**DISTRICT ADMINISTRATIVE RULE**

AF-R School Day  
2/11/19 X/X/22

**RATIONALE/OBJECTIVE:**

A goal of the instructional program of Cobb County School District (District) is for each student to demonstrate academic achievement at levels commensurate with challenging and yearly individual learning goals benchmarked to state, national and international standards. Achievement of that goal depends partly upon reducing student and staff distraction from the task of learning when events encroach upon instructional time.

**RULE:**

**A. INSTRUCTIONAL YEAR/DAY:**

The District complies, as a minimum, with the Georgia law, Georgia Board of Education Rules, and Standards of the Southern Association of Colleges and Schools (SACS/AdvancEd) **applicable accrediting agency standards**, as they relate to required instructional time, teacher preparation and planning time, and the prevention of too frequent interruption of learning activities. Applicable Georgia Board of Education Rules include but are not limited to the following:

1. 160-5-1-.02 School Day and School Year for Students and Employees;
2. 160-4-2-.05 Middle School Program Criteria; and
3. Code Section O.C.G.A. §20-2-323 (House Bill 1190, Section 9)

Also see Administrative Rule JHD-R (Student Social Events)

**B. ADMINISTRATIVELY SCHEDULED NON-INSTRUCTIONAL ACTIVITIES:**

Administrators of elementary, middle and high schools may use a maximum of the equivalent of 10 instructional days per year to schedule non-instructional activities. These activities are defined as those involving instructional time which are not coordinated by a certified teacher (or substitute) and not relating directly to the course content as defined in Cobb County Curriculum guides.

No one class period (segment) may be missed more than 10 times by students for administratively scheduled non-instructional activities.

**C. UNSTRUCTURED BREAK TIME (RECESS) IN GRADES K-8:**

1. **Grades K-5:**

   In accordance with Georgia Code § 20-2-323 each elementary school principal, with input from grade level teachers, the Assistant Superintendent of Curriculum & Instruction **Teaching and Learning**, and their designated assistant superintendent, shall determine if unstructured breaks are to be held **schedule recess for all students in kindergarten and grades one through five every school day; provided, however, that recess shall not be required on any school day on which a student has had physical education or structured activity time or if reasonable circumstances impede such recess, such as inclement weather when no indoor space is available, assemblies or field trips exceeding their scheduled duration, conflicts occurring at the scheduled recess time over which the classroom teacher has no control, or emergencies, disasters, or acts of God**. If the determination is made to hold unstructured break time, the **The** principal will establish guidelines that:
a. Define the length, frequency, timing and location of breaks for students;
b. State whether or not breaks can be withheld from students for disciplinary and/or academic reasons, and the conditions under which such breaks could be withheld;
c. Ensure break time is well supervised and safe (Administrative Rule JG-R [Student Welfare] and JGFB-R [Supervision of Students]); and
d. Ensure that each student receives maximum instructional time to support increased student achievement.

2. Grades 6-8:
Middle school students are required to have 300 minutes in the academic block of classes. Additionally, middle school students participate in connections classes and the middle school health and physical education program. Middle school students have unstructured, supervised, scheduled break time from instruction during class changes. Additional unstructured break time is not authorized at the middle school level.

Also see Administrative Rule JHD-R (Student Social Events)

Adopted: 7/11/84
Revised: 8/8/84; 3/24/88; 1/10/90; 6/25/92; 8/9/95; 3/13/02
Reclassified an Administrative Rule: 9/1/04
Revised: 11/10/04; 3/10/10; 6/8/11
Revised and Re-coded: 5/17/12 (previously coded as Administrative Rule ID)
Revised: 3/11/13; 2/11/19; x/x/22

Legal Reference
O.C.G.A. 20-2-168 Distribution of federal funds; summer school programs; year-round operation
O.C.G.A 20-2-323 Unstructured break time for students in kindergarten through grade eight
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
RATIONALE/OBJECTIVE:

Each school in the Cobb County School District (District) shall have a library media center adequately staffed and containing the quality, quantity and variety of print and non-print materials and equipment to support the school’s curricular offerings and to challenge individual students at their developmental level.

The District provides instructional media materials through the classrooms and library media centers of the local schools in order to accommodate the varied learning needs of students. Implementation of the library media program and allocation of funds for this purpose shall be such as to ensure compliance with state and local standards, as well as applicable accreditation standards.

The District respects the right of an individual to make independent decisions about reading materials. Further, the District acknowledges the right of parents/guardians and other citizens to be involved in the library media programs of the schools and the use of supplementary materials and to raise questions through established procedures when materials appear inappropriate for public school use.

RULE:

A. GENERAL PROVISIONS:

1. Appointment of System Library Media Contact Person:
   The Superintendent shall appoint a system library media contact person to serve as a liaison between the District and school library media programs and the Georgia Department of Education.

2. Library Media Committees:
   a. Library Media Committees shall be established at the District and school levels.
   b. Members:
      Each Library Media Committee shall be comprised of at least one representative each of administrative, instructional and library media personnel, student (when appropriate), community and parent representatives. The committees shall act in accordance with the current rules of the Georgia Board of Education.
   c. Duties:
      The Library Media Committee shall:
      (1) Make recommendations related to planning, operation, evaluation and improvement of the library media program;
      (2) Annually develop a multi-year library media plan for budget and services priorities; and
      (3) Act in accordance with the current rules of the Georgia Board of Education.

3. The District shall involve the District Library Media Committee or a School Library Media Committee in identifying educational specifications for constructing and renovating library media centers in accordance with guidelines provided on the Georgia Department of Education: Facilities Services Resources.
4. District personnel shall adhere to all Policies and Rules related to library media programs and facilities which have been adopted by the Cobb County Board of Education (Board) and/or Georgia Board of Education and to any relevant state and federal laws.

B. LIBRARY MEDIA PROGRAM:

The library media program serves to supplement the effective teaching of the Cobb Teaching & Learning Standards. As such, the selection of library media materials and the implementation of programming shall be aligned with the Cobb Teaching and Learning Standards and District goals. The selection of material shall follow the following regulations and be subject to applicable law, including O.C.G.A §20-2-324.6 (content harmful to minors), O.C.G.A. 20-1-11 (divisive concepts), as well as other requirements found in Administrative Rule IFAA-R (Instructional Resources Selection and Acquisition):

1. Library Media Program Goals:
   a. To maintain a climate conducive to the students' growth in factual knowledge, literary appreciation, aesthetic values and ethical standards;
   b. To assist students in the development of the attitudes and skills which will enable them to become independent, lifelong learners;
   c. To assist students by supporting the curriculum and instructional program of the school;
   d. To provide access to materials that support a wide range of student needs, abilities and interests;
   e. To provide a framework for cooperatively-planned, instructionally related, unified library media programming developed at the local level.

2. Planning for Instruction:
   Library media specialists and teachers shall plan collaboratively to ensure use of library media resources and services which support classroom instruction and implementation of curriculum and standards. To ensure opportunities for students to develop print and digital literacy skills:
   a. The library media specialist shall have the primary responsibility for planning with the teacher to link information resources and for recommending opportunities for students to apply these skills during instruction;
   b. The library media specialist shall have the responsibility for providing opportunities for instructional staff to acquire, develop and improve their own print and digital literacy skills and those of their own students;
   c. The classroom teacher shall have the primary responsibility for planning, instructing, and evaluating all units of study in which students and library media specialists are involved.

3. Accessibility of Facilities and Resources:
   a. The library media center shall be available for student and teacher use throughout each instructional day of the school year. Flexible scheduling should make resources available at the point and time of need.
   b. Parents/guardians wishing to review instructional materials should make an appointment with the Principal or designee in order not to interrupt the instructional program of the school.
   c. Provision shall be made for access to library media resources to support instruction in any Georgia Board of Education-approved course when offered outside the instructional day.
   d. The library media specialist shall facilitate the use of information sources outside the school which are available through cooperating agencies.

4. Organization of Materials and Equipment:
   a. Only library media materials and equipment should be organized and made available through the library media center.
   b. Materials shall be organized based on nationally recognized systems and designs for school library media centers.
   c. Equipment shall be organized so as to provide accurate circulation, maintenance, and inventory records.

5. Accounting Procedures:
The District shall provide a system for school personnel to account for library media materials. School personnel shall use the system in a manner that accurately records the disposition of library media materials:

a. The system shall be used to account for library media materials only. (Textbooks, classroom equipment, and other items useful in only one content area shall be accounted for using the systems provided for those items.)

b. An inventory of all library media materials and equipment shall be taken at least once every two years.

c. Worn, outdated, expended and unused instructional materials shall be discarded or withdrawn. Equipment shall be removed from inventory when no longer functional or needed.

d. School personnel shall follow all acquisition and accounting procedures and instructions provided by the District.

6. Operational Procedures:
The library media specialist in each school, in consultation with the School Library Media Committee, shall provide guidelines describing collections, services, facilities and procedures governing library media center operations.

7. Library Media Program Evaluation:
a. The library media specialist and the School Library Media Committee will conduct an annual evaluation of the library media program.

b. Findings of the annual evaluation will be used to:
   (1) Determine program goals,
   (2) Expand and/or delete services,
   (3) Revise procedures as necessary, and
   (4) Develop a three (3) year library media plan that identifies budget and service priorities.

8. Copyright Laws:
a. Adherence to fair use guidelines and other relevant copyright stipulations shall be assured. In no instance shall library media materials and/or equipment be used in such a manner as to violate Board Policy, District Administrative Rules or state and federal law.

b. The library media specialist shall be responsible for ensuring the availability of copyright information, dealing with copyright and clearance questions (Administrative Rule GBT-R [Professional Publishing] and Administrative Rule IFBG-R [Internet Acceptable Use]). Provisions for copyright clearance are outlined on Form IFBG-2 (Permission to Use a Third-Party Work Copyright Permission Request).

C. MATERIAL SELECTION:
1. Supplementary Materials:
   Library media materials are supplementary in nature and may include items that are not appropriate for required reading/viewing in every classroom. Supplementary materials are those materials needed to support classroom instruction and implementation of curriculum and standards. Supplemental materials include, but are not limited to, articles, online simulations, worksheets, novels, biographies, speeches, videos, music, and similar resources in any medium, including both physical or digital.

2. Responsibilities and Criteria for Selection:
   Selection of library media materials by a process of competent evaluation is the responsibility of qualified personnel at the District and school level. The school and District Library Media Committees may serve in an advisory capacity for the selection of library media materials. The Library Media Committee, whether District or school, shall consider the following criteria before making recommendations for purchase:
   a. The District’s philosophy, curriculum and objectives;
   b. Teaching strategies encouraged by the District;
   c. Nature of the school population to be served;
   d. Existing collection; and
   e. Budget priorities.
   f. Technology Items:
In addition to the above criteria, computer software programs and online resources with access fees and/or subscriptions for the library media program should be tested for compatibility with existing computer equipment and network access and browser compatibility as part of the selection process.

To assure the most efficient use of resources, assurances should be obtained from the vendor that all of the features of the software will work in the environment in which it is to be used. To provide this assurance, vendors should be expected to provide an evaluation copy for testing and/or accept returns of software that cannot be made to work in the designated environment within a 90-day period.

Vendors shall be required to notify the District regarding digital content updates and all updated must meet the content requirements regarding supplemental materials (see Administrative Rule IFAA-R).

All online resources shall also require ongoing annual monitoring of the resources to ensure that they are up to date and meeting District requirements.

3. Specifications for Purchase:
Library media materials are considered for purchase on the basis as other supplemental learning resources (see Administrative Rule IFAA-R).

4. Gifts:
The acceptance of instructional materials as gifts to library media centers must comply with the provisions of Administrative Rule KJ-R (Advertising in the Schools) and may be subject to the review and decisions of the School Library Media Committee. Gifts must contribute to the furtherance of the objectives of the instructional programs and shall be subject to the same evaluation criteria as those used for purchasing materials. Donated material addressing controversial issues must give a balanced treatment of the issues if they are to be accepted for the school library media center. The library media specialist shall keep records of the disposition of gifts for a period of three years.

D. RECONSIDERATION OF LIBRARY MEDIA RESOURCES:
Pursuant to State Board of Education Rule 160-4-4-.01, the District has developed the following process for handling requests to reconsider the use of supplemental learning resources made available through a school’s library media program.

1. Eligibility to Submit:
   Only a parent or legal guardian of a student currently enrolled in a District school (“the complainant”) may request the School to reconsider the use of a supplemental learning resource made available through the School’s library media program.

2. Initial Complaint:
   a. To initiate the reconsideration process, the complainant shall submit in writing a complaint to the Principal of the School where the complainant’s student is enrolled.
   b. The complaint must include the name of the resource and a reasonably detailed description of the complainant’s concerns with the resource in question.
   c. Upon receipt of the complaint, the Principal or his/her designee should review the complaint and the resource in question and make reasonable efforts to resolve the issue.

3. Request for Reconsideration:
   If the complainant has remaining concerns after consultation with the Principal, the complainant may submit a formal request for reconsideration to the School Library Media Committee by filling out and submitting a copy of the Library Media Resources Reconsideration Form (Form IFBC-3), along with a copy of the original complaint, to the Principal or his/her designee to be delivered to the School Committee.

4. Timeline for Review:
   a. If the complainant or his/her student has checked out the resource in question from the School, the resource must be returned to the School before the reconsideration request will be reviewed.
b. If the reconsideration request is received within the last thirty (30) calendar days of the school year, the form may be referred for School Committee review the following school year.

c. Upon receipt of the form and complaint, the School Committee should evaluate the request, meet, and render a decision within forty-five (45) working days of receipt.

5. School Library Media Committee Review:
   a. The School Committee should read, view, or listen to the resource in question in its entirety and review the information provided by the complainant, any other information received in support of the resource by School staff, and available professional evaluations of the resource prior to making its decision.
   b. The School Committee’s decision will be made by majority vote and may include the following outcomes:
      (1) Take no removal action;
      (2) Remove the resource from the local School only;
      (3) Place the resource at another school level; or
      (4) Regulate the access or assignment of the resource as appropriate.
   c. The Committee will communicate its decision to the Principal or his/her designee, and within five (5) working days, the Principal or designee shall notify the complainant in writing of the decision reached, shall alert School staff, and file a copy of the decision with the Supervisor of Library Media Education and the Assistant Superintendent for Teaching and Learning.

6. Appeal:
   a. If either the complainant or a School staff member at the affected school disagrees with the Committee’s decision, they may appeal within ten (10) days of receipt of the Committee’s decision by filing a new IFBC-3 form and submitting it to the Assistant Superintendent for Teaching and Learning for District Library Media Committee review.
   b. The District Committee must evaluate the reconsideration request and School Committee decision, meet, and render a decision within forty-five (45) working days of receipt of the appeal request.
   c. The District Committee will communicate its decision to the Supervisor of Library Media Education or designee, and within five (5) working days, the Supervisor or designee shall notify the complainant and Principal in writing of the decision reached, and file a copy of the decision with the Assistant Superintendent for Teaching and Learning and the Chief Academic Officer.
   d. The District Committee’s final decision on the resource is binding only on at the School where the complaint was initiated. If the District Committee receives a subsequent appeal request to review the same resource, it may do so at its discretion.

7. Timelines:
The timelines listed above may be extended by the School or District as necessary if the complainant includes more than two resources for reconsideration in the request, or if the complainant has more than two requests active at the same time.

Adopted: 8/9/78
Revised: 4/28/83; 8/8/84; 4/13/88; 7/14/94; 7/28/94; 8/26/02
Reclassified an Administrative Rule: 9/1/04
Revised: 12/14/06; 5/9/07; 6/11/08
Revised and re-coded: 9/27/12 (Previously coded as Administrative Rule IJK)
Revised: 5/5/17; 7/1/22; x/x/22

Legal Reference
O.C.G.A. 20-1-11 Protecting Students First Act
O.C.G.A. 20-2-167 Funding for direct instructional, media center and staff development costs; submission of budget
O.C.G.A. 20-2-168 Distribution of federal funds; summer school programs; year-round operation
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DISTRICT ADMINISTRATIVE RULE

IKBB-R  Divisive Concepts Complaint Resolution Process
x/x/22

RULE:

A. GENERAL PROVISIONS:

The following expectations are provided in accordance with O.C.G.A §20-1-11.

1. The Cobb County School District (District) prohibits employees from discriminating against students and other employees based on race (see Administrative Rules JAA-R and GAAA-R).

2. The District shall ensure that curricula and training programs encourage employees and students to practice tolerance and mutual respect and refrain from judging others based on race.

3. Curriculum, classroom instruction, and mandatory training program shall not advocate for divisive concepts (see Administrative Rule IFAA-R).

4. Nothing in this rule shall be construed or applied to:
   a. Inhibit or violate the rights protected by the Constitutions of Georgia and the United States of America or undermine intellectual freedom and free expression;
   b. Infringe upon the intellectual vitality of students and employees;
   c. Prohibit the District from promoting concepts such as tolerance, mutual respect, cultural sensitivity, or cultural competency; provided, however, that such efforts do not conflict with the requirements of state law;
   d. Prohibit District staff from responding in a professionally and academically appropriate manner and without espousing personal political beliefs (see Administrative Rule IKB-R) to questions regarding specific divisive concepts raised by students or school community members;
   e. Prohibit the discussion of divisive concepts, as part of a larger course of instruction, in a professionally and academically appropriate manner and without espousing personal political beliefs;
   f. Prohibit the full and rigorous implementation of curricula, or elements of a curriculum, that are required as part of advanced placement, international baccalaureate, or dual enrollment coursework; provided, however, that such implementation is done in a professionally and academically appropriate manner and without espousing personal political beliefs; or
   g. Prohibit the use of curricula that addresses the topics of slavery, racial oppression, racial segregation, or racial discrimination, including topics relating to the enactment and enforcement of laws resulting in racial oppression, segregation, and discrimination in a professionally and academically appropriate manner and without espousing personal political beliefs.

B. COMPLAINT RESOLUTION PROCESS:

1. Complainant:
   Neither the school nor the District shall not respond to a complaint unless it is made by:
   a. A parent of a student enrolled at the school where the alleged violation occurred;
   b. A student, 18-years of age or older or a lawfully emancipated minor who is enrolled at the school where the alleged violation occurred; or
   c. An individual employed as a school administrator, teacher, or other school personnel at the school where the alleged violation occurred.

2. Complaint:
   a. The complaint shall first be submitted in writing to the principal of the school where the alleged violation occurred.
   b. The complaint shall provide a reasonably detailed description of the alleged violation.

3. Local School Review:
a. Within five (5) school days of receiving such written complaint, the school principal or a designee of the charter school or local school system shall review the complaint and take reasonable steps to investigate the allegations in the complaint.

b. Within ten (10) school days of receiving the complaint, unless another schedule is mutually agreed to by the complainant and the school principal or the designee, the school principal or such designee shall confer with the complainant and inform the complainant whether a violation occurred, in whole or in part, and, if such a violation was found to have occurred, what remedial steps have been or will be taken; provided, however, that the confidentiality of student or personnel information shall not be violated.

c. Following such conference, within three (3) school days of a request by the complainant, the school principal or the designee shall provide to the complainant a written summary of the findings of the investigation and a statement of remedial measures, if any; provided, however, that such written response shall not disclose any confidential student or personnel information.

4. Appeal:
   a. The local school determination shall be reviewed by the Superintendent or his/her designee within ten (10) school days of receiving a written request for such review by the complainant.
   b. The Superintendent’s/designee’s decision following a review shall be subject to review by the Cobb County Board of Education (Board) in accordance with state law.
   c. Following a decision by the Board regarding a complaint made under this rule, any party aggrieved by the decision of the Board shall have the right to appeal such decision to the State Board of Education for a hearing.

C. RECORDS:
   1. Any complainant as described above shall have the right at any time, including prior to filing a complaint as provided in this Rule, to request, in writing, from the principal nonconfidential records which he or she reasonably believes may substantiate a complaint under this Rule. The principal shall produce such records for inspection within a reasonable amount of time not to exceed three business days of receipt of a request. In those instances where some, but not all, of the records requested are available for inspection within three business days, the principal shall make available within that period such records that are available for inspection. In any instance where some or all of such records are unavailable within three business days of receipt of the request, and such information exists, the principal shall, within such time period, provide the requester with a description of such records and a timeline for when the records will be available for inspection and shall provide the records or access thereto as soon as practicable but in no case later than 30 days after receipt of the request.
   2. If the principal denies a parent’s request for records or does not provide existing responsive records within 30 days, the parent may appeal such denial or failure to respond to the Board. The Board must place such appeal on the agenda for its next public meeting. If it is too late for such appeal to appear on the next meeting’s agenda, the appeal must be included on the agenda for the subsequent meeting.

Adopted: x/x/22

Legal Reference: 20-1-11 Protect Students First Act
DISTRICT ADMINISTRATIVE RULE

IKBC-R   Material Harmful to Minors Complaint Resolution Process
x/x/22

RULE:

A. GENERAL PROVISIONS:
   In accordance with O.C.G.A §20-2-324.6, material provided or is currently available to a
   student shall not contain content harmful to minors as defined in the code section (see
   Administrative Rule IFAA-R).

B. COMPLAINT RESOLUTION PROCESS:

1. Complainant:
   A parent or permanent guardian of a student that is enrolled in the Cobb County School
   District (District) may submit a complaint alleging that material that is harmful to minors
   has been provided or is currently available to his/her student.

2. Complaint:
   a. The complaint shall be submitted in writing to the principal of the school where the
      student is enrolled.
   b. The complaint shall provide a reasonably detailed description of the material that is
      alleged to be harmful to minors.

3. Local School Review:
   a. Within seven (7) business days of receiving a written complaint, the school principal or
      his or her designee shall review the complaint and take reasonable steps to investigate
      the allegations in the complaint, including but not limited to, reviewing the material
      that is alleged to be harmful to minors, if it is available.
   b. The principal or his or her designee shall determine whether the material that is the
      subject of the complaint is harmful to minors.
   c. The principal or his or her designee shall determine whether student access to the
      material that is the subject of the complaint shall be removed or restricted.
   d. Within ten (10) business days of receiving the complaint, unless another schedule is
      mutually agreed to by the parent or permanent guardian and the school principal or his
      or her designee, the school principal or his or her designee shall confer with the parent
      or permanent guardian and inform him or her whether the material that is the subject
      of the complaint was determined to be harmful to minors, and whether student access
      to such material will be removed or restricted.

4. Appeal:
   a. Appeals of the principal’s or his or her designee’s determinations provided for above
      shall be subject to full administrative and substantive review by the Cobb County Board
      of Education (Board), which shall also include the ability of the parent or permanent
      guardian to provide input during public comment at a regularly scheduled Board
      meeting.
   b. Unless another time frame is mutually agreed upon by the parent or permanent
      guardian and the Board, the review and final disposition of the appeal by the Board
      shall be completed within 30 calendar days of receiving the written appeal.

C. MATERIAL TITLES:

1. The title of the material submitted for appeal pursuant to this rule that is determined by
   the Board to be not harmful to minors shall be published on the District website within 15
   business days from the date of such determination and shall remain on the website for a
   period of not less than 12 months.

2. A parent or permanent guardian may request access to appealed materials that are
   physical in nature and accessible to their student in the student’s school media center.
3. A parent or permanent guardian must abide by the school's policies and procedures when requesting and reviewing such material.

Adopted: x/x/22

Legal Reference:
20-2-324.6 Material Harmful to Minors
RATIONAL/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, or first-class mail, 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. 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.
7. 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, is on leave from, or immediately returned from 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 to visit with his/her parent/guardian relative to such leave or deployment of the parent/guardian.
8. A student who is participating in an official District performing arts program performance shall be granted an excused absence.
9. A student whose parent or legal guardian is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended active duty may be granted excused absences, up to a maximum of five school days per school year, not to exceed two school years, for the day or days missed from school to attend military affairs sponsored events, provided the student provides documentation prior to absence from a provider of care at or sponsored by a medical facility of the United States Department of Veterans Affairs; or an event sponsored by a corporation exempt from taxation under Section 501(c)(19) of the Internal Revenue Code.
10. Students shall be counted as present who:
   a. Are a foster care student who attends court proceedings relating to their foster care for any day, portion of a day, or days missed from school. 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.
   b. Are serving as Pages in the Georgia General Assembly for days or class periods missed from school for this purpose; or
   c. Who successfully participate in the Student Teen Election Participant (STEP) program for the school days during which he or she serves in the STEP program. No student shall be permitted to be absent from school or participate in the STEP program for more than two school days per school year; or
   d. Participates in an activity or program sponsored by 4-H.

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. Failure to submit a note within three school 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.


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 and School Climate Committee, and will address excessive absences as discussed in the Student Attendance Protocol (Form JB-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 confer and/or make a referral to the School Social Worker at any time it is deemed appropriate.

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 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 JCEB-R (Student Hearing Procedure) and JDD-R (Student 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: 1/7/13 (Previously coded as Administrative Rule JE)
Revised: 3/13/13; 8/22/19; 10/24/19; X/X/22

Legal Reference
O.C.G.A. 20-2-690.2 Establishment of Student Attendance and school climate committee; membership; summary of penalties for failure to comply; review and policy recommendations; reporting
O.C.G.A. 20-2-691 Minimum Annual Attendance Required
O.C.G.A. 20-2-696 Duties of Visiting Teachers and Attendance Officers
O.C.G.A. 20-2-692.1 Excused absences for days missed to visit with parent or legal guardian in the military prior to
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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 JGFB-R (Supervision of Students).
   2. Chaperones:
      Chaperones should be provided for trips away from school or for overnight activities as provided in Administrative Rule IFCB-R (Field Trips).
   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 designated 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 Police Department.

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:

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

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

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:
  - Parent/guardian phone numbers: home, cell, and business;
  - Parent/guardian addresses: home and business;
  - 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;
  - Physicians: Address and phone numbers of family physicians.
- 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 designated assistant superintendent.

Eye Protection:
- 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.
- 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 eyeglasses shall be provided goggles that can be worn over corrective spectacles without disturbing the adjustment of the spectacles.
- 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.

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.

14. **Cold Weather/Hot Weather Guidelines:**

Classes participating in outdoor activities during the school day (e.g., recess, field days, etc.) should follow weather guidelines as outlined in Administrative Rule IDBC-R (Physical Education).

C. **SUSPECTED CHILD ABUSE:**

According to the required procedures outlined by DFCS Protocol (Form JG-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: 1/7/13 (Previously coded as Administrative Rule JL)
Revised: 2/11/19; X/X/22

Legal Reference
O.C.G.A. 16-6-5.1 Sexual assault by persons with supervisory or disciplinary authority
O.C.G.A. 15-11-58 Child welfare - removing a child from home
O.C.G.A. 16-6-9 Prostitution
O.C.G.A. 19-7-5 Reporting child abuse
O.C.G.A. 20-2-1184 Mandatory reporting of students committing certain prohibited acts
O.C.G.A. 49-5-41 Persons and agencies permitted access to records
Rule 160-4-8-.04 Child Abuse and Neglect Reporting
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 state and federal law, including the Student Data Privacy, Accessibility, and Transparency Act of Georgia and 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. Parent:
   A natural parent, guardian, or an individual acting as a parent in the absence of a parent or guardian.

4. Eligible Student:
   A student who has reached 18 years of age or is attending an institution of postsecondary education.

5. 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).

6. Transcript Charges/Delivery:
   a. The District Each school shall provide one (1) copy of a student’s official transcript record without charge.
   b. The cost of additional copies of a student’s official transcript produced by the school shall be posted on the District school website.
   c. The cost for each copy of a student’s official transcript or verification of education produced by Records Management, Cobb County School District, shall be posted on the District website.
   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, Guardians 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 requested via an online request program, the last school attended or the District’s Records Management Office. Transcripts may be picked up at the school or Records Management Office, mailed to the post-secondary school or to other agencies upon direction of the parent/eligible (former or current) student, or electronically released to colleges using GAcollege411 the state provided resource for career exploration, college planning, and financial resources or online transcript request program. 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 school counseling office by the receiving individual.

f. Students who wish to release transcripts to colleges using GAcollege411 must first set up a student account. All requests for electronic release may be completed by following the directions contained in www.gacollege411.org or the online transcript request program.

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

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<th>TYPES OF RECORDS</th>
<th>LOCATION OF RECORDS</th>
<th>RECORD CUSTODIAN</th>
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<tr>
<td>Active Student Records: Current students and students having withdrawn or graduated for less than two years</td>
<td>Most recent school attended</td>
<td>Principal</td>
</tr>
<tr>
<td>Inactive Student Records: Former students (Students withdrawn or having graduated for more than two years)</td>
<td>Records Management Center 6975 Cobb International Blvd. Kennesaw, GA 30152</td>
<td>Office of Records Management</td>
</tr>
<tr>
<td>Discipline Records</td>
<td>School Administrative Office</td>
<td>Principal</td>
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<tr>
<td>Special Education Records</td>
<td>Office of Special Student Services Teaching and Learning Support and Specialized Services 514 Glover Street Marietta, GA 30060</td>
<td>Assistant Superintendent for Special Student Services Teaching and Learning Support and Specialized Services</td>
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<tr>
<td>Psychological Records</td>
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<td>Special Test Records</td>
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<tr>
<td>School Transportation Records</td>
<td>School Bus Garage</td>
<td>Director of School Transportation</td>
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8. District Records Center:
The Records Center maintains records, including transcripts, of students who have graduated or withdrawn from the District as required by Georgia Records Retention schedules. To obtain records from the Records Center:

a. Complete an online transcript request located on the District website (http://www.cobbk12.org/aboutccsd/records/).

b. A student making a request for his/her own records must be an eligible student.

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 may be required to provide a government issued photo ID (e.g. driver’s license, passport, etc).

B. ACTIVE STUDENT RECORDS:
An active student 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 record (Administrative Rule JBC-R [School Admissions/Withdrawals]).

2. The Principal should designate the school personnel responsible for creating and/or updating the active student record.

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:**
      (1) Date of graduation;
      (2) Rank in class and grade point average for graduation;
      (3) 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)."
   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 different grade. (Please note that this challenge process is separate from that outlined in Section E, below regarding student data privacy.) 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 must submit a request in writing to the appropriate Leadership and Learning Assistant Superintendent for a hearing by a review board within ten (10) business days of receiving a response from the local school Principal or designee. This hearing should be held within twenty (20) business 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, Teaching and Learning or designee; and
         (c) The Leadership and Learning Assistant Superintendent for the school from which the request originates.
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) business 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.

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) An authorized school official;
      (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 and O.C.G.A. §20-2-786, 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 amount of time not to exceed three (3) business days after the request, but in no case later than forty-five (45) days after the request is made. The District shall provide access to the student records to the parent, guardian, or eligible student for inspection within three (3) business days of receipt of a request. In those instances where some, but not all, records requested are available within three (3) business days, the Principal shall make available within that period such records that are available. In any instance where some or all of such records is unavailable within three (3) business days of receipt of the request, and such records exists, the Principal shall, withing such time period, provide the requestor with a description of the records and a timeline for when the records will be available and shall provide access to the records as soon as practicable but in no case later than 30 days of receipt of the request.
   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. (see Administrative Rule JC[1]-R)

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 pursuant to the annual FERPA Notification.

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. The District provides an annual notification contained in the Family Information Guide that elaborates the criteria for determining how, when and to whom student directory information may be lawfully shared.

2. Family Information Guide:
Parents/guardians/eligible students will be notified of their rights under FERPA annually by publication in the District’s Family Information Guide. The Family Information Guide is provided to every student on the first day of school each year or when the student enrolls.(Form JCDA-3 [Receipt of the Family Information Guide]) updated annually and is accessible on the District’s website.

E. STUDENT DATA PRIVACY COMPLAINT PROCEDURES:
The Student Data Privacy, Accessibility, and Transparency Act of Georgia is designed to ensure student data is kept private and secure from unauthorized access. Any parent/guardian/eligible student (“Complainant”) may file a complaint if that individual believes and alleges that a possible violation of rights under the federal or state privacy and security laws has occurred.

1. Complainant:

a. All complaints regarding an alleged violation of data privacy must be submitted by the Complainant on Form JR-9 (Student Data Privacy Complaint Form). The Form is available online or will be provided to Complainant upon request within three business days.

b. Form JR-9 should be submitted to the Chief Accountability and Research Officer.

2. District Response:

a. Upon receiving the completed complaint form, the Chief Accountability and Research Officer or designee should mark it with the date of receipt.

b. A written response should be provided to the Complainant by the office of the Chief Accountability and Research Officer within ten (10) business days of receipt of complaint.

3. The Superintendent:

a. Should the complaint not be resolved with the office of the Chief Accountability and Research Officer, the Complainant may file an appeal with the Superintendent within ten (10) days of receiving the written response.

(1) The appeal should include a copy of the original Student Data Privacy Complaint Form (Form JR-9) as well as the written response from the office of the Chief Accountability and Research Officer.

(2) The appeal should also include a written statement regarding the reason(s) for the additional appeal.

b. A written response should be provided to the Complainant by the Superintendent or designee within twenty (20) business days of the receipt of the appeal.

4. The Board of Education:
a. Should the complaint not be resolved with the Superintendent or designee, the Complainant may file an appeal for a final decision with the Board of Education within ten (10) business days of receiving the Superintendent’s or designee’s written response.

b. The final appeal may be submitted to the Office of the Superintendent for the scheduling of board review.

(1) The final appeal should include:
   (a) A copy of the original Student Data Privacy Complaint Form (Form JR-9);
   (b) A copy of the written response from the office of the Chief Accountability and Research Officer;
   (c) A copy of the written statement regarding the reason(s) for the appeal to the Superintendent;
   (d) A copy of the Superintendent’s or designee’s written response; and
   (e) A written statement regarding the reason(s) for the final appeal to the Board of Education.

c. The Board of Education will render a final decision regarding the complaint and notify the complainant in writing within ten (10) business days of receiving the request for appeal.

II. TRANSFER/ARTICULATION OF ACTIVE 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 an active student record from within the District, a school should send the record immediately.
   b. Under no conditions should the 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 Active Student Record Within District) to maintain a record of where all records were transferred.

2. Out-of-District Transfer of Records:
   a. The active 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.
   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 OF RECORDS BETWEEN LEVELS:

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

1. It is the responsibility of the local school administrator or designee (certified by Georgia Professional Standards Commission) to deliver to the appropriate school the active student records for students enrolled for the following school year.

2. Time of delivery of records needs to be mutually arranged by personnel at each school. It will be necessary for the local school administrators or professionally certified designees to:
   a. Make an appointment to meet with a professionally certified person, the principal or designee, at each receiving school; and
   b. Check each student’s record to verify compliance and accuracy.

3. Checklist for Cumulative Record:
   Form JR-5 (Checklist for Cumulative Active Student Record, 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.

4. Records Transfer:
   Procedures for transferring rising sixth grade records:
It is the responsibility of the sending school to deliver the records to the receiving school.

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.

Preparation of Records for Transfer:
Records should be prepared for transfer in accordance with the provisions of the District’s Records Management Handbook.

C. INACTIVE 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. No items should be purged from the student record until the school received instruction from the Office of Records Management.
3. 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.

Preparation for Records Retention:
The Office of Records Management will initiate the removal of student records as outlined in the Records Management Handbook, providing name lists, instructions and packaging information.

a. School personnel should box inactive student records as instructed by the Office of Records Management.
   (1) Inactive student records should contain only the specified documents as outlined in Form JR-7 (Checklist for Inactive Student Records).

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.

Legal Reference:

O.C.G.A. 50-18-71 Right of access; timing; fees; denial of requests; impact of electronic records
O.C.G.A. 20-17-2 Interstate Compact on Educational Opportunity for Military Children
O.C.G.A. 50-18-73 Jurisdiction to enforce article; attorney’s fees and litigation expenses; good faith reliance.
O.C.G.A. 50-18-74 Penalty for violations of Open Records Act; prosecution proceedings
O.C.G.A. 20-2-150 Eligibility for enrollment
O.C.G.A. 20-2-160 Determination of enrollment; determination of funding
O.C.G.A. 20-2-670 Reqs. for transferring students beyond 6th grade
O.C.G.A. 20-2-667 Parental and student review of education record; model policies
O.C.G.A. 20-2-690 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. 20-2-720 Inspection of student’s records by parents
O.C.G.A. 20-2-786 Parent Bill of Rights
O.C.G.A. 24-09-47 Disclosure of AIDS confidential information
O.C.G.A. 40-5-22 Requirements for licensure; school attendance requirements
O.C.G.A. 49-5-40 Child Abuse and Deprivation Records; definitions, confidentiality of records
O.C.G.A. 50-18-72 When public disclosure is not required
O.C.G.A. 50-18-99 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)