefs.

c. School Support Organization:

Parent-teacher association (PTA/PTSA), booster clubs, and school foundations.

2. Parent/Guardian Notification/Consent:**a. Notification:**

- (1) The District Student Code of Conduct (Rules JICDA-E, JICDA-M, JICDA-H) shall include information regarding school clubs and student organizations.
- (2) School-produced student handbooks, other school-provided information and/or school Websites (which may be accessed at www.cobbk12.org) should include the following regarding each school club and student organization, as defined above. This information should also be available in the school's administrative office and should be updated during the school year. Specifically, each school club and student organization's:
 - (a) Name;
 - (b) Mission or purpose;
 - (c) Name/names of the school club's faculty advisor(s) or student organization's contact(s); and
 - (d) A description of past or planned activities.

b. Consent:

Parents/guardians may decline permission for their child (under the age of 18) to participate in a school club by completing the appropriate section of Form JICDA-3 (Receipt of Parent Information Guide) and returning the Form to the Principal or designee.

3. The parent/guardian must submit written permission to the Principal or designee specifically stating that his/her child (under the age of 18) may participate in a new school club started during the school year.

B. MIDDLE SCHOOL AND HIGH SCHOOL:

The following additional provisions apply to middle and high schools:

1. General Guidelines:

The following directives shall be observed with regard to the activities of school clubs/organizations and student organizations:

a. Hazing:

School clubs and student organizations shall not use hazing or degradation of individual dignity as a form of initiation.

b. Sponsors:

(1) The Principal shall assign faculty members to sponsor and coordinate activities of school clubs.

(2) The Principal shall not designate anyone as a sponsor, coordinator, or coach of a student organization which is not a school club. However, the Principal shall designate a District employee as an agent of the school to assure that the use of school facilities by student organizations which are not school clubs is in keeping with the procedures of the school. The agent shall not participate in any way in meetings or activities of the student organization.

(3) Non-school persons may not direct, conduct, control, or regularly attend activities of student organizations.

(4) Non-school persons may regularly attend and assist with school clubs under the direction and control of the faculty sponsor.

c. Privileges:

Student organizations and school clubs shall be afforded the same privileges on campuses including, but not limited to:

(1) Use of school rooms for meetings and activities.

(2) Posting of notices concerning the student organization on designated school bulletin boards, if such boards exist. Materials which are to be posted on the designated bulletin board must be approved by the Principal or designee to ensure that the materials are not libelous, obscene or disruptive, and that the materials do not advocate, promote or depict illegal substances or activities. The Principal or designee must either approve or reject the materials within 72 hours of receipt.

(3) Use of public address systems for announcements concerning organization meetings and activities. The use of the public address systems for philosophical or advocacy statements shall not be allowed.

(4) Coverage in school newspapers and yearbooks.

(5) These privileges shall not include access to any other signs or display areas inside or outside the school building.

(6) Except as provided in Section C, nothing in this Rule shall be construed to give any group that is not a school club or student organization access to the school facilities described in this Section 1.c.

d. School clubs and student organizations that wish to distribute literature on campus must comply with the requirements of District Administrative Rule ICFA (Curriculum Guides and Course Outlines).

2. Student Organizations:

a. Students may initiate the formation of student organizations and may apply for use of school facilities through the Principal or designee.

b. Finances:

Funds collected and used by student organizations which are not school clubs must not be handled as part of the school financial procedures or accounted for through the school books.

C. SCHOOL SUPPORT ORGANIZATIONS:

School support organizations shall be permitted to announce the time and place of general membership meetings on the school's public address system and on signs or display areas outside the school building.

Adopted: 7/27/78
Revised: 4/13/83; 8/8/84; 5/23/91; 6/27/91; 5/28/92; 10/13/93
Reclassified an Administrative Rule: 9/1/04
Revised: 1/11/06; 7/13/06; 5/13/09
Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JJ)

Legal Reference

O.C.G.A. 20-02-0705	Parental consent for participation in school clubs and organizations
O.C.G.A. 20-02-0736	Student codes of conduct; distribution
20 USC 7905	Equal Access to Public School Facilities
20 USC 4071	Equal Access Act

JHCC-R Student Publications

?/?/12

RATIONALE / OBJECTIVE:

Student publications provide multiple educational experiences that build academic skills and develop competencies identified in the District Graduate Profile. These include self-directed learner, effective communicator, collaborative team member, and quality producer. (Board Policy IA [Student Performance Standards and Expectations]).

RULE:

The following procedures and guidelines are established as supporting regulations for course guides dealing with school newspapers.

A. PURPOSES OF GUIDELINES AND RESPONSIBILITY OF SCHOOL:

1. A school newspaper is designed to serve as a vehicle for instruction and is, in addition, a means of communication. It is operated, substantially financed and controlled by the District through its employees who work with students as part of the curriculum;
2. It is the purpose of the guidelines to balance the rights of student expression with the rights of all members of the school community, with the interests of an orderly and efficient educational process, and with the needs of a school environment suitable for the healthy growth and development of all students;
3. It is not the purpose of these guidelines to regulate student expression on behalf of any other interests;
4. The school assumes no responsibility for the contents of any written matter posted, circulated or distributed, or for student activities connected to these publications in conjunction with this Rule.

B. STUDENT RIGHTS AND RESPONSIBILITIES:

Regarding both school publications and student publications:

1. Student Rights:

- a. Subject to the procedures and general limitations herein provided, students who legally attend the District may:
 - (1) Express opinions and ideas;
 - (2) Take stands and support causes.
- b. Such actions are regarded as "protected activities." There generally should be no interference with these protected activities based on the belief that any particular idea, opinion or position is unpopular or is contrary or offensive to community opinion or taste.

2. Student Responsibilities:

Personal responsibility for each and every word that gets into print is the hallmark of professionalism in journalism.

C. VIOLATIONS OF GUIDELINES:**1. Discipline:**

- a. Any violation by any student of the procedures or general limitations herein, or any Administrative Rule, Board Policy, decisions, or action adopted or taken in pursuance of this Rule, may subject the student to discipline as provided in the appropriate Student Code of Conduct (Administrative Rules JICDA-E, JICDA-M or JICDA-H).

2. Loss of Distribution Privilege:

- a. In addition to any discipline provided in the preceding paragraph, any students, school club or student organization producing a publication that is participating in any activity,

whether individually or in concert, constituting a gross or willful violation of this Rule may be denied the privilege of distributing printed materials or circulating petitions on school premises in whole or in part. The publication may also be subject to additional review by the Principal or designee prior to distribution at that time or in the future. Subject to the appeal/review provided herein, no such materials or petitions so submitted shall be distributed or circulated where a violation of the general limitations is found to exist.

- b. Any student, school club or student organization advised of the withdrawal of said privilege who thereafter distributes materials or circulates petitions without complying with the procedures of the preceding paragraph shall be subject to appropriate discipline (Administrative Rules JICDA-E, JICDA-M or JICDA-H).
- c. In the case of any withdrawal of said privilege following the first gross or willful violation of this Rule by any student, school club or student organization:
 - (1) The privilege may be withdrawn for a period of time not to exceed one full semester following the semester in which the violation occurs; provided
 - (2) The privilege shall not be restored unless and until the student submits to his Principal a written statement indicating that the student has read this Rule and will endeavor to comply with its requirements.

D. GUIDELINES: SCHOOL NEWSPAPER:

1. Purpose:

As an aid to their interpretation and application, it is hereby stated to be the purpose of these guidelines and the following general limitations to protect the freedom of student expression to the fullest extent consistent with:

- a. The maintenance of an orderly and efficient educational process; and
- b. The rights of all members of the school community, including the right to the maintenance of a school environment suitable for the healthy growth and development of all students.

2. Prior Preview:

- a. The newspaper advisor has the primary responsibility of reviewing each article prior to its publication to determine if it satisfied all the conditions of these guidelines;
- b. The Principal or designee in addition to the newspaper advisor may also review copy prior to its publication; however, such copy should be returned to the student editors within a reasonable time after it is submitted for review.

3. Censorship:

Nothing in these guidelines is intended to allow censoring of any article merely because it is controversial or because it criticizes a particular school, a school procedure or the District itself.

4. Political Candidates:

- a. No endorsements of political candidates, whether such endorsements are made via editorial, article, letter, photograph or cartoon shall be deemed articles;
- b. The newspaper may, however, publish "fact sheet" types of articles on candidates and ballot measures, provided such articles do not endorse any person, and provided equal space is provided for all candidates for the particular office.

5. Operational Procedures:

a. Advisor:

The advisor is appointed at the discretion of the Principal and, when possible, should be knowledgeable and experienced in the field of journalism;

b. Staff Selection:

- (1) It is recommended for high schools that Introduction to Journalism be a prerequisite to staff appointment.
- (2) Final staff selection will be left to the discretion of the advisor, with teacher recommendations.

c. Staff Positions:

The advisor:

- (1) Appoints staff to the specified positions;
- (2) Provides job descriptions for each staff position;

- (3) Has the authority, in consultation with the Principal or designee, to suspend (from staff position) or remove staff members who do not fulfill their specified responsibilities.

d. **Fiscal Responsibility:**

The advisor:

- (1) Complies with applicable Board Policy and Administrative Rules including the following:
Board Policy JA (Treatment of Students)
Administrative Rule JHA (Student Activities)
Administrative Rule KJ-R (Advertising in the Schools)
- (2) Establishes a budget that realistically reflects the capabilities of the staff, the time frame available and the technical provisions on the local level.

E. GUIDELINES: STUDENT PUBLICATIONS:

1. Any student who desires to distribute a student publication which is not officially recognized as a school publication (as defined in Section F) shall submit such a student publication to the Principal or designee for review and approval prior to such distribution.
2. The Principal or designee shall have a reasonable amount of time to review the publication;
3. If distribution is denied, the student is encouraged to meet personally with the Principal or designee so that the student, Principal or designee, and parent/guardian, if appropriate, may freely exchange views on why the distribution of the student publication is or is not appropriate. The student or his/her representative may support the case for distribution with relevant information and materials.
4. The same review process outlined in these guidelines for student publications is used when there is disagreement between the Principal or designee and student(s) concerning the appropriateness or distribution of any school publication.

F. GENERAL LIMITATIONS:

The following limitations apply to both school publications and student publications.

1. No activity shall be deemed a protected activity if it:
 - a. Substantially interferes with appropriate student discipline on school property as defined in the Student Codes of Conduct (Administrative Rules JICDA-E, JICDA-M or JICDA-H);
 - b. Disrupts class work or provokes any substantial disorder;
 - c. Invades the lawful rights of other persons;
 - d. Involves the use of expression of:
 - (1) Obscenities; or
 - (2) Any sexual or prurient themes where, given the particular context, content and manner of communication, such use or expression may reasonably be expected to be (substantially) harmful to the normal development of younger, impressionable, and less mature students in the school;
 - e. Involves the use of false statements or innuendoes which may subject any person to hatred, ridicule or contempt, or which may injure the reputation of any person;
 - f. Is unfairly abusive of, or unfairly injurious to, any school personnel;
 - g. Involves statements grossly or unfairly prejudicial to any racial, religious or ethnic group, or any members thereof for the reason of such membership;
 - h. Involves the use of printed materials to advocate that any religious denomination, sect or point of view is preferable to any other religious denomination, sect or point of view;
 - i. Involves the advocacy or encouragement through false information, of the use of any substance or materials which may reasonably be believed to constitute a direct and substantial danger to the health of students, or providing any information as to the availability of such substances or materials;
 - j. Involves advocacy of the violation of existing statutes, ordinances or other established laws or official school or District Policy, Rules or regulations;
 - k. Involves the distribution of written material which has a significant purpose of advertising commercial products or services for sale by profit making organizations.
2. Nothing herein, however, shall be deemed to prohibit legitimate criticism for the purpose of redressing grievances actually thought to exist;

3. No printed material published in connection with a protected activity shall be prepared by use of school equipment or property without specific approval by appropriate school personnel;
4. All copies of any written materials, whether posted on bulletin boards or circulated and distributed on school premises, shall bear the names of approved student organizations or of other sponsoring student groups or students. In the case of a student group, the names of at least two students principally involved in the posting, circulation or distribution shall be included;
5. **Distribution:**
 - a. Student publications which are not obscene, libelous or disruptive may be distributed on school property during school hours in areas designated by the Principal (Administrative Rule JHC-R [School Clubs/Organizations and Student Organizations]);
 - b. Distribution which substantially interferes with the normal flow of traffic within the school corridors and entrance ways, which is coercive of any other person's right to accept or reject a publication, or which causes substantial and material interference with "normal school activities" shall not be permitted.

G. DISRUPTIVE MATERIAL:

In exercising the right of prior review, school personnel shall be guided by the definitions and the following guidance:

1. Students are protected in their exercise of freedom of expression by the First Amendment to the Constitution of the United States;
2. It is the responsibility of the school and its staff to ensure that the right of students to express themselves freely shall not be infringed while at the same time establishing the kind of environment which is necessary for an orderly program of classroom learning;
3. In order for a material to be considered disruptive, there must exist specific, articulate facts upon which it would be reasonable to forecast that a clear and present likelihood of a substantial or material disruption to normal school activity or school discipline would occur if the material were printed or distributed. Examples include but are not limited to:
 - a. Student rioting;
 - b. Unlawful seizures of property;
 - c. Threats or acts of violence;
 - d. Widespread shouting or boisterous conduct; or
 - e. Substantial student participation in a school boycott, sit-in, stand-in, walkout or other related form of activity;
4. Material that stimulates discussion or debate does not constitute the type of disruption prohibited.
5. Context:

In determining whether a material is disruptive, school personnel should consider the context of the distribution as well as the content of the material. In this regard, consideration should be given to past experience with similar material, past experience in dealing with and supervising the students in the school, current events influencing student attitudes and behavior, and whether or not there have been any instances of actual or threatened physical disruption prior to or contemporaneously with the submission of the publication in question.

6. Definitions:

Definitions pertaining to this Rule include:

a. Distribution:

The meaning of Distribution varies according to the content of the material. The term generally means the circulation or dissemination of the student publication to students at the time and place of normal school activity (Administrative Rule JJE [Student Activities: Fund Raising Activities]) or immediately prior or subsequent thereto by means of handing out free copies, selling or offering copies for sale, accepting donations for copies of the publication or displaying the material in areas of the school which are generally frequented by students. Distribution may also refer to sharing information through various technological resources. In dealing with material which is "obscene" or "libelous", the term distribution refers to dissemination of one or more copies. Whereas in dealing with all other types of material, dissemination of the student publication so as to make the student publication generally available to students of the school.

b. **Libel:**

- (1) Libel is the false and unprivileged publication by writing, printing, picture, effigy or other fixed representation to the eye which:
 - (a) Exposes a person to public hatred, contempt, ridicule or humiliation; or
 - (b) Causes the person to be shunned or avoided; or
 - (c) Has a tendency to cause occupational injury.
- (2) **Public Officials/Figures:**
When the publication concerns public officials, i.e., those who hold government office, or public figures, i.e., those who by reason of the notoriety of their achievements or the vigor and success with which they seek the public's attention, are properly classed as public figures, in order to be libelous, the defamatory falsehood must be made with actual malice; that is, with knowledge that it was false or with reckless disregard of whether it was false or not;
- (3) **Private Individuals:**
When the publication concerns private individuals, in order to be libelous, the defamatory falsehood must be made negligently; that is, the publisher must fail to exercise the degree of care that a reasonably prudent person would exercise in order to avoid making a defamatory falsehood.

c. **Minor:**

Minor means any person under the age of eighteen (18) years.

d. **Normal School Activity:**

Normal school activity means organized educational activity of students under the direct supervision of a member of the school staff which includes classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and scheduled in-school lunch periods.

e. **Obscene as to Minors:**

Obscene as to minors means:

- (1) Whether the average person, applying contemporary community standards would find that the publication, taken as a whole, appeals to the prurient interests of minors; and
- (2) Whether the publication depicts or describes, in a patently offensive way to minors, sexual conduct specifically defined by applicable Georgia law; and
- (3) Whether the work taken as a whole, lacks serious literary, artistic, political or scientific value for minors.

f. **Publication:**

Publication means any book, magazine, pamphlet, newspaper, yearbook, picture, photograph, drawing or any other written or printed matter or visual representation, however produced. Publication may also refer to sharing information through various technological resources.

g. **School Day:**

School day means any day during regular or summer session on which regularly scheduled classroom instruction takes place and excludes Saturdays, Sundays, and official school holidays.

h. **School Publication:**

School publication means any publication, as defined herein, which is composed, compiled, published or distributed under the official supervision of a faculty sponsor.

i. **Student Publication:**

Student publication means any publication, as defined herein, which is composed, compiled, published or distributed by students.

H. APPEAL PROCEDURES:

1. In the event of disagreement as to whether an article should be printed in a school publication, or distributed on school premises, the following appeal procedure shall apply. The Principal should:
 - a. Render his decision to approve or disapprove the distribution or printing of the material and notify the student(s) within two (2) school days of such decision;
 - b. If approval to distribute or print is not granted, state his/her reasons in writing to the student(s);

- c. If the student(s) is dissatisfied with the decision of the Principal, the student(s) may appeal the decision directly to the Superintendent or designee by notifying the Principal in writing within two (2) school days;
 - d. The Principal shall transmit the appeal to the Superintendent within five (5) school days after receiving it, and the Superintendent has five (5) school days after receiving the appeal to render a decision in writing;
 - e. At every level of the process as outlined above, the student(s) or his/her representative will have the opportunity to support his/her request by relevant information and materials as to why printing or distribution of the material is appropriate;
2. Printing or distribution of any such material during the period of initial review by the Principal, after a negative decision of the Principal, or during the period of appeal, shall be sufficient grounds for suspension of the student by the Principal in accordance with the appropriate Student Code of Conduct (Administrative Rules JICDA-E, JICDA-M or JICDA-H).

Adopted: 4/25/80

Revised: 4/28/83; 7/28/94; 8/9/95

Reclassified an Administrative Rule: 9/1/04

Revised: 3/10/10

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JICE)

Legal Reference

USC 1st Amendment First Amendment, U.S. Constitution

JHD-R Student Social Events

?/?/12

RATIONALE / OBJECTIVE:

While social activities may be a valuable aspect of learning, social activities should not consistently distract students and staff from instructional time.

RULE:**A. NON-INSTRUCTIONALLY RELATED EVENTS:**

Cobb County elementary, middle, and high schools, with the prior approval of the principal, may be permitted one non-instructionally related party during school hours each year.

B. ADMINISTRATIVE APPROVAL:

Classroom or instructional activities of a social nature during the regular school day must have prior approval of the principal or designee.

C. DELIVERIES:

Personal items, such as balloon or flower arrangements, singing telegrams, candy, etc. are not to be delivered to students at school.

Adopted 7/9/80

Revised: 4/13/83; 6/28/84; 8/8/84; 6/28/90

Reclassified an Administrative Rule: 9/1/04

Revised: 5/11/05

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JJB)

JQF-R Married and Pregnant Students

?/?/12

GSBA Reference: JQF (Married Students)

RATIONALE/OBJECTIVE:

Marital, parental or pregnancy status of students will not affect the rights and privileges of said students to receive a public education, nor to take part in any performance activities offered in the Cobb County School District.

RULE:

The following shall be observed in regard to married and/or pregnant students:

A. MARRIED STUDENTS:

A student who becomes married while enrolled in school should notify the school principal or designee of the change in marital status to facilitate the changing of school records.

B. PREGNANT STUDENTS:

The pregnant student is strongly encouraged to schedule a conference with the student's counselor or designated administrator (as appointed by the school principal) to discuss academic options and/or possible services available to her during the pregnancy.

1. During this conference, the student's counselor or designated administrator is responsible for discussing and documenting the following items:
 - a. Anticipated return date to school.
 - b. Arrangements for making up assignments/tests.
 - c. Pregnancy related absences and documentation of excused absences.
 - d. Available support groups and other community resource information including school counselor/social worker services.
 - e. The counselor/administrator will strongly encourage the student to take advantage of before- or after-school tutoring and other available services during and after her pregnancy.
2. The counselor/administrator will review the attendance of student and will follow Cobb County School District Administrative Rule JB-R (Student Attendance) if there are excessive absences.

C. ABSENCES:

In order for pregnancy related absences to be excused, the absences must be acceptable according to the current Cobb County School District Administrative Rule JB-R (Student Attendance). A doctor's statement may be required to verify pregnancy-related absences.

Adopted: 7/22/82

Revised: 4/13/83; 8/8/84; 5/28/98; 9/21/00

Reclassified an Administrative Rule: 9/1/04

Revised: 5/11/05

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JIG)

Legal Reference

O.C.G.A. 20-02-0133

O.C.G.A. 20-02-0150

Rule 160-5-1-.28

34 CFR 106.11

Free public instruction; exceptions; eligibility; transfer and utilization; funding

Eligibility for enrollment

Student Enrollment and Withdrawal

Sect. 86.40 Title IX Regulations

JQK-R Exchange Students

?/?/12

RATIONALE/OBJECTIVE:

The Cobb County School District (District) recognizes the value of international study and provides regulations for student participation in international student exchange programs. Approved programs must be consistent with the Council of Standards on International Education Travel and District regulations.

RULE:**A. INTERNATIONAL EXCHANGE STUDENT:**

An international exchange student shall be defined as a student who requests authorization for enrollment through an international exchange agency approved by the Council of Standards on International Educational Travel.

B. GUIDELINES:

1. An approved exchange program must have an office within the State of Georgia and must be registered through the Cobb County Schools International Welcome Center.
2. The exchange program must comply with the following conditions:
 - a. Prove non-profit status;
 - b. Assume full responsibility for the student including solving any housing or personal problems the student may have;
 - c. Ensure that exchange students have complete insurance coverage to address injury, illness, and catastrophic events.
3. Students accepted for exchange programs may be involved in either a full-year program or a one-semester program.
4. Admission of international exchange students to the District shall be coordinated by the International Welcome Center. Request for admission must include the following documentation: student name and address, biographical information and the name and address of the host family. The completed application must be postmarked to the International Welcome Center no later than August 1st for full semester or full year enrollment, or by October 1 for spring semester enrollment.
5. International exchange students must not be older than 18 on/by September 1 of their year of enrollment in the District.
6. Students eligible for participation as international exchange students must not have completed the final year of high school as organized in their home country.
7. International exchange students will be placed in 11th or 12th grade homerooms.
8. Students should be screened for demonstrated maturity and sufficient knowledge of English. It is the responsibility of the exchange program to verify this provision. International exchange students are not eligible for ESOL or Bilingual services.
9. Students accepted for exchange programs will receive course credit but are not eligible for a diploma.
10. The District reserves the right to limit the number of international exchange students placed in high schools.
11. Failure of an exchange agency to abide by these procedures can result in a review of the agencies privilege of placing students in the District.

Adopted: 9/26/02

Revised: 10/9/02

Reclassified an Administrative Rule: 9/1/04

Revised: 10/14/09: 6/8/11

Revised and re-coded: ??/12 (Previously coded as Administrative Rule JFABB)

Legal Reference
Rule 160-5-1-.28
22 USC 2452

Student Enrollment and Withdrawal
Authorization of activities for mutual educational exchange program

JR Student Records

?/?/12

It is the policy of the Cobb County Board of Education to comply with state and federal law, including FERPA and IDEA, concerning the confidentiality and release of student records and information. The Superintendent, or designee, shall develop and maintain rules and procedures for the granting of a request by parents to access the educational records of their children.

The Superintendent, or designee, shall notify parents, guardians and eligible students of the types of information designated as Directory Information on an annual basis and provide parents, guardians and eligible students with an opportunity to opt out of the disclosure of any type of directory information by submitting appropriate documentation.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 50-18-0071	Right of access; timing; fees; denial of requests; impact of electronic records
O.C.G.A. 20-17-0002	Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 20-02-0697	Cooperation of principals and teachers with attendance officers and visiting teachers
O.C.G.A. 20-02-0720	Inspection of student's records by parents
O.C.G.A. 20-02-0757	Applicability of public inspection and open meeting laws
O.C.G.A. 24-09-0047	Disclosure of AIDS confidential information
O.C.G.A. 40-05-0022	Requirements for licensure; school attendance requirements
O.C.G.A. 49-05-0040	Child Abuse and Deprivation Records; definitions, confidentiality of records
O.C.G.A. 50-18-0072	When public disclosure is not required
O.C.G.A. 50-18-0099	Records management programs for local governments
Rule 160-1-3-.03	Infectious Diseases
Rule 160-4-7-.19	Services for Agency-Placed Students
Rule 160-5-1-.07	Student Data Collection
Rule 160-5-1-.14	Transfer of Student Records
34 CFR 300.624	Destruction of IDEA information.
20 USC 1412(a)(8)	Confidentiality of IDEA Records
34 CFR 300.618	Amendment of records at parent's request
20 USC 1232g	Family Educational Rights and Privacy Act of 1974 (FERPA)
20 USC 1232h	Protection of Pupil Rights Amendment (PPRA)

JR-R Student Records

?/?/12

RATIONALE / OBJECTIVE:

The goal of the Cobb County School District (District) is that the academic, attendance, disciplinary and health records necessary for maintaining thorough and current information on each student in the District should be properly kept by principals, teachers, counselors and other designated personnel in compliance with the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations.

RULE:**I. STUDENT RECORDS****A. GENERAL PROVISIONS:****1. Educational Records:**

FERPA broadly defines an education record as any record, file, document or other material that contains information directly related to a student and that is maintained by a school district or a person acting on behalf of a school district. 20 U.S.C. § 1232g(a)(4)(A). Possible exclusions to education records are discussed in 20 U.S.C. § 1232g(a)(4)(B).

2. Confidentiality:

Information which is part of the educational record of a student shall be held in strict confidence. Permanent records shall be kept in a secure area of the school. The school and District will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. This may include, but is not limited to, physical or technological access controls.

3. Student Debts:

The forwarding of records for students who have unpaid debts related to lost or damaged materials or equipment shall be in accordance with Administrative Rule DFJ-R (District Property Replacement/Restitution).

4. Transcript Charges / Delivery:

- a. The District shall provide one (1) copy of a student record without charge.
- b. Additional copies of a student's transcript produced by the school shall cost \$2.00 each.
- c. The cost for each copy of a student's transcript or verification of education produced by Records Management, Cobb County School District, is \$2.00.
- d. The District shall charge \$.25 per page for copies of student records released to third-parties and for additional copies of records that have been previously provided to the parent/guardian/eligible student. Should education records be requested by a current medical or educational service provider of the child, by another school or government agency, Guardian Ad Litem, Court Appointed Special Advocates (CASAs), or pursuant to court order or subpoena, the District may waive the \$.25 per page fee for provision of copies of education records.
- e. Official transcripts may be picked up at the school, mailed to the post-secondary school, or electronically released to colleges using GAcollge 411. The official transcript that is picked up or mailed will be:
 - (1) Sealed in an envelope with a signature or stamp to secure confidentiality; and
 - (2) Signed for in the guidance office by the receiving individual.
- f. Students who wish to release transcripts to colleges using GAcollge411 must first set up a student account. All requests for electronic release may be completed by following the directions contained in www.gacollge411.org.

5. Records Custodians:

The following is a list of the type of records that the District maintains, their locations, and their custodians:

TYPES OF RECORDS	LOCATION OF RECORDS	RECORD CUSTODIAN
Student Records: Current Students	Elementary: Administrative Office Middle and High School: Guidance Office	Principal
Student Records: Former Students	Records Management Center 6975 Cobb International Blvd. Kennesaw, GA 30152	Staff Assistant of Records Management
Discipline Records	School Administrative Office	Principal
Special Education Records Psychological Records Special Test Records	Office of Special Student Services 514 Glover Street Marietta, GA 30060	Assistant Supt. for Special Student Services
School Transportation Records	School Bus Garage	Director of School Transportation

6. District Records Center:

The Records Center maintains records, including transcripts, of students who have graduated or withdrawn from the District. To obtain records from the Records Center:

- a. Submit a written release providing all required information (Form JR-1 [Records Center Request]). No records, including a transcript, will be issued without the submission of this release.
- b. A student must be 18 years of age or older;
- c. Parents/Guardians may obtain or authorize the release of education records, including a transcript, for students under the age of 18.
- d. The individual requesting the record will be required to provide a photo ID.

B. CUMULATIVE RECORDS:

A cumulative record shall be established for all students entering the District:

1. It shall be the responsibility of the personnel registering the student to acquire the necessary releases to obtain a student's cumulative folder (Administrative Rule JBC-R (School Admissions/Withdrawals).
2. The Principal should designate the school personnel responsible for creating and/or updating the cumulative folder.
3. The record should be written legibly in black ink and corrected appropriately:
 - a. Entries should be dark enough to be copied clearly on a standard bond paper copy machine.
 - b. If a mistake is made in recording information, the error must be corrected so that the record does not give the appearance that it has been altered by unauthorized persons.

4. Required Information:

Information recorded must include the following:

- a. Personal information (Student's full legal name only and date of birth);
- b. Immunization record;
- c. Indication of administrative placement or retention in grades K-8;
- d. Standardized test information;
- e. Grade levels for each school year;
- f. Date of withdrawal; for "no shows," indicate with "N/S 20" ;
- g. **Graduation:**
Date of graduation, rank in class and grade point average for graduation;
(1) Records of students who meet the requirements to graduate from the District but receive their diploma from another school system will reflect that the student is a graduate. The record should be marked with the following statement: "Graduation requirements met (date). Diploma received from (name of school or school system,

city, and state and country, if the diploma is awarded by an agency in a foreign country)."

- (2) When a student completes all graduation requirements, including coursework, but does not pass all sections of the Georgia High School Graduation Test (GHSQT), the permanent record is filed at the school with the student's original graduation class. When the student subsequently passes all sections of the GHSQT:
 - (a) The date of passing will be used as the date of graduation and placed on the student's transcript and diploma.
 - (b) A "Revised Date of Graduation" form (Form JR-2) shall be filled out and placed in the student's permanent record.
 - (c) Schools should copy Form JR-2 on pink paper.
 - (d) If the student's permanent record has been sent for storage to the Records Center, the local school's guidance department should send an updated transcript with the revised date of graduation. The Records Center will file/store the permanent record in the year of the student's original date of graduation.

h. Withdrawals:

See Part II below.

5. Challenge of Contents:

Parents/guardians/eligible students may challenge the contents of their/their child's education records and request corrections if they feel entries on the records are inaccurate, misleading, or otherwise in violation of the privacy rights of the student. However, a properly recorded grade or score may not be challenged for the purpose of having it changed to a higher grade. The review procedure for challenging entries is as follows:

a. Step I:

When a parent/guardian/eligible student wishes to challenge entries on a record, the request shall be submitted to the Principal of the school in which the student is or has been enrolled. The Principal or designee shall investigate the complaint and endeavor to settle the matter.

b. Step II:

If the conflict is not resolved at the school level, the complaining party will be informed that he/she may request a hearing before a Review Board. The complaining party must submit a request in writing to the school's Area Assistant Superintendent for a hearing by the Review Board. This hearing should be held within twenty (20) days of receipt of the request. The parents/guardians/eligible students shall be given reasonable notification of the date, place, and time of the hearing. The complaining parties will have a full and fair opportunity to present evidence, and may be represented by a person of their choice, at their expense.

- (1) The Review Board consists of the following people who shall be disinterested parties:

- (a) The Superintendent, or designee;
- (b) The Assistant Superintendent, Curriculum and Instruction or designee; and
- (c) The Area Assistant Superintendent for the school from which the request originates.

- (2) A summary of the evidence and reason for the decision of the Review Board shall be given in writing to the concerned parties. This should be provided no more than ten (10) school days after the date of the hearing. The decision shall be based solely on the evidence presented at the hearing and shall include a summary of the evidence and the reason(s) for the decision.
- (3) The parents/guardians/eligible students may disagree with the Review Board's decision and have the right to issue a written statement to be placed in the student's record stating the reasons for disagreement. This statement will be maintained as long as the record is maintained: and will be disclosed when the school or District discloses the portion of the record to which the statement relates.

C. PROCEDURES FOR ACCESSING RECORDS:

The following procedures will be used for granting access to student records and other confidential information pursuant to the Family Educational Rights and Privacy Act:

1. Record of Access:

A record of access shall be maintained for each educational record file:

- a. The record of access shall indicate who has accessed the education record and the purpose of their access as required by FERPA.
- b. This requirement does not apply to access by:
 - (1) Parents/guardians/eligible students;
 - (2) A school official as defined in 4.a.(3)(a) below;
 - (3) A party with written consent from the parent/guardian/eligible student;
 - (4) A party seeking directory information as available pursuant to the annual FERPA Notification; or
 - (5) A party seeking or receiving records as directed by a federal grand jury or other law enforcement subpoena if the issuing court has ordered that the existence of the contents of the subpoena or the information furnished in response to the subpoena not be disclosed.

2. Parent / Guardian / Student Access:

In compliance with FERPA, parents/guardians/eligible students shall be given access to the records of the student including the permanent records, attendance register, discipline records and results of any individual testing which might have been given.

A student who is emancipated, 18 years old or attending a post-secondary school will have access to his/her own records. Form JR-3 (Parent/Guardian Request for Education Records) may be used.

- a. Records may be inspected by parents or eligible students within a reasonable length of time after the request, but in no case later than forty-five (45) days after the request is made.
- b. An appointment should be made with the Principal or counselor to review records. If the records are at the Records Center, the appointment should be made with the Staff Assistant in Records Management.
- c. Requests for interpretation of psychological reports shall be made to the Psychological Services Department.
- d. The District will not provide a parent/guardian/eligible student a copy of standardized test questions or test protocols.

3. Non-Custodial Parent Access:

Parents who are not the physical or legal custodian of a minor student, or who do not have primary physical or legal custody, may have access to educational records and information if his/her parental rights are not terminated or his/her rights to access to educational records and information has not been restricted in some manner by legal authority. In these cases, school may contact the primary physical and legal custodian to inform the parent of the request.

4. Disclosure to Individuals / Agencies Other than Parents / Guardians / Eligible Students / Non-Custodial Parents:

NOTE: A correctly executed written request and/or release or a lawfully issued and enforceable court order or subpoena is generally required before a transcript or information may be released to any agency or individual other than the parent/guardian/eligible student.

a. Exceptions:

Upon receipt of a correctly executed written request, copies of student records may be disclosed without the written consent of the parent/guardian/eligible student, only to the persons or offices listed below and permitted by FERPA:

- (1) Officials of schools in which the student seeks or intends to enroll if the release of information is related to this enrollment or transfer;
- (2) Any appropriate party in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals;
 - (a) When disclosing under the health and safety emergency exception, the school or District must record the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
 - (b) The school or District must also record the parties to whom the information was disclosed.

- (3) Other school officials, including teachers within the District, who have been determined by the District to have legitimate educational interest, defined as follows:
 - (a) **School Official:**
A school official is:
 - 1) A person employed by the District as an administrator, supervisor, instructor, or support staff member;
 - 2) A person elected to the Cobb County Board of Education;
 - 3) A school or District approved volunteer, or a person employed by or under contract to the District to perform a special task, including but not limited to, and attorney, auditor, medical consultant, therapist, or insurance adjuster:
 - a) These individuals perform a service of function for which the schools or District would otherwise use employees;
 - b) The individuals are under the direct control of the school or District with respect to the use and maintenance of education record; and
 - c) May receive information only on the condition that he/she will not disclose the information to any other party without prior consent of the parent/guardian/eligible student.
 - (b) **Legitimate Educational Interest:**
A school official has a legitimate educational interest if the official is:
 - 1) Performing a task that is specified in his/her position description or by a contract agreement;
 - 2) Performing a task related to a student's education;
 - 3) Performing a task related to the discipline of a student;
 - 4) Providing a service or benefit relating to the student or student's family, health care, counseling, or job placement, including but not limited to, an attorney, auditor, medical consultant, therapist, or insurance adjuster.
 - (4) Federal, state and local educational officials or authorities;
 - (5) Officials involved in financial aid for which the student applied or received;
 - (6) Parents of a dependent student or such parents as defined in Section 152 of the Internal Revenue Code of 1954;
 - (7) Organization or individuals conducting authorized research if:
 - (a) The studies are carried out in such a way that no personal identification of students or their parents/guardians can be made by persons other than the persons or organizations conducting the studies (Administrative Rule ICC-R [Curriculum Research]); and
 - (b) Such information will be destroyed when no longer needed for the purpose for which it was collected.
 - (8) Accrediting organizations in order to carry out their accrediting functions.
 - (9) Entities approved to receive "directory information", as noted in Section D.
- b. **Third Party Requests:**
 - (1) When a copy of a record is requested by court order or subpoena, the Principal or designee is to immediately transmit the court order or subpoena to Student Support for review and direction regarding the release of records.
 - (2) Unless the issuing party has ordered that the existence of the court order/subpoena not be disclosed, Student Support shall notify, by telephone or by letter mailed to their last known address, parents/guardians/eligible students when the District is complying with the following types of requests:
 - (a) A judicial order;
 - (b) A lawfully issued subpoena
 - (3) If the record is released to the third party, a statement will be attached indicating that the third party is not to release a copy of the record without obtaining written permission from the parent/guardian/eligible student.

D. NOTIFICATION REQUIREMENTS:

1. Student Directory Information:

- a. Public Notice shall be given to inform parents/guardians/eligible students when student directory information is to be released.

b. **Parent Information Guide:**

Parents/guardians/eligible students will be notified of their rights under FERPA annually by publication in the District's *Parent Information Guide*. The *Guide* is provided to every student on the first day of school each year or when the student enrolls (Form JICDA-3 [Receipt of the *Parent Information Guide*]).

II. TRANSFER/ARTICULATION OF STUDENT RECORDS

A. PROCEDURES FOR TRANSFERRING INDIVIDUAL RECORDS:

1. **In-District Transfer of Records:**

- a. Upon receiving a request (Form JBC-8 [Authorization to Release Records]) for a cumulative record from within the District, a school should send the record immediately.
- b. Under no conditions should the cumulative record be transferred by any student or his/her parent/guardian.
- c. Transfer within the District should be made through school mail.
- d. When transferring records within the system, sending schools should use Form JR-4 (Transfer of Cumulative Record Within District) to maintain a record of where all records were transferred.

2. **Out-of-District Transfer of Records:**

- a. The cumulative records of a student who withdraws to go to another school system should be kept in an inactive file in the school in accordance with the provisions of the District's "Records Management Handbook" (Form EF-1).
- b. Upon receiving a request from another school system for a student's cumulative record, elementary, middle and high schools should make copies to send as transcripts.

B. ARTICULATION: ELEMENTARY SCHOOL TO MIDDLE SCHOOL:

The following procedures should be used in the preparation of elementary school records for transfer to middle school:

1. It is the responsibility of the elementary school administrator or designee (certified by Georgia Professional Standards Commission) to deliver to each middle school the cumulative records for enrolled sixth grade students.
2. Time of delivery of records needs to be mutually arranged by personnel at each school. It will be necessary for elementary administrators or professionally certified designees to:
 - a. Make an appointment to meet with a professionally certified person, the principal or designee, at each middle school; and
 - b. Check each student's record to verify compliance and accuracy.
3. **Checklist for Cumulative Record: Elementary to Middle:**
 - a. Form JR-5 (Checklist for Cumulative Record: Elementary to Middle), should be used to verify the contents of each cumulative record before the record is transferred. A completed Form JR-5 is to be placed as the first page inside each permanent record.
 - b. Remove all staples. (Exception of one staple securing lengthy legal documents)
 - c. Transfer student record before the fifteenth school day of the new school year.
4. **Records Transfer:**

Procedures for transferring rising sixth grade records:

 - a. It is the responsibility of the sending school to deliver the records to the receiving school.
 - b. Should the receiving school have records in the fall of a student who did not enroll, these records should be returned to the feeder school where they are kept in accordance with the provisions of the District's "Records Management Handbook" (Form EF-1).
 - c. **Preparation of Records for Transfer:**

The elementary school should:

(1) Arrange alphabetically and box separately the following:

- (a) Cumulative records containing the specified enclosures. Should an individual record be improperly prepared the receiving middle school may refuse to accept said record until it is properly prepared;
 - (b) SST folders accompanied by the list described in section (2);
 - (c) ESOL folders accompanied by the list described in section (2); and
 - (d) Gifted Education folders accompanied by the list described in section (2).
- (2) Provide the receiving middle school with lists of the following CONFIDENTIAL information:
- (a) Eligibility lists; e.g. Math Level Forms;
 - (b) Students whose immunization documents will not be adequate on the opening day of the following school year per current requirements;
 - (c) Students who have current psychological reports as follows:
 - 1) The individual psychological report should be transferred in its individual folder with its "Record of Access."
 - 2) The list should include names of all students whose psychological reports are leaving the sending school and the name of the receiving school.
 - 3) The original list should be:
 - a) Boxed with the psychological reports, and
 - b) Filed in a confidential file by the receiving school.
 - 4) The sending school should keep a copy of the list in their confidential file.
 - 5) Psychological reports of students who transfer outside the District should be shredded at the school.
 - (d) Students being served by RtI (Response to Intervention);
 - (e) Students being served in the Gifted Education program;
 - (f) Students being served in the various Special Education programs along with each child's eligibility category, e.g., LD, BD, EBD, OHI, Speech, etc.;
 - (g) Students eligible to be served in ESOL;
 - (h) Students being served with 504 Plans;
 - (i) Students with Special Medical Needs; and
 - (j) Students who have social worker referrals for attendance.

C. ARTICULATION: MIDDLE SCHOOL TO HIGH SCHOOL:

The following procedures should be used in the preparation of middle school records for transfer to high school:

1. It is the responsibility of the high school administrator or designee (Certified by Georgia Professional Standards Commission) to pick up from each middle school the cumulative records for enrolled ninth grade students.
2. Time of delivery of records needs to be mutually arranged by personnel at each school. It will be necessary for high school administrators or professionally certified designees to:
 - a. Make an appointment to meet with a professionally certified person, the principal or designee, at each middle school; and
 - b. Check each record to verify compliance and accuracy.
 - c. Transfer student records before the fifteenth school day of the new school year.
3. **Checklist for Cumulative Record: Middle to High:**
Form JR-6 (Checklist for Cumulative Record: Middle to High), should be used to verify the contents of each cumulative record before the record is transferred. This form should be placed as the first page inside each permanent record.
4. **Records Transfer:**
Procedures for transferring rising ninth grade records:
 - a. It is the responsibility of the receiving school to pick-up the records from the sending school.
 - b. Should the receiving school have records in the fall of a student who did not enroll, these records should be returned to the feeder school where they are kept in accordance with the provisions of the CCSD "Records Management Handbook" (Form EF-1).
 - c. **Preparation of Records for Transfer:**
The middle school should:
 - (1) Arrange alphabetically and box separately the following:

- (a) Cumulative records containing the specified enclosures. Should an individual record be improperly prepared the receiving middle school may refuse to accept said record until it is properly prepared;
 - (b) SST folders accompanied by the list described in section (2);
 - (c) ESOL folders accompanied by the list described in section (2); and
 - (d) Gifted Education folders accompanied by the list described in section (2).
- (2) Provide the receiving middle school with lists of the following CONFIDENTIAL information:
- (a) Eligibility lists; e.g. Math Level Forms;
 - (b) Students who have current psychological reports as follows:
 - 1) The individual psychological report should be transferred in its individual folder with its "Record of Access."
 - 2) The list should include names of all students whose psychological reports are leaving the sending school and the name of the receiving school.
 - 3) The original list should be:
 - a) Boxed with the psychological reports, and
 - b) Filed in a confidential file by the receiving school.
 - 4) The sending school should keep a copy of the list in their confidential file.
 - 5) Psychological reports of students who transfer outside the District should be shredded at the school.
 - (c) Students being served by RtI (Response to Intervention);
 - (d) Students being served in the Gifted Education program;
 - (e) Students being served in the various Special Education programs along with each child's eligibility category, e.g., LD, BD, EBD, OHI, Speech, etc.;
 - (f) Students eligible to be served in ESOL;
 - (g) Students being served with 504 Plans;
 - (h) Students with Special Medical Needs; and
 - (i) Students who have social worker referrals for attendance.

D. STUDENT RECORDS RETENTION PREPARATION:

Procedures for preparing the records of withdrawals and graduates:

1. It is the responsibility of the school to properly prepare the records for retention
2. Should the receiving school have records in the fall of a student who did not enroll as pre-registered, these records should be returned to the feeder school where they are kept in accordance with the provisions of the District "Records Management Handbook" (Form EF-1).

3. Preparation for Records Retention:

The Office of Records Management will initiate the removal of student records as outlined in the "Records Management Handbook" (Form EF-1), providing name lists, instructions and packaging information. The school should:

- a. Following instructions from the Office of Records Management, arrange alphabetically and box separately the following:
 - (1) Cumulative records which contain only the specified enclosures as outlined in Form JR-7 (Checklist for Cumulative Records: Withdrawals); or Form JR-8 (Checklist for Cumulative Records: Graduates).
- b. Should an individual record be improperly prepared by the school, the Office of Records Management may refuse to accept said record until it is properly prepared and ask that a staff member from the sending school correct the record or packaging.

Adopted: 8/9/78

Revised: 7/9/80; 4/28/83; 8/8/84; 7/28/86; 8/13/87; 4/28/88; 1/10/90; 5/23/91; 2/4/92; 7/26/93; 10/11/93; 10/18/93; 7/28/94; 8/25/94; 8/9/95; 9/26/96; 11/10/99; 1/12/00; 2/1/02; 2/14/02; 3/10/04; 5/12/04;

Reclassified an Administrative Rule: 9/1/04

Revised: 10/13/04; 6/14/06; 5/9/07; 6/11/08; 4/14/10; 11/9/11

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JRA and Administrative Rule JRAA)

Legal Reference

O.C.G.A. 50-18-0071 Right of access; timing; fees; denial of requests; impact of electronic records

O.C.G.A. 20-17-0002	Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 50-18-0073	Jurisdiction to enforce article; attorney's fees and litigation expenses; good faith reliance
O.C.G.A. 50-18-0074	Penalty for violations of Open Records Act; prosecution proceedings
O.C.G.A. 20-02-0150	Eligibility for enrollment
O.C.G.A. 20-02-0160	Determination of enrollment; determination of funding
O.C.G.A. 20-02-0670	Reqts. for transferring students beyond 6th grade
O.C.G.A. 20-02-0690	Requirements for private schools and home study programs
O.C.G.A. 20-02-0697	Cooperation of principals and teachers with attendance officers and visiting teachers
O.C.G.A. 20-02-0720	Inspection of student's records by parents
O.C.G.A. 24-09-0047	Disclosure of AIDS confidential information
O.C.G.A. 40-05-0022	Requirements for licensure; school attendance requirements
O.C.G.A. 49-05-0040	Child Abuse and Deprivation Records; definitions, confidentiality of records
O.C.G.A. 50-18-0072	When public disclosure is not required
O.C.G.A. 50-18-0099	Records management programs for local governments
Rule 160-1-3-.03	Infectious Diseases
Rule 160-4-7-.19	Services for Agency-Placed Students
Rule 160-5-1-.07	Student Data Collection
Rule 160-5-1-.14	Transfer of Student Records
34 CFR 300.624	Destruction of IDEA information.
20 USC 1412(a)(8)	Confidentiality of IDEA Records
34 CFR 300.618	Amendment of records at parent's request
20 USC 1232g	Family Educational Rights and Privacy Act of 1974 (FERPA)
20 USC 1232h	Protection of Pupil Rights Amendment (PPRA)

Index of
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‘Other’
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AD-R School Attendance Areas

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) seeks to provide educationally sound and cost-effective schools located as near to students' homes as possible. The District shall adhere to Georgia and Federal law and Cobb County Board of Education (Board) Policy (see Policy ABB [Board Powers and Duties]).

RULE:**A. RECOMMENDED SIZE OF SCHOOLS:**

Size of schools shall be in accordance with the District's Educational Facilities Construction Plan, also known as the Local Facilities Plan, required to be prepared once every five years by Georgia Department of Education Policy 160-5-4-.01.

B. CRITERIA TO BE CONSIDERED:**1. School Attendance Zone Modifications:**

The District should give balanced consideration to the following criteria when establishing or revising school attendance zones:

- a. Efficient and effective school sizes and enrollment;
- b. Time, distance and safety of students traveling between home and school; and
- c. Efficiency of feeder patterns.

As required by Georgia Law (HB539), no student shall be assigned or compelled to attend any school on the basis of race, creed, color, or national origin, or for the purpose of achieving equality in attendance or increased or reduced attendance at any school of persons of one or more particular race, creed, color, or national origin.

2. School Closure:

The District should give balanced consideration to the following criteria when considering closure of schools:

- a. Enrollment falls significantly below the average school enrollment for similarly organized schools elsewhere in the District;
- b. The school is in need of extensive renovation to meet current state and system facility standards;
- c. Schools located in contiguous attendance areas have sufficient capacity to accommodate students; and
- d. The school may provide greater value to the District if sold or utilized in a different manner.

C. PROCESS:**1. Establishment of School Attendance Zones for New Schools:**

When a new school is opened, the District adheres to Georgia (including, but not limited to HB539) and Federal law and Board Policy ABB in developing proposed attendance zones for the new school and the existing schools impacted by its opening.

Prior to establishing or revising school attendance, the Board shall:

- a. Conduct at least one public hearing to get public input regarding the development of plans for the location of attendance;
- b. Develop two or more alternate proposed plans establishing or revising attendance zones. Such alternate plans must be made available to the public at least 24 hours prior to the public hearing at which they will be discussed; and

- c. Conduct at least two public hearings to allow input from the public on the proposed plans establishing or revising attendance zones. Reasonable notice shall be provided prior to each public hearing.
2. **Revision of School Attendance Zones for Existing Schools:**

Attendance Zone changes may occur for existing schools even when there is no redistricting due to the opening of a new school. In these instances, the following minimum steps shall be taken:

 - a. Map(s) of the new attendance zone for the affected school(s) should be:
 - (1) Developed by the appropriate division;
 - (2) Displayed at the impacted schools and on the District Web site for a minimum of 20 calendar days prior to at least one hearing to receive public input.
 - b. An announcement of the hearing to receive public input regarding the proposed attendance zone revision(s) should be made 20 calendar days prior to a meeting being held;
 - c. Following the public hearing, the original or revised map(s) should be displayed at impacted schools and on the District's Web site for at least an additional 30 calendar days to provide appropriate time to receive additional public comment;

a. The finalized proposed attendance zones will be presented to the Board for approval.
3. **Revision of School Attendance Zones for New Developments:**

The construction of new developments of homes or other dwellings may necessitate the development being moved from one attendance zone to another in order to place the new development in a single attendance zone, to more nearly balance school enrollments, or to facilitate transportation requirements. Unless the Board of Education directs that the District utilize the procedures outlined above for the revision of attendance zones for existing schools, the following procedures should be followed:

 - a. Recommended attendance zones adjustments shall be:
 - (1) Developed by the appropriate division; and
 - (2) Presented to the Superintendent.
 - b. The Superintendent may approve the proposed adjustments or return them with suggestions for further study.
 - c. Once approved by the Superintendent, these attendance zone adjustments shall be submitted to the Board for review utilizing the same procedures as the Board's review of proposed Administrative Rule changes (Board Policy BDF [Review of Administrative Rules]).
4. **School Closure:**

In accordance with State Law [O.C.G.A. § 20-2-260(k.1)] the following minimum steps shall be taken prior to closure of a school:

 - a. Conduct two public hearings and provide an opportunity for full discussion of the proposal to close such school or schools
 - b. The public hearings shall be advertised in a local newspaper of general circulation which shall be the same newspaper in which other legal announcements of the District are advertised and shall include, but not be limited to:
 - (1) Identification of each school to be closed and location of each new or existing school to which the students in the school or schools to be closed will be reassigned;
 - (2) Proposed size of each new school in terms of number of students and grade configuration;
 - (3) Proposed expansion of existing schools designed to accommodate students being reassigned from the school or schools to be closed;
 - (4) Total cost, including breakdown for state and local shares, for school construction projects required to house students being reassigned from the school or schools to be closed. Local costs shall include identifying proposed sources of funds, whether from bond referendum proceeds or other sources; and
 - (5) Plans for use or disposal of closed school property.
 - c. The District shall request formal, written comments or suggestions regarding the system's organizational pattern or school sizes and shall allow appropriate discussion during the public hearings.

D. TRANSPORTATION:

1. Elementary / Middle / High School:

- a. When attendance zone changes occur, a student shall be eligible for bus transportation if he/she elects to attend the school in the approved attendance zone.
- b. If the student elects to remain at the school he/she currently attends:
 - (1) The parent/guardian/student may:
 - (a) Provide their own transportation; or
 - (b) Submit Form AD-R-1 (Request for Out of Zone Transportation) requesting to, and receive written approval from Transportation to, board a bus at an approved bus stop for that school with the following limitations:
 - 1) The student will be granted permission to board the bus when the ridership capacity is confirmed in writing by Transportation;
 - 2) The District must determine the bus has available seat space for the student (additional buses will not be assigned nor additional stops created on the route to accommodate students living outside the attendance zone of the school they attend); and
 - 3) It is the responsibility of the parent/guardian to safely convey these students to and from the bus stop they have selected. Therefore, a bus route shall not be extended nor shall a bus stop be relocated to meet students living outside the attendance zone of the school they attend.
 - (2) In the event there not be sufficient seats for students living outside the attendance zone of the school they attend, students will be selected by random lottery.
 - (3) Transportation privileges may be withdrawn from students living outside the attendance zone of the school they attend in the following circumstances:
 - (a) The student commits repetitive Student Code of Conduct violations (see Administrative Rule(s) JICDA-E, JICDA-M, JICDA-H);
 - (b) The parent/guardian disrupts or interferes with the operation of the bus; (see Administrative Rule EEA [Student Transportation]);
 - (c) The students who live in the attendance zone of the school the bus serves increases over the course of the year to the point there are no longer seats available for students who live outside the attendance zone of the school they attend.

2. High School Senior Class:

When a new high school is opened, it will not have a twelfth-grade class.
Transportation will be provided to these seniors to the school they currently attend.

E. AFFECTED STUDENTS:

When attendance zone changes are made for any of the above reasons, the students affected may elect to remain in the school which they currently attend or enroll and attend the school in their approved attendance zone.

1. HIGH SCHOOL:

- a. When attendance zone changes occur at the high school level, rising tenth-, eleventh-, and twelfth-grade students may elect to continue to attend their current high school.
- b. Siblings:

Qualified siblings of these students may also attend the same high school:

 - (1) This provision attempts to prevent siblings from being required to attend different high schools at the same time.
 - (2) The younger sibling must be a student in high school at some time during the high school tenure of the older brother or sister. The high school student and his/her sibling must be in the following matching grades in the school year prior to the effective date of the attendance zone change:

High School Grade	Middle School Grade
9	6, 7, 8
10	7, 8
11	8

2. MIDDLE SCHOOL:

- a. When attendance zone changes occur at the middle school level, rising seventh- and eighth-grade students may elect to continue to attend their current middle school.
- b. **Siblings:**
 Qualified siblings of these students may also attend the same middle school.
 - (1) This provision attempts to prevent siblings from being required to attend different middle schools at the same time.
 - (2) The younger sibling must be a student in middle school at some time during the middle school tenure of the older brother or sister. The middle school student and his/her sibling must be in the following matching grades in the school year prior to the effective date of the attendance zone change:

Middle School Grade	Elementary School Grade
6	4, 5
7	5

3. **ELEMENTARY SCHOOL:**

- a. When attendance zone changes occur at the elementary school level, rising kindergarten (in those schools with District-sponsored programs for students younger than kindergarten and who live in the attendance zone affected by the attendance zone change), first-, second-, third- and fourth-grade students may elect to continue to attend their current elementary school.
- b. **Siblings:**
 Qualified siblings of these students may also attend the same elementary school.
 - (1) This provision attempts to prevent siblings from being required to attend different elementary schools at the same time.
 - (2) A younger sibling of a student attending the school affected by the attendance zone change can attend the same elementary school if the student will continue to attend the elementary school the school year the younger sibling meets all admission requirements and attends the school.

Adopted: 5/23/91

Revised: 5/27/93

Reviewed: 9/16/01

Revised: 4/26/02

Reviewed: 9/18/02; 6/9/04

Reclassified an Administrative Rule: 9/1/04

Revised: 8/25/05; 3/8/06; 6/13/07; 1/9/08; 4/15/09; 7/23/09; 8/10/11; 4/11/12

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JC)

Legal Reference

O.C.G.A. 20-02-0290 Organization of schools

O.C.G.A. 20-02-0293 Student attending school in system other than system of student's residence

O.C.G.A. 20-02-0060 Consolidation of county schools

IDE(1) Competitive Interscholastic Activities, Grades 9-12

?/?/12

The Cobb County Board of Education endorses and adopts the requirements set forth in the guidelines of the Georgia High School Association for determining eligibility of students in grades 9-12 to participate in competitive interscholastic activities. Current GHSA guidelines should be distributed to all schools in the system that sponsor competitive interscholastic activities, and compliance should be monitored.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-0315

O.C.G.A. 20-02-0316

Rule 160-5-1-.18

Gender equity in sports

Athletic association defined; high school athletics

Competitive Interscholastic Activities in Grades 6-12

IDE-R Co-Curricular Activities

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) recognizes that interscholastic and extracurricular activities provide students with an opportunity for development.

RULE:**A. STANDARDS FOR STUDENT PARTICIPATION:**

1. The District complies with the Rules and Regulations of the Georgia High School Association (GHSA), Georgia Music Educators Association (GMEA) and applicable Georgia Board of Education Rules, including 160-5-1-.18, Competitive Interscholastic Activities in Grades 9-12; No Pass, No Participate (www.ghsa.net). Principals and their designees will expect that all staff members adhere to applicable GHSA, GMEA, and State Board Rule requirements.
2. Students are also expected to comply with all District and school rules and policies regarding athletics, including Interscholastic/Extracurricular Activities Code of Conduct (Administrative Rule JICDD).
3. Parents should be aware that the District does not maintain or sponsor middle school athletic programs. Middle school athletic programs may exist in the community, but are not affiliated with the Cobb County School District. Questions or concerns about those activities should be directed to the outside agency or organization sponsoring the program.
4. Specific information regarding a student's eligibility, Georgia High School Association materials, and the District's athletic guidelines are available to parents/guardians, students, and staff from the District Web site, the school Athletic Directors, and the District Athletic Office. Competitive music activities are governed by the Georgia Music Educators Association (GMEA).
5. Transferring to or attending a new school may impact eligibility. A student wishing to participate in competitive interscholastic activities must be enrolled full time in the school for which they wish to participate during the semester of participation.
6. Students must meet all applicable academic requirements including those of the GHSA (www.ghsa.net) and the State Board of Education. Academic requirements include, but are not limited to, being "on track" for graduation, taking the appropriate number of classes, and earning the appropriate amount of class credit. No student may be retained or "red shirted" for athletic purposes.
7. All students who participate in competitive interscholastic athletics and cheerleading shall have an annual physical examination form on file at the school prior to participation in any athletic tryouts, practices, or games that indicate the student is physically approved for participation. Students and their parents/guardians are required to complete specific permission forms.

B. REVIEW COMMITTEE FOR EXTRACURRICULAR ACTIVITIES:

The District establishes this committee to provide a mechanism for changing the extracurricular activities offered based on the needs of students and the District. No programs shall be initiated at the local school level except as recommended by the Review Committee for Performance and Interscholastic Activities and approved by the District.

1. Committee Composition:

Performance and interscholastic activities shall be annually reviewed by a committee composed of, but not limited to:

- a. Two (2) high school principals;
- b. One (1) high school assistant principal who has extracurricular responsibilities;

- c. A representatives from each of the following offices:
 - (1) Student Activities;
 - (2) Athletics;
 - (3) Fine Arts;
 - (4) School Administration; and
 - (5) Human Resources Division.
- 2. **Committee Responsibility:**
 This committee shall:
 - a. Assess the progress and success of the extracurricular program and submit reports as requested by the Superintendent and/or Board of Education;
 - b. Monitor the expansion of the extracurricular program; and
 - c. Make recommendations to the Superintendent regarding additional extracurricular activities or the discontinuance of an extracurricular activity.

Adopted: 2/28/85

Revised: 7/25/85; 7/10/86; 2/12/87; 8/13/87; 10/08/87; 3/24/88; 6/8/88; 6/14/89; 1/10/90; 5/9/90; 5/29/90; 5/23/91; 8/14/91; 7/23/92; 7/23/98; 7/22/99; 11/10/99; 8/24/00; 9/21/00

Reclassified an Administrative Rule: 9/1/04

Revised: 8/10/05; 1/14/09; 1/14/11

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JHF and Administrative Rule JJIC)

Legal Reference

O.C.G.A. 20-17-0002	Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 20-02-0160	Determination of enrollment; determination of funding
O.C.G.A. 20-02-0315	Gender equity in sports
O.C.G.A. 20-02-0316	Athletic association defined; high school athletics
O.C.G.A. 20-02-0411	School fund kept separate; use of funds; separation of school taxes; investments
O.C.G.A. 20-02-0086	Operation of school councils; training; membership; management; roles and responsibilities
Rule 160-5-1-.18	Competitive Interscholastic Activities in Grades 6-12
20 USC 1681	Title IX of the Education Amendments of 1972

IDF-R Interscholastic Activities

?/?/12

RATIONALE / OBJECTIVE:

Participation in interscholastic/extracurricular (extracurricular) activities in Cobb County School District (District) schools is a privilege. Students participating in these activities are considered to be school leaders. They are role models who represent their school and more importantly, depict its character. With leadership comes additional responsibility and student participants must adhere to high standards of conduct. When students violate these high standards, the District may withdraw the privilege to participate in interscholastic/extracurricular activities. The purpose of this code of conduct is to establish a minimum expectation of behavior.

RULE:**A. PROCEDURES:****1. Time in Effect:**

Except as specifically provided, the following behavioral expectations and prohibitions apply 365 days a year, 24 hours a day, in and out of the specific extracurricular season, and on or off school grounds.

2. Parents/guardians and/or students must report any arrest of a student or behavior in which law enforcement is involved, to their high school administration or coach within two weeks (14 calendar days) of the arrest or behavior. The two week time frame includes weekends, school holidays and summer vacation. Failure to report arrest or behavior will result in the student's consequences for the behavior in question being doubled and possible additional consequences for failure to report the behavior.

3. Provisions:

- a. Sponsors/Coaches should investigate policy violations and report to the school administration. The Principal or designee should make all determinations of penalties, in consultation with the coaches, sponsors and the District Athletic Director, as appropriate.
- b. Unless otherwise specified, periods of suspension from activities does not include preseason workouts and other preseason activities. Such student's ability to participate in preseason activities will be determined by the Principal or designee in consultation with the coach. During the student's period of suspension the student cannot have contact with the team during any team activities.
- c. Students cannot attempt to evade the intent of the Rule by joining a new sport specifically to allow their suspension days to run their course. If a student athlete participates in a sport that he/she had not been previously involved with, he/she must complete the season of the new sport in good standing in order for the suspension days to count.
- d. Transferring from one District school to another does not relieve the student from the consequences for a violation of this Rule. Should a student choose to transfer outside of the District, the designated school administrator or the school athletic director will contact the new school to inform them of the violation and the resulting penalty. The District may also honor the activity consequences from other private or public school systems.

4. Notification:**a. Elementary / Middle Schools:**

In addition to providing students with copies of Administrative Rule JICDA-E (Student Code of Conduct [Elementary]) or JICDA-M (Student Code of Conduct [Middle School]), elementary and middle schools should make participants in extracurricular activities aware of this Administrative Rule.

b. **High Schools:**

In addition to providing students with copies of Administrative Rule JICDA-H (Student Code of Conduct [High School]), each high school should provide written notification of this Administrative Rule to all participants in extracurricular activities.

B. ALCOHOL / ILLEGAL DRUGS / INHALANTS:

The District believes very strongly that using/possessing over the counter drugs or products to get high; using/possessing alcohol; using/possessing illegal drugs; or using/possessing prescription drugs in an unauthorized manner at any time is an offense. Such use or possession by extracurricular participants is banned. **All misdemeanor driving under the influence (DUI) offenses will be dealt with according to this section. All felony DUI offenses will be dealt with under Section D, below. Offenses are cumulative at the high school level.**

• **1st Offense:**

- o Suspension from extracurricular activities, including practice and regular season, a minimum twenty-five (25) calendar days; plus
- o Suspension from a minimum of 30% of the regular season contests/performance; plus
- o Enrollment in the Gaining Results in Intervention and Prevention Program (GRIP) or comparable alcohol/other drug education program.
- o The first offense suspension will begin on the GHSA start date for the next season with which the recognized athlete is affiliated.
- o If the student has not completed his suspension at the end of the season, the remaining days will be completed at the beginning of the next affiliated GHSA activity.

• **2nd Offense:**

Suspension from extracurricular activities for a minimum of one calendar year. The student will not be permitted to participate in preseason activities or practice.

• **3rd Offense:**

Permanent suspension from extracurricular activities, including preseason activities and practices.

C. TOBACCO [IN-SEASON USE]:

• **1st Offense:**

Suspension from all extracurricular activities for two (2) school days/

• **2nd Offense:**

Suspension from all extracurricular activities for five (5) school days and must sit out 10% of games/matches/performance/competitions.

• **3rd Offense:**

Suspension from all extracurricular activities for ten (10) school days and must sit out 20% of games/matches/performance/competitions.

• **4th Offense:**

Suspension from all extracurricular activities for ninety (90) calendar days.

D. FELONY:

1. **Guidelines:**

- a. A student who is arrested for, or charged with a felony or charged with an act that would constitute a felony if committed by an adult shall be automatically suspended from interscholastic/extracurricular activities;
- b. Students will not be permitted to participate in preseason activities;
- c. **DUI:**
All felony DUI offenses will be dealt with according to this section.

2. **Duration:**

- a. The student shall remain suspended from extracurricular activities until:
 - (1) The charges are completely dismissed;
 - (2) The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined in Section E, below, or Section B, for alcohol offenses;
 - (3) The student is found not guilty; or
 - (4) The student serves his consequences as outlined below.

- b. Once the student successfully completes the consequences assigned by the judge or agreed to by the student, including probation or diversion, the student may be permitted to participate in extracurricular activities. Evidence that the probation period has expired, fines have been paid and/or community service has been completed is required.
- c. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, treated as a "first offender" action, or the behavior has not been prosecuted (nolle prosequi), that student should present or obtain documentation as required by the school to determine the circumstances of the matter. These circumstances may not be sufficient to lift the student's consequences.

E. MISDEMEANORS:

- 1. A student who is arrested for, charged with, or found guilty of a misdemeanor shall receive consequences as outlined below. However, minor offenses that result in fines alone may be dealt with as a violation of Section F(7) below.
 - o 1st and Subsequent Offenses:
 - o Minimum suspension from extracurricular activities for one (1) school day up to a maximum of permanent suspension from extracurricular activities.
- 2. **Drug / Alcohol / DUI:**
Any student who is accused of a misdemeanor alcohol/drug offense or a misdemeanor DUI will receive consequences as outlined in Section B above.
- 3. If the student produces proof that the charges are completely dismissed or the student is found not guilty, these consequences may be lifted. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, treated as a "first offender" action, or the behavior has not been prosecuted (nolle prosequi), that student should present or obtain documentation as required by the school to determine the circumstances of the matter. These circumstances may not be sufficient to lift the student's consequences.

F. OTHER OFFENSES:

A student who commits the following offenses may be suspended or permanently dismissed from the team or activity. The head coach in conjunction with the school administration will determine consequences for the following:

- 1. **Hazing:**
School clubs and student organizations shall not use hazing or degradation of individual dignity (Administrative Rule JHC-R [School Clubs/Organizations and Student Organizations]);
- 2. Missing practice, rehearsal or activities (unless excused by the coach, teacher, or sponsor);
- 3. Truancy and/or skipping classes;
- 4. Acting in an unsportsmanlike manner when representing the school;
- 5. Violating curfew as established by the coach;
- 6. Any act at school or away from school, which results in any discipline by school administration; or
- 7. Any act at school or away from school which, in the opinion of the Principal reflects in a negative manner on the school, athletic program, or activity.

Adopted: 9/28/00; 8/11/04

Reclassified an Administrative Rule: 9/1/04

Revised: 8/10/05; 6/10/09; 4/14/10

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JICDD)

Legal Reference

O.C.G.A. 20-17-0002	Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 20-02-0160	Determination of enrollment; determination of funding
O.C.G.A. 20-02-0315	Gender equity in sports
O.C.G.A. 20-02-0316	Athletic association defined; high school athletics
O.C.G.A. 20-02-0411	School fund kept separate; use of funds; separation of school taxes; investments
O.C.G.A. 20-02-0086	Operation of school councils; training; membership; management; roles and responsibilities

IDFA Gender Equity in Sports

?/?/12

RATIONALE / OBJECTIVE:

The Cobb County School District (District) is dedicated to providing student's an effective and safe learning environment during the school day and all school-related activities.

The District prohibits discrimination based on gender in any interscholastic or intramural athletics program offered by the District.

RULE:

The District's high schools shall not participate in, sponsor, or provide coaching staff for interscholastic sports events which are conducted under the authority of, conducted under the rules of, or scheduled by any athletic association unless the charter, bylaws, or other governing documents of such athletic association comply with the Georgia Equity in Sports Act.

A. SPORTS EQUITY COORDINATOR:

1. The Superintendent shall designate an individual, known as the sports equity coordinator, to coordinate compliance with the Georgia Equity in Sports Act.
2. The District shall annually notify all its students of the name, office address, and office telephone number of the sports equity coordinator.
3. The sports equity coordinator shall investigate any complaint received by the District alleging noncompliance with the Georgia Equity in Sports Act. The investigation shall be in accordance with the grievance procedures provided by this Administrative Rule.

B. DONATIONS:

The District acknowledges that it has authority to accept donations. Donations may be monetary, real or personal property or services. Any donations made to athletic programs of the District shall conform to state and federal laws and to the policies of the Board. To assist the District in maintaining compliance with the Georgia Equity in Sports Act, any donations made to athletic programs of the District must be accompanied by either a valuation of such donation or an accounting of actual costs incurred by the donor regarding the donation. The District Athletic office shall establish criteria for the evaluation of offers and acceptance of donations to the athletic programs of the District.

C. COMPLAINT PROCEDURES:

Any student, or a parent/guardian on behalf of his/her minor child who is a student, who feels that he/she has been discriminated against based upon gender in violation of the Georgia Equity in Sports Act may file a complaint as follows:

1. The student or parent/guardian must complete Form IDFA-1 (Gender Equity in Sports Grievance Form) and submit it to the sports equity coordinator. The sports equity coordinator shall date-stamp the complaint when received.
2. The sports equity coordinator shall take reasonable steps to ascertain the essential facts regarding the circumstances surrounding the complaint. The sports equity coordinator may obtain additional information from the complainant and/or other individuals that may have knowledge of the circumstances surrounding the alleged violation. The confidentiality of any information obtained shall be maintained in accordance with federal and state law and the District's policies on confidentiality of student and employee information.

3. The sports equity coordinator shall render a decision in writing no later than 30 calendar days after receipt of the complaint, and such decision shall set forth the facts and rationale for the decision.
4. A copy of the decision shall be provided to the complainant within five calendar days of the date of the decision, by certified mail or hand delivery to the address provided by the complainant on the complaint form. Notification to the complainant of the decision shall be deemed to have been made on the date of hand delivery or on the date of deposit in the United States mail by certified mail, return receipt requested, to the address stated in the complaint.
5. A complainant shall have the right to appeal the decision of the sports equity coordinator to the Cobb County Board of Education (Board) within 35 calendar days of the date of the decision. The request for appeal must be submitted by the complainant in writing to the Superintendent. The Superintendent's office shall date-stamp the appeal when received.
6. The Board shall render a decision in writing no later than 30 calendar days or at the next regularly scheduled Board meeting after receipt of the appeal, whichever is later, and such decision shall set forth the facts and rationale for the decision.
7. A copy of the decision of the Board shall be provided to the complainant within five calendar days of the date of the date of the decision, by certified mail or hand delivery to the address provided by the complainant on the complaint form. Notification to the complainant of the decision shall be deemed to have been made on the date of hand delivery or on the date of deposit in the United States mail by certified mail, return receipt requested, to the address stated in the complaint.
8. A complainant may appeal a decision of the Board to the State Board of Education in accordance with the procedures specified in O.C.G.A. § 20-2-1160.

Adopted: 7/26/01

Reviewed: 9/1/04; 8/10/05; 1/18/12

Revised and re-coded: ??/12 (Previously coded as Administrative Rule JJIF)

Legal Reference

O.C.G.A. 20-02-0315	Gender equity in sports
O.C.G.A. 20-02-0411	School fund kept separate; use of funds; separation of school taxes; investments
O.C.G.A. 20-02-0521	Power of condemnation
Rule 160-5-1-.20	Gender Equity in Sports
20 USC 1681	Title IX of the Education Amendments of 1972

IDFB-R Sportsmanship

?/?/12

RATIONALE / OBJECTIVE:

The interscholastic activity program in the Cobb County School District (District) is an important part of the educational process. It provides opportunities for learning experiences in athletics, competitive band, and literary competitions which are difficult to duplicate in other school activities. The activity program teaches attitudes of responsible team play and cooperation. The program provides a vehicle for learning mental and physical self-discipline, loyalty, personal pride in the school, respect for the rights of others, and the will to win. Participation in interscholastic activity programs in the District is entirely voluntary. The opportunity to participate in the program is extended to all eligible students who are willing to assume the responsibilities congruent with the privilege.

RULE:**GUIDELINES FOR PROPER SPORTSMANSHIP:****A. COACH / TEACHER:**

The coach/teacher responsible for the development of activity programs shall abide by the rules of the game in letter and in spirit, respecting the integrity and judgment of activity officials. This includes the following:

1. The coach/teacher is influential in setting the tone of conduct of students, spectators, team members and interested citizens; therefore he/she must visibly show that he values fair, honest rivalries, courteous relations and graceful acceptance of results.
2. The behavior of the coach/teacher must at all times be marked by dignity and self-control. He must not use provocative language or engage in any actions or remarks behavior.
3. The coach/teacher shall immediately take corrective action on any player/participant who intimidates an official or displays unsportsmanlike behavior.

B. ATHLETES / PARTICIPANTS:

Athletes/participants who exercise their privilege to engage in the program shall abide by the rules of the game or contest in letter and spirit, as well as those guidelines established by their administrators and coaches. This shall include:

1. Maintaining standards of eligibility established by GHSA, State Board of Education, the District and the school of attendance.
2. Being respectful and courteous to visiting teams and officials.
3. Refraining from disrespectfully addressing officials, antics to intimidate, taunting or baiting visiting opponents and using insulting language and/or swearing.
4. Respecting the integrity and judgment of officials and accepting their decisions without question.
5. Being modest when successful and gracious in defeat.

C. ADMINISTRATORS:

Administrators responsible for hosting activities shall strive to provide the following:

1. The environment, at the site of contests, should present an atmosphere where personal security is assumed for teams, officials and spectators through visibility and actions of law enforcement personnel and proper spectator behavior.
2. The student bodies of the host and visiting schools should show evidence of schooling in proper sportsman behavior.

3. Visiting teams and officials should feel safe before, during and after contests due to proper crowd control, easy access to dressing quarters, transportation vehicles and escort service when necessary.

Adopted: 8/25/88

Revised: 5/28/92

Reclassified an Administrative Rule: 9/1/04

Revised: 8/10/05

Revised and re-coded: ??/12 (Previously coded as Administrative Rule JJI)

Legal Reference

O.C.G.A. 20-02-0145

Character education

O.C.G.A. 20-02-0316

Athletic association defined; high school athletics

LDD-R Federal Government

?/?/12

RATIONALE / OBJECTIVE:

Cobb County School District cannot serve as an immigration facilitator.

RULE:

Cobb County School District officials are not authorized to sign United States Immigration Form I-20 or other forms pertaining to non-resident foreign students which are used by non-resident aliens to obtain a visa.

Adopted: 7/22/82

Revised: 4/13/83; 8/8/84

Reclassified an Administrative Rule: 9/1/04

Revised: 4/13/05

Revised and re-coded: ?/?/12 (Previously coded as Administrative Rule JFABBA)

Legal Reference

8 U.S.C. § 1101 et seq. Immigration and Nationality Act (INA)

LEBA Parental Involvement in Education

?/?/12

The Cobb County Board of Education recognizes the importance and legal requirements for implementing programs, activities, and procedures for the involvement of parents in the Title I program. In compliance with the parental involvement provisions of No Child Left Behind, the Cobb County School District and all Title I schools shall jointly develop with, and distribute to, parents of participating students, a written parent involvement policy.

Adopted: ?/?/12

Legal Reference

O.C.G.A. 20-02-2130	Public School Choice - Definitions
O.C.G.A. 20-02-2131	Public School Choice
O.C.G.A. 20-02-0736	Student codes of conduct; distribution
Rule 160-4-5-.03	Supplemental Educational Services (SES) in Title I Schools
Rule 160-4-7-.09	Procedural Safeguards/Parent Rights
20 USC 6318	Parental Involvement