RATIONALE/OBJECTIVE:

The Cobb County School District (District) recognizes that its branding serves as the image and identity to the public. Board of Education Policy CEB (Superintendent Duties) requires the Superintendent to protect the District’s public image. The visual logo, trademarks and other identity marks used by the District and its various components contribute to clear identification of the District and its image among the public. Establishing a clearly defined Graphic Identity Program protects the District’s identity and ensures consistent presentation of official communications from the District. The Graphic Identity Program also encompasses the branding and identity of each school and program within the District.

RULE:

The Cobb County School District Graphic Identity Program serves as a guide for all visual representations of the District. Specific graphic elements, colors, and typefaces have been chosen to give printed and online communications from the District a cohesive, consistent presentation. This Administrative Rule applies to signage, video productions, exhibit materials, vehicles, apparel, and the like, in addition to printed publications and Web sites. Additional recommendations regarding use of District graphic elements will be available under the Communications section of the District Web site.

A. DISTRICT PRIMARY IDENTITY MARKS:

Identity marks include any visual representation associated with the District including graphic elements called logos and wordmarks. Wordmarks are standardized graphic representations of the name “Cobb County School District.”

1. Official Logo:

The official logo of the District is the stylized “C” icon with the outline of Cobb County on its interior. It is used to identify all official communications from the District. The icon is also paired with a variety of approved wordmarks.
2. **Use of District Logos:**
   a. Guidelines governing the use of District logos are as follows:
      (1) The District logos are designed to be used as one unit, not as separate letter forms or elements.
      (2) The symbols, **colors, typeface, and graphic elements** of the logo system should not be modified or altered in any way.
      (3) The proportions of the graphic elements should remain unaltered.
      (4) The identity marks must be clearly legible at all times.
      (5) The identity marks must be reproduced from official artwork.
   b. **The use of the stylized “C“ icon may only be used or joined with other graphical elements with approval from the District’s Communications Office.**
   c. **b. District Divisions and Departments seeking to create unique identities for programs or initiatives must coordinate creative efforts and receive approval for the final concept from the District’s Communications Office.**

3. **B. Colors, Typeface, and Graphic Elements:**
   1. The District’s official color is burgundy (Pantone Matching System [PMS]® 201). Gold, black and beige are appropriate support colors that complement the burgundy. **Color and typography are an important part of the District’s identity program. Official district colors, typeface, and graphic elements will be established by the District’s Communications Office and available on the District’s website. These elements should not be modified in any way without the prior approval of the Communications Office.**
   2. Use of District Colors: Guidelines governing the use of District colors are as follows:
      a. Use the correct Pantone Matching System® colors for burgundy (PMS® 201). Another shade of red or burgundy should not be used as a substitute for PMS 201.
      b. In four-color print jobs, PMS® 201 can be simulated by using CMYK formula: 7% cyan, 100% magenta, 65% yellow, and 32% black.
      c. In two-color printing, the use of black ink and PMS® 201 allows the exact burgundy red in the logo and a highlight color throughout the publication. Black may be used for text and photo color.
      d. In cases where colors other than burgundy and black are used, a monochrome logo should be printed in the darkest color.
      e. To approximate the official PMS® 201 maroon in electronic communications (Web sites, e-mail), use hexadecimal code #A20B35 or RGB formula: Red: 162 Green: 11 Blue: 53.

**B. TRADEMARK:**

Unless otherwise indicated, the ‘C-within-Cobb-County-outline-C’ logo and approved wordmarks, including but not limited to Cobb edTV, CobbCast, the **PICASSO online curriculum portal Cobb Teaching and Learning System (CTLS)**, individual school names, school shield designs, school athletics identities, and school mottos are trademarks or service marks of the District and may not be used or displayed in any manner without the express prior written permission of the District. For more information about how to seek permission to use any protected District materials, please refer to Form IFBG-4 (Legal Information).

Adopted: 11/8/06
Revised and re-coded: 10/25/12 (Previously coded as Administrative Rule KDF)
**Revised: 7/7/19**
GREEN font indicates content jointly recommended by Accountability and Policy & Planning  
BROWN font indicated conforming/editorial changes  
ORANGE font indicates content recommended by Gregory, Doyle, Calhoun & Rogers  

DISTRIBUTIVE ADMINISTRATIVE RULE  

IHAB-R  Report Cards  
7/25/16 7/7/19  

RATIONALE/OBJECTIVE:  
The Accountability and Research Division, in conjunction with the Teaching and Learning Division shall devise a system to report student progress to parents/guardians.  

RULE:  
See Administrative Rule IHA-R (Grading Systems) for guidelines regarding the changing of a student’s grade.  

A. ELEMENTARY SCHOOL:  
Student progress in the elementary schools shall be reported as follows:  
1. Progress updates shall be issued available to parents/guardians after 4.5 weeks of each quarter.  
2. Progress reports describing the student’s progress in grades K-5 shall be issued available to parents/guardians at the end of each nine-week period.  
3. Parent-teacher conferences shall be scheduled with parents/guardians of all elementary students (Administrative Rule IED-R [Scheduling for Instruction]).  
4. It should be the responsibility of teachers to notify parents/guardians of students' scholastic deficiencies.  
5. Reports indicating pupil placement for the next school year will be mailed to parents/guardians after the close of each school year if a stamped, self-addressed envelope is provided by the parent/guardian, or they may be picked up in the main office of each school parents/guardians may request a copy in accordance with Administrative Rule JR-R (Student Records).  

B. MIDDLE SCHOOL:  
1. Grades of students in grades 6-8 shall be reported available to parents/guardians at 4½-week and/or six-week intervals and when the final course grade is given at the close of the scheduling term.  
2. It shall be the responsibility of teachers to notify parents/guardians of students' scholastic achievements and deficiencies through progress updates. These may include deficiencies on progress reports as well as deficiencies related to the continuation criteria for advanced content courses.  
3. Schools should make efforts to inform parents/guardians/students when the student is in danger of failing a course. Where possible, a deficiency notice (academic alert/progress update) should precede a failing grade by a minimum of ten school days.  
4. Report cards may be mailed to parents/guardians after the close of each school year if a stamped, self-addressed envelope is provided by the parent/guardian, or they may be picked up in the main office of each school parents/guardians may request a copy in accordance with Administrative Rule JR-R (Student Records).  

C. HIGH SCHOOL:  
1. Grades of students in grades 9-12 shall be reported available to parents/guardians at six-week intervals and when the final course grade is given at the close of the semester.
2. Schools should make efforts to inform parents/guardians/students when the student is in danger of failing a course. Where possible, a deficiency notice (academic alert/progress update) should precede a failing grade by a minimum of ten school days.

3. Progress reports may be mailed to parents/guardians after the close of each school year if a stamped, self-addressed envelope is provided by the parent/guardian, or they may be picked up in the main office of each school. Parents/guardians may request a copy in accordance with Administrative Rule JR-R (Student Records)

D. NON-CUSTODIAL PARENT ACCESS:
See Administrative Rule JC(1)-R (Non-Enrolling Parent Rights) for guidelines for mailing/distributing report cards to regarding access to student records by non-enrolling parents.

Adopted: 8/11/82
Reviewed: 6/1/02
Reclassified an Administrative Rule: 9/1/04
Revised: 8/13/08
Revised and re-coded: 9/27/12 (Previously coded as Administrative Rule IKAB)
Revised: 11/13/13 (to be effective 7/1/14); 7/25/16; ??/??/19

Legal Reference
O.C.G.A. 20-2-989.20 Grade Integrity
Rule 160-4-2-.13 Statewide Passing Score
Rule 160-5-1-.07 Student Data Collection
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:

The "Student Enrollment Form" (Form JBC-5) shall be used when enrolling students new to the District and the "Student Re-Enrollment Form" (Form JBC-5b) shall be used when students who have previously withdrawn from the District seek to re-enroll.

Additional information regarding the enrollment of homeless students may be found in Administrative Rule JBC(1)-R (Homeless Students).

A. ENROLLMENT ELIGIBILITY:

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

1. Department of Human Services (DHS), Department of Behavioral Health and Development Disabilities (DBHDD), or Department of Juvenile Justice (DJJ):
   Any minor who is in the physical or legal custody of the DHS, DBHDD, or DJJ or any of their divisions and is physically present within the geographical boundaries of the District.
   The District shall immediately enroll a student in the physical or legal custody of DHS, DJJ, or a student placed by the DHS, DBHDD, or DJJ in a residential facility located within the LEA’s jurisdiction, pursuant to O.C.G.A. § 20-2-133(b).

2. Foster Care:
   Any minor housed pursuant to court order in a foster care home which is located within the District. If placed by DJJ, 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.

3. Homeless Students:
   Any minor who is a homeless individual child or youth, including homeless unaccompanied youth. Refer to the Administrative Rule JBC(1)-R (Homeless Students).

4. Any minor whose parent or court-appointed guardian is an employee, other than temporary or substitute employees, of the District (see Administrative Rule JBCD-R [Transfers]).

5. 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.

6. **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.)

7. **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.
   & Other students determined to be eligible for enrollment by the director of student support and the level 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-grade program (first grade) (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. (O.C.G.A. § 20-2-150)
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 Public Health Form 3231 "Certificate of Immunization" is on file. The principal or designee will grant the enrolling person a thirty (30) calendar day waiver if requested, which will permit the student to be provisionally enrolled in the District for thirty (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 of the parent enrolling adult to have the required form in to the school within the thirty (30) day period (Form JBC-3),
   b. Georgia Department of Public Health Form 3300 "Certificate of Ear, Eye and Dental Examinations" for kindergarten and first year students. (first year students include any students new to Georgia public schools, and including students coming from private schools) is on file. The principal or designee will grant the enrolling person a thirty (30) calendar day waiver if requested, which will permit the student to be provisionally enrolled in the District for thirty (30) calendar days from the date the waiver is granted for a justified reason. This waiver may be extended to a total of ninety days pursuant to Georgia Department of Public Health Rule 511-5-6-.02. 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 of the parent enrolling adult to have the required form in to the school within the waiver period (Form JBC-3).
   c. Questions concerning religious waivers for immunizations and screenings for dental, hearing and vision should be referred to the student support office. Religious waivers (Form JGC-4 and/or Form JGC-4b) 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 grade, 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;
   NOTE: For legal identification and diploma/graduation/scholarship requirements, a copy of a birth certification is preferred.

(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 enrolling adult 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:**
Residency, as defined by the Georgia Board of Education rule 160-5-1-.28, shall mean the
place where the student lives with a parent, guardian or other person the enrolling
adult, (see Form JBC-11) unless the student is an emancipated minor. The student must
be an occupant of a dwelling located within the school system boundaries, and proof of
residence in the attendance zone in which the school is located shall be required when a
student enrolls in a school and whenever a change of residence occurs unless the student
is homeless. (see Board Policy JBC[1])

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 (no
more than one from each category) shall be presented to the principal or designee:
   (1) Home ownership documentation. Acceptable documentation may include home
ownership title, closing documents, tax statement, mortgage agreement, or
monthly mortgage statement, in the name of the parent/guardian enrolling adult
   or spouse living at the same residence 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, power, or water) monthly statement which evidences the
   location of the legal residence;
   (4) 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 enrolling adult claiming residency to complete a
statement of legal residence (Form JBC-2) which includes an affidavit of
parent/guardian enrolling adult. The principal or designee may also require the
certification of the residence owner/lessor/legal occupant. The principal may also
require proof of residency (see 3.b. above) from the owner/lessor/legal occupant. The
statement should be notarized and signed by the parent/guardian enrolling adult and
signed by the owner/lessor/legal occupant.

d. At the discretion of the principal or designee, if evidence of a parent/guardian’s
enrolling adult’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 enrolling adult’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/legal occupant (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 enrolling adult is not residing within the District
at the time the student applies for enrollment shall nonetheless be considered a
resident for purposes of enrollment if:
   (1) He/she The enrolling adult 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 of enrollment (Form JBC-3).
   (2) The parent or guardian is on active duty in the United State armed forces
and has received official military orders to transfer into or within Georgia.
   Students shall be eligible for enrollment, in the same manner and time as
for students residing within the District, in the school of the attendance
zone with which he/she will be residing, or in a District school authorized
pursuant to O.C.G.A. § 20-2-295, prior to physically establishing residency within the District, upon presentation of a copy of the official military order to the District.

(2) Any student enrolled in a high school pursuant to item 3.a. above shall not receive performance eligibility until the high school principal or designee is provided proof (see item 3.b. above) that the student is living within the geographic boundaries of the District.

f. Loss/Change of Residency:
   (1) The parent/guardian enrolling adult 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 JBCD-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 enrolling adult will provide an official copy of the student’s Social Security number. An parent/guardian enrolling adult 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, enrolling adult and 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 if the enrolling adult seeking to enroll the student is different from the enrolling adult 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 for attendance at the school system which he where last attended, and not be subject to a current
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**PERSON OTHER THAN A PARENT/GUARDIAN ENROLLING A STUDENT:**

D. In order to enroll a child, a person other than the parent or guardian 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 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. Although not required for enrollment, guardianship can be obtained by contacting the Cobb County Probate Court (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](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).

2. **Pursuant to the Supporting and Strengthening Families Act (the “Act”), O.C.G.A. § 19-9-120, et seq., a parent of a child may delegate caregiving authority regarding such child to an individual who is an adult, who resides in Georgia, and who is the grandparent, great-grandparent, stepparent, former stepparent, step-grandparent, aunt, uncle, great aunt, great uncle, cousin, or sibling of such child or is a nonrelative who is approved as an agent by a child-placing agency or a nonprofit entity or faith based organization for a period not to exceed one year, except as provided in O.C.G.A. § 19-9-132, by executing a power of attorney in substantial compliance with the Act.**

3. **Under the Caregiver Educational Act, O.C.G.A. § 20-1-14 et seq., a kinship caregiver is authorized to enroll a child whom is residing with the kinship caregiver. 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 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).**
a. The student must live with the enrolling person full-time due to one of the following reasons applying to the parent or legal guardian:
   (1) Loss or abdication of the ability to care for such child;
   (2) Being unable to provide care due to the death of the other parent;
   (3) Serious illness or terminal illness;
   (4) Physical or mental condition such that proper care and supervision of the child cannot be provided;
   (5) Incarceration;
   (6) Loss of inhabitability of the student’s home as the result of a natural disaster;
   (7) Period of active military duty exceeding 24 months; or
   (8) Cannot be located.

b. 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.

c. 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 Kinship Caregiver Affidavit (Form JBC-14) as part of the enrollment process. In accordance with State law, the affidavit must be renewed annually (at the beginning of each school year).

d. Upon submission of a Kinship Caregiver Affidavit, the kinship caregiver shall serve as the school’s point of contact.

D. 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 ten (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 transferal 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).

G. HOMELESS STUDENTS:
The District follows the admission and withdrawal requirements for homeless students under the McKinney-Vento Homeless Assistance Act. Refer to Administrative Rule JBC(1)-R (Homeless 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 ten (10) or more consecutive days of unexcused absences. The principal or designee will:
   a. **Withdraw** the student effective the last day the student was in attendance;
   b. Use his/her best efforts to **Will** notify the parent/guardian or other person who has charge of a student if the District plans to **enrolling adult of the** withdrawal the student **via certified letter**;
   c. **Pursue the interventions discussed** in Administrative Rule JB-R (Student Attendance);
   d. **Review the withdrawal with** Notify the special education office if the student is in special education;
   e. **Review the withdrawal with** Notify the homeless liaison if the student is identified as homeless;
   f. **Submit a referral to** Notify the school social worker; and
   g. **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. Whom 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. Whom 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 (unless student is subject to the provisions of O.C.G.A. § 20-2-751.2); 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:
Form JBC-12 (Student Withdrawal Form) and Form JBC-12b (Student Enrollment/Withdrawal Verification) must be completed at the time of 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.

Legal Reference

O.C.G.A. 20-2-751.2  Students subject to disciplinary orders of other schools
O.C.G.A. 15-11-200  Definitions - Emancipation of minors
O.C.G.A. 15-11-201  Emancipation
O.C.G.A. 15-11-202  Minors seeking emancipation
O.C.G.A. 20-2-294  Permanent classrooms; student commuting distance; reassignment; cost of transportation
O.C.G.A. 20-2-159  Special education services for students in home study programs
O.C.G.A. 20-2-211  Placement of twins or higher order multiples in the same classroom
O.C.G.A. 20-2-2113  Special Needs Scholarship - Annual notification of options available to parents of special needs students
O.C.G.A. 19-9-121  Power of Attorney; Definitions
O.C.G.A. 19-9-122  Delegation of authority; hardship
O.C.G.A. 19-9-127  Violations
O.C.G.A. 19-9-128  Revocation of power of attorney
O.C.G.A. 19-9-129  Power of attorney form
O.C.G.A. 19-9-123  Powers granted by power of attorney
O.C.G.A. 19-9-124  Liability
O.C.G.A. 19-9-125  Protection from criminal or civil liability
O.C.G.A. 19-9-126  Grant of temporary written permission for emergency services
O.C.G.A. 20-2-319.3  Online Clearinghouse Act
O.C.G.A. 20-17-2  Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 20-2-133  Free public instruction; exceptions; eligibility; transfer and utilization; funding
O.C.G.A. 20-2-150  Eligibility for enrollment
O.C.G.A. 20-2-670  Reqts. for transferring students beyond 6th grade
O.C.G.A. 20-2-690.1  Requirements for private schools and home study programs
O.C.G.A. 20-2-697  Cooperation of principals and teachers with attendance officers and visiting teachers
O.C.G.A. 20-2-768  Expulsion/suspension for commission of a felony; alternative education system
O.C.G.A. 20-2-770  Rules for nutritional screening and eye, ear, and dental exams of students
O.C.G.A. 20-2-771  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
Limited Public School Choice
Authorization of activities for mutual educational exchange program
McKinney-Vento Homeless Assistance Act
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 employees who have 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 responsibility for transporting medication except during school sponsored activities, such as field trips, or as may be required for emergency administration while a student is a passenger on District transportation.
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 School Nurses or 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 **written instructions of the pharmacy label may be used as the Legal Prescriber’s written directions for dosage and administration times will be followed. A new container must be provided for changes in dose or administration time.**
   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 School Nurses or Trained Personnel should provide medication administration or assistance with administration of medication, except as provided 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]) OTC medications not listed in Section C must be stored in the clinic and administered by Trained Personnel.
d. Generally, only nursing personnel are permitted to administer injectable medication. However epinephrine auto injector(s) may be administered by the student with Legal Prescriber and parent/guardian consent as addressed herein. In the absence of a school nurse School Nurse, and in accordance with the request of a parent/guardian and the student’s diabetes medical management plan, trained diabetes personnel (pursuant to O.C.G.A. 20-2-779) may administer glucagon, administer insulin, or assist a student in administering insulin through the student’s insulin delivery system.

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 Supplements:** Over-the-counter diet pills, vitamins, and dietary supplements, including but not limited to minerals and herbs, herbals, homeopathic medications, or any alternative medications, including any such medications or supplements that are non-FDA approved, 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 C. 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 out of state**; 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:**
   In limited circumstances and for specific medications, the District recognizes
   exceptions to the provisions of this rule. 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 PURSUANT TO INDIVIDUAL HEALTH PLAN (IHP) OR SPECIFIC MEDICAL ORDER:**
   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 that are
      not able to administer their own medication **due to capacity, age, medical, or other disability-related reasons** should adhere to the procedures contained in Section VIII of
      Form JGCD-1 (School Nursing/Clinic Procedures).
   2. Special Education Students with an IHP or other specific medical order provided by
      a licensed medical doctor may require additional consideration exceptions with respect
      to the requirements of this Rule. This **Any such consideration exception may be made with the written permission of special education administrators documented utilizing the required District forms.**
   3. **Documentation of student medication protocol that falls within a recognized and properly documented exception to this rule, should further be specifically documented within a student’s IHP, IEP and/or 504 plan as applicable and appropriate.**

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. **The School Nurse or** 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: 1/7/13 (Previously coded as Administrative Rule JLCD)
Revised: 4/17/13; 7/7/19

Legal Reference
O.C.G.A. 20-2-774 Self administration of asthma medication
O.C.G.A. 20-2-776 Auto-injectable epinephrine defined; requirements for student retention of medication; liability
of school system
O.C.G.A. 20-2-776.1 Administration of auto-injectionable epinephrine by school personnel
O.C.G.A. 20-2-779 Care of students with diabetes
O.C.G.A. 16-13-73 Labeling prescription containers of dangerous drugs
O.C.G.A. 16-13-75 Drugs to be kept in original container