



DISTRICT ADMINISTRATIVE RULE

AF-R School Day

8/1/22 ~~x/x/23~~

1 **RATIONALE/OBJECTIVE:**

2
3 A goal of the instructional program of Cobb County School District (District) is for each student to
4 demonstrate academic achievement at levels commensurate with challenging and yearly
5 individual learning goals benchmarked to state, national and international standards.
6 Achievement of that goal depends partly upon reducing student and staff distraction from the task
7 of learning when events encroach upon instructional time.
8

9 **RULE:**

10 **A. INSTRUCTIONAL YEAR/DAY:**

11 The District complies, as a minimum, with the Georgia law, Georgia Board of Education Rules,
12 and applicable accrediting agency standards, as they relate to required instructional time,
13 teacher preparation and planning time, and the prevention of too frequent interruption of
14 learning activities. Applicable Georgia Board of Education Rules include but are not limited to
15 the following:

- 16 1. 160-5-1-.02 School Day and School Year for Students and Employees;
- 17 2. 160-4-2-.05 Middle School Program Criteria; ~~and~~
- 18 3. O.C.G.A. § 20-2-323; and
- 19 4. O.C.G.A. § 20-2-218

20
21 Also see Administrative Rule JHD-R (Student Social Events)

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

23
24 Administrators of elementary, middle and high schools may use a maximum of the equivalent
25 of 10 instructional days per year to schedule non-instructional activities. These activities are
26 defined as those involving instructional time which are not coordinated by a certified teacher
27 (or substitute) and not relating directly to the course content as defined in Cobb County
28 Curriculum guides.
29

30
31 No one class period (segment) may be missed more than 10 times by students for
32 administratively scheduled non-instructional activities.
33

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

35 1. **Grades K-5:**

36 In accordance with Georgia Code § 20-2-323 each elementary school principal, with input
37 from grade level teachers, the Assistant Superintendent of Teaching and Learning, and
38 their designated assistant superintendent, shall schedule recess for all students in
39 kindergarten and grades one through five every school day; provided, however, that
40 recess shall not be required on any school day on which a student has had physical
41 education or structured activity time or if reasonable circumstances impede such recess,
42 such as inclement weather when no indoor space is available, assemblies or field trips
43 exceeding their scheduled duration, conflicts occurring at the scheduled recess time over
44 which the classroom teacher has no control, or emergencies, disasters, or acts of God .
45 The principal will establish guidelines that:
46 a. Define the length, frequency, timing and location of breaks for students;
47 b. State whether or not breaks can be withheld from students for disciplinary and/or
48 academic reasons, and the conditions under which such breaks could be withheld;

- 49 c. Ensure break time is well supervised and safe (Administrative Rule JG-R [Student
50 Welfare] and JGFB-R [Supervision of Students]); and
51 d. Ensure that each student receives maximum instructional time to support increased
52 student achievement.

53 2. **Grades 6-8:**

54 Middle school students are required to have 300 minutes in the academic block of classes.
55 Additionally, middle school students participate in connections classes and the middle
56 school health and physical education program. Middle school students have unstructured,
57 supervised, scheduled break time from instruction during class changes. Additional
58 unstructured break time is not authorized at the middle school level.

59
60 Also see Administrative Rule JHD-R (Student Social Events)

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62

63 Adopted: 7/11/84
64 Revised: 8/8/84; 3/24/88; 1/10/90; 6/25/92; 8/9/95; 3/13/02
65 Reclassified an Administrative Rule: 9/1/04
66 Revised: 11/10/04; 3/10/10; 6/8/11
67 Revised and Re-coded: 5/17/12 (previously coded as Administrative Rule ID)
68 Revised: 3/11/13; 2/11/19; 8/1/22; ~~x/x/23~~

69
70

71 Legal Reference
72 O.C.G.A. 20-2-168 Distribution of federal funds; summer school programs; year-round operation
73 **O.C.G.A. 20-2-218** **Duty-free lunch period; exchange of lunch period for compensation or other benefit;**
74 **length of school day not affected; exemption for extenuating circumstances; funding**
75 O.C.G.A 20-2-323 Unstructured break time for students in kindergarten through grade eight
76 Rule 160-4-2-.31 Hospital/Homebound Instruction
77 Rule 160-5-1-.02 School Day and School Year for Students and Employees
Rule 160-5-1-.10 Student Attendance



DISTRICT ADMINISTRATIVE RULE

GAO-R Employee Resignations

~~2/28/13~~ ~~x/x/23~~

1 **RATIONALE/OBJECTIVE:**

2 Cobb County School District (District) certificated professional personnel, who wish to terminate
3 employment while under contract, will submit written notification to their immediate supervisor
4 and to the Human Resources Division.

5
6 **RULE:**

7
8 **RESIGNATION:**

- 9
10 1. When an employee wishes to resign from his/her contract, a statement of resignation
11 should be forwarded to Human Resources Division, and include the following information:
12 a. Name;
13 b. Present address;
14 c. School or department assigned;
15 d. Position held;
16 e. Last day worked;
17 f. Reason for resignation;
18 g. Forwarding address;
19 h. Comments;
20 i. Date; and
21 j. Signature.
- 22 2. Employees who submit a request to resign from a continuing contract for an ensuing year
23 prior to June ± **15** of the current school year will be allowed to resign.
- 24 3. Employees who submit a request to resign after June ± **15** will be considered on a case-
25 by-case basis.

26
27 **RELEASE OF EMPLOYEE:**

- 28 1. The approval of a letter of resignation by either the Superintendent, Human Resources
29 and/or their designee constitutes acceptance of such resignation by the Board and releases
30 the employee and the District from any and all further contractual and/or employment
31 duties and obligations beyond the effective date of resignation.
- 32 2. The decision to release an employee from a contract with the District shall be made by the
33 administration on a case by case basis.
- 34 3. The District reserves the right to extend the effective date of resignation until a highly
35 qualified replacement can be employed.

36
37 **EXCEPTIONS:**

38 The Board may deviate from the above guidelines in extreme emergencies.

39
40
41 Reclassified an Administrative Rule: 9/1/04
42 Revised: 1/9/08
43 Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCQC)
44 Revised: 2/28/13; ~~x/x/23~~

GREEN font indicates content recommended by Human Resources – Support Services

YELLOW highlight indicates content relocated within the Rule

ORANGE font indicates content recommended by ParkerPoe

BROWN font indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

GARH-R Leaves and Absences

6/10/21 x/x/23

1 RATIONALE/OBJECTIVE:

2
3 On occasion, Cobb County School District (District) employees will need to be absent from work
4 due to legitimate reasons. This rule is established to guide employees in the proper actions
5 necessary when absent.
6

7 GENERAL PROVISIONS:

- 8 1. Daily attendance and punctuality are performance expectations for all employees and are
9 included in each job description as a primary responsibility.
- 10 2. In the event that absence is necessary, employees are responsible for contacting their
11 supervisor prior to the start of the workday. The specific call-in protocol for each school or
12 department will be discussed and provided in writing to all employees.
- 13 3. Employees are expected to call in for each day of absence unless they are otherwise
14 notified by their supervisor, or unless they are placed on an approved leave of absence.
- 15 4. Sick Leave is provided under state law to provide pay during absences related to medical
16 issues for the employee or immediate family member, as well as for certain other
17 absences.
- 18 5. Leaves of Absence **under this Rule** may be approved for extended periods of absence
19 that are required for medical or certain other reasons.
20
21

22 I. AVAILABLE LEAVE

23 A. SICK LEAVE:

24 1. Accrual and Use of Sick Leave:

- 25 a. Sick ~~leave~~ **Leave** is accrued at 1¼ days per working month, provided that at least half
26 the scheduled workdays of the month are worked.
- 27 b. New employees who do not transfer any ~~sick-leave~~ **Sick Leave** time to the ~~district~~
28 **District** will be advanced five (5) days of leave. Due to this advance, the new
29 employee earns no additional leave until the end of the fourth month of service.
- 30 c. Any new employee who has previously worked at another Georgia school district may
31 transfer up to 45 days of unused ~~sick-leave~~ **Sick Leave** to the District with verified
32 documentation from the previous district, ~~when such~~ **Such** documentation is **must be**
33 provided within the first 90 days of employment **with the District**.
34
- 35 d. Terminated employees do not earn ~~sick-leave~~ **Sick Leave** for the final month unless
36 they work all the scheduled days of the month.
- 37 e. The maximum accrual is 120 days of ~~sick-leave~~ **Sick Leave**.
- 38 f. Employees are not paid for unused ~~sick-leave~~ **Sick Leave** when they separate from
39 employment.
- 40 g. Unused ~~sick-leave~~ **Sick Leave** will lapse when an employee separates from
41 employment with the ~~district~~ **District** unless the employee is re-employed within 12
42 months. However, if the employee's work schedule was less than 12 months, s/he will
43 regain the ~~sick-leave~~ **Sick Leave** if s/he returns to employment by the beginning of the
44 work calendar following 12 months. (
45
- 46 h. Employees must take ~~sick-leave~~ **Sick Leave** in ¼-day increments.
- 47 i. The Report of Absence form (FS 348) should be used to report absences due to
personal or family illness or injury. This form should be completed and submitted to

48 the employee's supervisor as soon as the absence is anticipated, or as soon as
49 practical in the case of an unforeseen emergency.

- 50 j. ~~During FMLA personal or family illness approved leave, employees will use~~
51 ~~accrued leave and Paid Parental Leave, when applicable, in order to be paid~~
52 ~~for absences. The remaining FMLA weeks will be unpaid. (GBRIG-R)~~
53 k. ~~Employees who have additional available Sick Leave upon expiration of FMLA~~
54 ~~leave may remain out using Sick Leave until all such leave has been~~
55 ~~exhausted, with supporting physician documentation.~~

56 2. **Use of Sick Leave for Personal or Family Illness:**

- 57 a. Personal illness is defined as an illness or injury of the employee or exposure of the
58 employee to a contagious disease which would endanger other people if the employee
59 were on the job.
60 b. Family illness is defined as an illness or injury of any member of the employee's
61 immediate family.
62 c. For purposes of this section, "immediate family" includes the employee's spouse, child,
63 grandchild, grandparent, parent, the in-law and step equivalents of same, or any
64 dependents as shown in the employee's most recent tax return.
65 d. **Provisions:**
66 (1) The employee is responsible for notifying the principal/supervisor immediately and
67 for each successive day of absence as required by the principal/supervisor.
68 (2) Employees whose jobs require a substitute must take appropriate action to secure
69 a substitute through the ~~district's~~ **District's** automated contact system.
70 (3) ~~Absences~~ **For absences** which continue beyond ten (10) or more consecutive
71 workdays ~~must be documented as a Leave of Absence under the FMLA as noted in~~
72 ~~Administrative Regulation GBRIG-R. It is~~ the employee's responsibility to contact
73 the Employment Office **Human Resources/Benefits** for forms and information
74 **further direction and/or approval.**
75 (4) ~~During any absence for personal illness, available leave must be used for the~~
76 ~~first 60 consecutive days of illness or disability which is considered to be the period~~
77 ~~of FMLA eligibility. Employees who have additionally available leave beyond the 60~~
78 ~~days may continue the leave of absence until all available leave has been used.~~
79 (4) (5) Employees are expected to return to work on the first workday after the
80 physician determines that no medical disability exists.

81 ~~3. Use of Sick Leave when Adopting a Child:~~

82 ~~The district allows the use of up to 30 days of sick leave when an employee qualifies for~~
83 ~~leave under the Family and Medical Leave Act due to the adoption of a minor child. In~~
84 ~~cases where both parents are employed by the district, the combined amount of sick leave~~
85 ~~for the adoption is limited to 30 days. See Administrative Regulation GBRIG-R for details~~
86 ~~of applying for leave, required documentation, etc.~~

87 3. ~~4. Required Documentation for the Use of Sick Leave:~~

- 88 The District may require a physician's statement attesting that the employee was absent
89 due to illness if the employee is absent:
90 a. Five (5) or more consecutive work days within a school year;
91 b. Seven (7) or more non-consecutive workdays within a school year; or
92 c. On a series of workdays that appear to occur in a pattern, such as a series of Monday
93 and/or Friday absences; or
94 d. Other such circumstances as the District believes necessitates a physician's statement.

95
96 When non-FMLA leave is taken, the District reserves the right to designate a physician, at
97 the District's expense, to confirm the reason for an absence. The employee will have the
98 right to participate in the selection of this physician to the extent that the employee can
99 choose from a list of District approved physicians given to the employee. In the event of
100 unusual circumstances, the employee may utilize the services of a mutually agreed upon
101 physician approved by Human Resources.

102 4. ~~5. Donation of Sick Leave to Spouse:~~

- 103 Under specific circumstances, a ~~district~~ **District** employee may donate up to ten (10) ~~sick~~
104 ~~leave~~ **Sick Leave** days to his/her spouse when that spouse is also a District employee. No
105 other donations of ~~sick-leave~~ **Sick Leave** are allowed by the ~~district~~ **District.**
106 a. Both spouses must be District employees and both must participate in the Catastrophic
107 Illness Leave Bank.

- 108 b. The receiving spouse must have exhausted all available **sick** leave **options** before
109 being eligible for the donation from his/her spouse.
110 c. ~~The receiving spouse must need the sick leave due to personal illness, maternity,
111 family illness, or the death of a family member.~~
112 ~~d.~~ The employee **receiving spouse** must be able to provide medical certification or
113 other appropriate documentation of the need if required.

114 5. **Absence Due to Physical Violence:**

115 Employees absent due to an injury resulting from physical violence by a student while the
116 employee is engaged in the performance of his/her duties shall not be charged with **sick**
117 **leave Sick Leave** for the first seven (7) work days of absence resulting from a single
118 injury. ~~Immediate notification of the injury by the principal/supervisor to Human
119 Resources/Risk Management is required.~~
120

121 **B. PERSONAL LEAVE:**

- 122 1. Employees have Personal Leave which allows them to be absent with pay for up to three
123 (3) days per school year for any reason. The District allows employees with 15 or more
124 years of service to be absent four (4) days per school year.
125 2. Personal Leave is deducted from available Sick Leave. If no Sick Leave is available,
126 Personal Leave may not be taken.
127 3. Employees are required to give as much advance notice as possible for Personal Leave.
128 4. Requests for Personal Leave will be approved unless the day requested is considered a
129 "critical needs" day at the school or work site and, therefore, attendance is crucial for
130 effective operations. These days normally include pre- and post-planning, the initial and
131 final work days of the semester, days immediately before and after a holiday break, and
132 standardized testing dates. The Leadership and Learning Division will declare which days
133 are ~~district-wide~~ **District-wide** Critical Days.
134 a. Principals may declare school-specific Critical Days when faculty/staff attendance is
135 deemed critical for the well-being of students, the academic success of the school, or in
136 response to emergencies. Examples include, but are not limited, to:
137 (1) Special events which create unstructured days for students (such as field days)
138 and/or bring large numbers of parents/guardians or other non-employees into the
139 building;
140 (2) State or District mandated testing; and
141 (3) School, regional, or national disasters.
142 b. Principals/Supervisors may differentiate Critical Days for various employee groups such
143 as certificated or classified.
144 c. School-specific Critical Days may not be declared in an effort to reduce the number of
145 employee absences on days routinely characterized by high absenteeism, such as
146 Mondays or Fridays.
147 d. Principals are to submit their non-emergency school-specific Critical Days to the
148 appropriate Level Assistant Superintendent for approval. These days should be part of
149 the annual plan for covering classes when substitutes are not available.
150 e. In emergency situations, Principals should confer with the appropriate Level Assistant
151 Superintendent prior to declaring a school-specific Critical Day.
152 f. When emergency situations arise which necessitate an employee's absence for
153 personal/professional reasons on ~~district-wide~~ **District-wide** or school-specific Critical
154 Days, the Principal/Supervisor will approve or deny the request.
155 g. The Superintendent/Principal/Supervisor or designee may deny all requests for
156 ~~personal leave~~ **Personal Leave** at any time that the actual or anticipated absences of
157 a specific school/department/division on a given date reach 10% of the total staff.
158 4. ~~Requests for Personal Leave cannot be denied due to failure to disclose the reason for
159 the absence.~~
160 ~~5. Absences due to religious observances on a scheduled workday are considered Personal
161 Leave.~~
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164
165

C. PARENTAL LEAVE:

166 It is the employee's responsibility to check with Human Resources/Benefits to
167 determine individual eligibility for Maternity/Paternity/Adoptive/Foster leave
168 (Parental Leave), based on the criteria set forth below.

169 1. Family and Medical Leave Act for Child Bonding:

170 Eligible employees are allowed up to 12 weeks of unpaid leave under the Family
171 Medical Leave Act (FMLA) for the birth and care of a newborn or the legal
172 placement of a child with the employee for adoption or foster care ("child
173 bonding") in accordance with Board Policy GBRIG and GBRIG-R.

174 a. Use of Accrued Leave/Paid Parental Leave (PPL):

175 Delivering, non-delivering, adoptive, and foster parents must use accrued
176 leave and Paid Parental Leave (PPL) in order to be paid for absences related
177 to parental/adoption/foster care. ~~If available, a delivering parent will use six~~
178 ~~(6) or eight (8) weeks of sick leave from the event date. If available, a non-~~
179 ~~delivering, adoptive/foster parent will use six (6) weeks of sick leave from~~
180 ~~the event date. PPL may be used in lieu of sick leave during the above stated~~
181 ~~time periods.~~ The remaining FMLA weeks will be unpaid.

182 b. As provided by law, the District requires that FMLA leave for child bonding be
183 taken in a continuous block. If a delivering, non-delivering, adoptive, or foster
184 parent chooses not to utilize the entire FMLA child bonding leave in a 12-week
185 continuous block, s/he forfeits any remaining FMLA leave for child bonding.
186 S/he does not forfeit any remaining FMLA leave for another qualifying event.

187 c. When both spouses are employed by the school system, the combined total
188 amount of leave that may be taken because of the birth, adoption or foster
189 care placement of a child and bonding with the child may not exceed 12
190 weeks during a 12-month period. This restriction does not apply to leaves of
191 absence occasioned by either spouse's own serious health condition or that of
192 their child.

193 2. Paid Parental Leave:

194 a. Eligible full-time or part-time benefitted employees of the District are eligible
195 to request PPL in accordance with O.C.G.A. § 45-20-17 and applicable
196 guidelines implemented by the District for the following qualifying events:

197 (1) The birth of a child;

198 (2) The placement of a minor child for adoption; and

199 (3) The placement of a minor child for foster care.

200 b. PPL shall run concurrently with any other leave provided under federal law,
201 specifically the FMLA. However, employees who meet eligibility requirements
202 may qualify for PPL regardless of whether the employee is eligible for paid or
203 unpaid leave under the FMLA.

204 c. Employees who are eligible for PPL but not FMLA may take PPL intermittently.
205 If the employee is eligible for PPL and FMLA, PPL must be taken in a
206 continuous block, concurrently with FMLA.

207 d. The maximum amount of PPL that may be taken by any eligible employee
208 during any rolling 365-day period is 120 hours, regardless of the number of
209 qualifying events that occur within such period.

210 e. Documentation shall be required to establish the existence of a qualifying
211 event in accordance with applicable guidelines implemented by the District.

212 f. No portion of any such leave that remains 365 days after the qualifying life
213 event shall carry over for future use.

214 g. Unused PPL shall have no cash value upon separation of employment.

215 h. Requests for PPL shall be made to Human Resources/Benefits.

216
217 **D. BEREAVEMENT LEAVE:**

218 In the event of the death of a family member, employees may be absent up to five (5) days.
219 of **Any** available Sick Leave **must be used** for purposes related to the bereavement.

220 1. For purposes of this section, "family member" includes the employee's spouse, children,
221 mother, father, brother, sister, grandmother, grandfather, grandchildren, the in-law and
222 step equivalents of same, and also any other relative living in the household of the
223 employee for whom the employee is legally responsible.

224 2. While the ~~district~~ **District** is sensitive to these situations, employees are requested to take
225 no more time off than is necessary for travel, funeral services, and related activities.

- 226 3. If more than five (5) days of absence is necessary due to the death of a family member –
227 such as for extended travel or estate duties – extended bereavement may be requested
228 for up to a total of 20 days. **Please Employees should** contact Human Resources/Benefits
229 for further direction. If days are not consecutive, the employee must make reasonable
230 attempts to schedule the days to minimize the impact on s/he work and to avoid being
231 absent on Critical Days.
- 232 4. In the event of a death of someone outside the family members defined above, the
233 employee may use up to one (1) day of Sick Leave for purposes related to the
234 bereavement as well as any remaining Personal Leave.
- 235 5. If no ~~sick leave~~ **Sick Leave** is available, the absence is unpaid.

236 E. OTHER ABSENCES:

237 1. **Jury or Legal Service Duty:**

- 238 a. Employees will receive regular pay when absent due to a jury duty summons.
- 239 b. Employees who are subpoenaed in a case arising out of their duties as a teacher will be
240 allowed to be absent and will receive regular pay.
- 241 c. Absences for jury or legal service duty will be excused and will not be used in any
242 disciplinary process.

243 2. **Administrative Leave:**

- 244 a. During investigations or other situations, the ~~district~~ **District** may direct that an
245 employee remains off work. This administratively required leave will be paid at the
246 employee's regular rate of pay.
- 247 b. State law must be followed concerning administrative leave for certificated employees.

248 3. **Professional Leave:**

- 249 a. Employees may attend work-related conferences, seminars, or training sessions at the
250 direction of their supervisor. Time away from the workplace to attend these events is
251 considered professional leave and is paid as regular work time.
- 252 b. Employees who wish to attend conferences of their own choice would use Personal
253 Leave as noted above.

254 **Paid Parental Leave:**

255 Eligible full-time employees are eligible to request paid parental leave in accordance with
256 O.C.G.A. § 45-20-17 and applicable Human Resources implementation guidelines.

- 257 c. Paid parental leave shall run concurrently with any other leave provided under federal
258 law.
- 259 d. Documentation shall be required to establish the existence of a qualifying event in
260 accordance with applicable Human Resources guidelines.

261 4. ~~5.~~ **Short-term Military Leave:**

- 262 a. District employees are extended the right to short-term military leave of absence upon
263 receipt of official notification of a call to active duty (includes National Guard, ~~or~~
264 Reserve, and Georgia State Defense Force). This leave is not a part of the employee's
265 sick leave accrual. Please contact Human Resources/Benefits for further direction.
- 266 b. Upon receipt of official documentation, the employee shall be approved and granted ~~up~~
267 ~~to eighteen (18) days of paid leave~~ **in accordance with O.C.G.A § 38-2-279**. ~~The~~
268 ~~total number of approved short-term military leave days shall not exceed eighteen (18)~~
269 ~~days in any given federal fiscal year (October-September). Each leave approval~~
270 ~~requires new leave orders (official documentation and notification) to accompany the~~
271 ~~leave request.~~ The employee will provide written documentation as to the duty being
272 required **to Human Resources/Benefits**, and the required dates of duty should be
273 submitted via submission of a completed Report of Absence Form. (FS 348).

274 5. ~~6.~~ **Family Medical Leave:**

275 See Administrative Rule GBRIG-R (Federal Family and Medical Leave Act).

276 II. OTHER ISSUES RELATED TO ABSENCES

277 A. **MEDICAL DOCUMENTATION TO PERFORM (FITNESS FOR DUTY):**

278 To ensure the safety of students, employees and co-workers, the District may require an
279 employee returning from extended leave ~~after the expiration of FMLA leave~~ to gain a
280 physician's confirmation that s/he is physically and mentally able to perform essential
281

functions of the employee’s job as noted in the job description and further explained by the employee.

1. The District may designate a physician to confirm the employee’s ability to perform the job. This evaluation would be performed at ~~district~~ **District** expense. The ~~district~~ **District** will follow the determination of this physician.
2. At the ~~district’s~~ **District’s** discretion, employees may be required to remain off work until the results of the evaluation are available. In such event, the employee may use available ~~sick leave or annual~~ leave to pay for the time off work.
3. ~~In the event that~~ **If** the employee is determined to be “unfit for duty,” the employee must present a full duty medical release from the treating physician for the condition causing that determination before he/she returns to work.

B. PERFORMANCE EXPECTATIONS:

Employees who had been placed on a Remediation Plan or other type of performance improvement plan prior to their leave of absence will continue under the requirements of that plan following the leave of absence, even if in a new position and/or at a different school or department.

III. PERFORMANCE DOCUMENTATION GUIDELINES:

A. GENERAL PROVISIONS:

District supervisors are expected to monitor attendance and promote high attendance standards among their staff. Recognizing the health and welfare needs of our employees and their families and in conformance with applicable state and federal laws, the District provides designated categories of leave for which employees may seek approval when circumstances dictate:

1. Administrative Rule GBRIG-R (Federal Family and Medical Leave Act)
2. Administrative Rule GARH-R (Leaves and Absences)
3. Administrative Rule GARK-R (Vacations)

B. IMPLEMENTATION:

Supervisors are expected to implement and enforce the District attendance rules in accordance with the following provisions:

1. Ethics:

Leave approved for a designated purpose may not be used for any other purpose (Standard 4, Georgia Professional Standards Commission Code of Ethics). (See Administrative Rule GAGC-R [Employee Ethics])

2. Approved Absences:

The following types of approved absences will not be counted against an employee’s annual attendance evaluation:

- a. Administrative leave (see Part I, Section ~~D~~ **E.2.** above).
- b. Bereavement leave (see Part I, Section ~~E~~ **D.** above);
- c. FMLA: Leave granted under the Family Medical Leave Act (see Administrative Rule GBRIG-R [Federal Family and Medical Leave Act]) **(see also Part I, Section C.1. above);**
- d. Jury duty (see Part I, Section ~~D~~ **E.1.** above);
- e. Military leave (see Part I, Section ~~D.5.~~ **E.4.** above);
- f. Paid Parental Leave (see Part I, Section ~~D.4.~~ **C.2.** above);
- g. Professional leave (see Part I, Section ~~D~~ **E.3.** above);
- h. Vacation leave (Administrative Rule GARK-R [Vacations]);
- i. Worker’s Compensation leave (Administrative Rule EGAA-R [Workers’ Compensation]).

3. Acceptable Absences:

Other than and in addition to the absences listed in Section 2 above, the following chart defines what may be considered a reasonable level of absence from the job **when addressing an unacceptable pattern of absences:**

Employee’s Annual Work Calendar	Number of Workdays*
178-187 days	6.5

188-192 days	7
193-207 days	7.5
208-237 days	8
238/258 days <u>Annual Administrative and Operational</u>	9

*Supervisors of hourly employees shall convert the above number of workdays to equivalent work hours.

4. **Unauthorized Absences:**

- a. Absences for reasons other than those listed above, as well as absences without proper notification to management and absences after time has been denied or approved leave has expired, may be considered a violation of this Rule unless the absences are approved in advance by the Superintendent or designee.
- b. Unauthorized absences may result in the deduction from the employee's pay of a full working day's pay for each day absent.
- c. The District may require acceptable proof of the reason for an employee's absence when there is a question as to whether the absence is acceptable.
- d. As permitted by federal and Georgia law, unauthorized absences may be deemed job abandonment. For classified employees, unauthorized absences and/or absences without notification which last three or more consecutive workdays are deemed to be job abandonment and such abandonment will be considered a voluntary resignation of employment. For certified employees, such abandonment shall be considered grounds for termination **pursuant to Administrative Rule GBK-R (Discipline, Suspension, and Dismissal of Staff).**

C. GUIDELINES:

- 1. Refer to Part I, (Available Leave) above for specific requirements regarding requesting, approval and required documentation of leave.
- 2. **Leave Category:**
Employees may not change an absence to a different leave category after the absence has occurred unless approved by authorizing supervisor within the same pay period.
- 3. **Discipline:**
 - a. **Excessive Absences:**
Absences in excess of the number of days identified in the above table within a fiscal year may result in corrective action consistent with progressive discipline (see Administrative Rule GBK-R). Supervisors should exercise discretion in the assignment of progressive discipline.
 - b. **Tardiness:**
Unexcused tardiness may also result in corrective action consistent with progressive discipline (Administrative Rule GBK-R [Professional Personnel Suspension]). Supervisors should exercise discretion in the assignment of progressive discipline.

Adopted: 8/10/77

Revised: 7/10/79; 7/1/81; 9/23/82; 5/26/83; 8/8/84; 2/13/86

Reviewed: 6/19/86

Revised: 2/28/91; 6/27/91; 9/22/94; 6/9/04

Reclassified an Administrative Rule: 9/1/04

Revised: 10/13/04; 7/1/05; 11/14/07; 2/13/08; 6/11/08; 2/10/10; 3/10/10; 4/13/11; 9/14/11

Revised and recoded: 7/19/12 (Previously coded as Administrative Rules GCC and GBEED)

Revised: 7/24/13; 1/31/14; 2/16/17; 5/5/17; 10/11/17; 7/1/18; 1/18/19; 5/24/19; 6/10/21; **x/x/23**

Legal Reference:

O.C.G.A. 20-2-853

Accumulation of and payment for unused sick leave

O.C.G.A. 20-2-182

Program weights to reflect funds for payment of salaries and benefits

O.C.G.A. 20-2-850

Sick leave for teachers and other personnel

O.C.G.A. 20-2-852

Maternity leave

O.C.G.A. 20-2-870

Right to leave for jury duty or when subpoenaed

O.C.G.A. 21-2-404

Affording employees time off to vote

O.C.G.A. 34-1-3

Discrimination against employee for attending judicial proceeding in response to subpoena prohibited

O.C.G.A. 38-2-279

Rights of public officers and employees absent on military duty

O.C.G.A. 45-20-30

Leave of absence for blood donation

400	O.C.G.A. 47-3-92	Absence from employment due to sick leave; TRS creditable service
401	O.C.G.A. 45-20-17	Paid Parental Leave
402	29 CFR Part 825	The Family and Medical Leave Act of 1993 - Regulations
403	29 USC 2601	Family and Medical Leave Act



DISTRICT ADMINISTRATIVE RULE

GARK-R Vacations

~~2/10/22~~ x/x/23

RATIONALE/OBJECTIVE:

The Cobb County School District (District) is aware that time away from one’s job rejuvenates employees physically and attitudinally, resulting in a positive impact on productivity and quality of work. In acknowledgement of this awareness, District employees who work an annual employment year are eligible to earn vacation leave.

RULE:

A. VACATION:

1. Out-of-District Service:

Employees who have job related experience outside of the District will be granted credit for up to five (5) years of service towards vacation accrual (see * in table below).

2. Vacation Leave Accrual:

- a. The rate of accrual of vacation leave is credited on the anniversary date of employment.
- b. An employee’s vacation leave accrual rate is determined by a combination of his/her years of employment in both education (or a related field) and the District in accordance with applicable Human Resources guidelines. Employees who have been employed in education (or a related field) or the District:
 - (1) Fewer than ten (10) years earn vacation leave at the rate of $\frac{5}{6}$ day per complete month of service up to an annual maximum of ten (10) vacation days per year (see ** in table below);
 - (2) Ten (10) years with a minimum of five (5) years in the District earn vacation leave at the rate of 1 and $\frac{1}{4}$ days per complete month of service up to an annual maximum of fifteen (15) vacation days per year;
 - (3) Twenty (20) years of service with a minimum of fifteen (15) years in the District will earn vacation leave at the rate of 1 and $\frac{2}{3}$ days per complete month of service up to an annual maximum of twenty (20) days of vacation leave *** in table below).

VACATION LEAVE ACCRUAL			
COBB EXPERIENCE (5 years minimum for prior years to count) +	PRIOR JOB RELATED EXPERIENCE (5 years maximum) =	TOTAL EXPERIENCE (20 years maximum) =	ACCRUAL RATE PER MONTH
$\frac{5}{6}$ of Day Per Month Accrual Rate			
1 year	N/A	1 year	$\frac{5}{6}$ of day
2 years	N/A	2 years	$\frac{5}{6}$ of day
3 years	N/A	3 years	$\frac{5}{6}$ of day
4 years	N/A	4 years	$\frac{5}{6}$ of day

*5 years	0	5 years	$\frac{5}{6}$ of day
5 years	1 year	6 years	$\frac{5}{6}$ of day
5 years	2 years	7 years	$\frac{5}{6}$ of day
5 years	3 years	8 years	$\frac{5}{6}$ of day
5 years	4 years	9 years	$\frac{5}{6}$ of day
1¼ Days Per Month Accrual Rate			
5 years	5 years	10 years	1¼ days
6 years	5 years	11 years	1¼ days
7 years	5 years	12 years	1¼ days
8 years	5 years	13 years	1¼ days
9 years	5 years	14 years	1¼ days
**10 years	N/A	10 years	1¼ days
10 years	5 years	15 years	1¼ days
11 years	5 years	16 years	1¼ days
12 years	5 years	17 years	1¼ days
13 years	5 years	18 years	1¼ days
14 years	5 years	19 years	1¼ days
1²/₃ Days Per Month Accrual Rate			
15 years	5 years	20 years	1 ² / ₃ days
16 years	5 years	21 years	1 ² / ₃ days
17 years	5 years	22 years	1 ² / ₃ days
18 years	5 years	23 years	1 ² / ₃ days
19 years	5 years	24 years	1 ² / ₃ days
***20 years	N/A	20 years	1 ² / ₃ days

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3. **Accumulation:**

a. **Maximum Accumulation:**

An employee may accumulate up to four (4) times the amount of vacation leave he/she earns annually.

b. **Excess Accumulation:**

- (1) Employee vacation leave accounts will be evaluated at the end of the fiscal year;
- (2) Employees will be notified if their vacation leave account exceeds the maximum accumulation allowed; and
- (3) Any excess days not used by September 30 will be deducted from the employee's vacation leave account.

4. **Use:**

An employee may take accumulated vacation days at any time subject to the following guidelines and with the approval of his/her supervisor or the Superintendent or designee.

a. **Minimum Use Requirements:**

- (1) Each employee is expected to use half ($\frac{1}{2}$) of the number of vacation leave days earned each year, following this guideline. Employees earning:
 - (a) 10 vacation days per year must use a minimum of 5 of those days within the fiscal year in which they are earned;
 - (b) 15 vacation days per year must use a minimum of 7 of those days within the fiscal year in which they are earned; and
 - (c) 20 vacation days per year must use a minimum of 10 of those days within the fiscal year in which they are earned.
- (2) If an employee does not fulfill the above minimum use requirement, the appropriate number of days will be deducted from his/her vacation leave account to equal the required minimum. Such deduction from the employee's vacation leave account will be reflected in the employee's July paycheck.
- (3) Employees who have not been in a position earning vacation for one full fiscal year (July 1 through June 30) will not have their vacation leave account reduced for failure to fulfill the minimum use requirement.

- 62 b. **Maximum Use Limitation:**
63 An employee may not:
64 (1) Exceed the number of vacation days accumulated in their vacation leave account;
65 (2) Use more vacation days in a fiscal year than he/she earns in the same fiscal year,
66 unless he/she makes prior arrangements with his/her supervisor and the
67 Superintendent to use additional days accumulated in the employee's vacation
68 leave account; nor
69 (3) Combine two years' vacation maximum uses with the first scheduled at the end of
70 one fiscal year and the second at the beginning of another fiscal year without the
71 prior approval of the Superintendent.
- 72 c. **Critical Days:**
73 Approval for an employee to take vacation leave can be withheld for those days
74 identified as critical days (Administrative Rule GARH-R [Leaves and Absences]), except
75 with the advance approval of the immediate supervisor and the Superintendent or
76 designee.
- 77 5. **Reimbursement:**
78 a. **Unused Vacation Leave:**
79 An employee who resigns, retires, or changes from annual ~~employment~~
80 **administrative or annual operational employment** (~~238 days/258 days~~) to less-
81 than-annual employment ~~status (less than 238 days)~~, will be reimbursed for
82 accumulated vacation leave at the **employee's current daily** rate of ~~1/238th of~~
83 ~~1/258th of the annual salary~~ for each day of vacation accumulated up to the maximum
84 described above.
85 b. **Re-employment:**
86 A District employee who:
87 (1) Was previously compensated for accumulated, unused vacation leave days at the
88 time of a voluntary interruption of service; and
89 (2) Has returned to annual service in the District;
90
91 may again earn and accumulate vacation leave days as provided in this Rule.

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93 **B. HOLIDAYS:**

- 94 1. Holidays are identified on the appropriate District calendar (Board Policy AEA [School
95 Calendar]).
96 2. 258-day annual employees receive fourteen (14) paid holidays per year as indicated on
97 the District holiday schedule/calendar.
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100 Approved: 2/14/73
101 Revised: 5/84/74; Reviewed: 7/74
102 Revised: 5/13/75; Reviewed: 7/28/77
103 Revised: 8/10/77; 7/27/78; 9/23/82; 5/26/83; 8/8/84; Reviewed: 6/19/86
104 Revised: 6/27/91; 5/10/95; 07/25/96; 6/28/01
105 Reclassified an Administrative Rule: 9/1/04
106 Revised: 8/13/08
107 Revised and recoded: 7/19/12 (Previously coded as Administrative Rule GCD)
108 Revised: 9/23/16; 7/1/18; 5/24/19; 6/10/21; 2/10/22; **x/x/23**

GREEN font indicates content recommended by Accountability
BLUE font indicates additional changes recommended by Accountability Post-RLA
ORANGE font indicates content recommended by ParkerPoe
BROWN font indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

IBB-R Charter Schools

7/1/22 x/x/23

RATIONALE/OBJECTIVE:

The Charter Schools Act of 1998, and as amended in 2005, permits a local school system to utilize the flexibility of a performance-based contract called a charter in order to increase student achievement through academic and organizational innovation. Petitions for charter schools within the Cobb County School District (District) must be approved by the Cobb County Board of Education (Board) and the State Board of Education.

RULE:

I. PETITION PROCESS

The District accepts charter school petitions **for review** that focus on performance-based student achievement. The charter petition must meet ~~provisions of Chapter 2 of Title 20 of the Official Code of Georgia Annotated (O.C.G.A.), state and local Rules, regulations policies and procedures except for waivers that may be granted pursuant to State Board of Education Rule 160-4-9-.04(5)2(ii)~~ **all applicable federal and state laws and district regulations, rules, and procedures, except for those subject to waiver under the Charter Schools Act**. The charter petition must demonstrate how the curriculum, instruction, and accountability programs combine to create an innovative, unique opportunity for student learning which does not duplicate existing District programs or exist in any District school(s).

A. GENERAL PROVISIONS:

1. Letter of Intent:

A one page, double-spaced letter of intent is required to introduce the school's vision, mission, grade levels, anticipated number of students, originality or inventiveness to improve student academic achievement and behavior as prerequisite to the submittal of petition. This letter of intent for start-up, conversion, and renewal petitions shall be submitted to the ~~Executive Director of Alternative Education~~ **Assistant Superintendent of Accountability, Research & Grants** in accordance with the charter petition cycle as published on the District website **and as required by State Board Rule**.

2. Requirements for Start-Up Charter Petitioners:

a. Pre-petition Process:

In addition to the requirements for charter petitions in this rule, petitioners seeking to submit start-up charter petitions must participate in the prepetition process as follows.

(1) Start-up charter petitioners must participate in training regarding petition requirements.

(2) Start-up charter petitioners must submit a proposed draft petition to the District in accordance with the charter petition cycle. The District will review the proposed draft petition and make recommendations for revisions for the actual petition to be formally submitted to the District by the date listed on the charter petition cycle.

(3) Conversion and renewal charter petitions may, but are not required to, take advantage of the pre-petition process as described above.

3. Charter Petition:

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- a. Submission:
A charter school petition shall be submitted to the ~~Executive Director of Alternative Education~~ **Assistant Superintendent of Accountability, Research & Grants** in accordance with the charter petition cycle.
- b. Review Committee:
 - (1) A Charter School Review Committee (Committee), approved by the Superintendent or designee, shall conduct the initial examination of each charter petition. In this initial review, the Committee shall determine:
 - (a) If the petition complies with applicable law, state and local board policy, District Rules and procedures; and
 - (b) If the petition demonstrates how the curriculum, instruction, and accountability programs combine to create an innovative, unique opportunity for student learning which does not duplicate existing District programs or exist in any District school(s).
 - (2) Upon the completion of the initial review, the Committee shall either:
 - (a) ~~Submit~~ **submit** the petition to the ~~Executive Director~~ **Assistant Superintendent of Accountability, Research & Grants** to ~~continue the process of review and recommendations;~~ or **provide a written statement to the petitioner indicating which of the following four groups the petitioner is in and, if appropriate, what they must do if they wish to revise and resubmit their application:**
 - (b) ~~Return the petition to the petitioner with an indication of its deficiencies and procedures for re-submission. Should the petitioner elect not to resubmit the petition, the Committee will submit the petition with existing deficiencies to the Executive Director to continue the process of review and recommendations. **Submit the petition to the Assistant Superintendent of Accountability, Research & Grants with an indication of its deficiencies. The Assistant Superintendent will return the petition with the indication of its deficiencies and procedures for re-submission to the petitioner. Should the petitioner elect not to resubmit the petition, the Assistant Superintendent of Accountability, Research & Grants will continue the process of review and recommendations.**~~
 - (a) **Rejection Group:**
 - i. **The application is flawed in some way that is irreparable and will be rejected for the current school year's Petition Review Cycle.**
 - ii. **The Assistant Superintendent of Accountability, Research & Grants will issue a rejection letter that informs such applicant that their application cannot be considered during the current school year's Petition Review Cycle.**
 - iii. **The rejection letter shall include a statement of the legal insufficiency that makes the petition irreparable.**
 - iv. **Applicants in this category are free to submit a brand new application in the following school year's Petition Review Cycle.**
 - (b) **Revision Group:**
The application demonstrates minimum quality and compliance or less, and would require substantial and material revision before the application could be recommended by the district for approval by the local school board.
 - i. **The Assistant Superintendent of Accountability, Research & Grants shall issue a letter informing the applicant that they cannot receive an approval recommendation unless the required material revisions are made within thirty (30) days. This letter shall include mention of the district's agreement to the petitioner's granting the district ninety (90) additional days to accept or reject its petition.**
 - ii. **If an applicant chooses to make the substantial and material changes required, they shall resubmit their petition within the thirty (30) day window. Their resubmittal letter shall include**

103 mention of their granting to the district ninety (90) additional days
104 beyond the initial 90-day review period to accept or reject their
105 petition.

106 iii. Applicants will have only one opportunity to revise their application
107 to make the substantial and material changes required.

108 iv. Applicants who fail to make required revisions will have to wait
109 until the following school year's Petition Review Cycle to submit a
110 new application.

111 (c) Clarification Group:

112 The applicant demonstrates moderate quality and compliance or
113 better, but requires clarification and supplemental information to be
114 submitted before their petition could be recommended by the district
115 for approval by the local board of education.

116 i. The Assistant Superintendent of Accountability, Research & Grants
117 shall issue a letter informing the petitioner what clarification(s)
118 and/or supplemental information is required. This letter shall
119 include mention of the district's agreement to the petitioner's
120 granting the district ninety (90) additional days to accept or reject
121 its petition.

122 ii. If an applicant chooses to provide the clarification(s) and/or
123 supplemental information required, they shall resubmit their
124 petition within a thirty (30) day window. Their response letter shall
125 include mention of their granting to the district ninety (90)
126 additional days beyond the initial 90-day review period to accept or
127 reject their petition.

128 iii. Applicants will have only one opportunity to revise their application
129 to make the substantial and material changes required.

130 iv. Applicants that fail to make required clarification(s) and/or
131 supplemental information will have to wait until the following
132 school year's Petition Review Cycle to submit a new application.

133 (d) Approval Group:

134 The applicant demonstrates near-perfect quality and compliance. For
135 these applicants, the district will make a recommendation to the local
136 board of education for approval of the petition without any further
137 action on the part of the applicant.

138 c. ~~Executive Director of Alternative Education Programs~~ Assistant Superintendent of
139 Accountability, Research & Grants:

140 ~~The Executive Director~~ Assistant Superintendent of Accountability, Research &
141 Grants shall:

142 (1) Assure that all required components, as listed in New Charter School Application
143 form, are included in the petition;

144 (2) If petitions are incomplete, the Assistant Superintendent of
145 Accountability, Research & Grants will give the petitioner the option to
146 withdraw from the process. All incomplete petitions will be summarily
147 denied.

148 (3) ~~(2)~~ Request members of the cabinet level staff or heads of any
149 departments/divisions ~~that would be impacted if the petition is approved to~~
150 review and rate the petition;

151 (4) ~~(3)~~ Submit the petition to the Board's attorney for review; and

152 (5) ~~(4)~~ Prepare Board of Education agenda items as necessary.

153 d. Superintendent:

154 Based upon the findings of the Committee, the Superintendent shall make a
155 recommendation to the Board.

156 e. Board of Education:

157 The Board by a majority vote shall approve or deny the petition no later than ninety
158 (90) calendar days from the date the final petition was submitted to the ~~Executive~~
159 ~~Director of Alternative Education Programs~~ Assistant Superintendent of
160 Accountability, Research & Grants unless the petitioner requests an extension. If

161 the Board denies the petition, it must within ninety (90) calendar days specifically
162 state:

- 163 (1) The reason for the denial;
- 164 (2) List all deficiencies with respect to the requirements of the Charter Schools Act,
165 State Board of Education Rule, and this policy; and
- 166 (3) Provide a written statement of the denial to the charter petitioner and the State
167 Board.

168 A denial of the petition by the Board shall not preclude the submission to the Board
169 of a revised petition that addresses deficiencies cited in the denial. Any revised
170 petition must be submitted in accordance with the charter petition cycle.

171 f. Timelines:

172 (1) Start-up Charters:

173 Start-up charter school petitions must be received by the ~~Executive Director of~~
174 ~~Alternative Education Programs~~ **Assistant Superintendent of Accountability,**
175 **Research & Grants** in accordance with the charter petition cycle, ~~fourteen-~~
176 ~~months in advance of the fiscal year for which approval is being sought.~~

177 (2) Conversion and Renewal Charters:

178 Renewal and conversion charter school petitions seeking approval for the
179 succeeding fiscal year must be received by the ~~Executive Director of Alternative~~
180 ~~Education Programs~~ **Assistant Superintendent of Accountability, Research &**
181 **Grants** in accordance with the charter petition cycle.

182 (3) Late Petitions:

183 Any petition submitted after the above due dates ~~will~~ **may** be considered for the
184 fiscal year subsequent to the year proposed in the charter application.

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186 **B. PETITION REQUIREMENTS:**

187 All charter school petitions submitted to the ~~Executive Director of Alternative Education~~
188 ~~Programs~~ **Assistant Superintendent of Accountability, Research & Grants** must include
189 the elements required by the Charter Schools Act and State Board of Education Rule as well as
190 the following District criteria:

- 191 1. Evidence that the proposed charter school curriculum, assessments, and design for
192 learning meet or exceed District and state standards.
- 193 2. The proposed performance-based criteria that will be used during the term of the
194 charter to measure the progress of the charter school.
 - 195 a. The petition must specifically identify:
 - 196 (1) The tests to be used,
 - 197 (2) The grades to be tested,
 - 198 (3) How often each test will be administered,
 - 199 (4) How the test results will be reported to the District,
 - 200 (5) The baseline data which will be used to demonstrate that student performance has
201 improved, and
 - 202 (6) The benchmarks and timelines that indicate performance goals to be achieved in
203 specific increments of time.
 - 204 b. The charter school assessment program must, at a minimum, include the standardized
205 tests used by the District.
 - 206 c. ~~Results must be submitted to the District at the end of the school year.~~
207 ~~and~~ Evidence must be presented that the proposed charter school academic criteria meet
208 or exceed the standards, expectations, and performance set by the District.
- 209 3. Stipulate that the charter school will obtain accreditation by the District's applicable
210 accreditation agencies in accordance with the following schedule and reporting
211 requirements:
 - 212 a. The charter school must make initial contact with applicable accreditation agencies no
213 later than October 1 of its first year of operation;
 - 214 b. The charter school must submit monthly reports to the ~~Executive Director of~~
215 ~~Alternative Education~~ **Assistant Superintendent of Accountability, Research &**
216 **Grants** documenting steps taken and progress made towards achieving accreditation.
 - 217 c. The charter school shall obtain accreditation no later than the end of its second year of
218 operation.

- 219 4. Evidence that the proposed charter school program cited in the petition could not be
220 achieved through application of the Cobb County School District's educational program.
- 221 5. Evidence that the faculty and instructional staff employed in the charter school, at a
222 minimum, hold an appropriate current professional certificate issued by the Georgia
223 Professional Standards Commission. Non-certified personnel shall be considered "at will"
224 employees and shall not be contracted for specific periods of time.
- 225 6. A description of the following practices: plans for resolving employment-related issues,
226 employee grievance and termination procedures.
- 227 7. A budget for the term of the charter, including:
 - 228 a. Projections from the Georgia Department of Education of FTE earnings. ~~The~~
229 ~~Department of Education for budget and cash flow purposes may provide potential~~
230 ~~charter school petitioners estimates of state funds to be available per FTE and the basis~~
231 ~~for the estimates as well as approximate dates of availability of funds.~~
 - 232 b. Evidence that the proposed budget is economically sound for the charter school and
233 the District and that the petitioner is creditworthy.
- 234 8. A financial statement to the District that discloses the cost of administration, instruction,
235 and other spending categories for the charter school that is understandable to the general
236 public and that will allow comparison of such cost to other schools or other comparable
237 organizations in a format required by the District.
- 238 9. A description of how the charter school facility will be funded, and maintained.
239 Additionally:
 - 240 a. Charter school housing for students and staff shall comply with all building code
241 standards and regulations adopted by the city and/or county agencies responsible for
242 building safety standards of the city and/or county in which the charter school is
243 located.
 - 244 b. Before the school may begin operation, the District must be provided with
245 documentation of ownership or lease of the facility and certification that the building
246 satisfies all requirements for fire, safety, and accessibility for the disabled.
- 247 10. A description of the type of liability, workers' compensation, motor vehicle, directors
248 and officers and property insurance to be purchased by the charter school.
- 249 11. A provision for appropriate bonding of the governing board and administrators.
- 250 12. Acknowledgement that the insurance and bonding will be obtained and in full force and
251 effect at all times during the term of the charter.
- 252 13. A description of the student transportation system and the insurance to be purchased in
253 compliance with O.C.G.A. § 20-2-1090. Legal requirements for vehicles and drivers shall
254 be met by the charter school petition.
- 255 14. The ways in which the charter school will meet state and federal requirements for student
256 immunization, emergency preparedness plans, food inspections, hazardous chemicals, and
257 other health and safety issues.
- 258 15. A description of how the charter school shall comply with the constitutional rights of
259 students including, but not limited to, due process, prohibition against unreasonable
260 searches and seizures, and First Amendment guarantees of freedom of speech and
261 religion.
- 262 16. Specification that the charter school is solely responsible for all debts it incurs and will
263 acknowledge that it shall not contractually bind the District with any third party.
- 264 17. The charter school's plan for providing services to limited English-proficient students, if
265 any.
- 266 18. An indemnification and hold-harmless statement in which the petitioner states that it will
267 indemnify and hold harmless the Cobb County Board of Education, the Cobb County School
268 District, and any officer or employee for liability for any action or inaction on the part of
269 the charter school.
- 270 19. A statement of who will be responsible for winding up the business and affairs of the
271 charter school should the charter school cease operation for any reason, including non-
272 renewal or termination.
- 273 20. Acknowledgement that the charter school personnel will cooperate fully in the winding up
274 of the affairs of the school.

275 **C. FUNDING:**

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A charter school that is approved by the Cobb County Board of Education and the State Board of Education shall be included in the allotment of funds to the Cobb County School District. The following guidelines shall be followed:

1. The District and the State Board shall treat the charter school no less favorably than other District schools with respect to the provisions of funds for instructional and administrative programs.
2. The charter school shall:
 - a. Receive local funds according to the formula set out in the Charter Schools Act.
 - b. Be eligible for federal funds on the same basis as other schools in the District.
 - c. Not charge tuition.
3. The District will provide no "up-front money" of any kind to charter school petitioners.
4. ~~Charter school petitioners requesting fiscal autonomy will receive their fair share of state and local funds as earned on a pro-rata basis (elementary, middle, or high). Funds will be prorated to the charter school just as the state prorates revenues to the District.~~
5. The charter school is subject to audit by the District's Internal Audit Services.
6. A charter may be revoked or not renewed by the Board of Education if the Board determines that the charter school failed to meet generally accepted standards of fiscal management as described by the District's Financial Services Division.

II. REQUIREMENT FOR APPROVED CHARTER SCHOOLS

The Cobb County School District (District) is committed to ensuring excellence in its approved charter schools. To achieve this objective, the District shall implement practices that will develop the expertise and skills of the governing boards of its charter schools as well as require charter schools to provide the District with a meaningful annual report on their academic and fiscal performance.

A. GOVERNANCE TRAINING:

Within six (6) months of receiving District approval for a start-up charter school, the governing board of said charter school shall complete a District-approved course in charter school board governance training. Each year thereafter of the charter school term, each board member shall complete at least one (1) day of governance training **and all requirements per State Board Rule**. In addition, all new members of the governing board must complete board governance training within two (2) months of joining the board.

B. ANNUAL REPORT:

Beginning in year two of the charter school term, the charter school shall submit an annual report detailing the academic and fiscal performance of the charter school relative to the goals outlined in the charter contract. This report is due to the District by September 1st each year of the charter term thereafter. The annual report will be collected and reviewed by the District staff and presented to the Cobb County Board of Education (Board) for review. This provision shall apply to both start-up and conversion charter schools.

Adopted: 5/25/00
 Revised: 4/24/03
 Reclassified an Administrative Rule: 9/1/04
 Revised: 3/23/06; 10/26/06; 3/14/07; 8/8/07; 3/12/08; 11/10/10; 12/8/11; 8/8/12 (Section II Adopted: 1/18/12)
 Revised and Re-coded: 9/27/12 (Previously coded As Administrative Rules IHBHD and IHBHDA)
 Revised: 11/1/13; 7/3/14; 8/28/15; 2/15/18; 7/1/22; ~~x/x/23~~

Legal Reference

O.C.G.A. 20-2-2062	Charter Schools Act of 1998-Definitions
O.C.G.A. 20-2-2063	Petition to establish a charter school
O.C.G.A. 20-2-2064	Approval or denial of petition
O.C.G.A. 20-2-2065	Charter schools; requirements for operating; control and management
O.C.G.A. 20-2-2066	Charter schools; admission, enrollment, and withdrawal of students
O.C.G.A. 20-2-2067	Charter schools; reprisals by local boards or school system employees prohibited
O.C.G.A. 20-2-2067.1	Amendment of terms of charter for charter school; initial term of charter; annual report
O.C.G.A. 20-2-2068	Termination of a charter

337	O.C.G.A. 20-2-2068.1	Quality basic education formula applies; grants, local tax revenue, and funds from local bonds
338	O.C.G.A. 20-2-2068.2	Facilities fund for charter schools; purposes for which funds may be used; upkeep of charter school property; receipt of surplus from B.O.E.
339		
340	O.C.G.A. 20-2-2069	Responsibilities of State Department of Education Office of Charter School Compliance
341	O.C.G.A. 20-2-2070	S.B.O.E. deadline for reporting to General Assembly the status of the charter school program
342	O.C.G.A. 20-2-2063.1	Charter Systems - Charter Advisory Committee established; members; duties
343	O.C.G.A. 20-2-2063.2	Charter Systems
344	O.C.G.A. 20-2-2064.1	Charter Systems - Review of charter by state board; charters for state chartered special schools
345	O.C.G.A. 20-2-2085	Charter School petition requirements
346	O.C.G.A. 20-2-2086	Petition from existing charter schools
347	O.C.G.A. 20-2-2087	Charter Schools access to information
348	O.C.G.A. 20-2-2088	Charter School annual report
349	O.C.G.A. 20-2-2089	Charter Schools financial responsibility
350	O.C.G.A. 20-2-2090	Charter School funding
351	O.C.G.A. 20-2-2091	Charter School collaborative efforts
352	O.C.G.A. 20-2-2092	Charter School Promulgation of rules and regulations
353	O.C.G.A. 48-8-0144	Local charter schools and state chartered special schools as capital outlay project
354	O.C.G.A. 20-2-0084.1	Loss of governance for nonperforming schools
355	O.C.G.A. 20-2-0880	Plan for public school teachers; definitions
356	O.C.G.A. 20-2-0910	Plan for public school employees; definitions
357	O.C.G.A. 20-2-0084.5	Applicability to charter systems
358	O.C.G.A. 20-2-2080	Charter School Legislative findings
359	O.C.G.A. 20-2-2081	Charter School definitions
360	O.C.G.A. 20-2-2082	Georgia Charter Schools Commission
361	O.C.G.A. 20-2-2083	Charter Schools Commission; powers and duties
362	O.C.G.A. 20-2-2084	Charter School; application for co-sponsorship
363	O.C.G.A. 20-2-0211.1	Clearance certificates issued by the Professional Standards Commission relating to fingerprint and criminal background checks
364		
365	O.C.G.A. 20-2-2071	Validity of charters in effect on July 1, 1998
366	Rule 160-4-9-.04	Charter Schools Definitions
367	Rule 160-4-9-.05	Charter Schools Petition Process
368	Rule 160-4-9-.06	Charter Authorizers, Financing and Management

GREEN font indicates content recommended by Student Discipline
Pink font indicates content recommended by Compliance and Legislative Affairs
BLUE font indicates content recommended by Policy and Planning
ORANGE font indicates content recommended by ParkerPoe
BROWN font indicates conforming/editorial changes



DISTRICT ADMINISTRATIVE RULE

JCDA-R Student Code of Conduct

~~7/1/22~~ x/x/23

1 RATIONALE/OBJECTIVE:

2
3 The Cobb County School District (District) is dedicated to sound discipline practices in the
4 continuing effort to provide students ~~in the District~~ an effective and safe learning environment, ~~to~~
5 ~~promote learning, and to encourage maturity during the school day as well as during all school-~~
6 ~~related activities.~~ The District ~~also~~ recognizes concerns for ~~the~~ student ~~the~~ welfare ~~of students~~ from
7 their entry on a school bus or other school property to their return to the bus stop or ~~when they~~
8 ~~leave~~ their leaving school property. ~~Therefore, schools will take appropriate actions in an effort~~
9 ~~to provide students and staff a safe and orderly environment.~~

10 RULE:

11
12
13 The following code provisions apply to offenses that students commit while on school District
14 property at any time, engaging in or attending a school-sponsored event, while using the school
15 District technology resources, or in the case of cyberbullying and for limited off-campus offenses,
16 whether or not the offense or the electronic communication occurred on school District property
17 or with school District equipment. As used in this Code of Conduct:

18 A. School District property includes, but is not limited to:

- 19 1. The land and improvements which constitute the school District;
- 20 2. Any other property or building, including school bus stops, wherever located, where any
- 21 school function or activity is conducted;
- 22 3. Any bus or other vehicle used in connection with school functions and activities, including
- 23 but not limited to, school buses, buses leased by the District and privately-owned vehicles
- 24 used for transportation to and from school activities; and
- 25 4. Personal belongings, automobiles or other vehicles which are located on school District
- 26 property.

27 B. School District technology resources includes, but ~~is~~ are not limited to:

- 28 1. Electronic media systems such as computers, electronic networks, messaging, and Web
- 29 site publishing; and
- 30 2. The associated hardware and software programs used for purposes such as, but not
- 31 limited to, developing, retrieving, storing, disseminating, and accessing instructional,
- 32 educational, and administrative information.
- 33

34 Any and all violations of the Code of Conduct will be part of a student's disciplinary record and
35 may be used in a student disciplinary hearing pursuant to the District's progressive discipline
36 process.

37
38 The decision to charge a student for violation of this Code of Conduct shall be made by the
39 administration of the school. Degree of discipline shall be based upon a progressive discipline
40 process, with discipline assigned in proportion to the severity of the behavior leading to the
41 discipline, previous discipline history of the student, and other relevant factors. All due process
42 procedures required by federal and state law will be followed. Relevant factors to be considered
43 should include, but not be limited to the age, maturity level, willfulness and intent, and the
44 cognitive ability of the student. If the school administration is uncertain as to the interpretation of

45 the Code of Conduct, they are to contact ~~Student Support~~ **the Office of Student Discipline** or
46 their respective level assistant superintendent.

47
48 Suspension of a student from school for not more than ten (10) consecutive days is considered a
49 short-term suspension, not subject to formal rights of hearing or appeal. Although there are no
50 such rights guaranteed by law, parents/guardians may contact the Principal to discuss their child's
51 discipline.

52
53 **I. GENERAL PROVISIONS**

54
55 **A. PROGRESSIVE DISCIPLINE:**

56 School personnel shall utilize progressive discipline processes in order to create the
57 expectation that the degree of discipline will be in proportion to the severity of the behavior.
58 In addition, consideration will be given to each student's previous discipline history and other
59 relevant factors, including repeated offenses, which may include offenses over the course of
60 more than one school year (cumulative offenses). Discipline assigned may increase where
61 students have committed repeated offenses. Infractions in Part II below that are considered
62 cumulative over the course of more than one school year include Paragraphs A, K, L-3, R-6,
63 R-7, R-9, R-10, S, and Category I and Category II Weapons.

64
65 **B. DISCIPLINE LEVELS:**

66 **1. Level 1 Discipline:**

- 67 a. Level 1 discipline is used for minor acts of misconduct which interfere with the good
68 order of school.
69 b. Following appropriate teacher/staff intervention, students may be referred to an
70 administrator.
71 c. Level 1 consequences range from a minimum of an administrative conference to a
72 maximum of five (5) days of In-School Isolation (ISI) for elementary students, or five
73 (5) days of In-School Suspension (ISS) for middle and high school students, and may
74 include restitution.

75 **2. Level 2 Discipline:**

- 76 a. Level 2 discipline offenses are intermediate acts of misconduct.
77 b. Students should be referred to an administrator.
78 c. Level 2 consequences range from a minimum of one (1) day of Out-of-School
79 Suspension (OSS) to a maximum of ten (10) days of Out-of-School Suspension (OSS),
80 and may include restitution.
81 d. Repeated violations of any Level 2 offense may result in that violation being considered
82 a Level 3 or higher offense which may result in long-term suspension/expulsion. For
83 Levels 2 through 5 Discipline, students in grades preschool through third must receive
84 a multi-tiered system of supports, such as response to intervention, prior to
85 suspension for more than five consecutive or cumulative days during a school year.
86 This **requirement** does not apply to offenses including possession of weapon, illegal
87 drugs or other dangerous instrument, or if **the** student's behavior endangers the
88 physical safety of other students or school personnel.

89 **3. Levels 3, 4, and 5 Discipline:**

- 90 a. Levels 3, 4, and 5 discipline offenses are serious acts of misconduct including, but not
91 limited to, repeated misbehaviors of a similar nature, serious disruptions of the school
92 environment, threats to health, safety, or property and other acts of serious
93 misconduct.
94 b. Students must be referred to an administrator. Administrators will notify the
95 appropriate level assistant superintendent, ~~Student Support~~ **the Office of Student**
96 **Discipline**, and the Cobb County School District Police Department (CCSDPD), as well
97 as other law enforcement agencies as deemed appropriate. Consequences range from
98 out-of-school suspension to permanent expulsion. Consequences for middle school and
99 high school students may also include referral to apply to the Alternative Education
100 Program (AEP). All students accepted in the District's AEP will be on contract, which
101 will include behavior and attendance objectives.
102 c. Any misconduct that threatens the health, safety, or well-being of others may result in
103 immediate suspension of the student from the school and/or school-sponsored

104 activities for up to ten (10) school days, pending disciplinary investigation of the
105 allegations.

- 106 d. Middle schools and high schools may recommend that a student be considered eligible
107 to apply to attend the AEP during his/her long-term suspension/expulsion. Upon this
108 recommendation or a decision of the District Hearing Officer/Panel, long-term
109 suspended/expelled students may attend AEP pursuant to a contract. If the student
110 violates the terms of the contract, he/she may forfeit the opportunity to attend the AEP
111 during the remainder of his/her long-term suspension or expulsion, pursuant to the
112 Order of the Hearing Officer/Panel and/or the terms of the contract. The student may
113 appeal his/her dismissal from the AEP to the District administrator for the supervision
114 of the AEP. The student may also receive further discipline, in addition to the
115 reinstatement of his/her long-term suspension or expulsion.
- 116 e. Level 3 consequences range from a minimum of ten (10) days of Out-of-School
117 Suspension (OSS) to a maximum of ten (10) days OSS with a recommendation for
118 long-term suspension for the remainder of the current semester.
- 119 f. Level 4 consequences include ten (10) days OSS with a recommendation for expulsion
120 for the remainder of the current semester and for one additional semester.
- 121 g. Level 5 consequences include ten (10) days OSS with a recommendation for expulsion
122 for the remainder of the current semester and for two additional semesters. Based on
123 the severity of the behavior, student's previous discipline history, and other relevant
124 factors, permanent expulsion may be recommended with approval of the appropriate
125 level assistant superintendent.

126
127 **C. REMOVING DISRUPTIVE STUDENTS FROM THE CLASSROOM:**

- 128 1. The Superintendent and principals shall, and do, fully support the authority of every
129 teacher in his/her school(s) to remove a disruptive student from his/her class pursuant to
130 O.C.G.A. § 20-2-738. This code applies to a student who repeatedly or substantially
131 interferes with the teacher's ability to communicate effectively with students in the class or
132 with the student's classmates' ability to learn where the student's behavior is in violation
133 of the District Student Code of Conduct.
- 134 2. The teacher shall follow his/her school's administrative referral guidelines and, when
135 necessary, the procedures outlined in Administrative Rule JDF-R (Teacher Authority to
136 Remove Students from Classroom).

137
138 **D. STUDENT ENROLLMENT/CONDUCT RELATIVE TO GEORGIA DRIVER'S LICENSES:**

139 The issuance of driver's licenses and permits to minors will be based on student enrollment
140 rather than school attendance. The Department of Driver Services (DDS) shall not issue an
141 instruction permit or driver's license to a person who is younger than 18 years of age unless,
142 at the time such minor submits an application for an instruction permit or driver's license, the
143 records of the department indicate that said applicant is enrolled in and not under suspension
144 from school. Accordingly, the State Department of Education will forward student enrollment,
145 suspension and expulsion information from the statewide student information system to DDS,
146 which will issue licenses when its records indicate that applicants are enrolled in school and
147 not under suspension or expulsion. Lastly, DDS shall notify such minor of his or her
148 ineligibility for an instruction permit or driver's license at the time of such application.
149 (O.C.G.A. § 40-5-22)

150
151 **E. TRUANCY:**

152 When a child is absent, parents, guardians, or other persons who have control of a child
153 enrolled in the District should comply with Administrative Rule JB-R (Student Attendance) and
154 school guidelines to report reasons for absences. Georgia law requires that after any student
155 accrues five (5) days of unexcused absences in a given school year, the parent, guardian, or
156 other person who has control or charge of that child shall be in violation of O.C.G.A. § 20-2-
157 690.1~~(b)~~. Any child that is subject to compulsory attendance who, during the school calendar
158 year, has more than five (5) days of unexcused absences is considered truant. The law states
159 the following:

160
161 "Any parent, guardian, or other person residing in this state who has control or charge of a
162 child or children and who violates this Code section shall be guilty of a misdemeanor and upon

conviction thereof, shall be subject to a fine of not less than \$25.00 and, not greater than \$100.00, or imprisonment not to exceed 30 days, community service, or any combination of such penalties, at the discretion of the court having jurisdiction. Each day's absence from school in violation of this part 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 constitute a separate offense."

- Schools will notify parents/guardians when a student has accumulated five (5) unexcused absences.
- ~~Schools will also notify parents/guardians of students 14 years of age and older when the student has accumulated seven (7) unexcused absences during the school year.~~

F. REPORTING TO LAW ENFORCEMENT:

In addition to discipline of students by the District, student conduct may be reported to appropriate law enforcement authorities. The District encourages parents/guardians to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be tried as an adult.

G. CHRONIC DISCIPLINARY PROBLEM STUDENTS:

A chronic disciplinary problem student is a student who exhibits a pattern of behavioral characteristics which interfere with the learning process of students around him or her and which are likely to recur. (see Administrative Rule JCD-R)

H. TITLE IX:

Some student behavior may be subject to Title IX reporting and /or investigations (see Administrative Rule JCAC-R).

I. PARTICIPATION IN ACTIVITIES WHILE ON SUSPENSION:

Student shall not be allowed to participate in school-related activities while on suspension suspended including extracurricular activities, athletics, and graduation ceremonies (see Administrative Rules JDD-R and IKDB-R).

II. STUDENT OFFENSES:

A student shall not violate any of the following rules of the Cobb County School District. Pursuant to state requirements, disciplinary levels have been assigned to each offense. These levels correspond to the disciplinary levels detailed above. However, principals or designee working in conjunction with ~~Student Support~~ the Office of Student Discipline and their appropriate level assistant superintendent may give greater discipline in egregious circumstances, as identified on a case-by-case basis by the severity of the behavior, student's previous discipline history, and other relevant factors.

A. ALCOHOL/ILLEGAL DRUGS/INHALANTS:

1. No student shall possess, consume, store, or be under any degree of influence of alcoholic beverages (including related products such as "near" beer, non-alcoholic beer, and non-alcoholic wine coolers), illegal drugs (including, but not limited to narcotics, hallucinogens, amphetamines, barbiturates, marijuana, cannabis oil, CBD products, or any other substance listed under the Georgia Controlled Substances Act), or any substance believed by the student to be alcohol or an illegal drug in any form. Legal intoxication is not required for violation of this Code of Conduct.
 - **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
2. No student shall possess, transmit, store, buy, sell, distribute or possess with intent to sell any drug-related paraphernalia.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-5**
3. No student shall falsely represent, either expressly or implied, present, or identify a substance to be alcohol or an illegal drug.

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- **Elementary School – Level 1–2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-5**
4. No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs (including, but not limited to narcotics, hallucinogens, amphetamines, barbiturates, marijuana, cannabis oil, **CBD products**, or any other substance listed under the Georgia Controlled Substances Act), or any substance falsely identified as such, or is believed by the purchaser to be an alcoholic beverage or illegal drug **in any form**.
- **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
5. No student shall sniff or be under the influence of inhalants and/or other substances.
- **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
6. No student shall be in possession or under the influence of synthetic Cannabinoids such as “K-2” (also known as, Spice, Blayze II, RedBird, Mojo, VooDoo Magic, Spice Gold, Yucatan Fire, Demon and Serenity).
- **Elementary School – Level 2-3**
 - **Middle and High School – Level 3-5**
- **For all A-1, A-4, A-5, and A-6:**
 - Notify the appropriate level assistant superintendent.
 - **Contact CCSDPD.**
 - **Option for A-1, A-5, and A-6:** For middle school and high school students, the student may reduce the first out-of-school suspension ~~for A-1, A-4, A-5, or A-6~~ by ~~three~~ **five** days by attending the Gaining Results in Intervention and Prevention (GRIP) Program consisting of ~~one a~~ four-hour ~~Saturday session attended by the student and the parent~~ **online program**, or another comparable program approved by Student Assistance Programs office. Failure to successfully complete this program will result in the student serving the full length of the suspension.

NOTE: Alcohol/Illegal Drug/Inhalant offenses are cumulative for grades K-2, grades 3-5, grades 6-8 and grades 8-12.

B. ATTENDANCE VIOLATIONS:

NOTE: For High School students, parking privileges may be revoked for attendance violations.

1. A student shall not be truant by failing to attend school in compliance with the Georgia Compulsory Attendance Laws. **(Level 1)**
2. No student shall be tardy for a class or activity for which he/she is enrolled without a valid excuse. **(Level 1)**
3. No student shall miss any class or activity for which he/she is enrolled without a valid excuse. **(Level 1)**
4. Students shall not leave school grounds during the course of the regularly scheduled school day without the permission of a parent/guardian and the Principal or designee. Students must follow the established procedures for checking in or out of school. **(Level 1-2)**

C. BOMB THREATS:

Bomb threat is defined as: Transmitting in any manner a false alarm to the effect that a bomb or other explosive of any nature is concealed on school property creating a potentially dangerous situation.

- **Elementary School – Level 2-4**
- **Middle and High School – Level 3-5**
- Notify the appropriate level assistant superintendent.
- **Contact CCSDPD.**

D. BULLETS, BB’S, PAINT BALL PELLETS:

280 Students may not possess ammunition, BB's, paint pellets, or CO₂ cartridges. These items are
281 disruptive to the function of the school and may pose a safety risk.

- 282 • **Elementary and Middle School – Level 1-2**
- 283 • **High School – Level 2-5**

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285 **E. BUS BEHAVIORS:**

286 Students shall follow all student behavior policies and regulations while at the bus stop and on
287 school-provided transportation including, but not limited to, the prohibitions on physical
288 violence, bullying, assault, battery, disrespectful conduct, or other unruly behavior. In addition
289 to other portions of the eCode of eConduct, the following apply to bus transportation:

- 290 1. Students must keep all body parts inside the bus at all times. **(Level 1-2 and/or**
291 **suspension from the bus for a specified time)**
- 292 2. Nothing may be thrown into, within, out of, or at the bus. **(Level 1-2 and/or suspension**
293 **from the bus for a specified time)**
- 294 3. **Bus Disruptions:**
295 No student shall act in any manner so as to interfere with a driver's ability to safely drive
296 the bus or another student's ability to ride the bus without harassing or loud distractions.
297 Students must remain seated at all times unless directed by the driver. Students must
298 remain quiet at all railroad crossings. **(Level 1-2 and/or suspension from the bus for**
299 **a specified time)**
- 300 4. Emergency doors and windows are to be used only at the direction of the driver. **(Level 1-**
301 **2 and/or suspension from the bus for a specified time)**
- 302 5. Students may not ride a bus or disembark a bus at a bus stop other than that assigned for
303 their residence without submitting a written request from their parent/guardian to the
304 Principal or designee for approval. **(Level 1-2 and/or suspension from the bus for a**
305 **specified time)**
- 306 6. Students shall not use any electronic devices during the operation of a school bus that may
307 interfere with ~~the bus'~~ communication equipment or the driver's operation of the school
308 bus, ~~including but not limited to: cell phones; pagers; audible radios, tape players, and~~
309 ~~compact disc players without headphones; or any other electronic device. Students may not~~
310 ~~use any electronic device to video or audio record while on school provided transportation~~
311 ~~vehicles.~~ **(Level 1-2 and/or suspension from the bus for a specified time)**
- 312 7. Students shall not use mirrors, lasers, flashing lights, flash cameras, or any other lights or
313 reflective surfaces in a manner, which might interfere with the operation of the school bus.
314 **(Level 1-2 and/or suspension from the bus for a specified time)**
315

316 **NOTE:** Students who commit sexual offenses, physical offenses against students, or physical
317 offenses against District employees (as defined elsewhere in this Code of Conduct) on the
318 school bus will receive penalties for the offense(s) as specified in this Code of Conduct for
319 these offenses and may also be suspended from the bus for a specified time.
320

321 **If a student has been found to have engaged in battery, acts of physical violence,**
322 **bullying or physical threats on the school bus, the student's parent/guardian shall be**
323 **required to meet with the Principal or designee to execute a bus behavior contract.**
324 **Additional bus behaviors are addressed through the District's Safe Rider Program.**
325

326 **F. PERSONAL COMMUNICATIONS/ELECTRONIC DEVICES:**

- 327 1. **Elementary and Middle School:** Students shall not use, display, or turn on smart
328 watches, cellular phones, video phones, or electronic devices during instructional time,
329 class change time, recess, breakfast, or lunch. The Principal shall determine specified
330 times on campus when electronic devices may be used for instructional purposes. **(Level**
331 **1)**
332 **High School:** Students shall not use, display, or turn on smart watches, cellular phones,
333 video phones, or electronic devices during instructional time for non-instructional purposes
334 and without the express permission of the teacher. The Principal shall determine specified
335 times on campus when cell phones and other electronic devices may be used and will
336 publish this information in student handbooks, the school website, on posters, and/or by
337 other means. **(Level 1)**

- 338 2. Students shall not use personal technology resources to distribute or display inappropriate
339 material. Inappropriate material does not serve an instructional or educational purpose and
340 includes but is not limited to the following:
- 341 • Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic
342 or threatening;
 - 343 • Advocates illegal or dangerous acts;
 - 344 • Causes disruption to the District, its employees or students;
 - 345 • Advocates violence;
 - 346 • Contains knowingly false, recklessly false, or defamatory information; or
 - 347 • Is otherwise harmful to minors as defined by the Children's Internet Protection Act.

348 **Consequence:**

- 349 • **Elementary and Middle School – Level 1-2**
 - 350 • **High School – Level 2-3**
 - 351 • Notify the appropriate level assistant superintendent.
 - 352 • **Contact CCSDPD.**
- 353 3. Students shall not use personal technology devices to access chat rooms/social networking
354 sites such as Facebook, Twitter, Instagram, TikTok, or Snapchat during the regular school
355 day for non-instructional purposes and without the express permission of the teacher.
356 **(Level 1-2)**
- 357 4. Students shall not use any device for audio or visual recording devices without the
358 permission of a school administrator or as permitted by Administrative Rule JG(1)-R
359 (Monitoring-Recording Staff and Students). This includes, but is not limited to, using
360 recording devices to video, photograph, or record misbehaviors or to violate the privacy of
361 others. **(Level 1-2)**

362
363 **G. DISRESPECTFUL CONDUCT:**

- 364 1. No student shall use any type of profane, vulgar, obscene or offensive language (written or
365 oral) or gestures. Offensive language may include, but is not limited to, disparaging
366 statements on the basis of disability, race, ethnicity, gender, or religion. **(Level 1-2)**
367 NOTE: Administrators or their designee should contact the Title IX Coordinator
368 when student conduct implicates Title IX regulations.
- 369 2. No student shall possess or distribute profane, vulgar, pornographic, obscene, or ethnically
370 offensive materials. **(Level 1-2)**
- 371 3. A student shall not use profane, obscene, or abusive language (written or oral) or gestures
372 toward District personnel or other adults on school property or at school sponsored events.
- 373 • **Elementary School – Level 1-2**
 - 374 • **Middle School – Level 1-3**
 - 375 • **High School – Level 2-4**
- 376 4. **Insubordination:** All students shall comply with direct commands or reasonable
377 directions ~~or commands~~ of all authorized District personnel or designees.
- 378 • **Elementary School – Level 1-2**
 - 379 • **Middle School – Level 1-3**
 - 380 • **High School – Level 2-4**
- 381 5. All students shall comply with the directions of ~~a staff member~~ all authorized District
382 personnel or designees to remove themselves from the location of a disruptive situation.
383 **(Level 1-2)**
- 384 6. No student shall refuse to identify ~~one's~~ himself/herself upon request of any District
385 employee or designee or attempt to conceal his/her identity. **(Level 1-2)**
- 386 7. No student shall ~~repeatedly~~ violate the school dress code. **(Level 1-2)**
- 387 8. No student shall fail to attend Saturday School, Detention, or In-School Suspension. **(Level**
388 **1-2)**
- 389 9. No student shall violate a no-contact or stay-away agreement issued by the
390 District.
- 391 • Elementary School – Level 2
 - 392 • Middle and High School – Level 2-5

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395 **H. DISRUPTION OF SCHOOL:**

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1. **Class Disruption:** No students shall intentionally make noise or act in any other manner so as to interfere with a teacher's ability to conduct a class or a student's ability to learn.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
 2. **School Disruption:** No student shall, in any manner, by the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct, intentionally cause the disruption of any lawful mission, process or function of the school, or engage in any such conduct for the purpose of causing the disruption or obstruction of any such lawful mission, process or function.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 1-5**
 3. Students shall not be on the campus of a school in which they are not enrolled during that school's hours or while that school is operational without permission from that school's administration. Students also may not enter a school building after hours without express permission.
 - **Elementary and Middle School – Level 2-3**
 - **High School – Level – 2-4**
 4. Students may not return to campus or attend any school function while on suspension.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 2-3**
 5. Students may not be present in an unauthorized area or gather in an area for any purpose other than the intended purpose of that area (e.g. more than one student present at a time in restroom stall). (Level 1-2)
 6. Students shall not occupy nor block the entrance/exit of any school building, gymnasium, school grounds, properties or parts(s) thereof with the intent to deprive others of its use, or when the effect thereof is to deprive others of such use.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
 7. Students shall not prevent or attempt to prevent the convening or continued functioning of any school, class, activity or lawful meeting or assembly on the school campus.
 - **Elementary and Middle – Level 1-2**
 - **High School – Level 2-3**
 8. Students shall not prevent students from attending a class or school activity.
 - **Elementary and Middle – Level 1-2**
 - **High School – Level 2-3**
 9. No student shall, except under the direct instruction of the Principal, block normal pedestrian or vehicular traffic on a school campus or adjacent grounds.
 - **Elementary and Middle – Level 1-2**
 - **High School – Level 1-3**
 10. No student shall be involved in a serious verbal altercation that disrupts the school, class or school activity.
 - **Elementary and Middle – Level 1-2**
 - **High School – Level 1-3**
 11. No student directly or indirectly shall cause to be delivered any items for himself/herself or a 3rd party without Principal permission, including but not limited to UberEats, DoorDash, restaurant deliveries, etc.
 - Elementary and Middle – Level 1-3
 - Middle and High School – Level 1-5
 12. No student shall buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell or otherwise distribute or possess with intent to distribute any unauthorized item.
 - Elementary and Middle – Level 1-3
 - High School – Level 1-5
 13. No student shall knowingly allow a person into a school building with the intent to cause harm or disruption.
 - Elementary and Middle – Level 1-3
 - High School – Level 1-5

I. FALSE REPORTS:

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1. No student shall knowingly and willfully make false reports or statements whether orally or in writing; falsely accuse other students of wrong actions; falsely accuse District employees of wrong action or inappropriate conduct; falsify school records; or forge signatures.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**
 2. No student shall make false calls to emergency services including false fire alarms which create a potentially dangerous interruption to the normal school operation and to both the physical and emotional well-being of students and staff.
 - a. **False Call to Emergency Services:**

No student shall knowingly make or cause a false call to emergency services to be made.

 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact CCSDPD**
 - b. **False Fire Alarms:**

No student shall knowingly give or cause a false fire alarm to be given.

 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
 - **Contact CCSDPD**

477 **J. GAMBLING:**

478 No student shall participate in any type of gambling activity as defined by state law or that
479 involves the wagering or betting of services, money or other items. **(Level 1-2)**
480

481 **K. GANG RELATED ACTIVITY:**

482 A "gang" is defined as any group or association of three or more persons, whether formal or
483 informal, which encourages, solicits, promotes, urges, counsels, furthers, advocates,
484 condones, assists, causes, advises, procures, or abets any illegal or disruptive activity or
485 behavior of any kind, whether on or off school campuses or school property.

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1. No student shall engage in any activity while participating in a gang which interferes with the orderly conduct of school activities, with discipline in the schools, or with the rights of other students or faculty members.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
 - **Contact CCSDPD**
 2. No student shall display identified gang tattoos.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
 - **Contact CCSDPD**
 3. No student shall hold himself/herself out as a member of a gang.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
 - **Contact CCSDPD**
 4. No student shall recruit or solicit membership in any gang or gang-related organization.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
 - **Contact CCSDPD**
 5. No student shall engage in any other gang-related behavior which is subversive to good order and discipline in the schools, even though such behavior is not specified in the preceding written rules.
 - **Elementary School – Level 1-3**
 - **Middle and High School – Level 2-5**
 - **Contact CCSDPD**

511 **NOTE: Gang Related Activity offenses are cumulative for grades 6-8 and grades 8-**
512 **12.**
513

514 **L. HARASSMENT, INTIMIDATION, THREATS (VERBAL, WRITTEN OR ELECTRONIC), AND**
515 **BULLYING BEHAVIOR:**
516

517 **NOTE: Administrators or their designee should contact the Title IX Coordinator when**
518 **student conduct implicates Title IX regulations.**

519 **1. Harassment is defined as:**

520 Intentional, substantial, and unreasonable verbal, physical or written contact that is
521 initiated, maintained, or repeated. No student shall engage in harassment, intimidation, or
522 abuse of or toward any other student(s), District employees or other adults for any reason.
523 This prohibition includes but is not limited to, harassment, intimidation or abuse of
524 students or others based on actual or perceived race, creed, color, national origin, religion,
525 sex, age, disability, sexual orientation, gender, gender identity or a physical characteristic.

- 526 • **Elementary and Middle School – Level 1-3**
- 527 • **High School – Level 2-5)**

528 **2. No student shall threaten, either verbally, in writing, electronically, or by physical presence,**
529 **expressed or implied, or conspire to cause bodily injury to any student, District employee or**
530 **non-District employee.**

- 531 • **Elementary School – Level 1-3**
- 532 • **Middle School – Level 2-4**
- 533 • **High School – Level 2-5**

534 **3. Bullying:**

535 No student shall bully another student or students. **Bullying behavior is defined as:**

- 536 • Willful attempt or threat to inflict injury on another person when accompanied by an
537 apparent present ability to do so; or
- 538 • Intentionally exhibiting a display of force such as would give the victim reason to fear
539 or expect immediate bodily harm; or
- 540 • Any intentional written, verbal or physical act, which a reasonable person would
541 perceive as being intended to threaten, harass or intimidate that:
 - 542 • Causes substantial physical harm or bodily harm capable of being perceived by
543 a person other than the victim and may include, but is not limited to,
544 substantially blackened eyes, substantially swollen lips or other facial or body
545 parts, or substantial bruises to body parts;
 - 546 • Has the effect of substantially interfering with the victim student's education;
 - 547 • Is so severe, persistent or pervasive that it creates an intimidating or
548 threatening educational environment; or
 - 549 • Has the effect of substantially disrupting the orderly operation of the school.

550
551 Bullying behavior is also defined as cyberbullying which occur through the use of electronic
552 communication, whether or not such electronic act originated on school property or with
553 school equipment, if the electronic communication:

- 554 • Is directed specifically at students or school personnel; **AND**
- 555 • Is maliciously intended for the purpose of threatening the safety of those
556 specified or substantially disrupting the orderly operation of the school; **AND**
- 557 • Creates a reasonable fear of harm to the students' or school personnel's person
558 or property or has a high likelihood of succeeding in that purpose.

- 560 • **Elementary School – Level 2-3**
- 561 • **Middle and High School – Level 2-5**

562
563 **NOTE:** If a third offense occurs within one school year, as determined by a hearing
564 officer/tribunal, the student shall be expelled for at least one calendar year but may be
565 assigned to the AEP during this discipline.

566
567 **NOTE: L-3 offenses are cumulative for grades 6-8 and grades 8-12.**

568
569 Parents/guardians of students who are victims of bullying or are found to have committed
570 bullying behaviors will be notified via conference or letter/referral. Staff members should
571 report instances of these behaviors to school administration immediately so that
572 administrators may review them in a timely manner.

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Employees, volunteers, students and parents/guardians/other persons that have control of students may report or otherwise provide information on bullying activity to a school administrator anonymously if they choose. No person who reports bullying behaviors will be retaliated against by any school employee. Students who retaliate against others for reports of bullying behavior are subject to discipline which may include enhanced consequences. Students who knowingly file a false report of bullying will also be disciplined.

4. **Stalking:**
Stalking is defined as a student following, placing under surveillance, or contacting another student or District employee without consent for the purpose of harassment or intimidation, which includes behavior that would cause a reasonable person to: (a) fear for their safety or the safety of others; or (b) suffer emotional distress.
- **Elementary School – Level 2-3**
 - **Middle and High School – Level 2-5**

M. INCENDIARY DEVICES:

No student shall possess, light, and/or discharge smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or similar devices. **(Level 1-2)**

N. OFF-CAMPUS OFFENSES:

Off-campus misconduct for which a student shall be disciplined includes, but is not limited to, any off-campus conduct that:

- Could result in the student being criminally charged with a felony and is prohibited by the Georgia or United States criminal codes or would be punishable as a felony if committed by an adult; **AND**
- Makes the student’s continued presence at school a potential danger to persons or property at the school or disrupts the educational process. **(Level 1-5 and contact CCSDPD)**

O. OTHER BEHAVIORS:

No student shall participate in any activity that is subversive to good order and discipline of the school not specifically addressed in the other sections of this Code of Conduct (Possession or use of counterfeit money or forged official school forms is included in this category).

- **Elementary School – Level 1-3**
- **Middle School – Level 1-5**
- **High School – Level 1-5**

NOTE: Schools should contact ~~Student Support~~ **the Office of Student Discipline** prior to charging a student with this section.

P. OVER-THE-COUNTER MEDICATION:

Possession of all over-the-counter medication on school property must be in compliance with Administrative Rule JGCD-R (Medication). A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication. Over the counter medications specifically include, but are not limited to, nicotine replacement therapies such as nicotine gum and candy, nicotine lozenges, nicotine patches, nicotine inhalers, nicotine nasal sprays and the like. **(Level 1-3)**

Q. PARTIES TO THE OFFENSE:

No student shall urge, encourage, counsel, further, promote, assist, cause, advise, procure, or abet any other student(s) to violate any section or paragraph of this Cobb County Code of Conduct.

- **Elementary and Middle – Level 1-3**
- **High School – Level 1-5**

R. PHYSICAL OFFENSES:

632 Principals or designees will continue to exercise professional discretion in determining
633 incidents of horseplay, intentional spitting, physical altercation, fighting or physical bullying, or
634 self-defense as defined by Georgia law in O.C.G.A. § 16-3-21. Principals or designees will
635 have the authority to assign consequences based on behavior related to specific incidents.
636 This may include differentiated discipline assigned on a case by case basis. The minimum
637 consequences for prohibited behaviors will apply as noted in this Code of Conduct and other
638 District Administrative Rules.
639

640 **NOTE: R-6, R-7, and R-9 offenses are cumulative for grades 6-8 and grades 8-12. R-**
641 **10 offenses are cumulative for grades K-2, grades 3-5, grade 6-8, and grades 8-12.**
642

- 643 1. No student shall use any device, chemical, irritant, or substance in a manner inconsistent
644 with its intended or prescribed use, or in a manner designed to cause harm, physical
645 irritation, or allergic reaction. Examples include, but are not limited to, directing a laser
646 optical pointer or similar device at another person's eyes, and applying "itching powder" or
647 like substances to another person. **(Level 1-2)**
- 648 2. Students may not possess or use any device designed to produce a mild electrical shock.
649 **(Level 1-2)**
- 650 3. Students shall not engage in rough or boisterous activities, **including but not limited to**
651 **horseplay. (Level 1-2)**
- 652 4. No student shall participate in any kind of physical altercation.
653
 - 654 • **Elementary and Middle School – Level 1-3**
 - 655 • **High School – Level 2-4**
- 656 5. No student shall participate in any kind of physical harassment, **including but not limited**
657 **to hazing** (~~This can include forms of hazing~~ **see** Administrative Rule JHC-R ~~{[School~~
658 ~~Clubs/Organizations and Student Organizations]}~~), intentionally spitting **on another**
659 **person, intentionally urinating on another person, lifting a student's skirt, or**
660 **shanking pantsing** ~~[i.e. intentionally exposing another student's undergarments}]~~ **(pulling**
661 **down a student's pants/shorts/skirt, etc.).**
662
 - 663 • **Elementary and Middle School – Level 1-3**
 - 664 • **High School – Level 2-4**
- 665 6. No student shall participate in any type of fighting.
666
 - 667 • **Elementary School – Level 2-3**
 - 668 • **Middle School – Level 2-3**
 - 669 • **High School – Level 2-5**
- 670 7. No student shall gang up with any student or students to physically attack another
671 student or other persons.
672
 - 673 • **Elementary and Middle School – Level 2-3**
 - 674 • **High School – Level 3-5**
 - 675 • **Contact CCSDPD**
- 676 8. **Physical Threat of a Student or a Person who is not a District Employee:**
677 Physical Threat is defined as: when a student attempts to commit a violent injury to the
678 person of another; or commits an act which places another in reasonable apprehension of
679 immediately receiving a physical injury.
680
 - 681 • **Elementary and Middle School – Level 2-3**
 - 682 • **High School – Level 2-5**
- 683 9. **Battery on a Student or a Person who is not a District Employee:** Battery is defined
684 as when a student: intentionally causes physical harm to a person; or causes or attempts
685 to cause injury or behaves in such a way as to cause physical injury to a student.
686
 - 687 • **Elementary School – Level 2-3**
 - 688 • **Middle School – Level 3-4**
 - 689 • **High School – Level 3-5**
 - 690 • **Contact CCSDPD**
10. **Physical Offenses upon District Employees:**
Hearing:
If a student commits an act of physical threat (assault) **or battery** upon a District
employee, a mandatory disciplinary hearing will be held in accordance with Administrative
Rule JCEB-R (Student Hearing Procedure), regardless of the recommended discipline,
unless the hearing is waived. A disciplinary hearing regarding a recommendation for a

691 short-term out of school suspension (10 days OSS or less) must be waived by the
692 employee. A disciplinary hearing regarding a recommendation of long-term out-of-school
693 suspension (11 days OSS or more) must be waived by both the employee and the
694 parent/guardian/student over 18.

695 a. **Physical Threat:**

696 Physical Threat is defined as: when a student attempts to commit a violent injury to
697 the person of a staff member; or commits an act which places a staff member in
698 reasonable apprehension of immediately receiving a serious or violent injury.

- 699 • **Elementary School – Level 1-3**
- 700 • **Middle School – Level 2-5**
- 701 • **High School – Level 3-5**

702 b. **Physical Violence Without Harm:**

703 No student shall intentionally commit an act of assault or battery of an insulting or
704 provoking nature with the person of a District employee, unless such contact was in
705 self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21.

- 706 • **Elementary School – Level 2-3**
- 707 • **Middle and High School – Level 3-5**
- 708 • **Contact CCSDPD**

709 c. **Physical Violence With Harm:**

710 No student shall intentionally commit an act of assault or battery, which causes
711 physical harm to a District employee, unless such physical contacts or physical harms
712 were in self-defense, as provided in Georgia law in O.C.G.A. § 16-3-21. **(Level 5 –**
713 **Permanent Expulsion and contact CCSDPD)**

714 **NOTE:** A student found by a disciplinary hearing officer, panel, or tribunal to have
715 committed an act of physical violence [with harm] against a teacher, school bus driver,
716 school official, or school employee shall be expelled from the public-school system. The
717 expulsion shall be for the remainder of the student's eligibility to attend public school
718 pursuant to Code Section 20-2-150. The local school board at its discretion may permit
719 the student to attend an alternative education program for the period of the student's
720 expulsion. If the student who commits an act of physical violence is in kindergarten
721 through grade eight, then the local school board at its discretion and on the
722 recommendation of the disciplinary hearing officer, panel, or tribunal may permit such
723 a student to reenroll in the regular public school program for grades nine through 12. If
724 the local school board does not operate an alternative education program for students
725 in kindergarten through grade six, the local school board at its discretion may permit a
726 student in kindergarten through grade six who has committed an act of physical
727 violence as defined in paragraph (2) of subsection (a) of this Code section to reenroll in
728 the public school system. (O.C.G.A. § 20-2-751.6).

730 11. **Unauthorized Confinement/Detention:**

731 **No student shall engage in unauthorized confinement or detention of another**
732 **person, which is defined as violating the personal liberty of another through**
733 **confinement or detainment without legal authority.**

- 734 • **Elementary School – Level 1-2**
- 735 • **Middle School – Level 2-5**

736
737 **S. PRESCRIPTION DRUGS:**

738 No student shall be in possession of prescription medication not prescribed for the student. All
739 prescription medication prescribed for a student must be in compliance with Administrative
740 Rule JGCD-R (Medication). In addition, a student shall not sell, distribute, or possess with
741 intent to distribute any prescribed medication on school property.

- 742 • **Elementary School – Level 1-3**
- 743 • **Middle School – Level 2-3**
- 744 • **High School – Level 2-4**

745
746 **NOTE: Consequences for S are cumulative in grades 6-8 and grades 9-12.**
747

748 **NOTE:** If the prescription drug is a controlled substance under the Georgia Controlled
749 Substances Act, the student shall be found to have violated Section II, Paragraph A,
750 Alcohol/Illegal Drugs/Inhalants, and shall be disciplined according to that Section.
751

752 **T. PROPERTY RELATED OFFENSES:**

753 **NOTE:** Parents/guardians and/or students will be held responsible for restitution of the full
754 value of any damaged or stolen property (Administrative Rule DFJ-R [District Property
755 Replacement/Restitution]).

- 756 1. No student shall intentionally cause substantial damage to personal property belonging to
757 a District employee or another student.
 - 758 • **Elementary and Middle School – Level 1-3**
 - 759 • **High School – Level 2-3**
- 760 2. No student shall set fire to any private property or school property either while on school
761 grounds or off school grounds during a school activity, function, or event.
 - 762 • **Elementary and Middle School – Level 2-3**
 - 763 • **High School – Level 2-5**
 - 764 • **Contact CCSDPD**
- 765 3. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal
766 private property ~~or school property on school grounds.~~
 - 767 • **Elementary School – Level 1-3**
 - 768 • **Middle School – Level 2-3**
 - 769 • **High School – Level 2-4**
 - 770 • **Contact CCSDPD**
- 771 4. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal
772 ~~private property or school~~ **District** property ~~off school grounds during a school activity,~~
773 ~~function or event.~~
 - 774 • **Elementary School – Level 1-3**
 - 775 • **Middle School – Level 2-3**
 - 776 • **High School – Level 2-4**
 - 777 • **Contact CCSDPD**
- 778 5. No student shall possess stolen private property or school property on school grounds.
 - 779 • **Elementary and Middle School – Level 1-3**
 - 780 • **High School – Level 2-4**
 - 781 • **Contact CCSDPD**

782
783 **U. SEXUAL OFFENSES:**

784 ~~Sexual offenses are prohibited against members of the same sex as well as members of the~~
785 ~~opposite sex. Reports or complaints of sexual harassment under Title IX should be promptly~~
786 ~~reported to the principal. **Reports or complaints of sexual harassment, contact with**~~
787 ~~**intimate body parts , or sexual molestation must be reported promptly to Public**~~
788 ~~**Safety and then to the Title IX Office BEFORE initiating the discipline process.** See~~
789 ~~Administrative Rule JCAC-R (Sexual Harassment Reporting and Investigation), for further~~
790 ~~requirements, information and explanation.~~

791 **1. Sexual Misconduct:**

- 792 a. No student shall be engaged in amorous kissing, ~~or~~ **or** other inordinate displays of
793 affection. **(Level 1-2)**
- 794 b. No student shall consent to and participate in any form of sexual activity.
 - 795 • **Elementary School – Level 1-3**
 - 796 • **Middle and High School – Level 2-3**
 - 797 • **Contact CCSDPD**
- 798 c. No student shall expose one's intimate body parts or "moon" in public. Intimate body
799 parts include the primary genital area, anus, groin, inner thighs, or buttocks of a male
800 or female and the breasts of a female.
 - 801 • **Elementary School – Level 1-2**
 - 802 • **Middle School – Level 2**
 - 803 • **High School – Level 2-4**
 - 804 • **Contact CCSDPD**

805 d. No student shall commit any act of verbal, written, gesture-oriented, or physical sexual
806 misconduct on school property, school buses, at school-sponsored events, or while
807 using ~~school~~ **District** technology resources.

- **Elementary and Middle – Level 1-3**
- **High School – Level 2-4**

810 2. **Sexual Harassment:**

811 **NOTE:** See Administrative Rule JCAC-R (Sexual Harassment Reporting and Investigation),
812 for further requirements, information and explanation.

813 a. No student shall participate in verbal, ~~or~~ non-verbal, **printed, or digital** conduct of a
814 sexual nature (including, but not limited to, unwelcome sexual advances, requests for
815 sexual favors, sexually offensive slurs, sexually offensive drawings, photographs or
816 posters directed towards another person) where there is a pattern of harassing
817 behavior or a single significant incident.

- **Elementary and Middle School – Level 2-3**
- **High School – Level 2-4**

820 b. No student shall participate in physical conduct of a sexual nature (including, but not
821 limited to, unwelcome sexual advances or gestures) where there is a pattern of
822 harassing behavior or a single significant incident.

- **Elementary and Middle – Level 2-3**
- **High School – Level 2-5**
- **Contact CCSDPD**

826 3. **Sexual Battery Contact with Intimate Body Parts:**

827 ~~Sexual battery is defined as a student intentionally making~~ **No student shall**
828 **intentionally make** physical contact with the intimate parts of the body of another
829 person without the consent of that person. Intimate body parts include the primary genital
830 area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a
831 female or male. No student shall commit any act of sexual battery on school property,
832 school transportation, or at school-sponsored events.

- **Grades K-3 – Level 1 -3**
- **Elementary School Grades 4 and 5 – Level 2-3**
- **Middle School – Level 2-4**
- **Middle and High School – Level 3 2-5**
- **Contact CCSDPD**

838 4. **Sexual Molestation:**

839 Sexual molestation is defined as a student doing any immoral or indecent act to or in the
840 presence of another person, without that person's consent, with the intent to arouse or
841 satisfy the sexual desires of either the student or the other person. This includes a student
842 forcing another person to make physical contact with the student's intimate body parts.
843 Intimate body parts include the primary genital area, anus, groin, inner thighs, or buttocks
844 of a male or female and the breasts of a female or male. No student shall commit any act
845 of sexual molestation or the attempts thereof on school property, school buses, or at
846 school-sponsored events.

- **Elementary School – Level 2-5**
- **Middle and High School – Level 3-5**
- **Contact CCSDPD**

851 **NOTE: Consequences for Paragraph U, Subsections 2, 3, 4 are cumulative in grades**
852 **3-5, 6-8, and 8-12.**

854 **V. STIMULANTS:**

855 A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet
856 pills, caffeine pills, or other stimulant on school property. **(Level 1-3)**

857
858 **NOTE:** If the stimulant is a controlled substance under the Georgia Controlled Substances Act,
859 the student shall be found to have violated Section II, Paragraph A, Alcohol/Illegal
860 Drugs/Inhalants, and shall be disciplined according to the Section.

861 **W. DISTRICT TECHNOLOGY OFFENSES:**

863 All students using ~~school~~ **District** technology, **including on or off campus use of District**
864 **issued devices** must have a signed Internet use form (Form JCDA-3 [Receipt of the Family
865 Information Guide]) on file with the school. Unauthorized access and prohibited behaviors are
866 fully discussed and defined in Administrative Rule IFBG-R (Technology Acceptable Use).

867 ~~School~~ **District** technology, **including on or off campus use of District issued devices**
868 cannot be used for other than school related purposes.

869 **NOTE: Administrators or their designee should contact the Title IX Coordinator when**
870 **student conduct implicates Title IX regulations.**

871 1. Students ~~will~~ **shall** not ~~purposely look for security problems because such action may be~~
872 ~~considered an unauthorized attempt to gain access to school technology resources~~
873 **attempt to identify ways to gain access or otherwise hack District technology**
874 **resources including on or off campus use of District issued devices.**

- 875 • **Elementary School – Level 1-2**
- 876 • **Middle school – Level 2-3**
- 877 • **High School – Level 2-4**
- 878 • **Contact CCSDPD**

879 2. Students ~~will~~ **shall** not attempt to ~~or~~ disrupt the ~~school~~ **District** technology resources,
880 **including on or off campus use of District issued devices** by destroying, altering or
881 otherwise modifying technology. Hacking is strictly prohibited.

- 882 • **Elementary and Middle School – Level 2-3**
- 883 • **High School – Level 2-4**
- 884 • **Contact CCSDPD**

885 3. Students ~~will~~ **shall** not use ~~school~~ **District** technology resources, **including on or off**
886 **campus use of District issued devices** to solicit business, advertise, or engage in any
887 other selling activities in support of non-school related fund-raising or private business
888 enterprises.

- 889 • **Elementary and Middle School – Level 1-2**
- 890 • **High School – Level 1-3**

891 4. Students ~~will~~ **shall** not engage in any activity that monopolizes, wastes or compromises
892 ~~school~~ **District** technology resources, **including on or off campus use of District**
893 **issued devices.**

- 894 • **Elementary and Middle School – Level 1-2**
- 895 • **High School – Level 1-3**

896 5. Students ~~will~~ **shall** not copy computer programs, software or other technology provided by
897 the District for personal use. Downloading unauthorized files is strictly prohibited.

- 898 • **Elementary and Middle School – Level 1-2**
- 899 • **High School – Level 1-3**

900 6. No student shall attempt to, threaten to, or actually damage, destroy, vandalize, or steal
901 private property or ~~school~~ **District** property while using ~~school~~ **District** technology
902 resources ~~on or off school grounds,~~ **including on or off campus use of District issued**
903 **devices.**

- 904 • **Elementary School – Level 1-2**
- 905 • **Middle School – Level 2-3**
- 906 • **High School – Level 2-4**
- 907 • **Contact CCSDPD**

908 7. Students ~~will~~ **shall** not use ~~school~~ **District** technology resources, **including on or off**
909 **campus use of District issued devices** to distribute or display inappropriate material.
910 Inappropriate material does not serve an instructional or educational purpose and includes
911 but is not limited to material that:

- 912 • Is profane, vulgar, lewd, obscene, offensive, indecent, sexually explicit, pornographic
913 or threatening;
- 914 • Advocates illegal or dangerous acts;
- 915 • Causes disruption to the District, its employees or students;
- 916 • Advocates violence;
- 917 • Contains knowingly false, recklessly false, or defamatory information; or
- 918 • Is otherwise harmful to minors as defined by the Children's Internet Protection Act.

919 **Consequence:**

- 920 • **Elementary School – Level 1-2**
- 921 • **Middle School – Level 2-3**

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- **High School – Level 2-4**
- **Contact CCSDPD**

8. Students shall not commit any other prohibited act discussed in Administrative Rule IFBG-R (Internet Technology Acceptable Use). This includes any modification of school records.
 - **Elementary School – Level 1-2**
 - **Middle School – Level 2-3**
 - **High School – Level 2-4**
9. Students ~~may~~ **shall** not use ~~school~~ **District** technology devices, **including on or off campus use of District issued devices** to access chat rooms/social networking sites including, but not limited to Facebook, Twitter SnapChat, or Instagram. **(Level 1-2)**
10. Students may not use audio or visual recording devices without the permission of a school administrator or as permitted by Administrative Rule JG(1)-R (Monitoring-Recording Staff and Students). This includes, but is not limited to, using recording devices to video or record misbehaviors or to violate the privacy of others.
 - **Elementary and Middle School – Level 1-2**
 - **High School – Level 1-3**

X. TOBACCO, SMOKING PRODUCTS, AND VAPING:

1. Student possession or use of tobacco, tobacco product substitutes (e.g., tobacco look-alikes), cigarette look-alikes (e.g., electronic cigarettes), hookahs and hookah look-alikes (e.g. electronic hookahs), vaping devices, or vaping cartridges ~~on school property and at school sponsored events~~ is prohibited.
 - **Elementary School – Level 1-2**
 - **Middle and High School – Level 2**
2. **No student shall buy, sell, or otherwise distribute or possess with the intent to distribute or attempt to buy, sell or otherwise distribute or possess with the intent to distribute tobacco, tobacco product substitutes (e.g., tobacco look-alikes), cigarette look-alikes (e.g., electronic cigarettes), hookahs and hookah look-alikes (e.g. electronic hookahs), vaping devices, or vaping cartridges.**
 - **Grades K-3 – Level 1 -2**
 - **Grades 4 and 5 – Level 1-3**
 - **Middle and High School – Level 2-4**

Y. WEAPONS:

A student who wants to use a weapon or look-alike weapon in an exhibit, presentation, or activity in a classroom or at a school-sponsored event must meet the following requirements:

- Verbal approval of the teacher in whose class the weapon will be used;
- Prior written permission from the Principal which includes a description of the weapons authorized and the time period during which the weapons may be on campus;
- Transport of the weapon or look-alike weapon to and from the school by the parent/guardian of the student making the request; and
- The teacher or school administration storing the weapon or look-alike weapon in a secure location when it is not being used in the above classroom activities.

Prohibition: A student shall not possess, handle, transmit, or cause to be transmitted; use or threaten to use; sell, attempt to sell, or conspire to sell a weapon, either concealed or open to view, on school property. A weapon includes a dangerous weapon, firearm or hazardous object, as further defined below. All weapons shall be confiscated and given to CCSDPD or other law enforcement agencies as appropriate. The disposition of confiscated weapons shall be determined by the superintendent or his/her designated school official, in conjunction with law enforcement.

Note: The definition of "weapon" for purposes of this Code of Conduct is one that includes, but is not limited to, the following items:

Category I Weapon - Dangerous Weapon or Firearm (Loaded or Unloaded):

NOTE: Category I Weapon offenses are cumulative in grades K-5, grades 6-8 and grades 8-12.

981
982 Dangerous weapon means any weapon which fires explosive or non-explosive rockets or
983 weapon which is designed to explode to injure, kill, destroy armor, or similar weapon used for
984 such purpose as defined in O.C.G.A. § 16-11-121. Firearm means a handgun, rifle rifle,
985 shotgun, or other weapon which will or can be converted to expel a projectile by the action of
986 an explosive or electrical charge. **(Level 5)**
987

- 988 • The hearing officer, tribunal, panel, Superintendent, or Cobb County Board of Education
989 has the authority to modify these expulsion requirements on a case-by-case basis.
- 990 • Notify the appropriate level assistant superintendent.
- 991 • **Contact CCSDPD**

992
993 **Category II Weapon – Hazardous Object:**

994
995 **NOTE: Category II Weapon offenses are cumulative in grades K-5, grades 6-8 and**
996 **grades 8-12.**
997

998 Hazardous object means any dirk, bowie knife, switchblade knife, ballistic knife, any other
999 knife having a blade of two or more inches, straight-edge razor, razor blade, spring stick,
1000 knuckles, whether made from metal, thermoplastic, wood, or other similar material, blackjack,
1001 any bat, club, or other bludgeon-type weapon, or any flailing instrument consisting of two or
1002 more rigid parts connected in such a manner as to allow them to swing freely, which may be
1003 known as a nun chahka, nun chuck, nunchaku, shuriken, or fighting chain, or any disc, of
1004 whatever configuration, having at least two points or pointed blades which is designed to be
1005 thrown or propelled and which may be known as a throwing star or oriental dart, or any
1006 instrument of like kind, any nonlethal air gun (including but not limited to BB, paintball,
1007 and certain water or water gel guns), and any stun gun or taser as defined O.C.G.A. § 16-
1008 11-106 or any tool or instrument which the school administration could reasonably conclude
1009 as being used as a weapon or intended by the student to be used as a weapon and thus a
1010 violation of the intent of this Code of Conduct.

- 1011 • **Elementary School – Level 2-5**
- 1012 • **Middle and High School – Level 3-5**
- 1013 • **Contact CCSDPD**

1014
1015 **Category III Weapon:**

1016 Any knife or instrument having a blade of less than two inches, any "look-alike" firearm, any
1017 "look-alike" or practice knife, or plastic disposable razor or sling shot.

- 1018 • **Elementary School – Level 1-3**
- 1019 • **Middle and High School – Level 2-5**
- 1020 • **Contact CCSDPD**

1021
1022 **Note:** For items such as smoke bombs, stink bombs, fireworks, cigarette lighters, matches, or
1023 similar devices, see Paragraph M. above.
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1026 **III. CLUBS AND ORGANIZATIONS:**

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1028 The names of student clubs and organizations, as defined by Administrative Rule JHC-R (School
1029 Clubs/Organizations and Student Organizations) the mission or purpose of such clubs or
1030 organizations, the names of the club's or organization's contacts or faculty advisors, and a
1031 description of past or planned activities will be available in student handbooks, school-provided
1032 information and/or on school Websites for each school. This information is updated periodically
1033 throughout the year and is available on the school's Website, which may be accessed at
1034 www.cobbk12.org, and/or the school's administrative office. Also see Administrative Rule IDE-R
1035 (Co-Curricular Activities) and Administrative Rule IDF-R (Interscholastic Activities).
1036

1037 Adopted: 7/9/80

1038 Revised: 4/13/83; 8/8/84; 6/28/90; 5/23/91; 5/28/92; 11/11/92; 5/27/93; 8/10/94; 6/14/95; 6/27/96; 6/26/97;
1039 5/28/98; 10/28/99; 5/25/00; 9/18/00; 5/24/01; 6/27/02; 6/26/03; 6/9/04

1040 Reclassified an Administrative Rule: 9/1/04

1041	Revised: 6/21/05; 7/1/06; 7/1/07; 7/1/08; 7/1/09, 6/9/10; 6/8/11; 6/13/12	
1042	Revised and Re-coded: 7/1/13	
1043	Revised: 6/11/14; 7/1/14; 7/1/15; 7/1/16; 7/1/19; 7/1/20; 7/1/22; x/x/23	
1044		
1045	Legal Reference	
1046	O.C.G.A. 20-2-1126	Written policies and procedures for operation of school buses; receipt of code of conduct by students; acknowledgement by parent or guardians
1047		
1048	O.C.G.A. 20-2-751.4	Policies prohibiting bullying; assignment to alternative school; notice
1049	O.C.G.A. 20-2-751.5	Required provisions for student code of conduct
1050	O.C.G.A. 16-11-37	Terroristic threats and acts
1051	O.C.G.A. 16-11-37.1	Dissemination of information relating to terroristic acts
1052	O.C.G.A. 20-2-751.7	Student reporting of inappropriate behavior by teacher/staff
1053	O.C.G.A. 16-11-37	Terroristic threats and acts; penalties
1054	O.C.G.A. 20-2-735	Adoption of policies by LBOEs to improve student learning environment
1055	O.C.G.A. 20-2-736	Student codes of conduct; distribution
1056	O.C.G.A. 20-2-737	Reports by teacher of violations of student code of conduct; parental notice
1057	O.C.G.A. 20-2-738	Authority of teacher to remove student from classroom; procedures
1058	Rule 160-4-8-.15	Student Discipline



JG-R Student Welfare

8/1/22 x/x/23

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:

- 47 (a) Involving the transportation of students to and from school functions when such
48 transportation is furnished by the District; and
49 (b) Involving school functions held during non-instructional hours.
- 50 b. Preparation:
51 School safety plans shall be prepared with input from:
52 (1) Students enrolled in that school;
53 (2) Parents/guardians of such students;
54 (3) Teachers in that school;
55 (4) Community leaders,
56 (5) Other school and District employees; and
57 (6) Local law enforcement, fire service, public safety, and emergency management
58 agencies.
- 59 c. Communication:
60 School Safety Plans should be developed and communicated to faculty and staff in
61 accordance with expectations set by the District's Department of Public Safety.
- 62 d. Submission Requirements:
63 The original School Safety Plan should be submitted to the District's Department of
64 Public Safety with a copy retained by the school and a copy submitted to the
65 designated assistant superintendent. Public Safety shall submit each school's plan to
66 the local emergency management agency.
- 67 e. Other Provisions:
68 (1) Fire, disaster, emergency (**e.g., bomb threat, intruder alert, etc.**), and take-cover
69 drills within the District should be in conformance with state, county, city, and local
70 requirements and in accordance with the rules and regulations prescribed by the
71 Cobb County Board of Education and instructions issued by the Department of
72 Public Safety through the Emergency Procedures Manual.
73 (2) Evacuation routes will be posted in accordance with state and local fire marshal
74 requirements.
75 (3) The District should appropriately cooperate with the Cobb County Emergency
76 Management Agency, Georgia Emergency Management Agency, and Federal
77 Emergency Management Agency authorities and other government agencies in the
78 event of a declared emergency situation.
- 79 4. **Chains and Padlocks:**
80 Schools will refrain from using chains and padlocks on egress doors whether or not the
81 building is occupied.
- 82 5. **Portable Handheld Radios:**
83 a. Fire safety authorities require portable two-way radios in all portable classrooms.
84 b. After School Programs (ASP) should have access to a portable handheld radio that is
85 capable of communicating beyond the local area.
- 86 6. **Emergency Contact Information:**
87 Emergency After-Hour Contact information for school personnel should be reported in
88 accordance with the expectations of the CCSD **Police Department**.
- 89 7. **Decorations:**
90 a. Live holiday trees may be permitted in classrooms under the following conditions:
91 (1) No lights.
92 (2) Keep water in the tree stand.
93 (3) The tree should not be located near a heat source.
94 b. Artificial trees that are labeled fire "retardant" or "resistant" may be decorated with
95 lights that are labeled "UL Approved."
96 c. Electrical wall decorations should be securely fastened to the wall away from anything
97 flammable. They should be unplugged after class each day.
98 d. Electrical cords and other items should be securely fastened to avoid tripping and
99 unnecessary alarm activation.
100 e. Candles or open flames may be used only in accordance with state, county, city, and
101 local fire safety requirements. Questions regarding these requirements may be directed
102 to the Department of Public Safety.
- 103 8. **Activity/Athletic Fields:**
104 All activity and athletic fields, including District owned playground facilities, should comply
105 with the following:

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

113 **9. Bicycle Use:**

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

116 **10. Emergency Student Information:**

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

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

132 **11. Eye Protection:**

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

157 **12. Science Classroom Safety:**

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

- 163 a. Wear chemical splash goggles (ANSI Z87.1 compliant, see above).
164 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 following 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; 8/1/22; x/x/23

Legal Reference	
O.C.G.A. 19-15-2	Child Abuse Protocol
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. 20-2-1185	School safety plans; drills
O.C.G.A. 49-5-41	Persons and agencies permitted access to records
Rule 160-4-8-.04	Child Abuse and Neglect Reporting